

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

AGENDA

- I. Call to Order (Bald)
- II. Acceptance of Minutes:* April 16, 2015
- III. Public Comment
- IV. Old Business
- V. Airport Committee Report* (Preston)
 - A. Approvals
 1. Coastal Aviation Services* (Allard)
- VI. Finance Committee Report* (Allard)
 - A. Financial Reports
 1. Operating Results for Nine Month Period Ending March 31, 2015*
 2. Nine Month Cash Flow Projections to January 31, 2016*
 3. Revolving Loan Fund – EDA Semi-Annual Report – March 31, 2015*
 - B. Approvals
 1. Golf Course – Walking Greens Mowers* (Lamson)
 2. Greenman-Pedersen, Inc. – PSM Terminal Bathroom Renovations* (Bohenko)
- VII. Licenses/Easements/Rights of Way/Options
 - A. Approvals
 1. Skyhaven Airport - New England Aerobatic Club – Right of Entry* (Torr)
- VIII. Leases
 - A. Reports
 1. Two International Group, LLC*
 2. 119 International Drive, LLC*
 - B. Approvals
 1. Lonza Biologics, Inc – Sprung Structure Extension* (Loughlin)
 2. Lonza Biologics, Inc. – Concept Plan Approval*** (Preston)
- IX. Signs
 - A. Reports
 1. Newmarket International – 75 New Hampshire Ave*
 - B. Approvals
 1. 25, 29 Retail, LLC * (Lamson)

- X. Contracts/Agreements
 - A. Reports*
 - 1. Airport Perimeter Fence Repairs

- XI. Executive Director's Reports/Approval
 - A. Reports
 - 1. Directors' Reappointment*
 - 2. Golf Course Operations
 - 3. Airport Operations
 - a. Skyhaven Airport
 - b. PSM
 - c. Noise Line Report*
 - B. Approvals
 - 1. Bills for Legal Services* (Allard)

- XII. Division of Ports and Harbors
 - A. Reports
 - 1. Port Advisory Council
 - B. Approvals
 - 1. Pda 700 – Final Fixed Text* (Torr)
 - 2. TIGER 2015 Application – Consultants* (Loughlin)
 - 3. Truck Scale Permanent Installation* (Bohenko)
 - 4. Concession Transfer – Rye Harbor Marine Facility* (Preston)
 - 5. Liberty Marine Transportation – ROE* (Allard)
 - 6. Bills for Legal Services* (Loughlin)

- XIII. Special Events - Report*
 - 1. St. Charles Children's Home – 5k Road Race (Sept. 7, 2015)

- XIV. New Business

- XV. Upcoming Meetings: Board Meeting June 18, 2015

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

- XVI. Directors' Comments
- XVII. Non-Public Session* (Bohenko)
- XVIII. Adjournment
- XIX. 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, April 16, 2015

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

I. Call to Order

Chairman Bald called the meeting to order at 8:35 a.m. in the Board conference room at 55 International Drive, Pease International Tradeport, Portsmouth, New Hampshire. Due to the participation by Directors Allard and Preston via telephone, all votes were taken by roll call.

II. Acceptance of Board Meeting Minutes: March 19, 2015

Director Lamson moved and Director Bohenko seconded that **The Pease Development Authority Board of Directors hereby accept the Minutes of the March 19, 2015 Board meeting.** Discussion: None. Disposition: Resolved by 6 roll call votes for; motion carried. Note: Director Preston was away from the telephone during the vote.

III. Wastewater Treatment Plant Expansion

Director Bohenko introduced the staff from the City of Portsmouth in attendance including: Brian Goetz, Public Works Deputy Director; Terry Desmarais, City Engineer; Peter Rice, Director of Public Works; Suzanne Woodland, Deputy City Attorney; and Mike Kozer of Arcadis.

Mr. Goetz gave a presentation on the proposed expansion of the Portsmouth Wastewater Treatment Facility at Pease. The presentation included:

- A review of the Portsmouth Wastewater System including the Peirce Island and Pease facilities;
- The regulatory requirements to upgrade the treatment facilities;
- The four options to upgrade the facilities including a regional facility at Pease;
- The history of the Pease wastewater system;
- The need for upgrades to the Pease facility;

Terry Desmarais, City of Portsmouth Engineer, continued the presentation including:

- Feedback received from the Tenants Association at Pease meeting on April 3, 2015;
- Components of an upgrade at Pease and an evaluation of regional components;
- Evaluation of the existing wastewater treatment facility site;
- Structures on the current site and proposed structures;
- Odor control;
- Construction traffic impact;
- Review of alternate sites including 255 Corporate Drive and Site 6;
- Request to NH Dept. of Transportation to re-open Ashland Road to reduce truck traffic impact;
- Components of the upgrade;
- Reasons in support of upgrading the existing Pease wastewater treatment facility.

Mr. Desmarais advised the Board that the life cycle costs estimates need to be finalized. The proposal will next be presented to the Portsmouth City Council. Public input and work sessions will then be held and the proposal would go back to the City Council for action.

In response to Director Lamson's questions, Mr. Desmarais informed the Board that:

- A 20 year life cycle is based in part on the life of the equipment;
- The plant will be staffed five days per week to receive deliveries;
- Lonza Biologics' and Redhook Ale Brewery's output release is staggered to provide a more level operation;
- There are different types of tank systems and odor control including using carbon filters to keep odor at a minimum;
- The 20 year projections allow for increased treatment capabilities if needed

In response to Director Torr, Mr. Goetz reviewed status of the proposals to regionalize the facility to include Exeter and Stratham. Mr. Goetz reviewed the route and the amount of additional pipeline needed to connect Exeter and Stratham with the Pease facility. Mr. Desmarais reported that both Lonza Biologics and Redhook Ale Brewery have separate pre-treatment systems.

Director Bohenko reported that the City is doing its due diligence and the proposal will be presented to the Portsmouth City Council on April 27th. The City and PDA have worked on the proposal. Director Bohenko felt that there is a need to look at regionalization of the facilities to help protect Great Bay.

Chairman Bald questioned if a co-generational facility would add more truck traffic; Mr. Desmarais reported that the plans show the space needs overall and depending on how the plant was used, truck traffic could increase. Chairman Bald noted that there are many questions to be answered; and he was glad of the cooperative efforts between the City and PDA.

Note: The Board recessed at 9:35 a.m and returned to the meeting at 9:45 a.m.

IV. Public Comment

David Currier, of Nextera Energy – Seabrook Nuclear Power Plant, made comments regarding: Nextera's concerns as to how increased truck traffic to the wastewater facility may impact Nextera's ability to operate its emergency response operations at 108 Corporate Drive in an emergency at the Seabrook station; increased construction and post-construction traffic; the type of chemicals that would be stored at wastewater that would affect Nextera's habitability at its facility during an emergency at the Seabrook plant.

Director Bohenko informed the Board that the City conducts "table top" emergency evacuation training exercises with the Seabrook Nuclear plant and Nextera would be included in the emergency plans.

V. Old Business

No old business was brought before the Board.

VI. Audit Committee Report

Director Bohenko, Audit Committee Chairman, reported that the Audit Committee met on April 1, 2015. The Committee had reviewed Requests for Proposals for external auditing services. The staff screened the firms. The Committee interviewed two finalists and the Committee and staff recommended that Berry, Dunn,

McNeill and Parker, LLC be hired as PDA's external auditors. Director Bohenko thanked Irv Canner, PDA Finance Director and staff for their work on the Requests for Proposals.

A. Approvals

1. Auditor Contract

Director Loughlin moved and Director Lamson seconded that In accordance with the recommendation of the Pease Development Authority Audit Committee, the PDA Board of Directors hereby authorizes the Executive Director to enter into a contract with the firm of Berry, Dunn, McNeill and Parker, LLC to perform the annual external audit, as required by the Comptroller General of the United States, the provisions of the Single Audit Act, OMB Circular A-133, of the PDA's consolidated financial statements for the fiscal years ending 2015, 2016, 2017, and 2018 as described in the Summary Evaluation and Recommendation - Proposal for Auditing Services attached hereto. Note: Roll call vote required. Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried.

VII. Finance

A. Financial Reports

1. Operating Results for the Eight Month Period Ending February 28, 2015

Mr. Canner reported on the status of PDA FY 2015 finances for the eight month period ending February 28, 2015, including operating revenues and expenses. Operating revenues are approximately 1.7% below budget while operating costs are 6.4% below budget. PDA is still processing winter snow removal costs and PDA is seeking to recover costs related to snow storms from FEMA. Utility costs remain above budget due, in part, to increased electricity consumption and higher electricity rates. Projected fuel sales including the sales at Hampton Harbor facility are below budget. Seasonal hiring has begun for the Division of Ports and Harbors' facilities and the Golf Course. Wages are approximately \$90,000 over budget due to the snow removal crews' overtime. Mr. Canner anticipates that PDA will pay approximately \$225,000 to \$250,000 inclusive for the winter snow removal costs. The Business Units Analyses shows that enplanements at the Portsmouth International Airport at Pease are 30% ahead from the same period last year. Year to date fuel sales are approximately 50% below prior year to date at Skyhaven Airport due, in part, to the runway construction. With the runway construction costs, PDA has absorbed approximately \$1.4 million in support of Skyhaven Airport since its transfer to the PDA. The Golf Course is starting its seasonal operations. Golf fees paid by the public are approximately 59% of the Golf Course revenues. The bar and grill sales are approximately 30% ahead of the same period last year while simulators' revenue are approximately the same. The Division of Ports and Harbors' (DPH) operating expenses are below budget due, in part, to the high snow removal costs. The Market Street Terminal operations provide financial support of the other DPH facilities. The Revolving Loan Fund is carrying cash equal to more than 25% of the total loan portfolio. To avoid sequestration of funds, the cash balance needs to be reduced through the issuance of more loans in subsequent twelve months. The semi-annual Revolving Loan Fund report will be made next month to the Economic Development Administration.

2. Nine Month Cash Flow Projections to December 31, 2015

Mr. Canner reviewed PDA cash flow projections for the nine month period ending December 31, 2015. PDA's current unrestricted cash balance is approximately \$256,000. PDA anticipates spending \$2.8 million dollars in non-grant funded projects including roof repairs to the Airport Terminal and expansion of the Golf Course clubhouse. Grant funded projects at a cost of approximately \$2.7 million dollars include the Skyhaven Airport runway and the purchase of snow removal equipment. Mr. Canner reviewed the projected cash and debt balances as well as the use of the Provident Bank revolving line of credit to pay for capital projects while waiting for grant reimbursements.

Director Preston asked if the DPH website could be used more to market DPH operations and asked that staff review the use of the website for marketing purposes.

VIII. Licenses/Easements/Rights of Way/Options

A. Approvals

1. VMD Systems Integrators, Inc. – Airport Terminal

Director Preston moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a Right of Entry with VMD Systems Integrators, Inc. to use a portion of the Portsmouth International Airport at Pease Air Terminal for a period of six (6) months beginning May 1, 2015 through October 31, 2015; and to extend the term through October 31, 2019, on substantially the same terms and conditions set forth in the Right of Entry dated April 1, 2015 attached hereto. Note: Roll call vote required. Discussion:** Bill Hopper, Airport Operations Manager, reported that VMD Systems will take over the screening at the Airport that was previously handled by TSA. Disposition: Resolved by unanimous roll call vote; motion carried.

2. Rights of Entry – North Apron Vehicle Training

Director Torr moved and Director Lamson seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute Rights of Entry with the a) Portsmouth Police Department and b) Portsmouth Naval Shipyard Department of Defense through December 31, 2015, for the purpose of conducting emergency vehicle training on a portion of the North Apron subject to coordination of training schedules with PDA Airport Operations Department. Note: Roll call vote required. Discussion:** Marie Aleksy, PDA Paralegal, reported that since the terms of the Rights of Entry are longer than six months, Board approval is needed. In response to Director Lamson, Mr. Hopper reported that various agencies use the North Apron to train personnel to use emergency vehicles, such as ambulances, and that some noise is generated during the training. Disposition: Resolved by unanimous roll call vote; motion carried.

IX. Leases

A. Reports

In accordance with the “Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements”, David Mullen, Executive Director, reported on the following subleases:

1. Two International Group, LLC

Two International Group, LLC entered into subleases at 2 International Drive with: a) MTS Services for 1,100 square feet for a term of two years; and b) Weidema, Lavin, Grott & Riendeau, PC for 258 square feet on a month to month term. Director Lamson approved the subleases.

2. 222 International, LP

222 International, LP entered into a sublease at 195 New Hampshire Avenue with Prometric, Inc. for 3,007 square feet for a base term of three months. Director Lamson approved the sublease.

3. 249 Corporate Drive, LLC

249 Corporate Drive, LLC entered into a sublease at 249 Corporate Drive with Loftware, Inc. for 31,826 square feet for a base term on 10 years. Director Lamson approved the sublease.

B. Approvals

1. Old Tex Mex, LLC – 68 NH Avenue Assignment/Amendment

Director Allard moved and Director Preston seconded that **The Pease Development Authority Board of Directors hereby:**

- a. **approves of and authorizes the Executive Director to enter into Lease Amendment No. 3 with Old Tex Mex, LLC for the Premises located at 68 New Hampshire Avenue in substantially the form attached hereto, which amendment will provide for a conditional extension of the remaining lease term from 23 years and 7 months to 40 years;**
- b. **authorizes the Executive Director to complete negotiations and to approve execution of a Consent of Sublessor and Agreement concerning Assignment of the Sublease ("Consent") by and between PDA, Old Tex Mex, LLC, and Cinthesys Real Estate Management LLC; and**
- c. **authorizes and approves such other action(s) and the execution of such other document(s) as the Executive Director and General Counsel deem necessary or advisable to implement the transaction contemplated in the Memorandum of David R. Mullen, Executive Director, dated April 8, 2015, attached hereto. Note: Roll call vote required.**

Discussion: Director Loughlin recused himself due to a conflict. Disposition: Resolved by 6 roll call votes for; 1 abstention (Director Loughlin); motion carried

X. 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 contracts:

1. Williams Communications Services, Inc. – Airport Terminal

PDA contracted with Williams Communications Services, Inc. for the provision and installation of a Valcom public announcement message system for use at the Airport Terminal. The expenditure of \$1,050.00 was approved by Vice Chairman Loughlin.

2. Pease Golf Course – Website Consultation

PDA contracted with Norman Whitaker to assist staff in building the Pease Golf Course website, Request for Proposal for services, and assist staff in qualifying bids received. The expenditure of \$1,500 total is an approved budget item.

B. Approvals

1. USDA Wildlife Control

Director Bohenko moved and Director Torr seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to execute a contract with the United States Department of Agriculture Wildlife Service (USDA WS) from January 1, 2015 through December 31, 2015, in the**

amount of \$17,998.70 for the purpose of providing integrated turkey, other large bird, and animal control and monitoring services at the Airfield; all in accordance with the memorandum of Kim W. Hopper, Airport Manager, dated March 31, 2015, and attached hereto.

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

1. PDA has a long standing relationship with USDA WS stemming back to the time PDA was formed. As a part of that ongoing relationship, the USDA WS has maintained ongoing wildlife surveys, with data dating back to its first arrival at Pease. PDA does not want to interrupt this data stream.
2. The USDA WS conducts training classes for PDA Airport Operations Personnel on Airport Wildlife Hazard Management, to meet FAR 139 requirements. USDA is the FAA recognized authority for such required training. Note: This motion requires 5 affirmative votes.

Discussion: Director Loughlin asked about wildlife monitoring at the Great Bay National Wildlife Refuge. Mr. Hopper reported that turkeys cannot be shot on the Refuge or outside the Airport fence. Instead, the turkeys are trapped and relocated. Chairman Bald noted that the service is needed as a plane was damaged in the past due to a turkey getting caught in the plane's engine. Disposition: Resolved by unanimous roll call 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. The driving range opened on April 13th. The upper nine should be open by April 17th with all courses open by May 1st. Eight golf leagues will return this season. Fifty-eight golf functions and 38 non-golf functions are booked for the season. Hiring of seasonal staff has begun.

2. Airport Operations

Bill Hopper, Airport Manager, reported on aviation activities.

a) Skyhaven Airport ("DAW")

The grand opening of the upgraded runway will be held on May 16th and the Wings and Wheels fundraising event will be held on June 13th.

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

Enplanements have increased due the increased activity of troop flights and Allegiant Airlines. Construction activities that stopped because of winter have resumed. Snow removal activities at both airports are done for the season.

Director Lamson reported that the Airport Committee will meet on May 11, 2015 to discuss a proposal by Seacoast Helicopters. Lynn Hinchee, PDA General Counsel, advised the Board that the purpose of the meeting is to determine if Seacoast Helicopters meets the Airport Minimum Standards to engage in helicopter sales. Plane Sense may also present a proposal for an employee flying club. Director Lamson expressed her concern about additional noise impact from the Seacoast Helicopter operations and wanted to make sure that the

public will have the opportunity to speak at the meeting, Director Preston, Committee Chair, assured the Board that the Committee will listen to all who wish to speak at the meeting.

c) Noise Line Report

Mr. Hopper reported that the PDA Noise Line received a total of three inquiries in March. One inquiry dealt with a US Coast Guard Black Hawk helicopter; one inquiry was regarding a Gulf Stream aircraft flown by MIT Lincoln Laboratories; and one inquiry was about a military C-5 aircraft. All aircraft had followed the voluntary noise restrictions.

3. Transportation Infrastructure Improvement Fee

Mr. Mullen reported that an updated chart regarding transportation infrastructure improvement fees assessed to leasehold tenants was included in the Board packet.

4. NH DOT – Skyhaven Airport Memorandum of Understanding

Maria Stowell, PE, Manager – Engineering, reported that PDA and NH Department of Transportation entered into a Memorandum of Understanding regarding the overlapping Skyhaven Airport aviation easement and the NH Route 108 right-of-way.

B. Approvals

1. Federal Highway Administration – Arboretum Drive and ROE

Director Lamson moved and Director Torr seconded that Pursuant to RSA 12-G:8 IV, The Pease Development Authority Board of Directors hereby accepts the donation for services from the Federal Highway Administration, Eastern Federal Lands Highway Division (“EFLHD”) to reconstruct a portion of Arboretum Drive; and authorizes the Executive Director to enter into a Right of Entry with EFLHD to make the improvements to Arboretum Drive as part of EFLHD’s project to improve the roads and parking areas at the Great Bay National Wildlife Refuge; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager- Engineering, dated April 9, 2015 attached hereto. Note: Roll call vote required. Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried

2. FAA Grant Acceptance/Contract Award

Director Loughlin moved and Director Torr seconded that Contingent upon the FAA AIP project funds being made available to PDA, the Pease Development Authority Board of Directors hereby authorizes the Executive Director:

- (1) to apply for and accept on behalf of the PDA, a Federal Aviation Administration ("FAA") Grant Offer through the State Block Grant Program in the amount up to \$116,626.00 in AIP funding for the design of the Pavement and Drainage Rehabilitation project at Skyhaven Airport, Rochester, NH;
- (2) to apply for and accept 5.0 % of matching funds from NHDOT Division of Aeronautics in an estimated amount up to \$6,479.22;
- (3) to have PDA contribute an amount up to \$31,424.22, (equal to 5% of total eligible projects costs as well as costs for ineligible portions of the project:

(4) to enter into a contract with Jacobs Engineering Group, Inc., PDA's provider of aviation planning and engineering services, in an amount not to exceed \$136,467.00 for design, bidding, and permitting services; and

(5) to seek the review and input of the Skyhaven Airport Advisory Committee prior to the project being put out to bid;

all in accordance with the memorandum from Maria J. Stowell, P.E. Manager - Engineering, dated April 3, 2015, and attached hereto. Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried.

3. Bills for Legal Services

Director Torr moved and Director Lamson seconded that The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$145.00 for legal services rendered to the Pease Development Authority by:

1. Sheehan Phinney Bass + Green
Through February 28, 2015 \$ 145.00

Note: Roll call vote required. . Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried

XII. Division of Ports and Harbors

A. Division Director's Reports

1. Port Advisory Council

Geno Marconi, Division Director, reported that the Port Advisory Council met on April 15, 2015. The Council reviewed the 2015 mooring permit process. The Council discussed issues regarding fisheries, moorings and administrative rules.

Mr. Marconi reported to the Board on the status of the mooring permit applications returned. There were 1,464 applications sent out. As of March 31, 2015, 29 mooring permits were not re-applied for and were deemed expired. Three hundred eighty-two individual wait list applications were sent out to and 348 applications were returned. There were approximately 500 spots applied, including applications for multiple mooring areas and applications from current mooring permit holders who want to relocate their moorings.

2. Commercial Moorings for Hire

Mr. Marconi reported that in accordance with the "Delegation to Executive Director: Consent, Approval and Execution of Commercial Mooring for Hire Permits", PDA approved of the following Commercial Moorings for Hire permits:

<u>Applicant</u>	<u>Number of Permits</u>	<u>Business</u>	<u>Date of Approval</u>
Bayview Marina, LLC	6	Marina	3/24/15
Theresa Cote	1	Shorefront tenant	3/24/15
Esther's Marina, LLC	2	Marina	3/24/15
Charles Felch	1	Shorefront tenant	3/24/15
Great Bay Marina	73	Marina	3/24/15

Note: Roll call vote required. Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried

XIII. Special Events – Report

Ms. Aleksy reported that the following special events will take place on the Tradeport.

1. Bridal Miles – 5k

On Sunday, May 17, 2015, Madeleine’s Daughter Bridal Shop will host the “Bridal Miles” 5k road race. Funds raised will be used to support “My Breast Cancer Support” programs that provide support to local breast cancer patients.

2. Newington School Supporters

On Saturday, September 12, 2015 the Newington School Supporters will host the Fox Point Sunset 5 Mile Road Race. Funds raised will be used to support Newington Public School programs.

XIV. New Business

Bill Bartlett, PDA Director of Operations, reported that the Portsmouth Hospital has a helipad and there may be increased medical related helicopter traffic at Portsmouth Hospital.

XV. New Business

XVI. Upcoming Meetings:	Airport Committee	May 11, 2015 @ 6:30 p.m.
	Finance Committee	May 18, 2015
	Board of Directors Meeting	May 21, 2015

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

XVII. Directors’ Comments

There were no comments from the Directors.

XVIII. Adjournment

Director Lamson moved and Director Torr seconded to **adjourn the Board meeting**. Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried. Meeting adjourned at 10:42 a.m.

XIX. Press Questions

No members of the Press attended the meeting.

Respectfully submitted,


David R. Mullen
Executive Director/Secretary

COPY

**PEASE DEVELOPMENT AUTHORITY
AIRPORT COMMITTEE**

AMENDED AGENDA

Date: May 11, 2015
Time: 6:00 PM
Place:: 55 International Drive, Pease International Tradeport

- I. Call to Order (Chairman Preston)
- II. Acceptance of Minutes: November 19, 2014*
- III. Aircraft Sales Proposal — Coastal Aviation Services
Presentation
- IV. Public Comment
- V. Coastal Aviation Services* (Allard)
- VI. Airport Brief Report (Hopper)
- VII. New Business
- VIII. Adjournment
- IX. Press Questions

* Related Materials Attached

** Related Materials Previously Sent

*** Related Material will be Provided Under Separate Cover
Confidential Materials

COPY

MOTION

Director Allard:

In accordance with the recommendation of the Pease Development Authority's Airport Committee, the Board of Directors finds that Coastal Aviation Service's application to provide Limited Service Speciality General Aviation Commercial Operations for the purpose of the sale of Robinson Helicopters at Portsmouth International Airport at Pease meets PDA's Minimum Standards dated November 13, 1997, all in accordance with the memorandum of Kim W. Hopper, Airport Manager, dated May 13, 2015 attached hereto.

N:\RESOLVES\CoastalAviation0515.wpd

Memorandum

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

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

Date: 5/13/2015

Subj: Board Request for Coastal Aviation Services

Coastal Aviation Services has submitted a request for aircraft sales at the Portsmouth International Airport at Pease (PSM). As required by the Minimum Standards for Commercial and Noncommercial General Aviation Operators for Portsmouth International Airport at Pease, Coastal Aviation Services submitted an application to the Airport Management Department and subsequently it was reviewed by myself and verified as complying with the airport's minimum standards.

The Pease Development Authority Airport Committee, at its May 11, 2015 meeting, recommended that the PDA Board of Directors approve Coastal Aviation Services application to provide Limited Service Specialty General Aviation Commercial Operations for the purpose of the sale of Robinson Helicopters at Portsmouth International Airport at Pease. I request that you seek approval for the Airport Committee's recommendation for such at the PDA Board's May 21, 2015 meeting. I greatly appreciate your submitting the request.

Attached is a copy of my submittal to the Airport Committee, to include Coastal Aviation's application. Please do not hesitate to contact me with any questions.

Attachments

COPY

Memorandum

To: PDA Airport Committee

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

Date: 5/4/2015

Subj: Request to Airport Committee for Coastal Aviation Services

Coastal Aviation Services has submitted a request for aircraft sales at the Portsmouth International Airport at Pease (PSM). After review of the application, staff has determined that the proposal by Coast Aviation Services does meet the Minimum Standards for Commercial and Noncommercial General Aviation Operators for PSM, last revised August 16, 2007.

Coastal Aviation Services is jointly owned by Seacoast Helicopters, LLC and Port City Air, Inc., and is an authorized Robinson Helicopter Sales and Service Center. Coastal Aviation Services will be co-located at 44 Durham Street and 104 Grafton Street.

I request that the Airport Committee recommend to the PDA Board of Directors at its May 18, 2015 meeting, to approve Coast Aviation Services request to provide aircraft sales at the Portsmouth International Airport at Pease. Attached is Coastal Aviation Services request to provide such services.

Please do not hesitate to contact me with any questions.

Attachment

cc: David R. Mullen, Executive Director

COPY

Coastal Aviation Services PDA Proposal

Pease Development Authority
Robinson Helicopter Dealership Proposal



AN AUTHORIZED ROBINSON HELICOPTER DEALERSHIP
AND SERVICE CENTER

27 March 2015

Robinson Helicopter Sales and Service

Portsmouth International Airport · 44 Durham Street, Portsmouth, NH 03801 · 603.373.8743 · www.coastalaviationservices.com

Coastal Aviation Services PDA Proposal

Introduction

Seacoast Helicopters, LLC is a private company located on Portsmouth International Airport at Pease (KPSM) offering helicopter services to student pilots, tourists and charter customers. Seacoast Helicopters utilizes Robinson helicopters for rental, scenic tours, primary and advanced flight instruction using FAA certified flight instructors under FAA Part 61 and FAA Part 141. Seacoast Helicopters also provides Charter and Air Taxi services under FAA Part 135.

Port City Air, Inc. is a Full-Service Fixed Base Operator (FBO) also located at KPSM that offers aircraft maintenance and service under FAA Part 145, avionics sales and service, fuel, charter support and based and transient aircraft hangarage.

GENERAL (Article 4.01)

Through a Joint Venture Agreement, Coastal Aviation Services has been created, legally organized and is jointly owned by Seacoast Helicopters, LLC and Port City Air, Inc. Coastal Aviation Services is an Authorized Robinson Helicopter Sales and Service Center, offering Robinson Helicopter Sales as well as Robinson Helicopter maintenance, service and repair. Coastal Aviation Services is co-located with Seacoast Helicopter, LLC at 44 Durham Street, Portsmouth, NH 03801. Repair, maintenance and service will be performed at Port City Air, Inc. at 104 Grafton Drive, Portsmouth, NH 03801.

MINIMUM SERVICE STANDARDS (Article 4.02)

Hours of Operation:

Coastal Aviation Services is open for business 7 days a week from 8 AM until 6 PM and is on-call on an as needed basis outside of those hours. Customer demonstration flights will be conducted largely on-airport or on cross-country flights away from downtown Portsmouth.

Sales Franchise:

Coastal Aviation Services holds a preliminary Dealership and Service Center Agreement from Robinson Helicopter Company. Once this application is approved by the PDA Board of Directors, Robinson Helicopter Company will lift the preliminary status and grant Coastal Aviation Services an unconditional Dealership and Service Center Agreement. Once granted a Dealership and Service Center Agreement by Robinson Helicopter Company, the sales territory of Coastal Aviation Services is world-wide. FOB for all new helicopters is Torrance, California at the Robinson Helicopter Company manufacturing plant. All new helicopters are delivered to Coastal Aviation Services (or their customers) in Torrance. The aircraft is then ferried from Torrance, California directly to the customers' home/preferred base, airport, heliport or helipad where delivery is completed. Except in the case of a local customer, new helicopters are not brought back to KPSM.

Pilots Available:

Coastal Aviation Services employs 3 FAA Certified Commercial rotorcraft pilots, all with a rating of Certified Flight Instrument Instructor (CFII). With this cadre of pilots on staff, Coastal Aviation Services is able to provide demonstrations and demo flights for all 3 models of Robinson Helicopters.

Robinson Helicopter Sales and Service

Coastal Aviation Services PDA Proposal

Aircraft Inventory:

Coastal Aviation Services owns 2 used helicopters (an R22 Beta II and an R44 Raven II) and anticipates delivery of 3 new helicopters (one R22 Beta II, one R44 Raven II and one R66 Turbine) by mid-summer, due to the long lead times associated with new helicopter orders.

Coastal Aviation Services will provide a quarterly inventory report to the Airport Manager documenting all aircraft transactions.

Robinson Helicopter Sales and Service

Portsmouth International Airport · 44 Durham Street, Portsmouth, NH 03801 · 603.373.8743 · www.coastalaviationservices.com



AN AUTHORIZED ROBINSON HELICOPTER DEALERSHIP
AND SERVICE CENTER

6 May 2015

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

Subject: Coastal Aviation Services Robinson Helicopter Dealership

Dear Dave,

This letter is to document that Port City Air, Inc. (a valid Full-Service Fixed Base Operator) and Seacoast Helicopters, LLC (a Limited-Service Specialty Operator) have formed a joint venture doing business as "Coastal Aviation Services" for the express purpose of selling and servicing Robinson Helicopters. The two companies have also have entered into a legally binding contractual arrangement that has been signed by the company principals.

Bruce Cultrera
Resident & CEO
Seacoast Helicopters, LLC

Robert Jesurum
President
Port City Air, Inc.

Robinson Helicopter Sales and Service

• 44 Durham Street • Portsmouth, NH 03801 • 603.373.8743 • www.coastalaviationservices.com

PEASE DEVELOPMENT AUTHORITY
Monday, May 18, 2015

COPY

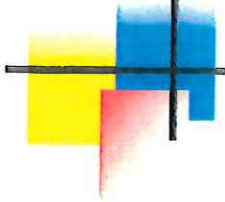
FINANCE COMMITTEE AGENDA

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

- I. Call to Order (Allard)
- II. Acceptance of Committee Meeting Minutes: March 16,2015*
- III. Public Comment
- IV. Reports (Canner)
 1. Operating Results for the Nine Month Period Ending March 31, 2015*
 2. Nine Month Cash Flow Projections through January 31, 2016*
 3. EDA Semi-Annual Filing- Revolving Loan Fund at March 31, 2015*
- V. Committee Recommendations to the Board of Directors
 1. Capital Expenditures:
 - A. Walking Greens Mower (2) *+ (Bohenko)
 - B. Portsmouth Airport Terminal Bathroom Renovations *+ (Lamson)
- VI. Committee Meetings- September 14, 2015
- VII. Director's Comments
- VIII. Adjournment
- IX. Press Questions

* Related Materials Attached.
+ Proposed Motion

COPY



FY 2015 FINANCIAL REPORT FOR THE NINE MONTH PERIOD ENDING MARCH 31, 2015



**FINANCE COMMITTEE MEETING
MAY 18, 2015**



CONSOLIDATED STATEMENT OF REVENUES AND EXPENSES ² FOR THE NINE MONTH PERIOD ENDING MARCH 31, 2015 AND 2014

(\$ 000's)

FY 2015 BUDGET VARIANCE ANALYSIS

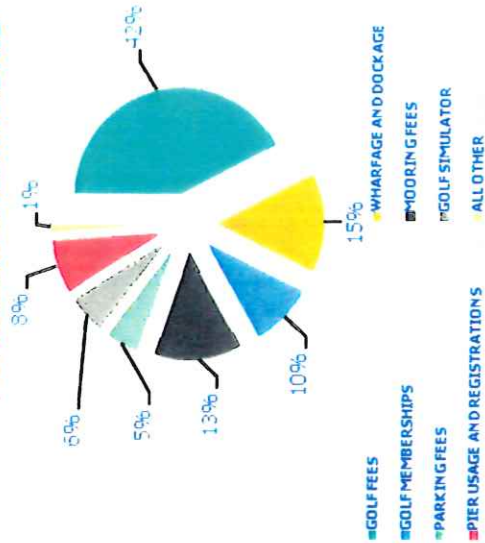
- **OPERATING REVENUES- LOWER BY 1.4%**
 - LOWER THAN ANTICIPATED RENTAL INCOME OFFSET BY:
 - INCREASED GOLF FEES- DUE TO INCREASE IN ROUNDS PLAYED DUE TO COURSE RENOVATIONS.
 - HAMPTON HARBOR AND PORTSMOUTH FISH PIER FUEL SALES ARE LESS THAN BUDGETED.
 - INCREASED CONCESSION REVENUES FROM HIGHER GRILL 28 SALES.
- **OPERATING COSTS- LOWER BY 7.2%**
 - PRIMARILY TIMING DIFFERENCES ASSOCIATED WITH VENDOR BILLINGS FROM SNOW SEASON.
 - INDIRECT LABOR ALLOCATION TO BUILDINGS AND FACILITIES NOT BUDGETED.
- **NONOPERATING (INCOME) AND EXPENSES**
 - INCREASED SHORT TERM BORROWINGS TO SUPPORT CONSTRUCTION RELATED ACTIVITIES- PSM AND SKYHAVEN

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	\$ VARIANCE	PRIOR YEAR TO DATE ACTUAL	YEAR TO YEAR VARIANCE	CURRENT YEAR BUDGET
OPERATING REVENUES <i>(PAGE #3)</i>	<u>10,004</u>	<u>10,144</u>	<u>(140)</u>	<u>9,537</u>	<u>467</u>	<u>13,903</u>
OPERATING EXPENSES						
PERSONNEL SERVICES AND BENEFITS <i>(PAGE #4 AND #5)</i>	4,238	4,401	(163)	4,292	(54)	5,851
BUILDINGS AND FACILITIES MAINTENANCE	1,770	1,986	(216)	1,546	224	2,464
GENERAL AND ADMINISTRATIVE	525	575	(50)	1,007	(482)	766
UTILITIES <i>(PAGE #6)</i>	663	599	64	628	35	825
PROFESSIONAL SERVICES <i>(PAGE #6)</i>	147	253	(106)	133	14	321
MARKETING AND PROMOTION	207	312	(105)	187	20	416
ALL OTHER <i>(PAGE #6)</i>	<u>875</u>	<u>951</u>	<u>(76)</u>	<u>846</u>	<u>29</u>	<u>1,301</u>
OPERATING INCOME	<u>1,579</u>	<u>1,067</u>	<u>512</u>	<u>898</u>	<u>681</u>	<u>1,959</u>
NONOPERATING (INCOME) AND EXPENSE <i>(PAGE #7)</i>	100	69	31	97	3	92
DEPRECIATION	<u>4,676</u>	<u>4,773</u>	<u>97</u>	<u>4,493</u>	<u>183</u>	<u>6,364</u>
NET OPERATING INCOME	<u>(3,197)</u>	<u>(3,775)</u>	<u>578</u>	<u>(3,692)</u>	<u>495</u>	<u>(4,497)</u>

CONSOLIDATED OPERATING REVENUES FOR THE NINE MONTH PERIOD ENDING MARCH 31, 2015 AND 2014

(\$ 000's)

FEE REVENUES YEAR TO DATE

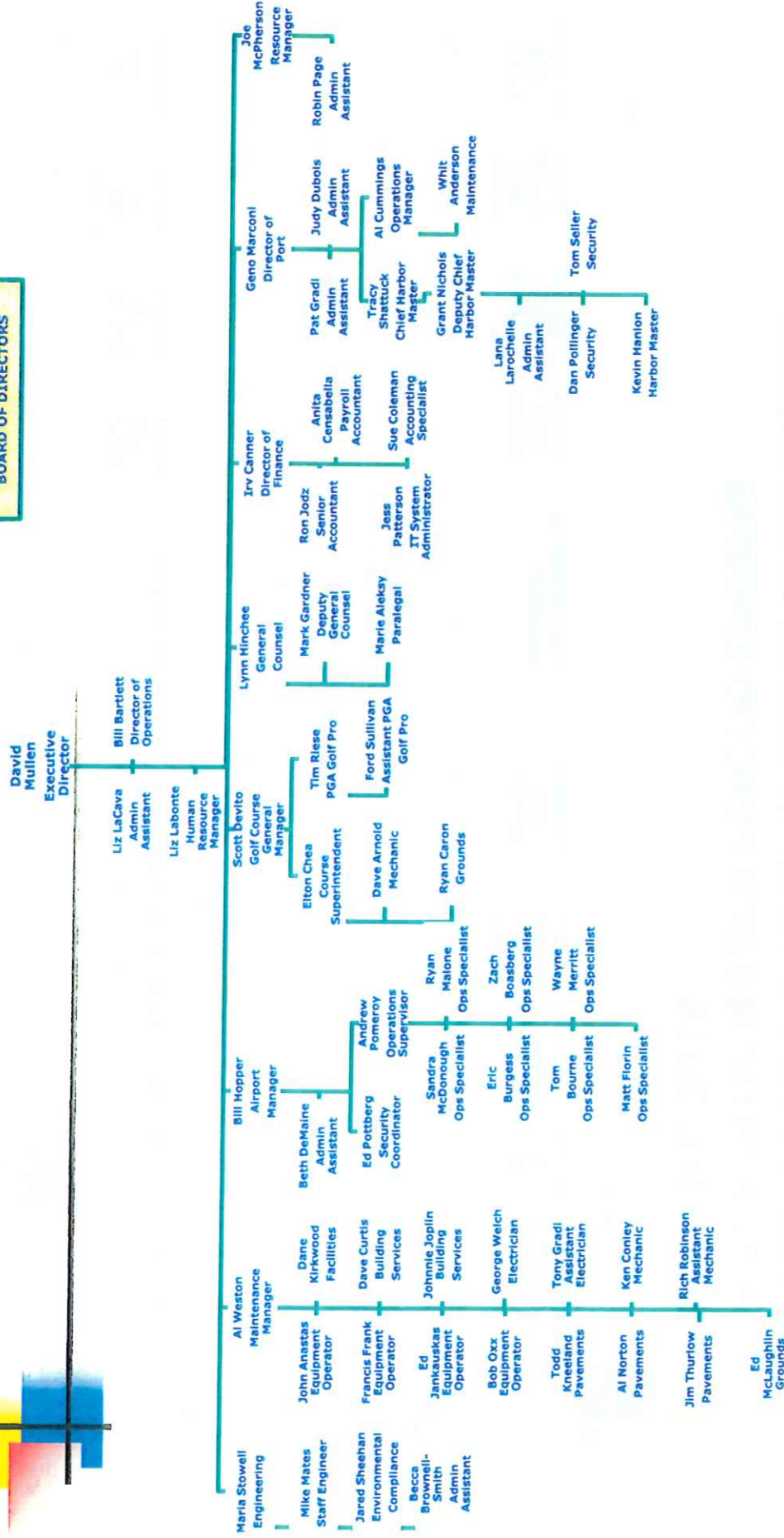


	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	\$ VARIANCE	PRIOR YEAR TO DATE ACTUAL	YEAR TO YEAR VARIANCE	CURRENT YEAR BUDGET
RENTAL OF FACILITIES	6,811	7,000	(189)	6,734	77	9,233
FEE REVENUES (SEE CHART)	1,892	1,630	262	1,529	363	2,567
FUEL SALES (SEE CHART)	724	808	(84)	719	5	1,085
CONCESSION REVENUE	212	149	63	161	51	214
GOLF MERCHANDISE	118	87	31	86	32	175
ALL OTHER- NET	247	470	(223)	308	(61)	629
	<u>10,004</u>	<u>10,144</u>	<u>(140)</u>	<u>9,537</u>	<u>467</u>	<u>13,903</u>

FUEL ANALYSIS	SALES	COGS	NET MARGIN
SKYHAVEN AIRPORT	47	40	7
PORTSMOUTH FISH PIER	414	370	44
RYE HARBOR	141	127	14
HAMPTON HARBOR	122	109	13
	<u>724</u>	<u>646</u>	<u>78</u>

PEASE DEVELOPMENT AUTHORITY ORGANIZATION CHART (CURRENT)

BOARD OF DIRECTORS



NOTE:
1. EXCLUDES, NON-BENEFITED EMPLOYEES, CONTRACT AND SEASONAL EMPLOYEES.

CONSOLIDATED OTHER OPERATING EXPENSES FOR THE NINE MONTH PERIOD ENDING MARCH 31, 2015

(\$ 000's)

UTILITIES	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	PRIOR YEAR TO DATE ACTUAL	CURRENT YEAR BUDGET	PROFESSIONAL SERVICES	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	PRIOR YEAR TO DATE ACTUAL	CURRENT YEAR BUDGET
ELECTRICITY	355	286	314	412	LEGAL	13	83	22	110
WASTE DISPOSAL	81	129	134	171	INFORMATION TECHNOLOGY	66	55	53	74
NATURAL GAS AND OIL	88	96	84	122	AUDIT	55	47	44	62
PROPANE	47	45	52	62	ALL OTHER- NET	13	68	14	75
WATER	92	43	44	58		147	253	133	321
	663	599	628	825					

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.

CONSOLIDATED NONOPERATING (INCOME) EXPENSE FOR THE NINE MONTH PERIOD ENDING MARCH 31, 2015

(\$ 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	PRIOR YEAR TO DATE ACTUAL	CURRENT YEAR BUDGET	
INTEREST EXPENSE	104	74	102	99	INTEREST EXPENSE
INTEREST INCOME AND OTHER	(3)	(5)	(5)	-	YEAR TO DATE 81
(GAIN) / LOSS ON SALE OF ASSETS	(1)	-	-	-	FISCAL BUDGET 68
	<u>100</u>	<u>69</u>	<u>97</u>	<u>92</u>	CITY OF PORTSMOUTH 23
					TOTAL <u>104</u>
					<u>99</u>

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

SUMMARY OF INTERGOVERNMENTAL RECEIVABLES AS OF MARCH 31, 2015

(\$ 000's)

PROJECT NAME	APPROVAL DATE	TOTAL PROJECT	GRANT AWARD	EXPENDED TO DATE	PDA SHARE	RECEIVED TO DATE	BALANCE DUE PDA	AMOUNT SUBMITTED
TRADEPORT MULTI-USE PATH	11-20-08	802	642	1,165	(233)	550	382	64
TRADEPORT BUILDING DEMO AT 80 ROCHESTER	12-21-11	800	400	759	(380)	291	88	-
PSM NOISE EXPOSURE MAP UPDATE (FAA #52)	05-31-12	162	150	161	(12)	149	-	-
PSM PAVEMENT AND DRAINAGE RESTORATION (FAA #54)	07-03-12	105	97	99	(8)	91	-	-
PSM AIRPORT MARKING AND SIGNAGE (FAA #55)	08-28-12	448	414	410	(31)	346	33	-
PSM RUNWAY DEMAND LENGTH ANALYSIS	04-16-13	78	74	76	(4)	64	8	-
PSM ASR CONSTRUCTION PROJECT	04-16-13	3,461	3,288	1,724	(231)	1,493	-	-
PSM PAVEMENT AND DRAINAGE	11-06-13	1,310	1,244	1,140	(153)	987	-	-
PSM OBSTRUCTION REMOVAL / PERMITTING AND DESIGN	-	-	-	2	(2)	-	-	-
PSM RUNWAY 16-34 PRE-DESIGN	-	-	-	2	(2)	-	-	-
PSM OBSTRUCTION MITIGATION DESIGN (FAA #49)	05-23-11	318	318	292	-	244	8	-
SKYHAVEN RUNWAY 15-33 R,M,L & S (SBG 05-2012)	06-18-14	3,790	3,601	2,906	(146)	2,138	622	19
SKYHAVEN TAXILANE PAVEMENT AND DRAINAGE	-	-	-	11	(11)	-	-	-
SKYHAVEN RUNWAY DESIGN AND RECON (SBG 04-2012)	09-04-13	567	539	496	(25)	467	4	-
DPH RYE FLOATING DOCK REPLACEMENT	-	-	-	78	(76)	2	-	-
DPH FEMA CAMERA INSTALLATION AT NEWCASTLE PIER	-	-	-	25	4	-	21	21
DPH FACILITY SECURITY OFFICER TRAINING	-	-	-	15	-	-	15	15
DPH SEABROOK / HAMPTON DREDGING	-	-	-	1,668	(324)	1,344	-	-
DPH SOUTH ACCESS BRIDGE REPLACEMENT	-	-	-	384	-	384	-	-
DPH HAMPTON HARBOR PIER RENOVATIONS	-	-	-	1,583	(70)	1,513	-	-
DPH WATER QUALITY IMPROVEMENT- 555 MARKET STREET	-	-	-	1,919	(921)	998	-	-
							1,181	119

SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF MARCH 31, 2015



(\$ 000's)

PROJECT NAME	BALANCE AT 06-30-14	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 03-31-15
PORTSMOUTH AIRPORT					
OBSTRUCTION MITIGATION DESIGN (FAA #49)	238	14	-	14	252
NOISE EXPOSURE MAP UPDATE (FAA #52)	148	13	161	(148)	-
PAVEMENT AND DRAINAGE RESTORATION (FAA #54)	-	2	2	-	-
RUNWAY DEMAND AND LENGTH ANALYSIS (SBG 1601)	70	6	-	6	76
ASR CONSTRUCTION PROJECT (SBG 1602)	1,089	635	-	635	1,724
AIRFIELD MARKING AND SIGNAGE (FAA #55)	8	2	10	(8)	-
PAVEMENT AND DRAINAGE RESTORATION (SBG 1603)	596	544	-	544	1,140
PSM OBSTRUCTION PERMITTING AND DESIGN	2	-	-	-	2
JFE RUNWAY 16-34 PRE-DESIGN	2	-	-	-	2
AIRPORT OPERATIONS SOFTWARE / SERVER	5	20	25	(5)	-
TSA FACILITIES PROJECT	55	3	58	(55)	-
2015 CHEVY K2500 PICK-UP TRUCK	-	41	41	-	-
	2,213	1,280	297	983	3,196

SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF MARCH 31, 2015

(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 03-31-15
SKYHAVEN AIRPORT					
RUNWAY DESIGN AND RECONSTRUCTION (SBG 04-2012)	485	11	-	11	496
TAXILANE PAVEMENT AND DRAINAGE (SBG05-2012)	-	11	-	11	11
RUNWAY 15-33 RECONSTRUCT-MARKING AND SIGNAGE (SBG 05-2012)	-	<u>3,209</u>	-	<u>3,209</u>	<u>3,209</u>
	<u>485</u>	<u>3,231</u>	-	<u>3,231</u>	<u>3,716</u>
MAINTENANCE	-	-	-	-	-
ADMINISTRATION	-	-	-	-	-
COMPUTER SERVER UPGRADE	-	<u>62</u>	<u>62</u>	-	-

SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF MARCH 31, 2015

(CONTINUED):

(\$ 000's)

PROJECT NAME	BALANCE AT 06-30-14	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 03-31-15
GOLF COURSE					
COURSE IRRIGATION / DRAINAGE IMPROVEMENTS	1	10	11	(1)	-
PARKING LOT RENOVATIONS	18	2	20	(18)	-
CLUBHOUSE EXPANSION (DESIGN ONLY)	7	15	-	15	22
PATIO EXPANSION	13	15	28	(13)	-
SIMULATOR EQUIPMENT	-	7	7	-	-
TURBO 27 TOW BEHIND MOWER	-	7	7	-	-
2 H25 ALL WEATHER HD TELEVISIONS	-	7	7	-	-
DIGITAL DINING SOFTWARE	-	11	-	11	11
	<u>39</u>	<u>74</u>	<u>80</u>	<u>(6)</u>	<u>33</u>

SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF MARCH 31, 2015

(CONTINUED):

(\$ 000's)

TRADEPORT	BALANCE AT 06-30-14	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 03-31-15
MULTI-USE PATH	633	531	1,164	(633)	-
LAND IMPROVEMENT AND BUILDING DEMO (80 ROCHESTER)	6	4	10	(6)	-
ROUNDABOUT- BUILDING #90	8	-	-	-	8
ROOF RENOVATIONS- 55 INTERNATIONAL DRIVE	24	150	174	(24)	-
CORPORATE DRIVE RIGHT TURN LANE	-	2	2	-	-
	671	687	1,350	(663)	8

SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF MARCH 31, 2015

(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 03-31-15
DIVISION OF PORTS AND HARBORS					
WATER QUALITY IMPROVEMENT	1,870	51	-	51	1,921
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
MARKET STREET TRUCK SCALE REPLACEMENT	-	78	-	78	78
FACILITY SECURITY OFFICER TRAINING	-	15	-	15	15
	<u>3,852</u>	<u>170</u>	<u>-</u>	<u>170</u>	<u>4,022</u>
TOTAL	<u>7,260</u>	<u>5,504</u>	<u>1,789</u>	<u>3,715</u>	<u>10,975</u>

LONG TERM LIABILITIES AS OF MARCH 31, 2015

(\$ 000's)

SCHEDULE OF DEBT SERVICE REPAYMENT

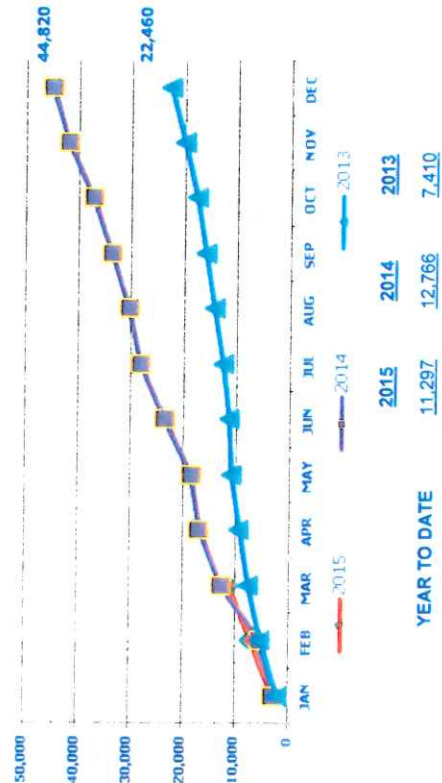
DEBT HOLDER / INTEREST RATE	CURRENT PORTION	LONG TERM PORTION	TOTAL AMOUNT DUE	FISCAL YEAR	THE PROVIDENT BANK @ 3.46%	THE PROVIDENT BANK @ 3.11%	CITY OF PORTS NH @ 4.50%	TOTAL DEBT
PROVIDENT BANK @ 3.46%	195	3	195	2015	209	291	116	616
PROVIDENT BANK @ 3.11%	290	711	1,001	2016	142	302	116	560
CITY OF PORTSMOUTH-WATER POLLUTION CONTROL NOTE @ 4.50%	116	465	581	2017	-	309	116	425
				2018	-	317	116	433
				2019	-	-	116	116
				2020	-	-	117	117
TENANT ADVANCES (LONZA)	20	=	20	PAID IN FY 2015	351	1,219	697	2,267
TOTAL	<u>621</u>	<u>1,176</u>	<u>1,797</u>	TOTAL	<u>195</u>	<u>1,001</u>	<u>581</u>	<u>1,777</u>

STATEMENT OF OPERATIONS FOR THE NINE MONTH PERIOD ENDING MARCH 31, 2015 PORTSMOUTH AIRPORT

(\$ 000's)

	YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	YEAR TO DATE ACTUAL	FISCAL YEAR BUDGET	YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL YEAR BUDGET
OPERATING REVENUES	580	554	580	865			26	865
FACILITIES RENT	405	416	405	560				
CARGO AND HANGARS	115	99	115	154				
CONCESSION REVENUES	12	4	12	4				
FEE REVENUES	9	1	9	97				
ALL OTHER	39	34	39	50				
	580	554	580	865				
OPERATING EXPENSES								
PERSONNEL SERVICES AND BENEFITS	620	622	620	916			(2)	916
BUILDINGS AND FACILITIES MAINTENANCE	982	750	982	1,362			232	1,362
GENERAL AND ADMINISTRATIVE	130	132	130	180			(2)	180
UTILITIES	252	249	252	335			3	335
PROFESSIONAL SERVICES	-	-	-	-			-	-
MARKETING AND PROMOTION	12	15	12	23			(3)	23
ALL OTHER	-	-	-	-			-	-
	1,996	1,768	1,996	2,816			228	2,816
	(1,416)	(1,214)	(1,416)	(1,951)			(202)	(1,951)
OPERATING INCOME								
NONOPERATING (INCOME) AND EXPENSE								
DEPRECIATION AND AMORTIZATION	2,888	2,870	2,888	4,060			18	4,060
NET OPERATING INCOME	(4,304)	(4,084)	(4,304)	(6,011)			220	(6,011)

ENPLANEMENT DATA



YEAR TO DATE

2015 11,297
2014 12,766
2013 7,410

STATEMENT OF OPERATIONS FOR THE NINE MONTH PERIOD ENDING MARCH 31, 2015 SKYHAVEN AIRPORT

(\$ 000's)

OPERATING REVENUES	YEAR TO DATE ACTUAL	PRIOR YEAR DATE ACTUAL	FISCAL YEAR BUDGET
CARGO AND HANGARS	97	109	140
FUEL SALES	47	93	120
ALL OTHER	-	1	2
	<u>144</u>	<u>203</u>	<u>262</u>

(\$,000 \$)

GALLONS OF FUEL SOLD	CURRENT MONTH	YEAR TO DATE	TOTAL YEAR	YTD AVE PRICE
FY 2015	941	8,713	8,713	\$ 5.35
FY 2014	895	16,730	22,638	\$ 5.57

NET CASH FLOW	OPERA	CAPITAL EXPEND	DEBT REPAY	GRANT FUNDS	TOTAL
FY 2015	(87)	(3,231)	-	2,204	(1,114)
FY 2014	(68)	(557)	-	450	(175)
FY 2013	(81)	(106)	-	-	(187)
FY 2009-2012	(418)	(419)	(100)	318	(619)
	<u>(654)</u>	<u>(4,313)</u>	<u>(100)</u>	<u>2,972</u>	<u>(2,095)</u>

(\$,000 \$)

	YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL YEAR BUDGET
OPERATING REVENUES	<u>144</u>	<u>203</u>	<u>(59)</u>	<u>262</u>
OPERATING EXPENSES				
PERSONNEL SERVICES AND BENEFITS	39	37	2	39
BUILDINGS AND FACILITIES MAINTENANCE	96	74	22	96
GENERAL AND ADMINISTRATIVE	26	33	(7)	38
UTILITIES	26	27	(1)	29
PROFESSIONAL SERVICES	4	4	-	6
MARKETING AND PROMOTION	-	-	-	-
ALL OTHER- FUEL	40	74	(34)	90
	<u>231</u>	<u>249</u>	<u>(18)</u>	<u>298</u>
OPERATING INCOME	<u>(87)</u>	<u>(46)</u>	<u>(41)</u>	<u>(36)</u>
NONOPERATING (INCOME) AND EXPENSE	-	-	-	-
DEPRECIATION AND AMORTIZATION	179	185	(6)	275
NET OPERATING INCOME	<u>(266)</u>	<u>(231)</u>	<u>35</u>	<u>(311)</u>

STATEMENT OF OPERATIONS FOR THE NINE MONTH PERIOD ENDING MARCH 31, 2015 TRADEPORT

(\$ 000's)

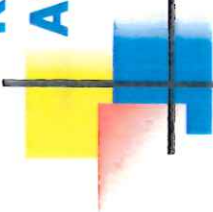
	YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	YEAR TO DATE ACTUAL	YEAR TO DATE ACTUAL	FISCAL YEAR BUDGET
OPERATING REVENUES					
RENTAL OF FACILITIES	5,763	5,786	5,824	5,849	7,827
INTEREST INCOME ON LOANS	61	63	39	206	60
	<u>5,824</u>	<u>5,849</u>			<u>7,887</u>
OPERATING EXPENSES					
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-
BUILDINGS AND FACILITIES MAINTENANCE	237	206	237	206	364
GENERAL AND ADMINISTRATIVE	39	513	39	513	64
UTILITIES	113	131	113	131	175
PROFESSIONAL SERVICES	-	9	-	9	10
MARKETING AND PROMOTION	-	20	-	20	20
ALL OTHER	62	54	62	54	120
	<u>451</u>	<u>933</u>	<u>451</u>	<u>933</u>	<u>753</u>
OPERATING INCOME	5,373	4,916	5,373	4,916	7,134
NONOPERATING (INCOME) AND EXPENSE	(1)	(3)	(1)	(3)	(3)
DEPRECIATION AND AMORTIZATION	752	719	752	719	1,017
NET OPERATING INCOME	<u>4,622</u>	<u>4,200</u>	<u>4,622</u>	<u>4,200</u>	<u>6,120</u>

STATEMENT OF OPERATIONS FOR THE NINE MONTH PERIOD ENDING MARCH 31, 2015 GOLF COURSE

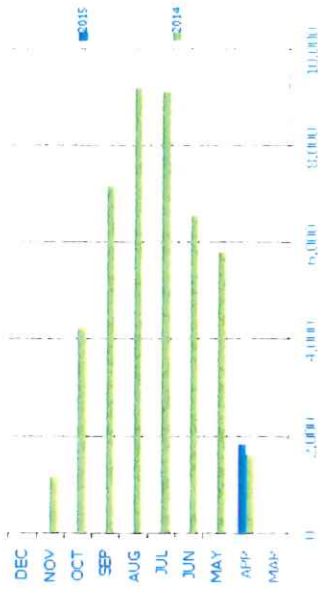
(\$ 000's)

	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
OPERATING REVENUES	<u>1,400</u>	<u>1,022</u>	<u>378</u>	<u>1,899</u>	CONCESSION REVENUES	191	154	205
OPERATING EXPENSES					FEE REVENUES			
PERSONNEL SERVICES AND BENEFITS	673	618	55	827	GOLF FEES	801	529	1,033
BUILDINGS AND FACILITIES MAINTENANCE	260	227	33	319	MEMBERSHIPS	180	121	335
GENERAL AND ADMINISTRATIVE	112	102	10	156	SIMULATOR	105	106	115
UTILITIES	149	94	55	125	GOLF LESSONS	<u>10</u>	<u>6</u>	<u>16</u>
PROFESSIONAL SERVICES	8	7	1	10		<u>1,096</u>	<u>762</u>	<u>1,499</u>
MARKETING AND PROMOTION	45	31	14	54	MERCHANDISE AND OTHER	113	106	195
ALL OTHER	167	138	29	203		<u>1,400</u>	<u>1,022</u>	<u>1,899</u>
	<u>1,414</u>	<u>1,217</u>	<u>197</u>	<u>1,694</u>				
OPERATING INCOME	(14)	(195)	181	205	BUSINESS UNIT ANALYSIS			
NONOPERATING (INCOME) AND EXPENSE	-	-	-	(1)	PRO SHOP	118	986	1,400
DEPRECIATION AND AMORTIZATION	293	210	83	313	COURSE OPERA	146	1,097	1,414
NET OPERATING INCOME	<u>(307)</u>	<u>(405)</u>	<u>98</u>	<u>(107)</u>	FOOD / BEV	(28)	(111)	(14)
					SIM	46	79	(14)
					TOTAL			

KEY GOLF COURSE BENCHMARKING DATA AS OF APRIL 30, 2015



ROUNDS OF GOLF PLAYED



	2012 SEASON	2013 SEASON	2014 SEASON	2015 SEASON
ROUNDS PLAYED	51,001	32,728	44,942	1,827
RAIN DAYS	48	49	58	17

2015 MEMBER VERSUS NONMEMBER ROUNDS



2015 YTD ROUNDS
MEMBER 834
NONMEMBER 993
TOTAL 1,827

2014 YTD ROUNDS
MEMBER 847
NONMEMBER 796
TOTAL 1,643

	FY 2015	FY 2014	BAR AND GRILL GROSS SALES	FY 2015	FY 2014
JULY	\$ -	\$ 285	JULY	\$ 164,577	\$ 134,339
AUGUST	-	35	AUGUST	168,895	126,688
SEPTEMBER	-	20	SEPTEMBER	157,632	106,735
OCTOBER	2,102	1,883	OCTOBER	113,012	84,490
NOVEMBER	12,929	12,839	NOVEMBER	72,858	67,358
DECEMBER	16,600	17,141	DECEMBER	95,487	68,224
JANUARY	25,580	24,680	JANUARY	71,415	61,398
FEBRUARY	21,984	23,438	FEBRUARY	67,945	59,814
MARCH	25,425	26,047	MARCH	84,329	68,207
APRIL	13,439	8,206	APRIL	97,307	86,823
MAY	-	196	MAY	-	124,765
JUNE	-	240	JUNE	-	123,880
TOTAL	\$ 118,059	\$ 115,010		\$ 1,093,457	\$ 1,112,721

	FY 2012 ACTUAL	FY 2013 ACTUAL	FY 2013 YTD	2014 YTD
CLUB/ COURSE FUNCTIONS				
GROUPS 12-40	\$ 22,271	\$ 10,020	\$ 8,520	\$ 28,860
TOURNAMENT PLAY	135,225	109,210	90,104	127,738
LEAGUES	101,517	112,420	71,380	86,509
FOOD AND ROOM FEES	117,013	152,389	122,039	185,208

STATEMENT OF OPERATIONS FOR THE NINE MONTH PERIOD ENDING MARCH 31, 2015 PORT AUTHORITY OF NEW HAMPSHIRE (UNRESTRICTED)

(\$ 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	PRIOR YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL YEAR BUDGET	OPERATING REVENUES	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	PRIOR YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	FISCAL YEAR BUDGET
OPERATING REVENUES	1,937	2,026	1,791	146	2,816	FACILITY RENTALS	417	345	319	98	538
OPERATING EXPENSES						CONCESSION REVENUE	9	4	3	6	5
PERSONNEL SERVICES AND BENEFITS	849	983	816	33	1,311	FEE REVENUE					
BUILDINGS AND FAC AND MAINTENANCE	135	209	344	(109)	272	MOORING FEES	251	265	261	(10)	350
GENERAL AND ADMINISTRATIVE	77	89	85	(8)	119	PARKING	96	100	98	(2)	150
UTILITIES	120	125	126	(6)	166	REGISTRATIONS	89	133	102	(13)	165
PROFESSIONAL SERVICES	15	14	15	-	18	WHARF / DOCK	284	120	227	57	190
MARKETING AND PROMOTION	1	1	1	-	2	FUEL SALES	720	618	688	32	855
ALL OTHER - FUEL	606	655	580	26	888	ALL OTHER	677	719	626	51	965
	1,803	2,076	1,867	(64)	2,776	TOTAL	1,937	2,026	1,791	146	2,816
OPERATING INCOME	134	(50)	(76)	210	40	BUSINESS UNIT ANALYSIS					
NONOPERATING (INCOME) AND EXPENSE	(1)	-	-	1	-	OPERATING REVENUES	179	221	435	761	339
DEPRECIATION AND AMORTIZATION	455	413	406	49	550	OPERATING EXPENSES (EXCLUDING DEPRECIATION)	231	184	452	343	259
NET OP INCOME	(320)	(463)	(482)	162	(510)	NET OP INC	(52)	37	(17)	418	(257)
						HAMPTON HARBOR					
						RYE HARBOR					
						PORTSMOUTH FISH PIER					
						MARKET STREET					
						HARBOR MANAG					
						ADMIN					

STATEMENT OF OPERATIONS FOR THE NINE MONTH PERIOD ENDING MARCH 31, 2015 PORT AUTHORITY OF NEW HAMPSHIRE (RESTRICTED)

	YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	YEAR TO YEAR VARIANCE	FISCAL YEAR BUDGET	FOREIGN TRADE ZONE	YEAR TO DATE ACTUAL	PRIOR YEAR TO DATE ACTUAL	YEAR TO YEAR VARIANCE	FISCAL YEAR BUDGET
HARBOR DREDGING									
OPERATING REVENUES	75	83	(8)	122	OPERATING REVENUES	15	5	10	15
OPERATING EXPENSES					OPERATING EXPENSES				
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	PERSONNEL SERVICES AND BENEFITS	-	-	-	-
BUILDINGS AND FACILITIES MAINTENANCE	21	-	21	-	BUILDINGS AND FACILITIES MAINTENANCE	-	-	-	-
GENERAL AND ADMINISTRATIVE	-	-	-	-	GENERAL AND ADMINISTRATIVE	1	1	-	1
UTILITIES	-	-	-	(5)	UTILITIES	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	PROFESSIONAL SERVICES	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	MARKETING AND PROMOTION	4	7	(3)	9
ALL OTHER	-	-	-	-	ALL OTHER	-	-	-	-
	21	-	21	(5)		5	8	(3)	10
OPERATING INCOME	54	83	(29)	127	OPERATING INCOME	10	(3)	13	5
NONOPERATING (INCOME) AND EXPENSE					NONOPERATING (INCOME) AND EXPENSE				
DEPRECIATION AND AMORTIZATION	10	10	-	13	DEPRECIATION AND AMORTIZATION	-	-	-	-
NET OPERATING INCOME	44	73	(29)	114	NET OPERATING INCOME	10	(3)	13	5

(\$ 000's)

STATEMENT OF OPERATIONS FOR THE NINE MONTH PERIOD ENDING MARCH 31, 2015 PORT AUTHORITY OF NEW HAMPSHIRE (RESTRICTED)

(CONTINUED)

(\$ 000's)

	YEAR TO DATE ACTUAL	28	PRIOR YEAR TO DATE ACTUAL	30	YEAR TO YEAR VARIANCE	(2)	FISCAL YEAR BUDGET	39
REVOLVING LOAN FUND								
OPERATING REVENUES								
OPERATING EXPENSES								
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-	-	-	154
BUILDINGS AND FACILITIES MAINTENANCE	-	-	-	-	-	-	-	43
GENERAL AND ADMINISTRATIVE	-	-	-	-	-	-	-	201
UTILITIES	-	-	-	-	-	-	-	107
PROFESSIONAL SERVICES	13	13	15	(2)	(2)	-	25	814
MARKETING AND PROMOTION	-	-	-	-	-	-	-	921
ALL OTHER	-	-	-	-	-	-	-	1,118
OPERATING INCOME	13	13	15	(2)	(2)	-	25	82.3%
NONOPERATING (INCOME) AND EXPENSE	15	15	-	-	-	-	14	82.4%
DEPRECIATION AND AMORTIZATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	15	15	15	-	-	-	14	-

REVOLVING LOAN FUND RECONCILIATION

	BALANCE AT 03-31-2015	BALANCE AT 06-30-2014	BALANCE AT 06-30-2013
CASH BALANCES			
GENERAL FUNDS	273	158	154
RESTRICTED FUNDS	43	43	43
LOANS OUTSTANDING	316	201	197
CURRENT	128	126	107
LONG TERM	709	809	814
	837	935	921
	1,153	1,136	1,118
CAPITAL UTILIZATION RATE	72.6%	82.3%	82.4%

PORT AUTHORITY OF NEW HAMPSHIRE STATEMENT OF NET POSITION- UNRESTRICTED FUNDS

(\$ 000's)

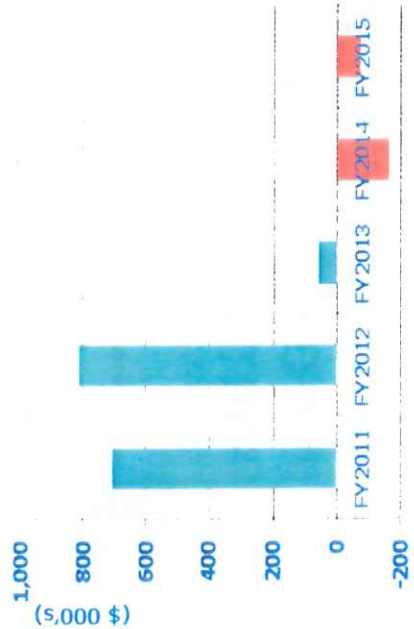
	MAR 31 2015	JUN 30 2014
LIABILITIES		
ACCOUNTS PAYABLE AND ACCRUED EXPENSE	315	694
UNEARNED REVENUE	312	254
TOTAL LIABILITIES	627	948
NET POSITION		
NET INVESTMENT IN CAPITAL ASSETS	11,624	11,968
RESTRICTED FOR:		
UNRESTRICTED	(67)	(162)
TOTAL NET POSITION	11,557	11,806

	MAR 31 2015	JUN 30 2014
ASSETS		
CURRENT ASSETS		
CASH AND INVESTMENTS	421	413
ACCOUNTS RECEIVABLE- NET	94	271
INVENTORIES (FUEL)	42	88
PREPAID INSURANCE	3	14
TOTAL CURRENT ASSETS	560	786
CAPITAL ASSETS		
LAND	377	377
CONSTRUCTION IN PROCESS	3,561	3,450
OTHER CAPITAL ASSETS- NET	7,686	8,141
TOTAL CAPITAL ASSETS	11,624	11,968
TOTAL ASSETS	12,184	12,754

DISCUSSION AND ANALYSIS

- CONTINUED FINANCIAL OBLIGATION TO SUPPORT UNREIMBURSED CAPITAL PROJECTS HAS DETERIORATED FINANCIAL STRUCTURE AND MAY REQUIRE REDUCTION IN SERVICES.
- \$ 1.9 MILLION IN STORM WATER MANAGEMENT SYSTEM MODIFICATION AND IMPROVEMENT PROJECT COSTS IN PAST THREE FISCAL YEARS. THE PIER EXPANSION FUND HAS PROVIDED \$1.0 MILLION IN MONIES WHILE \$0.9 MILLION HAS BEEN ABSORBED BY UNRESTRICTED FUND BALANCES.

NET UNRESTRICTED POSITION



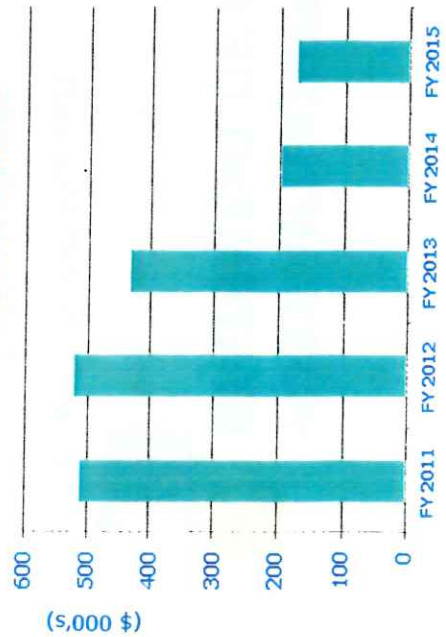
PORT AUTHORITY OF NEW HAMPSHIRE STATEMENT OF NET POSITION- HARBOR DREDGING

(\$ 000's)

DISCUSSION AND ANALYSIS

- CONTINUED FINANCIAL OBLIGATION TO SUPPORT UNREIMBURSED CAPITAL PROJECTS FOR PORT OPERATIONS.
- FY 2011- HAMPTON HARBOR \$140
- FY 2012- SEABROOK / HAMPTON \$200
- FY 2013- TURNING BASIN \$90
- FY 2014- TURNING BASIN \$98
- FY 2015
 - GROUND TRUCK SCALE \$80
 - GENERAL PIER REPAIRS \$50
 - SEABROOK / HAMPTON \$13

NET RESTRICTED POSITION



	MAR 31 2015	JUN 30 2014
ASSETS		
<u>RESTRICTED ASSETS</u>		
CASH AND INVESTMENTS	409	443
ACCOUNTS RECEIVABLES	1	7
TOTAL RESTRICTED ASSETS	410	450
<u>CAPITAL ASSETS</u>		
LAND	-	-
CONSTRUCTION IN PROCESS	461	401
OTHER CAPITAL ASSETS- NET	203	212
TOTAL CAPITAL ASSETS	664	613
TOTAL ASSETS	1,074	1,063
LIABILITIES		
ACCOUNTS PAYABLE AND ACCRUED EXPENSE	238	253
TOTAL LIABILITIES	238	253
NET POSITION		
NET INVESTMENT IN CAPITAL ASSETS	664	613
RESTRICTED FOR:		
HARBOR DREDGING AND PIER MAINTENANCE	172	197
TOTAL NET POSITION	836	810

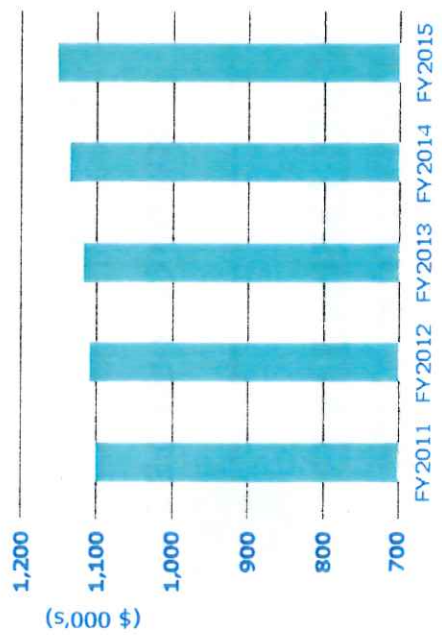
PORT AUTHORITY OF NEW HAMPSHIRE STATEMENT OF NET POSITION- REVOLVING LOAN FUND

(\$ 000's)

DISCUSSION AND ANALYSIS

- STEADY STATE WITH NO INDICATION OF ANY FINANCIAL CHALLENGES RELATIVE TO THE FUND BALANCE.
- CURRENT ECONOMIC ENVIRONMENT DOES HOWEVER CHALLENGE THE DEMAND FOR FUTURE LOANS.

NET RESTRICTED POSITION



	MAR 31 2015	JUN 30 2014
ASSETS		
<u>RESTRICTED ASSETS</u>		
CASH AND INVESTMENTS	316	201
ACCOUNTS RECEIVABLES	837	936
TOTAL RESTRICTED ASSETS	1,153	1,137
TOTAL ASSETS	1,153	1,137

	MAR 31 2015	JUN 30 2014
LIABILITIES		
ACCOUNTS PAYABLE AND ACCRUED EXPENSE	1	1
TOTAL LIABILITIES	1	1
NET POSITION		
NET INVESTMENT IN CAPITAL ASSETS	-	-
RESTRICTED FOR: REVOLVING LOAN FUND	1,152	1,136
TOTAL NET POSITION	1,152	1,136

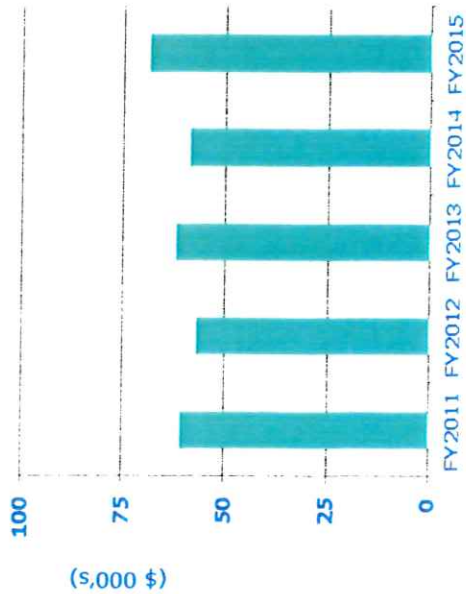
PORT AUTHORITY OF NEW HAMPSHIRE STATEMENT OF NET POSITION- FOREIGN TRADE ZONE

(\$ 000's)

DISCUSSION AND ANALYSIS

- STEADY STATE WITH NO INDICATION OF FINANCIAL CHALLENGES.

NET RESTRICTED POSITION



	MAR 31 2015	JUN 30 2014
ASSETS		
<u>RESTRICTED ASSETS</u>		
CASH AND INVESTMENTS	59	59
ACCOUNTS RECEIVABLES	10	-
TOTAL RESTRICTED ASSETS	69	59
<u>CAPITAL ASSETS</u>		
LAND	-	-
CONSTRUCTION IN PROCESS	-	-
OTHER CAPITAL ASSETS- NET	-	-
TOTAL CAPITAL ASSETS	-	-
TOTAL ASSETS	69	59
LIABILITIES		
ACCOUNTS PAYABLE AND ACCRUED EXPENSE	-	-
UNEARNED REVENUE	-	-
TOTAL LIABILITIES	-	-
<u>NET POSITION</u>		
NET INVESTMENT IN CAPITAL ASSETS	-	-
RESTRICTED FOR:		
FOREIGN TRADE ZONE	69	59
TOTAL NET POSITION	69	59

**CASH FLOW PROJECTIONS FOR THE
NINE MONTH PERIOD ENDING
JANUARY 31, 2016**
(EXCLUDING THE DIVISION OF PORTS AND HARBORS)



**FINANCE COMMITTEE MEETING
MAY 18, 2015**

PEASE DEVELOPMENT AUTHORITY CASH FLOW SUMMARY OVERVIEW MAY 1, 2015 TO JANUARY 31, 2016

(\$ 000's)

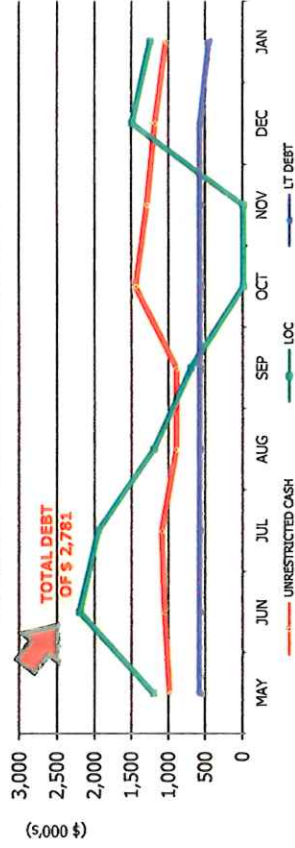
	AMOUNT
OPENING FUND BALANCE	<u>1,290</u>
SOURCES OF FUNDS	
TRADEPORT RELATED BILLINGS	6,990
FEDERAL / STATE GRANT AWARDS	3,028
GOLF COURSE FEE AND CONCESSION REVENUES	1,430
EXTERNAL BANK WORKING CAPITAL- NET	(950)
PORTSMOUTH AIRPORT	420
SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES	173
MUNICIPAL SERVICE FEE (COP)- NET	-
	<u>11,091</u>
USES OF FUNDS	
EMPLOYEE WAGES AND BENEFITS	3,741
CAPITAL EXPENDITURES- NON GRANT RELATED	3,108
CAPITAL EXPENDITURES- GRANT RELATED	2,108
OPERATING EXPENSES	1,285
LONG TERM DEBT RETIREMENT	1,093
	<u>11,335</u>
NET CASH FLOW	<u>(244)</u>
CLOSING FUND BALANCE	<u>1,046</u>

DISCUSSION

THE PDA WILL CONTINUE TO NEED TO FURTHER UTILIZE ITS SHORT TERM LINE OF CREDIT WITH THE PROVIDENT BANK TO PRIMARILY FINANCE PROJECTED GRANT RELATED 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.

PROJECTED CASH AND DEBT BALANCES



TOTAL FUND BALANCES	BALANCE AT 04-30-2015	BALANCE AT 06-30-2014
PDA UNRESTRICTED	1,290	957
PDA DESIGNATED	65	75
DPH UNRESTRICTED	421	296
DPH DESIGNATED	121	117
DPH RESTRICTED	802	703
TOTAL	<u>2,699</u>	<u>2,148</u>

PEASE DEVELOPMENT AUTHORITY STATEMENT OF CASH FLOW MAY 1, 2015 TO JANUARY 31, 2016

(\$ 000's)

	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
OPENING FUND BALANCE	1,290	988	1,056	1,098	900	895	1,452	1,297	1,192	1,290
SOURCES OF FUNDS										
GRANT AWARDS (SEE PAGE #9)	625	102	382	90	-	1,030	96	163	540	3,028
TRADEPORT RELATED BILLINGS	1,300	715	700	700	735	715	725	700	700	6,990
MUNICIPAL SERVICE FEE (COP)	205	208	355	205	208	355	205	208	355	2,304
GOLF COURSE	100	225	225	240	215	175	175	50	25	1,430
PORTSMOUTH AIRPORT	45	45	50	45	45	50	45	45	50	420
SKYHAVEN AIRPORT	18	20	22	22	22	20	18	16	15	173
WORKING CAPITAL RLOC- NET	(1,000)	1,000	(250)	(750)	(500)	(700)	-	1,500	(250)	(950)
	<u>1,293</u>	<u>2,315</u>	<u>1,484</u>	<u>552</u>	<u>725</u>	<u>1,645</u>	<u>1,264</u>	<u>2,682</u>	<u>1,435</u>	<u>13,395</u>
USE OF FUNDS										
EMPLOYEE WAGES AND BENEFITS	390	400	426	415	405	475	405	410	415	3,741
CAPITAL- NONGRANT (SEE PAGES #5-#8)	56	150	170	140	135	398	359	835	865	3,108
CAPITAL- GRANT RELATED (SEE PAGE #4)	32	400	726	85	75	95	545	75	75	2,108
OPERATING EXPENSES	140	145	120	110	115	120	110	315	110	1,285
MUNICIPAL SERVICE FEE (COP)	-	1,152	-	-	-	-	-	1,152	-	2,304
LONG TERM DEBT RETIREMENT (SEE PAGES #10-#11)	977	-	-	-	-	-	-	-	116	1,093
	<u>1,595</u>	<u>2,247</u>	<u>1,442</u>	<u>750</u>	<u>730</u>	<u>1,088</u>	<u>1,419</u>	<u>2,787</u>	<u>1,581</u>	<u>13,639</u>
NET CASH FLOW	(302)	68	42	(198)	(5)	557	(155)	(105)	(146)	(244)
CLOSING FUND BALANCE	988	1,056	1,098	900	895	1,452	1,297	1,192	1,046	1,046

PEASE DEVELOPMENT AUTHORITY PROJECTED CAPITAL EXPENDITURES MAY 1, 2015 TO JANUARY 31, 2016

(\$ 000's)

	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	TOTAL
<u>GRANT REIMBURSEMENT</u>										
PORTSMOUTH AIRPORT										
OBSTRUCTION MITIGATION- PHASE I	-	20	26	-	-	-	-	-	-	46
OBSTRUCTION MITIGATION- PHASE II	-	-	-	30	30	50	30	30	50	220
SNOW REMOVAL EQUIPMENT **	-	-	-	15	-	-	465	-	-	480
IDENTIFICATION MANAGEMENT SYSTEM**	-	-	100	40	35	30	30	25	-	260
SKYHAVEN AIRPORT										
RUNWAY REHAB AND DESIGN	7	-	-	-	-	-	-	-	-	7
RUNWAY CONSTRUCTION	-	300	600	-	-	-	-	-	-	900
TAXILANE PAVEMENTS (DESIGN) **	-	-	-	-	10	15	20	20	25	90
TRADEPORT										
MULTI USE PATH (GRAFTON DRIVE SECTION ONLY)	25	40	-	-	-	-	-	-	-	65
MULTI USE PATH (ROUTE #33)	-	40	-	-	-	-	-	-	-	40
TOTAL GRANT	32	400	726	85	75	95	545	75	75	2,108

NOTE:
** PENDING BOARD APPROVAL

PEASE DEVELOPMENT AUTHORITY PROJECTED CAPITAL EXPENDITURES MAY 1, 2015 TO JANUARY 31, 2016

(\$ 000's)

(CONTINUED):

	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
<u>NONGRANT REIMBURSEMENT</u>										
<u>TRADEPORT</u>										
TERMINAL SIGN GUIDES (ROADWAYS) **	-	-	-	-	-	-	-	25	50	75
AIRPORT HIGHWAY SIGNAGE **	-	-	-	-	-	25	75	-	-	100
AIRPORT ENTRANCE SIGN- EXETER STREET**	-	30	20	-	-	-	-	-	-	50
STORM WATER TREATMENT **	-	-	-	-	50	-	-	-	-	50
NORTH ENTRANCE WELCOME SIGN **	-	30	-	-	-	-	-	-	-	30
BUILDING DEM- 53 DURHAM **	-	-	-	-	-	-	-	50	-	50
UNDERGROUND STREET LIGHTING **	-	-	25	100	-	-	-	-	-	125
SIDEWALKS- PEDESTRIAN FACILITIES**	-	-	-	-	-	50	25	-	-	75
DRAINAGE DITCHES **	-	-	-	-	20	-	-	-	-	20
SURFACE TRANSPORTATION PLAN **	-	-	-	-	-	-	25	-	-	25
WASTE WATER TREATMENT PLANT STUDY	1	5	-	-	-	-	-	-	-	6
	1	65	45	100	70	75	125	75	50	606

NOTE:
** PENDING BOARD APPROVAL

PEASE DEVELOPMENT AUTHORITY PROJECTED CAPITAL EXPENDITURES MAY 1, 2015 TO JANUARY 31, 2016

(\$ 000'S)

(CONTINUED):

	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
<u>NONGRANT REIMBURSEMENT</u>										
SKYHAVEN AIRPORT										
HANGAR I RENOVATIONS (DESIGN) ** (1)	-	-	-	-	10	15	-	-	-	25
ADMINISTRATION										
COMPUTERS / PRINTERS / SOFTWARE / SERVERS / TELECOMMUNICATIONS **	-	40	-	-	25	-	-	60	-	125
GOLF COURSE										
TRACTOR **	-	-	35	-	-	-	-	-	-	35
WALKING GREEN'S MOWER**	25	-	-	-	-	-	-	-	-	25
FUEL TANK PAD **	-	-	-	-	-	50	-	-	-	50
CLUBHOUSE RENOVATIONS AND EXPANSION **	30	45	25	-	-	-	100	400	400	1,000
SWEEPER / VACUM **	-	-	35	-	-	-	-	-	-	35
	55	45	95	-	-	50	100	400	400	1,145

NOTE:
 ** PENDING BOARD APPROVAL
 1) INELIGIBLE GRANT EXPENSE OF \$25

PEASE DEVELOPMENT AUTHORITY PROJECTED CAPITAL EXPENDITURES MAY 1, 2015 TO JANUARY 31, 2016

(\$ 000's)

(CONTINUED):

NONGRANT REIMBURSEMENT (CONTINUED):	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
PORTSMOUTH AIRPORT										
BATHROOM RENOVATIONS **	-	-	30	10	15	100	45	-	-	200
AIRFIELD RUNWAY RELAMPING (LEED) **	-	-	-	-	-	78	-	-	-	78
ROOF REPLACEMENT TERMINAL BUILDING **	-	-	-	-	-	-	-	50	250	300
REROOFING OF HUT # 7 AND #8 **	-	-	-	-	-	50	-	-	-	50
SECURITY ACCESS SYSTEM REPLACEMENT**	-	-	-	-	-	-	50	-	-	50
NEW SECURITY DOORS- P1**	-	-	-	-	-	-	10	-	-	10
	=	=	30	10	15	228	105	50	250	688
MAINTENANCE										
HVAC SYSTEM UPGRADE- 7 LEE STREET **	-	-	-	15	-	-	-	-	40	55
VEHICLE FLEET- DUMP BODY **	-	-	-	-	-	30	-	-	-	30
OVERHEAD DOOR- INCINERATOR PLANT **	-	-	-	-	-	-	7	-	-	7
LOADER PLOW- ARTIC **	-	-	-	-	-	-	22	-	-	22
FORKLIFT REPLACEMENT **	-	-	-	-	15	-	-	-	-	15
BUILDING INFRASTRUCTURE **	-	-	-	-	-	-	-	50	-	50
75 ROCHESTER- FIRE ALARM **	-	-	-	15	-	-	-	-	75	90
SIDEWALK PLOW / SWEEPER**	-	-	-	-	-	-	-	200	-	200
VEHICLE FLEET REPLACEMENT **	=	=	=	=	=	=	=	=	50	50
	=	=	=	30	15	30	29	250	165	519
TOTAL NONGRANT	56	150	170	140	135	398	359	835	865	3,108

NOTE:
** PENDING BOARD APPROVAL

**PEASE DEVELOPMENT AUTHORITY
PROJECTED RECEIPT GRANT AWARDS
MAY 1, 2015 TO JANUARY 31, 2016**

(\$ 000's)

	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
PORTSMOUTH AIRPORT										
OBSTRUCTION MITIGATION- PHASE I	-	-	-	20	-	-	26	-	-	46
OBSTRUCTION MITIGATION- PHASE II	-	-	-	-	-	30	30	50	30	140
SNOW REMOVAL EQUIPMENT **	-	-	-	-	-	-	-	78	480	558
IDENTIFICATION MANAGEMENT SYSTEM**	-	-	-	-	-	100	40	35	30	205
SKYHAVEN AIRPORT										
RUNWAY REHAB AND DESIGN	-	7	-	-	-	-	-	-	-	7
RUNWAY CONSTRUCTION	625	-	-	-	-	900	-	-	-	1,525
TRADEPORT										
MULTI USE PATH (GRAFTON DRIVE SECTION ONLY)	-	25	-	70	-	-	-	-	-	95
MULTI USE PATH (ROUTE #33)	-	70	382	-	-	-	-	-	-	452
TOTAL GRANT	625	102	382	90	-	1,030	96	163	540	3,028

**PEASE DEVELOPMENT AUTHORITY
 SCHEDULED OF LONG TERM DEBT RETIREMENT
 MAY 1, 2015 TO JANUARY 31, 2016**

(PRINCIPAL + INTEREST)
 (\$ 000'S)

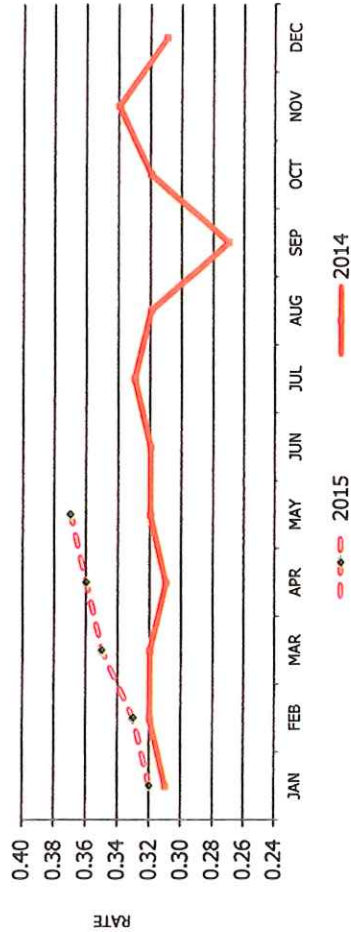
	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
THE PROVIDENT BANK REVOLVING LOC #2 (STATE GUARANTEE- \$1,500,000)	977	-	-	-	-	-	-	-	-	977
CITY OF PORTSMOUTH- WASTE WATER TREATMENT PLANT	-	-	-	-	-	-	-	-	116	116
	977	=	=	=	=	=	=	=	116	1,093

PEASE DEVELOPMENT AUTHORITY CREDIT FACILITIES AND OUTSTANDING DEBT ANALYSIS

(\$ 000's)

CREDIT FACILITIES AT APRIL 30, 2015	THE PROVIDENT BANK (RLOC)	THE PROVIDENT BANK (REVOL)	OUTSTANDING DEBT ANALYSIS	BALANCE AT 04-30-2015	BALANCE AT 06-30-2014	MATURITY DATE	INTEREST RATE %
AMOUNT OF ORIGINAL CREDIT FACILITY	5,000	2,500	THE PROVIDENT BANK- (REVOL #1)	-	351	03-14-2016	3.46
AMOUNT AVAILABLE	2,800	-	THE PROVIDENT BANK (RLOC)	2,200	2,000	12-31-2016	2.87
EFFECTIVE DATE	03-10-2011	03-10-2011	THE PROVIDENT BANK- (REVOL #2)	977	1,220	06-28-2018	3.11
TERM DATE	12-31-2016	06-28-2018	CITY OF PORTSMOUTH	581	697	12-31-2020	4.50
PURPOSE	TO PROVIDE WORKING CAPITAL	TO FINANCE CAPITAL EXPENDITURES		<u>3,758</u>	<u>4,268</u>		
INTEREST RATE	ONE MONTH FHLB + 250 BASIS POINTS	SEE TABLE		<u>3.18</u>	<u>3.22</u>		
MINIMUM SIZE OF DRAWDOWN	NO MINIMUM	500					
OTHER	DOES NOT CARRY THE STATE GUARANTEE	DOES CARRY GUARANTEE OF STATE					

TRENDING THE ONE MONTH FHLB (BOSTON) INTEREST RATE



REVOLVING LOAN FUND

**SEMI-ANNUAL FILING TO THE
ECONOMIC DEVELOPMENT ADMINISTRATION
MARCH 31, 2015**

**PEASE DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING
MAY 18, 2015**

REVOLVING LOAN FUND CAPITAL BASE RECONCILIATION

(\$ 000's)

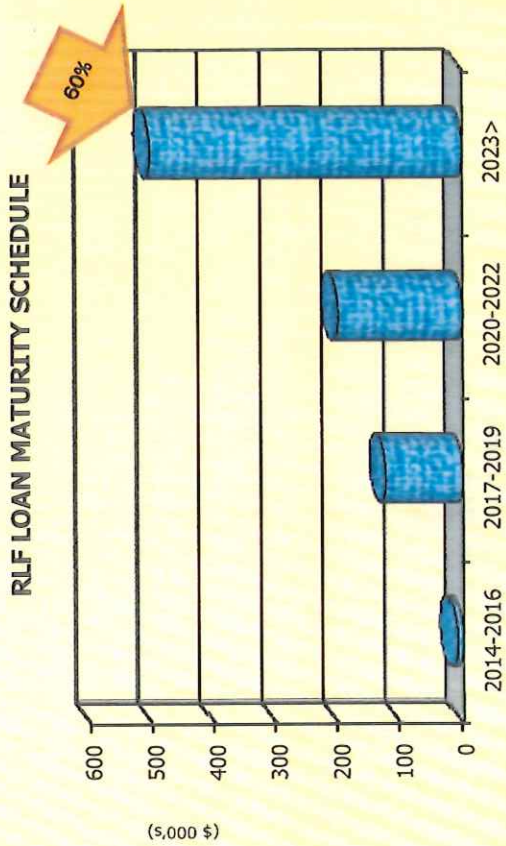
	CUMULATIVE AMOUNT FROM INCEPTION	AS OF MAR 31 2015	AS OF SEPT 30 2014	AS OF MAR 31 2014	AS OF SEPT 30 2013	AS OF MAR 31 2013	AS OF SEPT 30 2012
FUNDING SOURCES							
ORIGINAL EDA GRANT	<u>810</u>	837	900	1,016	896	945	792
FUNDING DISTRIBUTION							
CURRENT AMOUNT OF LOANS OUTSTANDING (SEE PAGE #4)							
FUND BALANCE- PROVIDENT BANK							
WORKING CAPITAL	608	273	202	75	187	129	321
EARNINGS FROM ACCOUNT AND BANK FEES	79	43	43	43	43	43	-
COST OF ADMINISTRATIVE SERVICES	(309)	316	245	118	230	172	321
LOANS WRITTEN OFF (1)							
	<u>378</u>	<u>1,153</u>	<u>1,145</u>	<u>1,134</u>	<u>1,126</u>	<u>1,117</u>	<u>1,113</u>
NET INCREASE IN CAPITAL BASE	<u>343</u>	<u>72.6</u>	<u>78.6</u>	<u>89.6</u>	<u>79.6</u>	<u>84.6</u>	<u>71.2</u>
TOTAL CAPITAL BASE	<u>1,153</u>	<u>(2.4)</u>	<u>3.6</u>	<u>14.6</u>	<u>4.6</u>	<u>9.6</u>	<u>(3.8)</u>

(\$ 000's)

REVOLVING LOAN FUND INCOME AND EXPENSE STATEMENT

	SIX MONTHS ENDING MAR 31, 2015	SIX MONTHS ENDING SEPT 30, 2014	SIX MONTHS ENDING MAR 31, 2014	SIX MONTHS ENDING SEPT 30, 2013	SIX MONTHS ENDING MAR 31, 2013	SIX MONTHS ENDING SEPT 30, 2012
RLF INCOME	18	19	20	19	16	17
EXPENSES CHARGED TO RLF INCOME						
PROFESSIONAL SERVICES	10	8	12	10	12	11
INDIRECT COSTS	=	=	=	=	=	=
TOTAL EXPENSES	<u>10</u>	<u>8</u>	<u>12</u>	<u>10</u>	<u>12</u>	<u>11</u>
NET RLF INCOME	8	11	8	9	4	6
CUMULATIVE NET RLF INCOME	<u>378</u>	<u>370</u>	<u>359</u>	<u>351</u>	<u>342</u>	<u>338</u>
EXPENSES AS A % OF RLF INCOME	<u>55.6</u>	<u>42.1</u>	<u>60.0</u>	<u>52.6</u>	<u>75.0</u>	<u>64.7</u>

REVOLVING LOAN FUND LOAN BALANCES OUTSTANDING



PARTICIPANT	RLF CUMULATIVE AMOUNTS OUTSTANDING	% OF RLF PORTFOLIO
BBE LOBSTER	149	17.8
KING MARINE, LLC (2)	103	12.3
BLACK LAB FISHING CO. (2)	82	9.8
SWEET CAROLYN, LLC	63	7.5
DOBRE	51	6.0
DRISCOLL	50	6.0
FELCH	41	4.8
PAWLUK	31	3.7
BERINGER	30	3.6
CAMPOLINI	29	3.5
J&K FISHERIES	25	3.0
PIKE	24	2.9
RUSSELL	22	2.6
YANKEE FISHERMEN COOP	22	2.6
MCCUNE	20	2.4
BROWN	18	2.2
MARCONI	18	2.2
STETTNER	18	2.2
BOHELY	17	2.0
TIRONE (2)	15	1.8
BABULA	6	0.7
KEEFE	3	0.4
	<u>837</u>	<u>100.0</u>

LOAN ACTIVITY FOR THE PERIOD

	PRINCIPAL AMOUNT
NEW LOANS ISSUED	
BERINGER	30
BROWN	18
LOAN REPAYMENTS	
BERINGER	(30)
BROWN	(29)
HEISEY	(17)
NET LOAN ACTIVITY	<u>(28)</u>

MOTION

Director Lamson:

In accordance with the recommendation of the Pease Development Authority ("PDA") Finance Committee, the PDA Board of Directors hereby authorizes the Executive Director to enter into a contract with Turf Products Corp. ("Turf") of Enfield, CT, to purchase two walking greens mowers for use by the Pease Golf Course in a total amount not to exceed \$23,671.25; all in accordance with the memorandum from Scott DeVito, PGA General Manager, dated May 4, 2015 attached hereto.

N:\RESOLVES\GolfWalkingGreensMower0515.wpd

MEMORANDUM

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

From: Scott DeVito, PGA General Manager

Date: May 4, 2015

Subject: Request to Purchase Two Walking Green Mowers.

This is a request to purchase two (2) walking green mowers. The purchase has been proposed as part of the FY2015 golf course capital budget. The equipment was advertised April 7 & 8 in both the Manchester Union Leader, and the Fosters.

There were 5 companies that requested the RFP, with only one company responding with a bid. Responses were opened on Monday, May 4, 2015 at the PDA. Turf Products Corps., 157 Moody Road, Enfield CT. 06082, returned the low bid of \$23,671.25. The pricing includes delivery to the golf course maintenance department within three weeks of approval.

Thank you for your consideration in this matter.

MOTION

Director Bohenko:

In accordance with the recommendation of the Pease Development Authority Finance Committee, the PDA of Directors authorizes the Executive Director to:

- a. enter into a contract with Greenman-Pederson, Inc. of Portsmouth, NH (PDA's architectural engineering consultant) in an amount not to exceed \$39,850 for the provision of architectural and engineering services for the design, bidding, and construction oversight of the improvements to the bathrooms located at the Portsmouth International Airport at Pease Terminal; and
- b. authorize a contingency fund of \$8,000 for advertising, reimbursables, and other contingency;

all in accordance with the memorandum of Maria J. Stowell, P.E., Manager – Engineering dated May 14, 2015 attached hereto.

N:\RESOLVES\GreenmanAirport0515.wpd

MEMORANDUM

To: David R. Mullen, Executive Director
From: Maria Stowell, Engineering Manager *Maria*
Date: May 14, 2015
Subject: PSM Terminal Bathrooms

Over the past couple months, staff has been working with Greenman - Pedersen, Inc. and JSA Architects, our on call architectural and engineering consultants, to prepare a proposal to rehabilitate the bathrooms in the PSM Terminal Building.

This project consists of the rehabilitation, reconfiguration, and expansion of the existing restrooms in the terminal building. Bathrooms on the lower level will be reconfigured to provide more efficient use of the space and increase the fixture count. On the main level, the existing restrooms will be expanded and updated to meet ADA standards.

The attached proposal breaks down the costs and describes the services to design, bid and provide construction oversight of the existing bathrooms. The cost summary is as follows:

GPI - Project Support	\$ 3,000
JSA - Architectural Services	\$16,500
Petersen Eng. - Mechanical & Plumbing	\$13,750
EBS - Electrical	\$ 4,950
<u>ConEstCo - Estimator</u>	<u>\$ 1,650</u>
Total	\$39,850

In addition to the above costs a contingency of \$8,000 should be figured into the estimate for advertising, reimbursables and contingency.

At next week's meeting, please ask the Board to approve an expenditure of \$39,850 to engage Greenman-Pederson, Inc. for the purpose of providing architectural and engineering services to design, bid and provide construction oversight for the improvements to the PSM terminal bathrooms, in accordance with the proposal dated May 4, 2015 as well as a contingency of \$8,000.



Greenman - Pedersen, Inc.

Engineering and Construction Services

May 4, 2015

Pease Development Authority
55 International Drive
Portsmouth, NH 03801

**SUBJECT: Scope & Fee for Architectural and Engineering Services
PDA Airport Terminal Upgrades
PDA On-Call Architectural/Engineering Services Contract
GPI Contract # MAX-2011090.03 – Assignment #3**

**ATTN.: Maria Stowell, P.E., Manager of Engineering
Pease Development Authority**

Dear Ms. Stowell:

Greenman-Pedersen, Inc. (GPI) and JSA, Inc. (JSA) are pleased to submit this scope and fee proposal to provide architectural and engineering services for the Pease Airport Terminal upgrades.

In support of the subject project, GPI will provide services as required by the PDA to facilitate the project, but generally speaking the work will be completed by JSA and their Mechanical/Electrical/Plumbing sub-consultants. Included in the attached proposal from JSA, dated May 4, 2015, the following services are described which constitutes the anticipated scope of the project:

Scope Items

1. Pre-design
2. Schematic Design
3. Design Development
4. Interior Design Selections
5. Construction Documents
6. Bidding and Negotiation
7. Construction Administration

GPI

Maria Stowell
Pease Development Authority
May 4, 2015
Page 2 of 2

Cost Proposal

GPI – Project Support (as requested)	\$ 3,000	(Time and Materials)
JSA – Architectural Services	\$16,500	(Lump Sum)
Petersen Eng. – Mechanical & Plumbing	\$13,750	(Lump Sum)
EBS – Electrical	\$ 4,950	(Lump Sum)
<u>ConEstCo – Estimator</u>	<u>\$ 1,650</u>	<u>(Lump Sum)</u>
Total Assignment Value	\$39,850	

Should you have any questions, or require additional information, please contact me directly at 978-570-2960

Sincerely,

GREENMAN – PEDERSEN, INC.



Joseph P. Johnson, P.E., P.T.O.E.
Senior Project Manager

c. North Sturtevant, JSA Architects



May 4, 2015

Joseph Johnson, PE, PTOE
Senior Project Manager
Greenman Peterson, Inc.
14 Manchester Square, Suite 150
Portsmouth, NH 03801

Re: PDA Air Terminal Upgrades
Proposal for Architectural Services

Dear Joe:

Per our IDQ Contract with the Pease Development Authority, we are pleased to submit this proposal for A/E services.

Project Overview

This project consists of the design of reconfigured toilet rooms in the Air Terminal Building at the Pease Airport in Portsmouth, NH. Since commercial flight services by Allegiant Airways will be suspended for two months this summer, the project will take advantage of the reduced service load on the terminal building. Bathrooms on the lower level and baggage claim area will be reconfigured to provide more efficient use of the space and increase the fixture count on the sterile side and baggage claim areas. On the upper level, the existing toilet rooms will be expanded into the auto rental desk area, while maintaining the existing janitor's closet. Finishes in the disturbed areas will be updated as required.

Proposed Services

Architectural and MEP Engineering design services as detailed below:

1. Pre-design
 - Verify existing conditions
 - Design charette at the PDA with the stakeholders. (Assumes one meeting.)
2. Schematic Design

- Schematic level floor plans.
 - Review existing conditions, especially below grade plumbing layout to determine what portions can be saved or re-used, with the objective of meeting a tight construction budget.
 - Present drawings to PDA Facility Committee.
 - Not more than (1) meeting.
3. Design Development
- Refine schematic floor plans and discuss details of each room., including lighting, plumbing, electrical, telephone/data and equipment locations.
 - Drawings will include floor plans, reflected ceiling plans, interior elevations and preliminary material selections.
 - MEP will be provided as an overlay of the architectural plans. Present drawings to PDA.
 - Meet with City of Portsmouth Building Inspector to review project.
 - Not more than (2) meetings.
4. Interior Design Selections
- Select finish materials, color palettes and lighting fixtures in conjunction with owner's representative.
 - Present option to owners as part of the DD presentation meeting.
 - Develop finish schedule, legend and location plans.
5. Construction Documents
- Develop approved DD plans into full construction documents, including "sheet" specifications for an invited bid process.
 - MEP design documents - no structural engineering is anticipated.
 - Submit to PDA for submission to City of Portsmouth Building Inspector or Fire Marshall.
 - Prepare a pre-bid Construction Estimate.
 - One meeting.
6. Bidding and Negotiation
- Conduct one site walk-through with contractors.
 - Respond to bidder's questions for clarification.
 - Prepare any addenda required.

7. Construction Administration (based on an estimated 8 weeks of construction)
 - Attend weekly project meetings (Architect only - allow 6 meetings).
 - Review all shop drawings
 - Respond to Contractor RFI's.
 - Conduct MEP Rough-in walk-through (One meeting)
 - Verify Contractors Completion ("Punch") List – allow one visit.

Excluded Services (refer to checklist)

The following work is not included in our fee but is available on a time and materials basis with your authorization:

- Site design, including civil engineering, landscape design and geo-technical engineering.
- Structural engineering
- Hazardous materials identification or abatement services.
- Owner requested re-design or value engineering.
- Early release packages, bid alternates or project phasing.
- Presentation materials, renderings, models, beyond those described
- Furniture, fixtures and equipment planning and selection.
- Preparing paperwork for LEED certification.
- Interface with TSA and/or FAA if required for this project.
- As-built drawings (responsibility of Contractor).

Fee and Terms

We propose to complete the above described services for a lump sum fixed fee of \$36,850, according to the provisions of the attached JSA standard *Terms and Conditions of Agreement*. The lump sum consists of the following:

JSA Architects (Architecture)	\$16,500
Petersen Engineering (Mechanical & Plumbing)	\$13,750
EBS (Electrical)	\$4,950
ConEstCo (Estimator)	\$1,650

This proposal is based on the scope and schedule described herein - any significant changes would be reviewed with you as additional services.

Schedule

Construction Documents can be completed within 8 weeks of the authorization to proceed. This projection depends on timely review and approval by users and/or the PDA.

Thank you for the opportunity to offer our services – we look forward to working with you to create an excellent project. Please do not hesitate to call me with any questions or comments.

If this proposal is acceptable, please execute this agreement by signing both copies and returning one to our office.

Respectfully Submitted,

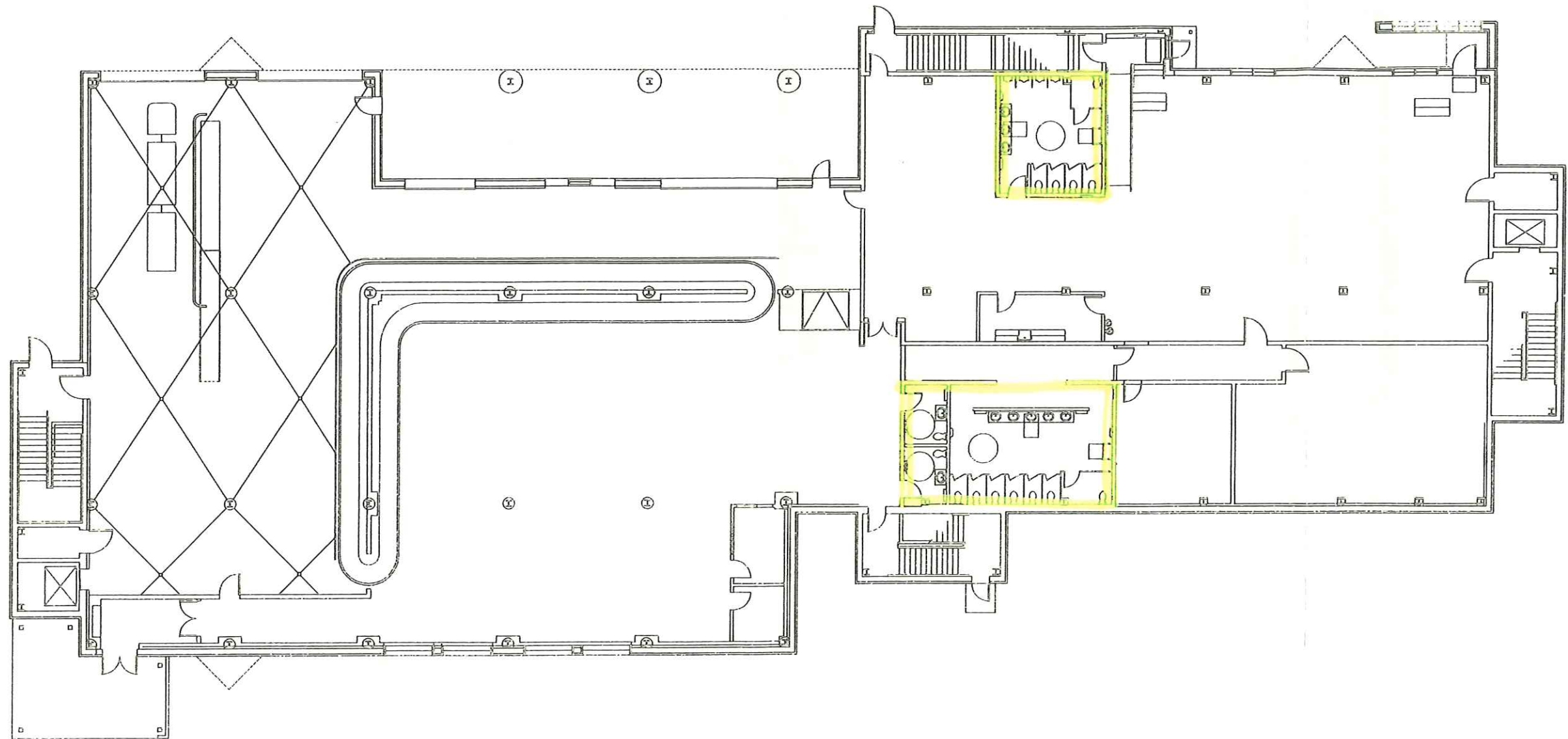


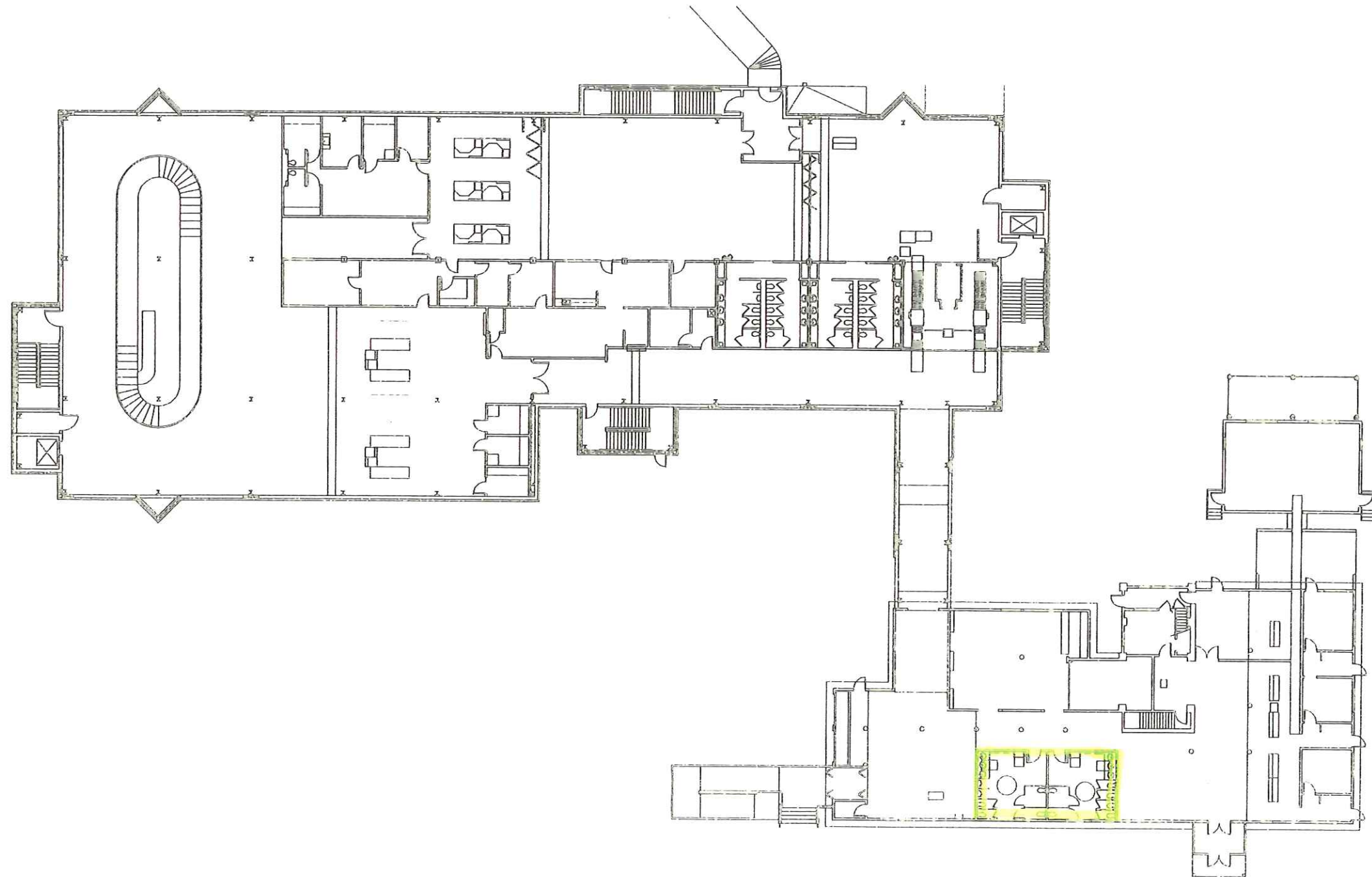
Wm. North Sturtevant
Principal and COO

Accepted:

Signature _____

Title _____ Date _____





MOTION

Director Torr:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a Right of Entry with IAC Chapter 35 – New England Aerobatic Club from April 1, 2015 through December 31, 2015, for the purpose of conducting airplane aerobatic practice sessions at Skyhaven Airport; on substantially the same terms and conditions set forth in the Right of Entry, dated April 23, 2015 and attached hereto.

N:\RESOLVES\NEAC0515.wpd

April 23, 2015

IAC Chapter 35
New England Aerobatic Club
c/o Farrell Woods
162 Bush Hill Road
Hudson, NH 03051

**Re: Right of Entry for Use of Portion of Skyhaven Airport, Rochester, New Hampshire
New England Aerobatic Club**

Dear Mr. Woods:

This Right of Entry will authorize the New England Aerobatic Club (Chapter 35 - International Aerobatic Club) ("NEAC") to use the facilities at Skyhaven Airport (the "Premises") for the purpose of conducting, at its sole risk, airplane aerobatic practice sessions within the aerial practice box area approved of by the Federal Aviation Administration ("FAA"), and for no other use without the express written consent of the Pease Development Authority ("PDA"). This Right of Entry shall be valid through December 31, 2015 between the hours of 8:00 am through 6:00 pm and shall terminate at 6:00 p.m. on December 31, 2015 (the "Term"). The use, occupation and maintenance of the Premises shall be: (a) without cost or expense to the PDA; (b) subject to the general supervision and approval of the PDA; (c) subject to the terms and conditions of the Certificate of Waiver or Authorization issued by the FAA's Flight Standards District Office in Portland, ME, and (d) subject to such rules and regulations as the PDA may prescribe from time to time.

In the event NEAC is authorized to use the Premises on a Sunday during the Term of this Right of Entry, permission will be granted subject to the requirement that it may not commence practice sessions prior to 12:00 p.m. and must conclude such sessions by 6:00 p.m. This Right of Entry shall terminate at 6:00 pm on the date each practice is held.

1. NEAC understands and acknowledges that for each specific period of use requested during the Term, NEAC shall coordinate with and shall obtain prior approval from the Pease Development Authority Airport Management Department for use of the Premises.

NEAC understands and agrees that it will not enter the premises or conduct events during the Term of this Right of Entry without the express prior approval of PDA.

2. NEAC understands and acknowledges that this Right of Entry: (a) allows only temporary use of the facilities; (b) is granted on a non-exclusive basis; and (c) may be revoked at will by PDA or terminated at will and that PDA need not state a reason for any such revocation or termination. The use of the Premises shall be orderly and efficient, shall not constitute a nuisance and shall not cause disruption to other Airport activities.

3. PDA shall not be responsible for damages to property or injuries to persons which may

arise from or be attributable or incident to the condition or state or repair of the Premises, or the use and occupation thereof, or for damages to the property or injuries to the person of NEAC's officers, agents, servants or employees, or others who may be on the Premises at their invitation or the invitation of any one of them, if such damage is caused by the negligence of NEAC.

3. NEAC's agreement herein that any use of the Premises is at its sole risk and that its signature below constitutes its agreement to assume full responsibility for any and all risks of loss or damage to property and injury or death to persons by reason of or incident to its entry or the entry by any of its employees, agents or contractors upon the premises and/or the exercise of any of the authorities granted herein, if such loss, damage or injury is caused by the negligence of NEAC. NEAC expressly waives all claims against the Pease Development Authority for any such loss, damage, personal injury or death caused by or occurring as a consequence of NEAC's use of the Premises or the conduct of activities or the performance of responsibilities under this authorization unless such loss, damage, injury or death is caused by the negligence of the Pease Development Authority. NEAC further agrees to indemnify, save, hold harmless, and defend the Pease Development Authority, its officers, board members, agents and employees, from and against all suits, claims, demands or actions, liabilities, judgements, costs and attorney's fees arising out of NEAC's use of the Premises or any activities conducted or undertaken in connection with or pursuant to this authorization unless caused by the sole negligence of the Pease Development Authority.

4. NEAC providing to the Pease Development Authority satisfactory evidence of commercial general liability or aviation liability insurance to a limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, naming the Pease Development Authority as an additional insured.

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 any employee, officer or agent of NEAC 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 Pease Development Authority (except in situations involving the non-payment of a premium, in which case a 10 day notice will be accepted), (iii) a provision that any liability insurance coverage required to be carried by NEAC shall be primary and non-contributing with respect to any insurance carried by PDA and (iv) a waiver of subrogation in favor of the Pease Development Authority.

In addition to the insurance coverage required to be provided in this Section 4, each event participant shall carry liability insurance as required by the Official IAC (International Aerobatic Club) Contest Rules and shall bring proof of that insurance to Skyhaven Airport as a condition of participating in the IAC 35 aerobatics activity. NEAC shall be solely responsible for ensuring that event participants comply with this provision.

5. NEAC shall coordinate activities with the on-duty airport attendant on Friday prior to each scheduled practice event and shall otherwise coordinate practice events with the Airport Manager or his designee prior to commencement of each aerobatic practice session.

6. NEAC shall secure and provide PDA with proof of all required permits and waivers from

Farrell Woods, President
IAC Chapter 34
New England Aerobatic Club
April 23, 2015
Page 3

the FAA and comply with all FAA and other federal, state and local laws, rules and regulations, which apply to the activities contemplated under this Right of Entry, including rules and regulations promulgated by PDA. NEAC shall pay to PDA an amount equal to all fines levied by the FAA (or any other federal or state entity having jurisdiction) against PDA for any breach of FAA or other federal or state requirements by NEAC or any of its contractors, agents, servants or invitees.

7. NEAC's agreement to follow the operational guidelines and restrictions set forth in Exhibit A which is attached hereto and incorporated into and made a part of this Right of Entry.

8. NEAC's agreement to schedule regular and periodic breaks between practice sessions so as to mitigate the effect of noise on the surrounding community arising from its use of the airspace above and adjacent to Skyhaven Airport.

Please indicate by your signature or the signature of a duly authorized representative, the consent of NEAC to the terms of this Right of Entry and return the same to me along with proof of insurance coverages in advance of the first practice session.

Very truly yours
DRAFT

David R. Mullen
Executive Director

Agreed and accepted this ___ day of _____, 2015

New England Aerobatic Club

By: _____
Duly Authorized

Its: _____
President

cc: K. William Hopper, Airport Manager
Mark H. Gardner, Deputy General Counsel

EXHIBIT A

Operational Guidelines and Restrictions

OPERATIONAL GUIDELINES AND RESTRICTIONS

NEW ENGLAND AEROBATIC CLUB

Right of Entry

- Aircraft holding should be at least 3,600'
- Allow breaks in the flying to ease the noise on local community
- If the Sunday rain date is necessary, no flying before Noon so as to not disrupt church services

MEMORANDUM

To: Pease Development Authority Board of Directors

From: David R. Mullen, Executive Director 

Date: May 21, 2015

Re: Sublease between Two International Group, LLC and Advanced Patient Advocacy, LLC

In accordance with the "Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements" adopted by the Board on August 8, 1996, I am pleased to report that PDA has approved of a sublease between Two International Group, LLC ("TIG") and Advanced Patient Advocacy, LLC at 2 International Drive. The Sublease for 5,489 square feet is for a base term of four months. Advanced Patient Advocacy, LLC works with hospitals and patients to secure insurance coverage and payments for healthcare issues and will use the Subleased Premises for general business offices.

The Delegation to Executive Director: Consent, Approval of Subleases provides that:

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

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

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

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

P:\TWOINTL\Board Memos\BoardmemTIG052115.wpd

MEMORANDUM

To: Pease Development Authority Board of Directors
From: David R. Mullen, Executive Director *DRM*
Date: May 21, 2015
Re: Sublease between 119 International Drive, LLC and Various Tenants

In accordance with the "Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements" adopted by the Board on August 8, 1996, I am pleased to report that PDA has approved of subleases at 15 Rye Street between 119 International Drive, LLC ("119IDLLC") and:

Good Measures, LLC (provider of registered dietitian nutritionist services)
4,314 square feet
Use: General business office
Term: One year

US Govt. - FEMA Finance (billing agency for FEMA)
17,515 square feet
Use: General business office
Term; Six Months

The Delegation to Executive Director: Consent, Approval of Subleases provides that:

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

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

Conditions one through three have been met. As to condition four, PDA relies on TIG's continued primary liability for payment of rent and other obligations pursuant to the PDA/TIG Lease. The Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements also requires the consent of one member of the PDA Board of Directors. In this instance, Director Lamson was consulted and granted her consent.

MOTION

Director Loughlin:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into an extension to the "Agreement to Extend the Term for the Use of the Sprung Structure and for the Creation of the Park Area" dated May 2, 2000 (attached hereto) with Lonza Biologics, Inc. for the purpose of extending the term of the Agreement through May 1, 2020. All other terms and conditions of the Agreement shall remain in full force and effect.

N:\RESOLVES\LonzaSprung0515.wpd

AGREEMENT TO EXTEND THE TERM FOR THE
USE OF THE SPRUNG STRUCTURE
AND
FOR THE CREATION OF PARK AREA

WHEREAS, effective May 2, 2000, Pease Development Authority ("PDA") and Lonza Biologics, Inc. ("Lonza") entered into an agreement which granted Lonza permission to erect and occupy a temporary laboratory facility (the "Sprung Structure") at 101 International Drive, Portsmouth, New Hampshire ("Premises");

WHEREAS, pursuant to the approvals of the Board of Directors of PDA, the Agreement was extended through April 30, 2010 and April 30, 2015;

WHEREAS, Lonza must remove the Sprung Structure from the Premises no later than May 1, 2015;

WHEREAS, Lonza wishes to extend the term for the use of the Sprung Structure on the Premises for an additional five (5) year period through April 30, 2020;

WHEREAS, LONZA previously agreed to create and maintain a park area adjacent to the newly constructed parking garage;

NOW, THEREFORE, PDA and Lonza agree to extend the term for the use of the Sprung Structure on the Premises and to memorialize Lonza's agreement to maintain a park area upon the following terms and conditions:

1. The Sprung Structure must be removed no later than April 30, 2020 and the Premises restored to such condition as shall reasonably be required by the PDA Director of Engineering;
2. Lonza agrees to continue maintaining the landscaping improvements around the Sprung Structure.
3. Lonza agrees to continue maintaining the park area immediately adjacent to the parking garage to include, a picnic and seating area, landscaping improvements and walkways.
4. PDA consents to the continued use of the Sprung Structure as a gym for Lonza personnel
5. All other terms and conditions of the Sprung Structure Agreement, as amended, shall remain in full force and effect and continue to be binding upon the Parties.

IN WITNESS WHEREOF, Pease Development Authority and Lonza Biologics, Inc. hereto intending to be legally bound have set their respective hands to this Agreement, effective May 1, 2015.

WITNESS:

LONZA BIOLOGICS, INC.

By: _____

Its: _____

WITNESS:

PEASE DEVELOPMENT AUTHORITY

By: _____

David R. Mullen, Executive Director

MOTION

Director Preston:

The Pease Development Authority Board of Directors hereby approves of the Concept Plan submitted by Lonza Biologics, Inc. ("Lonza") attached hereto for the premises located at 101 International Drive; on all terms and conditions set forth in the memorandum of Maria J. Stowell, P.E., Manager – Engineering, dated May ___ 2015 attached hereto.

N:\RESOLVES\Lonza101IntlConcept.wpd

MEMORANDUM

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

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

Date: April 22, 2015

Subject: Sign Revision Report for Newmarket International at 75 NH Avenue

In accordance with your authority under the "Delegation to Building Inspector: Consent and Approval of Minor Revisions to Existing Signs" adopted by the Board on June 20, 2005, I am reporting the following:

Newmarket International, which was acquired by the Amadeus Group, wishes to modify their signage located at the corner of New Hampshire Avenue and Manchester Square (corner of the 75 New Hampshire Avenue property) and their building façade sign. Newmarket will be using the same monument sign base to erect their modified sign which will reflect their new logo. The new building facade sign is of the same dimensions as the former sign and will be placed in the same location on the front of the building. Both tenant logo revisions were approved by the building owner and are on the attached sign proof sheets.

This sign revision meets the all of the following conditions:

1. Required for maintenance and a revision to sign graphics reflecting a new name or logo for an existing tenant.
2. No substantive change in size or style of the sign.
3. Consistent with the terms and conditions of the original sign approval.
4. All other conditions of the PDA Land Use Controls are satisfied.

Director Loughlin has reviewed the sign revisions and has given his approval. At the upcoming Board meeting, please report the revisions of the Newmarket International Amadeus signs.

JOB#:

ITEM MANUFACTURING

Barlo BarloMax Sub Other:

ITEM INSTALLATION

Barlo BarloMax Sub Other:

ITEM SCOPE OF WORK

ITEM B - MANUFACTURE & INSTALL (1) SET OF PLEX FCOs

Sign Area: 80 SQF.

GENERAL NOTES

SITE SURVEY REQUIRED

COLORS

LETTERS

Face: 1" PLEX FCOs PTM LIGHT SILVER METALLIC 180C-220

ALL COLORS ARE FOR REPRESENTATION ONLY. SEE ACTUAL SAMPLES FOR COLOR MATCH.



CURRENT SIGN ELEVATION / SCALE 3/32"=1'-0"



PROPOSED SIGN ELEVATION / SCALE 3/32"=1'-0"

Remove 80.5 sf,
Install 80 sf.



ITEM B - OPTION 1 - (1) SET OF PLEX FCOs
SCALE: 1/4"=1'-0"

REVISIONS	
Date	Comment
3-10	ADDED OPTION PER SALES
4-13	REMOVED BACKER & REVISED LETTER SIZE
4-13	PLACED JOB ON HOLD & ADDED OPTION PER CLIENT
4-14	TOOK JOB OFF HOLD & REMOVED OPTION 1

DESIGN CHECKLIST

Completed By: _____ Date: _____

PROJECT APPROVAL - PRE-SALE		Job Name: AMADEUS NEWMARKET	
Design:	Date:	Location:	75 New Hampshire Ave. Portsmouth NH 03801
Sales:	Date:	Design Specialist/Estimator/Analyst By:	
PROJECT APPROVAL - PROD		Client:	Drawn By: MO
Design:	Date:	Landlord:	Sales Rep: MALT
Estimating:	Date:	Date:	3/9/15
Engineering:	Date:		
Sales:	Date:		
Production:	Date:		
Installation:	Date:		

BARLO SIGNS
151 Grady St., Hudson, NH 03051
(603) 882-2631 Fax (603) 812-7680
For Service: 800-227-6574

File Name: Amadeus Newmarket 150314240 CO 4-14
B-15-03-14240
SHEET: 2.0

MOTION

Director Lamson:

The Pease Development Authority Board of Directors hereby approves of the proposed sign for 25, 29 Retail, LLC at 25 New Hampshire Avenue; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager – Engineering, dated May 13, 2015 and attached hereto.

N:\RESOLVES\Signs0515.wpd

MEMORANDUM

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

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

Date: May 13, 2015

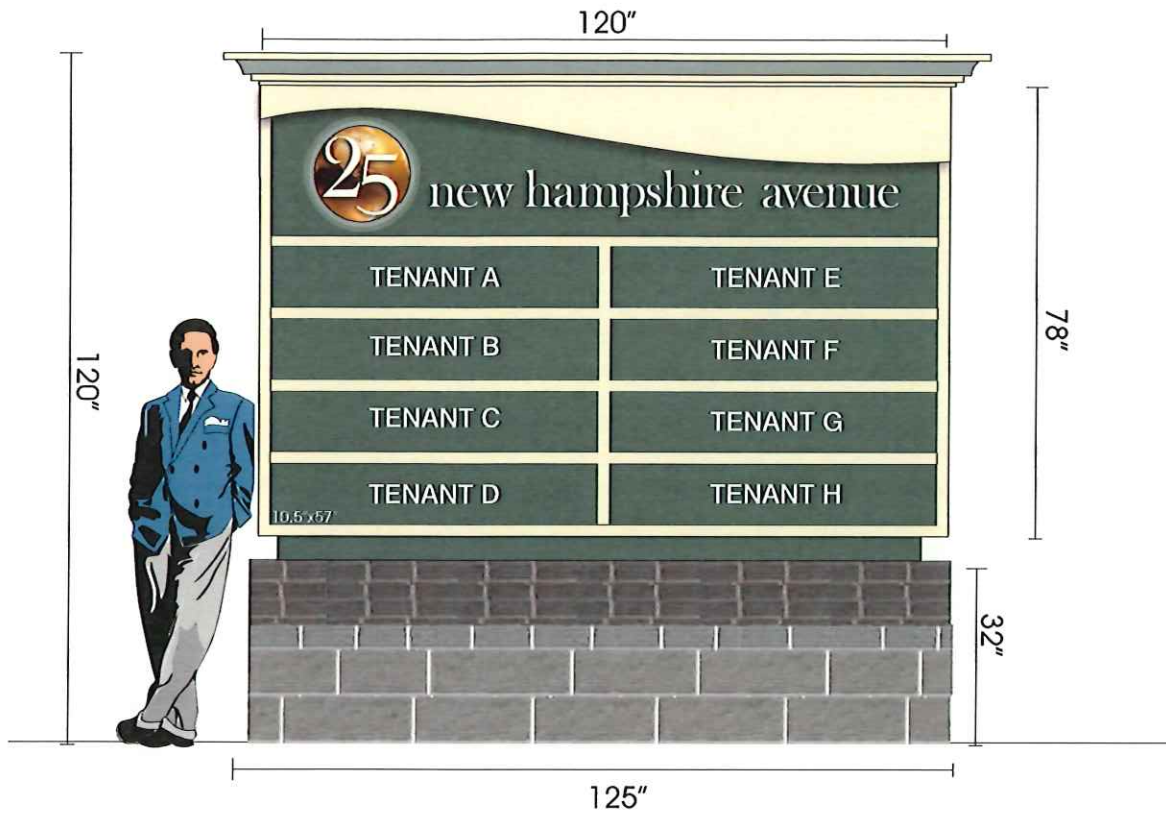
Subject: Sign Approval Request for Two International Group at 25 NH Avenue

Two International Group is seeking approval to erect a 10'(h) x 10'(w) interior lighted monument sign at the entrance to the property at 25 NH Avenue. The sign would be 65 square feet (*The brick base is not included in this calculation*) and would be situated as shown on "Attachment A".

As this is a new building, there are no signs to be replaced. However, 25 NH Avenue is part of a lot that also consists of 29 NH Avenue and 14 Manchester Square. With the addition of the new sign, the total signage area on this parcel is 492.59 square feet, which is below their limit of 530.9 square feet which is allowed by a variance granted by the City of Portsmouth in 2005. This sign meets all other conditions of the PDA Land Use Controls.

At next week's meeting, please ask the Board to approve the monument sign as proposed.

N:\ENGINEER\Board Memos\2015\25 NH Sign 5.13.15.docx



Measurements on this artistic rendering may vary slightly from the actual "AS BUILT" upon final engineering. Color and Resolution in proof are not representative of final project due to individual monitor settings.

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: David R. Mullen, Executive Director *DM*
RE: Contract Reports
DATE: May 21, 2015

In accordance with Delegation to Executive Director: Consent, Approval and Execution of Documents and Expenditure of Funds for Emergency Repairs, I am pleased to report:

1. Project Name: Airport Perimeter Fence
PDA Obligation \$11,900
Board Authority: Vice-Chairman Loughlin
Summary: For the emergency repairs to the Airport perimeter fence by Four Seasons Fence including replacement of 20 posts with concrete footings due to damage caused by winter storms.

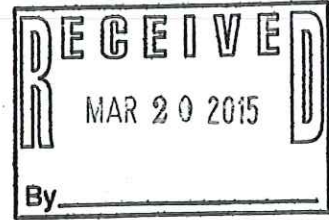
P:\BOARDMTG\Contractrpt0515.wpd



OFFICE OF
SELECTMEN

The Town Of Newington
New Hampshire

Established 1713



Board of Directors
Pease Development Authority
55 International Drive
Portsmouth, NH 03801

March 16, 2015

Dear Board members,

We hereby appoint Margaret Lamson to the position of Pease Development Authority Board member in the role of Newington representative. This term will expire on March 31, 2018.

Best Regards,

Board of Selectmen

Jan Stuart, Chair

Rick Stern

Cosmas Iocovozzi

CITY OF PORTSMOUTH

Municipal Complex
1 Junkins Avenue
Portsmouth, New Hampshire 03801
(603) 431-2000



April 15, 2015

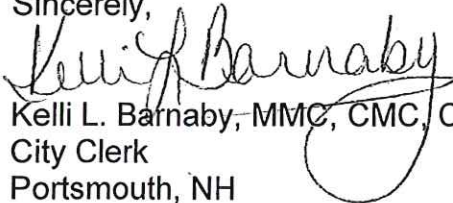
George M. Bald, Chair
Executive Committee
Pease Development Authority
2 Otis Road
Somersworth, NH 03878

Dear Mr. Bald,

The Portsmouth City Council acting in regular session on Monday, April 6, 2015, voted to reappoint Peter Loughlin to the Pease Development Authority Board as the City of Portsmouth and Town of Newington representative until March 31, 2018.



If you should have any questions, please do not hesitate to contact me.

Sincerely,


Kelli L. Barnaby, MMC, CMC, CNHMC
City Clerk
Portsmouth, NH

cc: Peter Loughlin
John P. Bohenko, Portsmouth City Manager
Robert J. Lister, Portsmouth Mayor
Dave Mullen

Memorandum

To: Kim W. Hopper, A.A.E., Airport Manager 
From: Sandra McDonough, Airport Operations/Community Liaison 
Date: 5/13/2015
Subj: Noise Report for April 2015

For the calendar month of April 2015, we received a total of 14 inquiries.

All but one of the 14 inquiries originated from downtown Portsmouth and pertained to PSM based helicopters. Eleven of the inquiries were from one caller. Although this gentleman does not require a follow-up call for his inquiries, I spoke with him on April 8, 2015 and he indicated he will call every time he sees a helicopter. He has said that he is not interested in compromising but only in stopping the company from flying.

One of the three remaining inquiries is from someone who works at night and attempts to sleep during the day. This caller used threatening language in his complaint and as we are required to do, the caller was reported to the appropriate authorities. A repeat caller complained about "that red helicopter" flying below 500 feet. Air traffic control indicated that the helicopter was flying at the typical 1,000 feet or above altitude that it normally flies.

Lastly, I contacted a caller from Brentwood, who left a message in support of helicopters. After providing his information, the gentleman suggested the craft he saw was neither a fixed wing aircraft nor a helicopter. He described seeing bright lights in formation without any sort of noise. ATC did not have any information of any aircraft flying over Brentwood since it is outside the controlled airspace of Portsmouth.

Attached is the Noise Report for April 2015.

PDA Noise Report Log

For the Period: 04/01/2015 to 04/30/2015

#	Date	Time	Caller Information	Type	Aircraft	Narratives	Follow Up
1	4/8/2015	9:02	ID number 68 Miller Avenue Portsmouth, NH	ON	R44	NOISE COMPLAINT - Red helicopter, directly over my house.	McDonough returned the call on 4/8. Mr. XXXX informed McDonough that he will call every time a helicopter flies over his house. He is not interested in their flying at a higher altitude, he wants them to completely stop. The caller is hoping the data he provides will eventually stop them from flying over his house.
2	4/11/2015	14:54	ID number 68 Miller Avenue Portsmouth, NH	ON	R44	NOISE COMPLAINT - Red helicopter, directly over my house.	Caller has indicated in the past that he does not require a call back. Mr. XXXX informed McDonough that he will call every time a helicopter flies over his house. He is not interested in their flying at a higher altitude, he wants them to completely stop. The caller thinks the data he provides will eventually stop them from flying over his house.
3	4/14/2015	14:45	Number 68 Miller Avenue Portsmouth, NH	ON	R44	NOISE COMPLAINT - Red helicopter passed directly over my house, est. course 90A°	Caller has indicated in the past that he does not require a call back. Mr. XXXX informed McDonough that he will call every time a helicopter flies over his house. He is not interested in their flying at a higher altitude, he wants them to completely stop. The caller thinks the data he provides will eventually stop them from flying over his house.
4	4/14/2015	15:03	Number 68 Miller Avenue Portsmouth, NH	ON	R44	NOISE COMPLAINT - Red helicopter over Miller Ave., course SW.	Caller has indicated in the past that he does not require a call back. Mr. XXXX informed McDonough that he will call every time a helicopter flies over his house. He is not interested in their flying at a higher altitude, he wants them to completely stop. The caller thinks the data he provides will eventually stop them from flying over his house.

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: 04/01/2015 to 04/30/2015

#	Date	Time	Caller Information	Type	Aircraft	Narratives	Follow Up
5	4/14/2015	15:11	ID number 163 Near South Mill Pond Portsmouth, NH	ON	R44	"Hi. I wanted to call and register a complaint (inaudible) and the woman I spoke to said this was the complaint line so (laughing) I'd would hate to be you. I want to register some kind of complaint about this helicopter buzzing in and around Portsmouth all the time. Since I work from home, this thing is buzzing me left and right. I wish it was legal for me to fight back. I would take one of these things out with a rocket launcher. No just kidding. I have a poor sense of humor. Ah, it's rudely, really annoying. I mean, I hear it from the floor and I hear it from the bed. It's with me all day long. It's just driving me crazy. (Sentence inaudible) My name is XXXX. I live near the corner of Pleasant St. and Franklin, in Portsmouth. I would love it if someone could get back to me about this. This is the most annoying thing. I've been here for 20 years in this one place, in this one house and this is by far the most annoying thing I have ever put up with. I mean, I would rather put up with tourists clogging the sidewalk then I would with this stupid helicopter. It's driving me crazy. Thank you very much. I appreciate it. Have a nice day. I would love it if someone would get back to me. Thank you, bye."	Returned the call on 4/14. McDonough informed the caller that we are required to report threats to the appropriate authorities. The caller said his poor choice of words were spoken in the heat of the moment and were meant to be a joke. The caller works at night and tries to sleep during the day. McDonough informed the caller that the helicopters are flying well above the minimum altitude set forth by the FAA. The caller is under the impression that the helicopter company does not care about the community, otherwise they would put mufflers on their helicopters.
6	4/16/2015	15:37	ID number 68 Miller Avenue Portsmouth, NH	ON	R44	COMPLAINT - Red helicopter, directly over my house, est. course 90°	Caller has indicated in the past that he does not require a call back. Mr. XXXX informed McDonough that he will call every time a helicopter flies over his house. He is not interested in their flying at a higher altitude, he wants them to completely stop. The caller thinks the data he provides will eventually stop them from flying over his house.
7	4/18/2015	13:26	ID number 68 Miller Avenue Portsmouth, NH	ON	R44	NOISE COMPLAINT - Red helicopter directly over my house, direction NE	Caller has indicated in the past that he does not require a call back. Mr. XXXX informed McDonough that he will call every time a helicopter flies over his house. He is not interested in their flying at a higher altitude, he wants them to completely stop. The caller thinks the data he provides will eventually stop them from flying over his house.

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: 04/01/2015 to 04/30/2015

#	Date	Time	Caller Information	Type	Aircraft	Narratives	Follow Up
8	4/18/2015	14:03	ID number 68 Miller Avenue Portsmouth, NH	ON	R44	NOISE COMPLAINT - Red helicopter, directly over my house, direction NE	Caller has indicated in the past that he does not require a call back. Mr. XXXX informed McDonough that he will call every time a helicopter flies over his house. He is not interested in their flying at a higher altitude, he wants them to completely stop. The caller thinks the data he provides will eventually stop them from flying over his house.
9	4/23/2015	22:17	ID Number 164 Old Gordon Road Brentwood, NH	ON	unknown	"Yeah. The helicopters are flying around. But I'm an Army guy, so I like it. Later."	Returned the call on 4/24. McDonough requested the caller's name and address since he did not leave this information on his message of 4/23. After obtaining his information, the caller asked if we knew what type of craft was flying in formation over his house on 4/23. He described what he saw as bright lights without any noise. McDonough checked with ATC and they did not have any information of any aircraft flying over Brentwood that evening. Brentwood is not in Portsmouth's controlled airspace. Following McDonough's conversation with ATC, McDonough called Mr. XXXX and relayed the information. Mr. XXXX does not believe that the airport was unaware of the "crafts" flying that night. He was surprised that nobody else called inquiring about the mysterious "craft".
10	4/25/2015	12:37	ID Number 68 Miller Avenue Portsmouth, NH	ON	R44	NOISE COMPLAINT - Red helicopter passed directly over my house, headed NE	Caller has indicated in the past that he does not require a call back. Mr. XXXX informed McDonough that he will call every time a helicopter flies over his house. He is not interested in their flying at a higher altitude, he wants them to completely stop. The caller thinks the data he provides will eventually stop them from flying over his house.

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: 04/01/2015 to 04/30/2015

#	Date	Time	Caller Information	Type	Aircraft	Narratives	Follow Up
11	4/25/2015	13:08	ID Number 68 Miller Avenue Portsmouth, NH	ON	R44	NOISE COMPLAINT - Red helicopter, directly over my house, moving NE. Always exactly the same course.	Caller has indicated in the past that he does not require a call back. Mr. XXXX informed McDonough that he will call every time a helicopter flies over his house. He is not interested in their flying at a higher altitude, he wants them to completely stop. The caller thinks the data he provides will eventually stop them from flying over his house.
12	4/25/2015	13:11	ID Number 68 Miller Avenue Portsmouth, NH	ON	R44	NOISE COMPLAINT - Red helicopter passed directly over my house, direction NE. Always the same route.	Caller has indicated in the past that he does not require a call back. Mr. XXXX informed McDonough that he will call every time a helicopter flies over his house. He is not interested in their flying at a higher altitude, he wants them to completely stop. The caller thinks the data he provides will eventually stop them from flying over his house.
13	4/25/2015	13:28	ID Number 68 Miller Avenue Portsmouth, NH	ON	R44	NOISE COMPLAINT - Red helicopter directly over my house, direction SW - 4 trips since noon.	Caller has indicated in the past that he does not require a call back. Mr. XXXX informed McDonough that he will call every time a helicopter flies over his house. He is not interested in their flying at a higher altitude, he wants them to completely stop. The caller thinks the data he provides will eventually stop them from flying over his house.
14	4/28/2015	15:04	ID Number 157 Ruth Street Portsmouth, NH	ON	R44	"Yes, my name is XXXX. I'm just calling to report that that (sic) red helicopter has been flying over the house and he just flew over for like the third time in the last hour. And he was not at 500 feet. And I wish I had the camera so I could have taken a picture of it. But anyway, we're just calling to report the incident. It's 3 o'clock on the nose. Alright, thank you very much. Bye-bye."	McDonough called Seacoast Helicopters and confirmed they had an R44 in that area at the time of the complaint. Bruce Cultrera was piloting the helicopter and assured McDonough that he was flying above 1,000 feet. Returned the call on 4/29. The caller is not happy with any flights around his home.

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 authorizes the Executive Director to expend funds in the total amount of \$609.00 for legal services rendered to the Pease Development Authority by:

1. Sheehan Phinney Bass + Green
Through March 31, 2015 \$ 609.00

N:\RESOLVES\Legalservices0515.wpd

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:	\$609.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$609.00

PREVIOUS BALANCE:	\$145.00

TOTAL BALANCE DUE:	\$754.00

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 Torr:

In accordance with the provisions of RSA 12-G:42, XI, the PDA Board of Directors hereby approves of and adopts the Final Proposal – Fixed Text for readoption with amendments to Administrative Rules Pda 700, as attached hereto, and authorizes the Division Director to take any necessary or recommended action in accordance with RSA 541-A, in furtherance of this matter.

N:\RESOLVES\Pda700Readoption0515.wpd

CHAPTER Pda 700 SLIP PERMITS; STATE-OWNED RESTRICTED PIERS

PART Pda 701 PURPOSE

Readopt Pda 701.01, effective 3-21-07 (Document #8845), to read as follows:

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

PART Pda 702 SLIP PERMITS REQUIRED

Readopt Pda 702.01 – Pda 702.04, effective 3-21-07 (Document #8845), to read as follows:

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

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

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

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

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

Pda 702.04 Limited Applicability of Slip Permits for State-Owned Commercial Piers. Any vessel with a slip permit listed under Pda 702.03 shall only be authorized to occupy a

state-owned slip at a state-owned commercial pier. Such vessel shall not be authorized to occupy a state-owned slip at a state-owned restricted pier, unless the owner, operator, or duly authorized agent has applied for and obtained a slip permit under Pda 704 and Pda 706.

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

Readopt Pda 703.01 – Pda 703.02, effective 3-21-07 (Document #8845), to read as follows:

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

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

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

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

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

PART Pda 704 PERMITS

Readopt Pda 704.01 – Pda 704.02, effective 3-21-07 (Document #8845), to read as follows:

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

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

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

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

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

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

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

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

- (1) With an annual state-owned restricted pier permit and a written contractual agreement with the authority to utilize a state-owned restricted pier;
- (2) Authorized by the division to secure to a state-owned restricted pier under Pda 703.01; or
- (3) With a single-use state-owned restricted pier slip permit obtained under Pda 704.02(a).

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

- (1) The permit holder provides to the division, at least 14 days before making use of the modified or replacement vessel under the annual state-owned restricted pier slip permit:
 - a. Written notice of any changes to vessel information under Pda 709.01(b)(8); and
 - b. If there is a new registration for the vessel, a copy of such registration; and
- (2) Before making use of a modified or replacement vessel under the annual

state-owned restricted pier slip permit, the permit holder pays to the division an amount equal to the difference in the amount, if any, that the slip permit fee for the modified permit exceeds the slip permit fee paid for the original permit.

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

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

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

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

- (1) A charter boat;
- (2) A commercial cargo vessel in transit requiring a temporary berth or seeking to load or unload cargo in New Hampshire; or
- (3) Any vessel invited to Portsmouth harbor by a nonprofit organization registered in New Hampshire or any state or local governmental agency to attend or otherwise participate in any celebration, festival, or historical reenactment held within the state.

(b) The division director or designee shall grant pursuant to Pda 706.02 single-use state-owned restricted pier slip permits for the marine terminal wharves on a space available basis for any vessel:

- (1) Proposing to occupy all or a portion of one of the slips located at the marine terminal wharves; and
- (2) That agrees to pay the applicable slip fee and all other applicable fees associated with use of the marine terminal wharves.

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

(d) A single-use state-owned restricted pier slip permit shall allow the vessel to occupy a slip or portion of a slip at the state-owned restricted pier, as specified in the permit, subject to the Pda 700.

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

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

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

- (1) Submitting an application as described in Pda 706.02 to the division; and
- (2) Paying the single-use state-owned restricted pier slip permit fee.

PART Pda 705 WAIT LIST FOR BARKER AND BURGE WHARVES [RESERVED]

PART Pda 706 PERMIT APPLICATIONS; PROCESSING OF APPLICATIONS

Readopt with amendment Pda 706.01, effective 3-21-07 (Document #8845), to read as follows:

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

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

- (1) Obtain an annual state-owned restricted pier slip permit application form:
 - a. In person, from the division office located at 555 Market Street, Portsmouth, New Hampshire; or
 - b. By sending a request in writing, including a self-addressed, stamped envelope to the division office at the following address:

Pease Development Authority
Division of Ports and Harbors
555 Market Street
Portsmouth, NH 03801-3532
- (2) Provide the information and certification required on the annual state-owned restricted pier slip permit application form, as provided in Pda 709.01(b) and (d); and
- (3) Attach to the application the following:
 - a. A photocopy of the applicant's New Hampshire state tidal, other state or International Maritime Organization number registration for a commercial vessel;
 - b. If the vessel described on the application is a charter boat, a photocopy of the vessel's New Hampshire state tidal or other state registration and U.S. Coast Guard merchant mariner's license for the operator; and
 - c. Payment of the annual state-owned restricted pier slip permit fee, provided that fees paid in the form of a check or a money order shall be made payable to "Pease Development Authority, Division of Ports and Harbors" or "PDA-DPH."

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

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

- (1) The applicant has provided all applicable information and documentation required under Pda 709.01;
- (2) The application has attached the documentation required under (a)(3) above;
- (3) The vessel information on the New Hampshire state tidal, other state or International Maritime Organization registration or federal documentation is the same vessel information provided on the application;
- (4) The annual state-owned restricted pier slip permit fee is paid, provided that the check or money order is made payable to "Pease Development Authority, Division of Ports and Harbors" or "PDA-DPH" and is attached to the application;
- (5) There is a valid written contractual agreement between the authority and the applicant covering the permit period;
- (6) There is no reason to deny the application under Pda 707.02; and
- (7) The applicant has signed the application.

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

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

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

Readopt Pda 706.02, effective 3-21-07 (Document #8845), to read as follows:

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

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

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

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

(1) By telephone in accordance with:

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

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

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

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

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

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

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

(3) Sign the application form.

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

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

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

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

Readopt Pda 707.01 – Pda 707.02, effective 3-21-07 (Document #8845), to read as follows:

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

Pda 707.02 Reasons for Denial of Application.

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

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

(6) Has not signed the application.

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

Readopt with amendment Pda 707.03, effective 3-21-07 (Document #8845), to read as follows:

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

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

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

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

Readopt Pda 707.04 – Pda 707.06, effective 3-21-07 (Document #8845), to read as follows:

Pda 707.04 Hearings; Notice of Denial.

(a) Any hearing required pursuant to Pda 707.03 shall be held by the division director or designee.

(b) If a permit is denied or revoked under Pda 707.03(b) after notice and opportunity for a hearing, notice of the denial or revocation and the reason(s) therefor shall be sent to the applicant in writing within 10 working days of the decision.

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

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

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

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

PART Pda 708 RECONSIDERATION

Readopt Pda 708.01 – Pda 708.03, effective 3-21-07 (Document #8845), to read as follows:

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

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

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

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

(a) Specify the date of the challenged decision;

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

(c) Include as an attachment a copy of the application or request that was denied or

failed to receive approval; and

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

Pda 708.03 Reconsideration by Division Director.

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

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

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

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

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

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

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

PART Pda 709 FORMS

Readopt with amendment Pda 709.01, effective 3-21-07 (Document #8845), to read as follows:

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

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

- (1) Deliver the completed application to:

Pease Development Authority
Division of Ports and Harbors
555 Market Street

Portsmouth, NH 03801-3532; or

(2) Mail the completed application to:

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

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

- (1) The applicant's full legal name;
- (2) The name and address of the applicant's business;
- (3) The applicant's mailing address, if different from the business address identification in (2) above;
- (4) Which address the applicant requests be used as the correspondence address by the division;
- (5) The applicant's type of business organization;
- (6) The applicant's telephone number(s) including:
 - a. Business telephone number;
 - b. Home telephone number;
 - c. Business fax number, if the applicant has a business fax number;
 - d. Emergency telephone number; and
 - e. Cell telephone number, if different from permanent telephone number;
- (7) The applicant's e-mail address, if the applicant has an e-mail address;
- (8) The following information pertaining to the vessel:
 - a. Vessel name;
 - b. New Hampshire or other state registration number or International Maritime Organization number;
 - c. Federal documentation number, if applicable;
 - d. Vessel LOA;
 - e. Vessel width;

- f. Vessel draft;
 - g. Vessel color; and
 - h. Type of vessel;
- (9) The state-owned restricted pier for which the applicant is seeking a slip permit; and
- (10) The amount of slip space requested at the pier identified in (9) above.
- (c) The applicant shall attach the documentation required under Pda 706.01(a)(3).
- (d) By his or her signature, the applicant shall certify the following:
- “I certify that the statements and information in the enclosed documents are to the best of my knowledge and belief true, accurate and complete. I am aware that my state-owned restricted pier slip permit may be withdrawn by the Pease Development Authority for submitting false statements or information or omitting required statements or information.”
- (e) The applicant shall sign and date the application.

Readopt Pda 709.02, effective 3-21-07 (Document #8845), to read as follows:

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

- (a) The applicant, the division director, or an employee of the division shall enter the following information provided by an applicant under Pda 706.02(c) on a single-use state-owned restricted pier slip permit application form:
- (1) The applicant’s full legal name;
 - (2) The applicant’s permanent address;
 - (3) The applicant’s telephone number(s) including:
 - a. Business telephone number;
 - b. Home telephone number;
 - c. Cell telephone number, if different from permanent telephone number; and
 - d. An emergency contact telephone number;
 - (4) The following information pertaining to the vessel and registration and identification numbers:
 - a. Vessel name;

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

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

(6) The amount of slip space requested at the pier identified in (5) above.

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

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

“I certify that the statements and information in this application are to the best of my knowledge and belief true, accurate and complete. I am aware that my state-owned restricted pier slip permit may be withdrawn by the Pease Development Authority for submitting false statements or information or omitting required statements or information.”

(d) The applicant shall sign and date the application.

Pease Development Authority
Pda 700

Cross-Reference Table for Notice Number 2015-35, Pda 700, Final Proposal—Fixed Text

<u>Rule Number</u>	<u>State Statute/Federal Regulation Implemented</u>
Pda 701	RSA 12-G:42, VI, VII
Pda 702	RSA 12-G:42, VI, IX
Pda 703-709	RSA 12-G:42, VI

MOTION

Director Loughlin:

The Pease Development Authority Board of Directors hereby authorizes the Division Director to request that the Capital Budget Overview Committee ("CBOC") release \$115,500.00 from the Port Expansion Fund for consulting and inspection services related to the Transportation Investment Generating Economic Recovery ("TIGER 2015") Grant Application;


Further, subject to CBOC approval, the Board of Directors hereby authorizes the Executive Director to enter into two contracts with Appledore Marine Engineering, Inc. ("Appledore"), PDA's marine engineering services consultant as follows:

- a. one contract in a total amount not to exceed \$6,000 for consulting services for the review and preparation of the TIGER 2015 Grant Application; and
- b. one contract in a total amount of \$109,500 for routine inspection of the Main Wharf related to the TIGER 2015 Grant Application;

all in accordance with the memorandum of Geno J. Marconi, Division Director, dated May 13, 2015 attached hereto.

N:\RESOLVES\TIGER0515.wpd



Date: May 13, 2015
To: PDA Board of Directors
From: Geno Marconi, Port Director 
Subject: Consultant Proposals for TIGER 2015 Application

The U.S. Department of Transportation (US-DOT) has issued a Notification of Funding Availability (NOFA) for the Transportation Infrastructure Generating Economic Recovery (TIGER) Discretionary Grant Program. The Division of Ports and Harbors intends to submit application to the program for approximately \$12.0 million for the rehabilitation and expansion of the Main Wharf at the Market Street Marine Terminal. The project is 98% designed and 100% permitted. The Division of Ports and Harbors is requesting the authorization to expend not more than \$115,500.00 from the Port Expansion Fund for the following two (2) purposes:

- \$6,000.00 for consulting services for the review and preparation of grant application to the US-DOT in accordance with the attached proposal from Appledore Marine Engineering, the Division's contracted "on-call" marine engineering company.
- \$109,500.00 for the routine inspection of the Main Wharf at the Market Street Marine Terminal in accordance with the attached proposal from Appledore Marine Engineering for the following purposes:
 - It has been 9.5 years since the last inspection and it has been 38 years without repairs
 - The inspection is necessary to determine the level of funding request to be made in the TIGER application

In accordance with the provisions of Chapter 351:5, Laws of 1991, amended by Chapter 2, Laws of 2013, the expenditure of funds from the Port Expansion Fund requires approval of the Capital Budget Overview Committee. The current balance of the fund is \$5,841,077.00.

Therefore the Division of Ports and Harbors recommends the PDA Board of Directors authorize the Executive Director to approve the two (2) proposals of Appledore Marine Engineering, subject to authorization of the Capital Budget Overview Committee



Appledore Marine Engineering, LLC

600 State Street, Suite E | Portsmouth New Hampshire 03801

346 Commerce Boulevard | Port Saint Joe Florida 32456
1700 Seventh Avenue | Suite 2100 | Seattle Washington 98101
Seven Waterfront Plaza | 500 Ala Moana Boulevard Suite 400 | Honolulu Hawaii 96813

April 10, 2015

Captain Geno Marconi
New Hampshire Division of Ports & Harbors
55 Market Street
Portsmouth, New Hampshire 03801

Re: Proposal to Engineering and Planning Services to Assist the Port Director in Preparing a
TIGER VII Grant Application for the Rehabilitation and Expansion of the New Hampshire Port
Authority Main Wharf
Portsmouth, NH
Appledore Project No. 1989P4

Dear Captain Marconi:

Appledore Marine Engineering, LLC (AME) in cooperation with HDR, Engineering (HDR), is pleased to present this proposal for Transportation Investment Generating Economic Recovery (TIGER) economic analysis and application development. This proposal will outline the Background, Scope of Services, Schedule of Work and Fees for Consulting Services to perform the work.

BACKGROUND

The New Hampshire Port Authority Main Wharf is in need of rehabilitation and expansion to ensure that operations at the port are maintained at current levels and to provide an opportunity to expand operations to better serve existing and future customers. The U.S. Department of Transportation has approximately \$500 million in funding available for a seventh round of the TIGER grant program. HDR is privileged to have helped the port with previous TIGER applications, and this proposal presents our approach to updating the economic analyses required for the TIGER VII application and to enhancing the application itself, based on current conditions at the port and potential opportunities for growth. For the previous TIGER applications, the Port emphasized that operations have expanded at the Main Wharf and that the Main Wharf has continued to deteriorate. Estimates of future growth, particularly with respect to scrap metal, were included in the analysis and application. It is our understanding that some operations have changed and efforts will be made to update operational assumptions, as well as the basic parameters associated with the benefit-cost analysis required by TIGER.

SCOPE OF SERVICES

The Scope of Services includes the following tasks:

Task 1: Review of Existing Documentation and Data Collection

This task involves a review of previous Main Wharf TIGER applications, as well as data updates for capital and operating costs associated with wharf rehabilitation and expansion, as relevant. Economic and demographic data collected during this task will be used to comply with TIGER VII requirements for assessment of economic distress. This information, along with economic impact multipliers, facilitates the estimation of near- and long-term jobs impacts. Limited data updates for use in the benefit-cost analysis will also be made through this task.

Task 2: Economic Analysis

As was the case with previous TIGER programs, TIGER VII requires the estimation of benefits and costs associated with the proposed project. During this task, HDR plans to update the benefit-cost model used for the TIGER VI application. HDR will work closely with the port director to understand any operations changes that have occurred or may occur at the port. Any new or anticipated developments will be factored into the benefit-cost analysis (BCA).

The TIGER guidance encourages the estimation of Long-Term Outcomes: state of good repair; economic competitiveness; livability; environmental sustainability; and safety. These and other factors identified in the Notice of Funding Availability (NOFA) will be incorporated in the benefit-cost analysis and other economic elements of the overall application.

Task 3: Development of Economic Analysis Sections and Supplementary Documentation

This task provides the methodology, input values and results of the benefit-cost and other economic analyses as needed for the economic portion of the TIGER VII application. Documentation of the benefit-cost analysis, as well as supplementary tables appropriate for online posting or other forums, is also developed.

Task 4: Development and Compilation of TIGER VI Application

HDR will work with Appledore Marine Engineering, LLC, and the Port of New Hampshire to update and finalize the TIGER VII application. The port will be responsible for submission to U.S. DOT.

SCHEDULE

We will start work on this project immediately after receiving written Notice to Proceed (NTP). We will provide the port with draft economic analysis results within a few weeks, followed by documentation of the economic analysis and supplementary materials after receiving initial feedback. Pre-applications are due May 4, 2015, and the application is due on June 5, 2015.

FEES FOR CONSULTING SERVICES

Fees for Consulting Services will be on a direct cost lump sum basis. We will bill you monthly based on the percentage of project completion. Payment will be due within thirty (30) days of invoice.

Task 1	Review Previous Application & Data Collection	\$1,000	
Task 2	Economic Analysis	\$1,500	
Task 3	Supplementary Documentation	\$1,500	
Task 4	Development of Tiger VII Application	\$2,000	
Total		\$6,000	

If this letter satisfactorily sets forth your understanding of our agreement, please sign the enclosed copy and return it to us. Receipt of the signed copy will serve as our Authorization to Proceed. Thank you for giving us the opportunity to present a proposal for this work. If you have any questions or require additional information, please do not hesitate to contact me.

Regards,

Noah J. Elwood, P.E.
 President

Accepted this _____ day of _____, 2015

By: _____
 Pease Development Authority – Division of Ports and Harbors



Appledore Marine Engineering, LLC

600 State Street, Suite E | Portsmouth New Hampshire 03801

346 Commerce Boulevard | Port Saint Joe Florida 32456
1700 Seventh Avenue | Suite 2100 | Seattle Washington 98101
Seven Waterfront Plaza | 500 Ala Moana Boulevard Suite 400 | Honolulu Hawaii 96813

March 16, 2015

Captain Geno Marconi
Director Division of Ports and Harbors
555 Market Street, PO Box 369
Portsmouth, New Hampshire 03802

Re: Proposal to Provide Marine Engineering Services
Main Wharf Routine Inspection

Dear Captain Marconi:

Appledore Marine Engineering, LLC. (AME) is pleased to present this proposal for Marine Engineering services for the above-referenced project. This proposal will discuss the Background, Scope of Services, Schedule of Work and Fee for the services required to complete the work. This project includes the Routine above and underwater inspection of the Main Wharf at the Market Street Marine Terminal, in accordance with this scope of work.

BACKGROUND

The main wharf is constructed of steel caisson supporting concrete pile caps and deck. The structure was constructed in two vintages, 1964 and 1977. The structure was previously inspected in 1996 and 2006. The last inspection determined that the structure was in overall Fair condition with \$3,600,000 in recommended repairs. In accordance with the ASCE Underwater Investigations practice manual it is recommended that marine structures in the marine environment be inspected every 4 years.

This inspection is being undertaken to assess the general condition of the wharf structure and provide recommendations for repairs.

It is anticipated that a likely follow on task would be to conduct concrete coring of the primary structural elements. The core samples would allow detailed material testing that would be used to define the repair design project if required.

SCOPE OF SERVICES

The Scope of Services includes document research, coordination with terminal personnel and local marine authorities, and conducting a Routine above and underwater inspection. The findings will be summarized in a report with recommendations and budgetary maintenance and repair construction costs.

AME has identified the following tasks as necessary to complete the scope of work:

Task 1: Routine Inspection

This inspection will include a Level 1 inspection that is limited to outwardly visible defects and relying on sampling small percentages from a Level 2 inspection on 10% of the structure to infer overall structural condition. The Level 1 inspection will involve visual/tactile techniques on 100-percent of the above water and underwater elements, as well as a Level 2, detailed inspection, on approximately 10-percent of the underwater elements. The detailed inspection includes cleaning the element at three (3) elevations to remove loose material and marine growth. For steel elements, we will obtain ultrasonic thickness readings and voltage potential measurements. The intent of the field inspection is to identify general defects and modes of deterioration, which will be used to provide overall structural condition assessments and recommendations. Where recommendations are based on sampling on a limited percent of the elements, the findings will be extrapolated to the remainder of the structure to provide budgetary estimate for the anticipated repairs.

The field inspection will be completed by an in-house team of engineer-divers. The team will be led by a licensed professional engineer and all team members will be commercially certified divers. Diving operations will be scheduled around slack tides.

Excluded from this scope of work are utilities, lights, cranes, towers, piping, ladders and handrails.

Task 2: Routine Inspection Report

Following the field inspection outlined in Task 1, AME will prepare a routine inspection report that will summarize the results of the inspection. The report will describe the observed conditions, provide photographic documentation, and outline recommended repair items. Repair recommendations will be phased based on priority taking into account both structural condition and operational capabilities.

SCHEDULE

AME understands that this work will need to be coordinated around facility operations and will work with the Port Director to develop a logical time and schedule to perform the field investigation. Upon completion of Task 1, AME will provide a draft report for review within 30 calendar days. AME will issue a final report within one (1) week of receipt of any comments.

FEES FOR CONSULTING SERVICES

Fees for Consulting Services will be on a firm fixed fee basis in accordance with the following schedule:

Total Fixed Fee	\$ 109,500
-----------------	------------

AME will invoice the PDA-DPH monthly based on the percent completed on the project. Payment will be due within thirty (30) days from the date of invoice. If this letter satisfactorily sets forth your understanding of our agreement, please sign and return a copy to us. Receipt of the signed copy will serve as our Notice to Proceed (NTP).

Thank you for giving us the opportunity to present a proposal for this work and to continue serving PDA-DPH. If you have any questions or require additional information, please do not hesitate to contact me.

Regards,



Noah J. Elwood, P.E.
President

Accepted this _____ day of _____, 2015

By: _____
For the Pease Development Authority Division of Ports and Harbors

MOTION

Director Bohenko:

The Pease Development Authority Board of Directors hereby authorizes the Division Director to request that the Capital Budget Overview Committee ("CBOC") release \$40,000.00 from the Harbor Dredging and Pier Maintenance fund for the permanent installation of the truck scale at the Market Street Terminal.


Further, subject to the approval of funds by the CBOC, the Board authorizes the Executive Director to enter into a Contract with Northeast Scale Company, Inc. for the permanent installation of the truck scale; all in accordance with the memorandum of Geno Marconi, Division Director dated May 13, 2015 attached hereto.

In accordance with the provisions of RSA 12:G:8, VIII, the Board justifies the waiver of the RFP requirement for the purchase and installation of the truck scale based on the following:

1. Northeast Scale Company performed the temporary installation of the new truck scale and the work proposed herein is part of the overall project.

Note: 5 Affirmative roll call votes required.

N:\RESOLVES\CapBudgetTruckScale0515.wpd

Date: May 13, 2015
To: PDA Board of Directors
From: Geno Marconi, Port Director 
Subject: Truck Scale, Permanent Installation

The Division of Ports and Harbors is requesting the PDA Board of Directors to authorize the Executive Director to expend not more than \$40,000.00 for the Harbor Dredging and Pier Maintenance Fund, Subject to approval by the Capital Budget Overview Committee for the purpose of permanent installation of the truck scale at the Market Street Marine Terminal.

At the February 5, 2015 meeting, the PDA Board of Directors authorized the expenditure of not more than \$80,000.00 from the Harbor Dredging and Pier Maintenance Fund, subject to approval of the Capital Budget Overview Committee, for the purpose of purchasing an above ground truck scale and performing a temporary installation of that scale in order that commercial activities at the Market Street Marine Terminal could continue with minimal interruption. On March 19, 2015, the Capital Budget Overview Committee approved the expenditure.

To date a total of \$77,996.50 has been expended for the following:

- \$71,879.00 for purchase, delivery and installation of truck scale
- \$2,092.50 for crane service associated with installation
- \$4,025.00 for site work (approach ramps)

This temporary installation is allowed by the State of New Hampshire Division of Weights and Measures for a period of not more than six (6) months. The temporary installation was completed on February 11, 2015. With the end of winter and the approach of the summer season the demand for the use of the truck scale is greatly diminished and it is the optimum time to conduct the permanent installation required by the State.

The Division has received a proposal from Northeast Scale to perform the permanent installation for a cost of \$23,879.00. However, upon review of the proposal there are additional services required that are not in the quotation:

- Paving
- Crane Service

- Crushed Stone to fill the old scale pit
- Disposal of old scale

The Division has requested that Northeast Scale revise the quote to include all work and materials required to perform and complete the permanent installation.

Therefore, the Division requests that the PDA Board of Directors authorize the Executive Director to expend not more than \$40,000.00 from the Harbor Dredging and Pier Maintenance Fund, subject to approval of the Capital Budget Overview Committee for the permanent installation of the truck scale at the Market Street Marine Terminal in accordance with State regulations. The current balance of the fund is \$424,083.86



**Solutions for all your
"Weighing Needs!"**

40 Londonderry Turnpike 2-E, Hooksett, NH 03106
800-543-4828 / 603-622-0080

Page 1-2
Quotation # TL-3-11-15-REP

March 11, 2015

Attn: Geno Marconi
NH Port Authority

Pricing as Follows:

QTY	Description	Price
Day 1	Labor to remove new above ground scale / Bob cat Jack hammer old pit scale into thirds / cut scale loose underneath / crane old scale out of pit (need crane)	Included
Day 2	Form and pour a concrete wall to cover pit opening into scale house basement	Included
Day 3	Strip forms / fill pit in with crushed stone / Start rebar layout (crushed stone needed)	Included
Day 4	Pour 10' x 70' x 10" concrete slab / Start forming approaches	Included
Day 5	Pour two level 10'x11' approach pads	Included
Day 6	Strip forms (this would be the day all paving should be done.)	Included
Day 7	Install truck scale (need crane)	Included
Day 8	Complete install and final calibration	Included
1	Total to perform the above	\$28,879
1	Optional \$5,000 discount off from above price for trade of existing lower frame, with this discount total price to perform the above is	\$23,879

Customers Responsibilities:

- Paving
- Crane
- Crushed stone and machine to fill the pit
- Any required permits
- Material & machine for required ramps
- Disposal of old scale

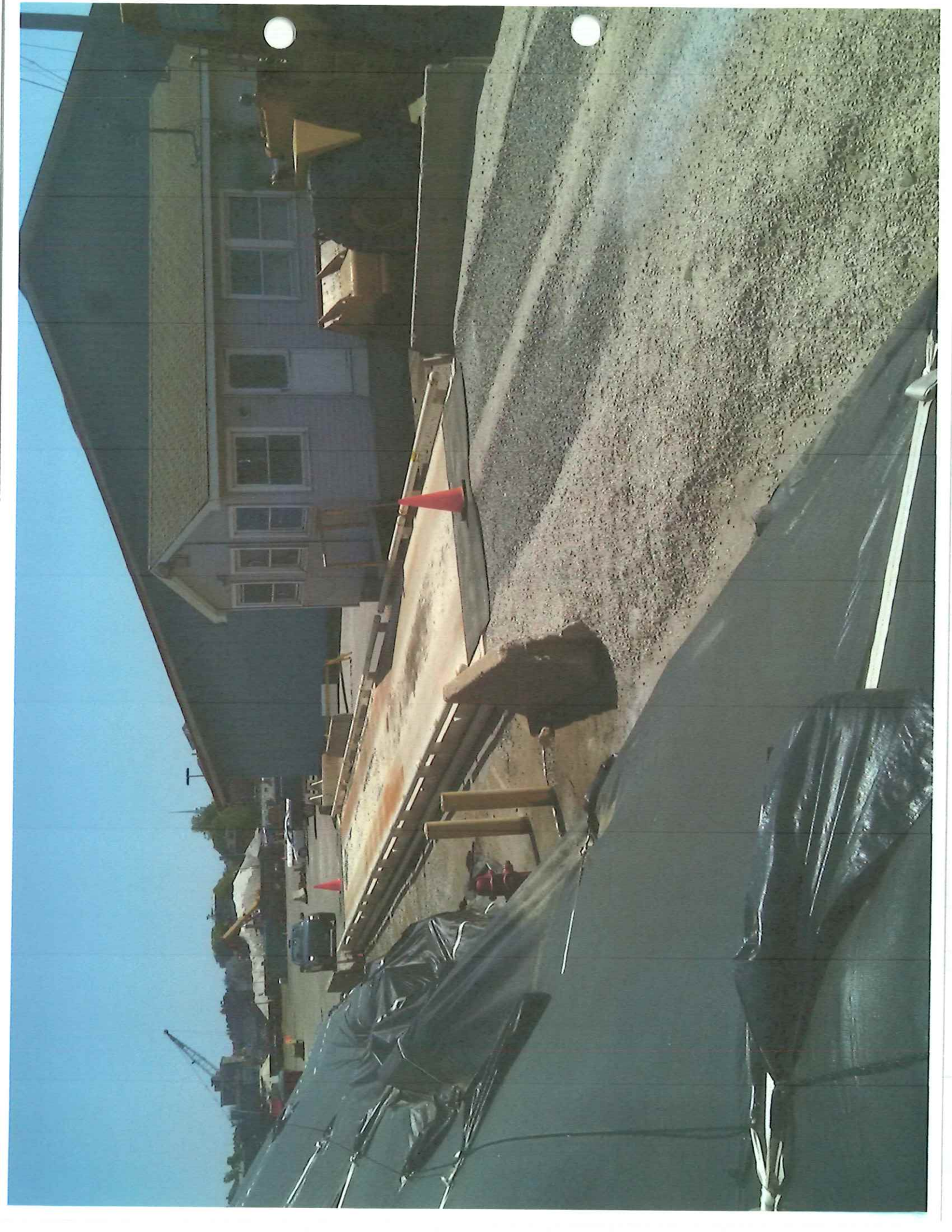
Terms of payment:

- 50% down payment
- 50% net 30 from completion

If you have any questions or would like to set up a day for the repairs please feel free to call me at any time.

Respectfully,

Tony Lewis
Northeast Scale Company
800-543-4828





MOTION

Director Preston:


The Pease Development Authority Board of Directors hereby approves of and authorizes:

- a. the sale of the Cap'n Sav's Charters lobster and shellfish storage building (Unit 3) located at the Rye Harbor Marine Facility to Rye Harbor Lobster Pound; and
- b. the assignment of the Cap'n Sav's Charter Right of Entry to the Rye Harbor Lobster Pound;

all in accordance with the memorandum of Geno Marconi, Division Director, dated May 14, 2015 attached hereto.

N:\RESOLVES\Concessiontransfer0515.wpd



Date: May 14, 2015
To: PDA Board of Directors
From: Geno Marconi, Port Director 
Subject: Rye Concession Transfer

The Division has received a request from Jon Savage, d.b.a. "Cap'n Sav's Charters", to transfer his Right of Entry (ROE) for his concession building located at the Rye Harbor Marine Facility to Nathan Hanscom, d.b.a. "Rye Harbor Lobster Pound", for the purpose of storing live lobsters and shellfish associated with his lobster fishing business. Mr. Savage is selling the building to Mr. Hanscom. Attached is a lot map showing the location.

The Division has reviewed the request and recommends to the PDA Board of Directors, the approval of the transfer of the Right of Entry from Mr. Savage to Mr. Hanscom.

Cap'n Sav's Charters
P.O. Box 792
Rye, NH 03870
(603)964-6967

April 9, 2015

Pease Development Authority
Division of Ports and Harbors
Attn: Geno Marconi
555 Market Street Ste#1
Portsmouth, NH 03801

Geno,

I hereby transfer the ownership of the building located at 1870 Ocean Blvd. Unit #4 to Nathan Hanscom of Rye Harbor Lobster Pound located at 1870 Ocean Blvd. Unit #3. The building will be utilized for storage of live lobsters and shellfish. I have enclosed a copy of the sale agreement between Nathan Hanscom and myself for your records.

If you have any questions concerning this matter, please feel free to contact me.

Sincerely



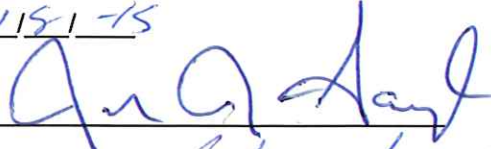
Jon J. Savage - owner
Cap'n Sav's Charters
(603)944-6004

BILL OF SALE

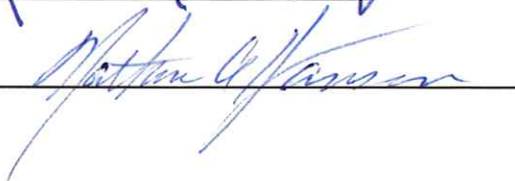
I John Savage sell to Nathan Hanscom the building located at 1870 rye harbor state marin
to be used as storage of lobster shellfish and related supplies.
building sold as is for agreed upon price.

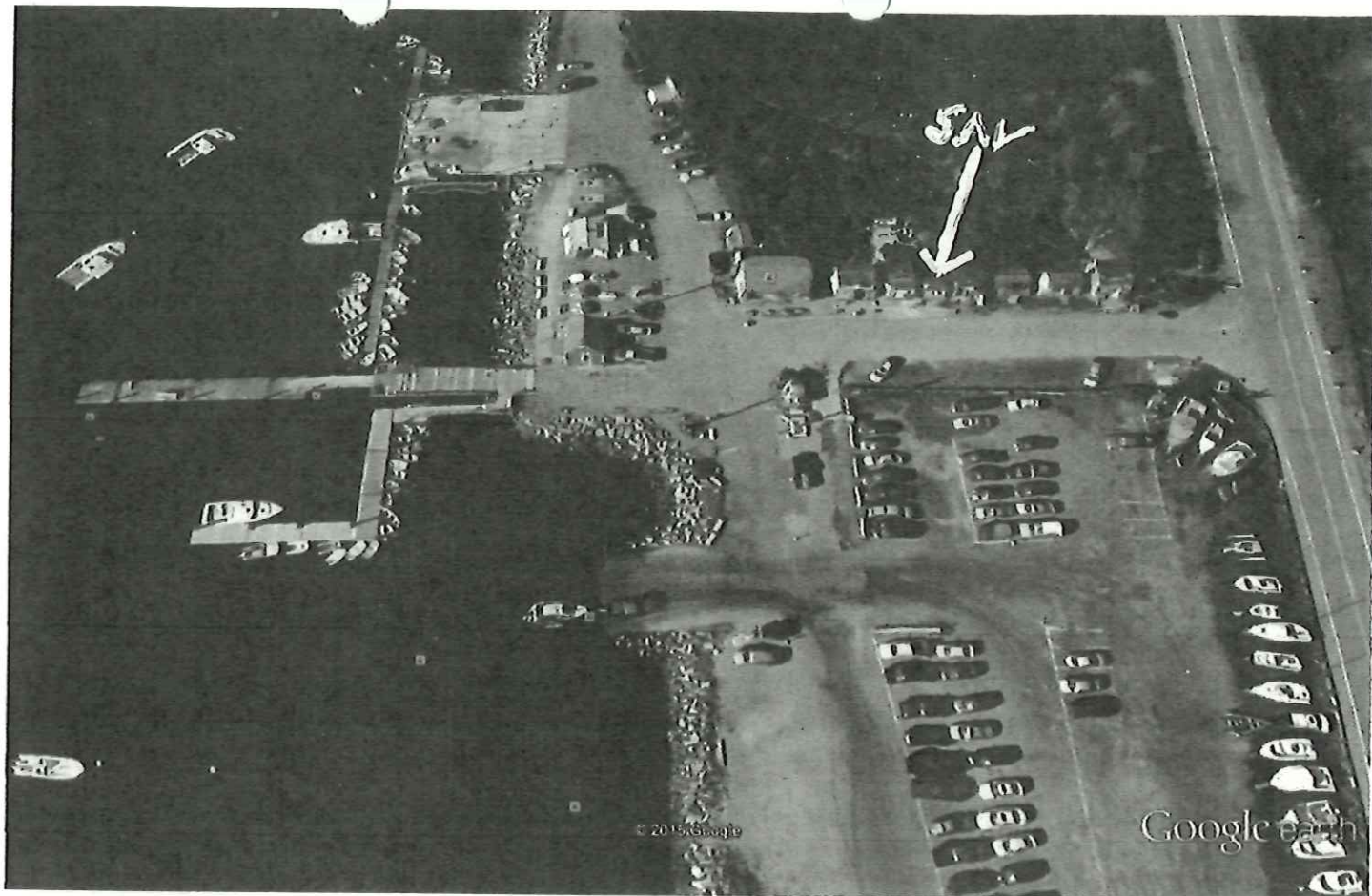
DATE 1/5/15

SELLER John Savage

A handwritten signature in blue ink, appearing to read "John Savage", written over a horizontal line.

BUYER Nathan Hanscom

A handwritten signature in blue ink, appearing to read "Nathan Hanscom", written over a horizontal line.



Google earth

feet
meters




MOTION

Director Allard:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute to Right of Entry with Liberty Marine Transportation for the purpose of using the landing facilities for boat launching and hauling services at the Rye Harbor and Hampton Harbor Marine Facilities; all otherwise in accordance with the terms and conditions set forth in the memorandum of Geno Marconi, Division Director, dated May 14, 2015 attached hereto.

N:\RESOLVES\LibertyMarine0515.wpd



Date: May 14, 2015
To: PDA Board of Directors
From: Geno Marconi, Port Director 
Subject: Liberty Marine Transportation

The Division has received a request from Liberty Marine Transportation for a Right of Entry (ROE) for the purpose of conducting commercial boat launching and hauling services at the Hampton and Rye Harbor Marine Facilities. The Division has reviewed the request and recommends that the PDA Board of Directors approve a ROE for Liberty Marine Transportation in accordance with the following terms and conditions:

PURPOSE: Commercial boat hauling and launching service

PREMISES: Hampton and Rye Harbor Marine Facilities

TERM: June 1, 2015 through May 31, 2017

FEE: June 1, 2015 to May 31, 2016 - \$1,000.00
June 1, 2016 to May 31, 2017 - To be negotiated

INSURANCE: Commercial General Liability: \$1,000,000.00 per occurrence
Automobile Liability: \$1,000,000.00, if applicable
Workers Compensation in accordance with statutory limits
Thirty (30) day notification of cancellation
PDA-DPH and the State of New Hampshire named as additional insured
Grantee agrees to indemnify, defend and hold harmless the State of New Hampshire and the Pease Development Authority, Division of Ports and Harbors.

ADDITIONAL TERMS AND CONDITIONS: Certificate of "Good Standing" from the New Hampshire Secretary of State
Brochure or advertisement for Liberty Marine Transportation
List of equipment to be used in association with the boat hauling business

ADDITIONAL
TERMS AND
CONDITIONS:

Certificate of "Good Standing" from the New Hampshire Secretary of State
Brochure or advertisement for Liberty Marine Transportation
List of equipment to be used in association with the boat hauling business

MOTION

Director Loughlin:

The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of 290.00 for legal services rendered to the Division of Ports and Harbors by:

- | | | | |
|----|--|----|--------|
| 1. | Sheehan Phinney Bass + Green
Through March 31, 2015 | \$ | 290.00 |
|----|--|----|--------|

N:\RESOLVES\LegalServicesDPH0515.wpd

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Regulatory Issues Relatng to Port Operations

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

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$290.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$290.00

PREVIOUS BALANCE:	\$934.50

TOTAL BALANCE DUE:	\$1,224.50

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

AMOUNT PAID... \$ _____

MEMORANDUM

To: Pease Development Authority Board of Directors
From: David R. Mullen, Executive Director *DRM*
Date: May 21, 2015
Re: Special Events

I am pleased to report on the following special events:

1. On Sunday, September 7, 2015, St. Charles Children's Home will sponsor a 5k road race. Funds raised will be used to support the Home's programs.

P:\BOARDMTG\SpecialEvent0515.wpd

MOTION

Director Bohenko:

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

1. NHRSA 91-A:3, Paragraph II(d) for the purpose of discussing the acquisition, sale or lease of property;

Note: Roll call vote required.

N:\RESOLVES\NonPublicLease.wpd