

**PEASE DEVELOPMENT AUTHORITY**  
**Thursday, November 19, 2015**

**BOARD AGENDA**

**Time: 8:00 a.m.**

**Place: 55 International Drive, Pease International Tradeport**  
**Portsmouth, New Hampshire**

**AGENDA**

- I. Call to Order
- II. Acceptance of Meeting Minutes:\* October 15, 2015
- III. Employee Introduction
- IV. Public Comment
- V. Old Business
- VI. Finance
  - A. Reports
    - 1. Operating Result for Three Month Period Ending September 30, 2015\*
    - 2. Nine Month Cash Flow Projections to July 31, 2016\*
    - 3. Revolving Loan Fund Semi-Annual Report\*
- VII. Licenses/Easements/Rights of Way/Options
  - A. Approvals
    - 1. Lonza Biologics, Inc. – ROE Amendment/Extension\* (Torr)
    - 2. Moulison North Corporation – ROE Extension\* (Allard)
- VIII. Leases
  - A. Reports
    - 1. New Hampshire Ave Retail Center, LLC\*
    - 2. One New Hampshire Avenue, LLC\*
    - 3. Two International Group, LLC\*
    - 4. 30 International Drive, LLC\*
  - B. Approvals
    - 1. 100 International LP – Concept Plan Approval\* (Lamson)
    - 2. IAPP – 75 Rochester Avenue – Lease Amendment\* (Loughlin)
- IX. Contracts/Agreements
  - A. Reports\*
    - 1. Clean Lines - Golf Course Clubhouse Kitchen
    - 2. HL Turner Group - Golf Course Clubhouse Bathroom Repairs
    - 3. Computers
    - 4. Overhead Door – Incinerator Plant
    - 5. East Coast Heating & Air Conditioning, Inc.
  - B. Approvals
    - 1. Fred C. Church - Workers Compensation Policy Renewal\* (Bohenko)



X. Executive Director's Reports/Approvals

A. Reports

1. Golf Course Operations
2. Airport Operations
  - a) Skyhaven Airport
    - (1) Approvals
      - (a) Hangar One\* (Torr)
    - b) PSM
    - c) Noise Line Report\*

B. Approvals

1. Redhook Ale Brewery – Event Fencing\* (Lamson)
2. Bills for Legal Services\* (Allard)

XI. Division of Ports and Harbors

A. Reports

1. Port Advisory Council
2. Isles of Shoals Steamship Company – Parking Agreement\*
3. Commercial Mooring for Hire\*
4. Commercial Mooring Transfer\*

B. Approvals

1. Pda Rules Amendments – Initial Proposal\* (Bohenko)
2. Interim Operations Manager Position\* (Loughlin)
3. Snow Plow Contract\* (Preston)

XII. New Business

XIII. Upcoming Meetings

Board Meeting

December 17 **Annual Meeting**

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

XIV. Directors' Comments

XV. Non-Public Session\*\*\* (Allard)

- |                     |
|---------------------|
| 1. Property Leasing |
|---------------------|

XVI. Adjournment

XVII. 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, October 15, 2015**

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

**I. Call to Order**

Chairman Bald called the meeting to order at 8:00 a.m. in the Board conference room at 55 International Drive, Pease International Tradeport, Portsmouth, New Hampshire.

**II. Acceptance of Meeting Minutes: August 13, 2015 and September 14, 2015**

Director Preston moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby accept the Minutes of the August 13, 2015 and the September 14, 2015 Board meetings.** Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

**III. Public Comment**

Bob Hasshold of "Promote Our Port" made comments regarding: meetings held with representatives from Provincetown, MA, Portsmouth representatives, and PDA staff. Discussions included high speed ferry services between Portsmouth and Provincetown; tourism and promotion of the Port and the City; opportunities to promote area in the upcoming 400<sup>th</sup> anniversary of Portsmouth; need for PDA and POP need to work together; and the need to bring the Port operations into the 21<sup>st</sup> century.

**IV. Old Business**

**A. Lonza Biologics, Inc. – 101 International Drive**

Director Lamson moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby approves of and authorizes Lonza Biologics, Inc. ("Lonza") to make exterior changes to Lonza's premises located at 101 International Drive, as outlined and in accordance with the terms and conditions set forth in the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated October 5, 2015 attached hereto.** Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

**V. Audit Committee Report**

**A. Reports**

- 1. Management Representation Letter**
- 2. Executive Summary of Audit Engagement**
- 3. Auditor Required Communication Letter**

Director Bohenko, Committee Chair, reported that the Audit Committee met on October 13, 2015 to review the 2015 PDA external audit prepared by Berry, Dunn, McNeill & Parker, LLC ("BDMP"). A full review of the audit was presented and an extensive discussion was held regarding the effect of the new GASB 68 pension liability reporting requirement on PDA's net position. Irv Canner, PDA Finance Director, introduced representatives from BDMP, including Mark LaPrade (Principal) and Tyler Butler (Manager) for a brief review of the audit.



Mr. LaPrade reported that it was deemed an “unmodified” audit. Due to the GASB 68 requirement to report pension liability, PDA has a negative net positions of approximately \$5 million. Director Bohenko informed the Board that the Board and staff need to be fully aware of GASB 68 and work to keep PDA’s finances on track. Mr. LaPrade informed the Board that, in the future, GASB 68 along with other unrecognized assets, such as the Tradeport land, could be included in the Management Discussion & Analysis letter. Director Preston noted that when the PDA’s land value is considered as an asset, PDA’s net position is not as bad as shown on the reports. Discussion continued regarding associated investment holdings and projected investment returns. Chairman Bald noted that PDA cannot stop the liability. The Board needs to decide if it is better to keep a surplus to offset the liability or to use funds in other ways and accept that there will be a negative liability. Mr. LaPrade noted that other organizations are in the same position and that the Board should be aware that it will not be considered a current liability. Director Bohenko suggested and Chairman Bald agreed that PDA consider setting up a debt service amortized over 20 years and set aside funds each year as the liability will have to be paid in the future. Director Bohenko asked that the pension liability be broken out from the financial statements so that the Board will have a sense of PDA’s true net position. Mr. Canner reported that the business units’ analysis can provide that information.

Director Bohenko commended Mr. Canner for his work in preparing for the transition from the previous audit firm to BDMP. There were no material weaknesses found in the audit. Director Lamson confirmed that the land values will be included in the MD&A letter to highlight values, liabilities, and assets. Director Preston reported that the auditors recommended that PDA’s password procedures need to be updated. Director Torr asked if the liability reserve will be set up. Director Bohenko suggested that the staff work on it and then bring their suggestions to the Board. Mr. Canner reported that PDA practices conservative accounting and has reserve funds for other unfunded liabilities such as accrued vacation and sick leave.

## **B. Approvals**

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 accepts receipt of the certified Annual Financial Statement for the years ended June 30, 2015 and 2014 and the OMB Circular A-133 audit of Federal Awards for the year ended June 30, 2015; all as otherwise prepared and submitted by the PDA’s independent auditor Berry, Dunn, McNeill and Parker, LLC; and further authorizes the Executive Director to forward the certified Financial Statement to the State of New Hampshire for inclusion in the Comprehensive Annual Financial Report. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.**

## **VI. Finance**

### **A. Financial Reports**

#### **1. Operating Results for the Two Month Period Ending August 31, 2015**

Irv Canner, PDA Director of Finance, reported on the status of the PDA FY 2015 finances for the two period ending August 31, 2015. Operating expenses currently show a budget underrun while revenues show a budget overrun due in part to the ongoing closing of the FY 2015 books. Operating income as of August 31 is approximately \$1.265 million. Operating revenues are 3% above budget, including variations in fuels sales at the Division of Ports and Harbors” (DPH) and Skyhaven Airport. Mr. Canner reviewed DPH’s fuel sales and the effect on its profit margins. Wages and benefits are in line with the budget forecast while staffing has decreased due to the reduction in the number of seasonal employees. The balance sheet numbers are preliminary and does not reflect the pension liability. The revolving line of credit balance as of June 30 was \$2.7 million that has been paid down to a balance of \$250,000 as of October 15. Active capital improvement projects equal approximately \$11.3 million. Projects include the





scale replacement at the Market Street Terminal and signs at the Tradeport. Mr. Canner reviewed the variances in the cash balances from June 30 to date including debt repayments and changes in accounts receivables. The Business Units analysis shows: PSM enplanements have exceeded 28,000 for the year to date; gallons of fuel sold at Skyhaven Airport has increased from the same period last year. To date, PDA has cumulatively spent \$1.6 million in support of Skyhaven Airport. The Golf Course summer season is winding down; approximately 45,000 rounds of golf were played and members accounting for 28% of play. In response to Director Bohenko, Scott DeVito, PGA General Manager, reported that the Golf Course is trending ahead of 2012, the last pre-construction season. Mr. Canner reported that bar and grill sales have increased; and tournament play still needs to be factored in. Mr. DeVito reviewed the simulator room operations. Director Allard asked if the simulator room operations affect the restaurant use. Director Bohenko asked if it would be better to increase the use of the simulator room for golfing as PDA receives more revenue or for restaurant use. Mr. DeVito reported that he is working with Grill 28 to accommodate both operations and that the simulators have provided a good source of revenue. Mr. Canner reviewed the DPH finances including a positive operating income for the period of approximately \$104,000. A Revolving Loan Fund loan closed recently and has reduced the total loan portfolio deficiency. Mr. Canner reviewed net positions for PDA operations without the pension liability impact. In the future the pension liabilities will be broken out to show the allocation to each business unit. Mr. Canner reviewed how the allocations will be calculated. In response to Director Allard, Mr. Canner reviewed the profitability of the business units.

## 2. Nine Month Cash Flow Projections to June 30, 2016

Mr. Canner reviewed PDA cash flow projections for the nine month period ending June 30, 2016. The revolving line of credit is expected to be paid off in October/November and will be accessed in December for a \$1 million dollar advance. Grant related construction activities will cost approximately \$2.1 million including Skyhaven Airport runway improvements and the PSM Terminal bathroom renovations. Non-grant funded projects at a cost of approximately \$1.5 million include the Golf Course clubhouse kitchen renovations and the PSM Terminal roof replacement. Mr. Canner reviewed the variances in the unrestricted cash revenues. DPH mooring revenues are projected to be approximately \$335,000.

Director Loughlin asked how PDA's total payroll compare to other seacoast area businesses. Mr. Canner reported that PDA pays approximately \$4 million in payroll excluding benefits and taxes. Director Bohenko noted that PDA is a significant employer, but is not a top employer when compared to the payroll of larger companies, such as the Portsmouth Naval Shipyard ("PNSY"). Director Loughlin noted that one of the PDA's goals is to create jobs. Director Bohenko reported that PDA has created approximately 9,500 jobs and the combined annual payroll between PDA and PNSY is \$1.1 billion. Chairman Bald asked that staff compile a list of the top 20 companies at Pease. Mr. Canner confirmed that the FY 2016 payroll at PDA is \$5.6 million (including benefits and taxes).

## VII. Licenses/Easements/Rights of Way/Options

### A. Approvals

#### 1. C & J Bus Lines – Extension of Right of Entry

Director Allard moved and Director Lamson seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute an extension to the Right of Entry with Jalbert Leasing, Inc. dba C & J Bus Lines for the premises located at 45 Exeter Street. The Right of Entry is extended for a period of six (6) months beginning May 15, 2015, with one (1) 6 month option to extend through May 14, 2016, at the Executive Director's sole discretion on the same terms and conditions set forth in the Right of Entry dated September 9, 2014 attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.**



**2. Lonza Biologics, Inc. – Parking License Extension**

Director Bohenko moved and Director Allard seconded that **The Pease Development Board of Directors authorizes the Executive Director to execute License Agreement Amendment No. 4 with Lonza Biologics, Inc. for the use of a portion of the parking area adjacent to 55 International Drive. The License is hereby extended for a period of one (1) year from November 1, 2015 through October 31, 2016, subject to all other terms and conditions of the License, as amended, remaining in full force and effect; and on substantially the same terms and conditions set forth in the License Agreement Amendment No. 4 attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.**

**VIII. Leases**

**A. Reports**

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

**1. Martin's Point Health Care, Inc.**

Martin's Point Health Care, Inc. entered into a sublease with Elsa Nesbitt – Get Healthy Nutrition, LLC for 120 square feet at 161 Corporate Drive for a base term of three years. Director Lamson approved the sublease.

**2. Shaines & McEachern Company Portsmouth, LLC**

Shaines & McEachern Company Portsmouth, LLC entered into a sublease with Lonza Biologics, Inc. for 11,412 square feet at 282 Corporate Drive for a base term of two years. Director Lamson approved the sublease.

**3. 222 International, LP**

222 International, LP entered into a sublease with Kirk Communications for 3,007 square feet at 195 New Hampshire Avenue for a base term of five years with one five year option. Director Lamson approved the sublease.

*Note: Director Bohenko left the meeting at 8:55 a.m.*

**B. Approvals**

**1. Allegiant Air, LLC – Lease Amendment**

Director Preston moved and Director Torr seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into Amendment No. 2 of the Terminal Lease & Airfield Operating Agreement with Allegiant Air, LLC on substantially the same terms and conditions of the draft Amendment No. 2 attached hereto. Discussion: Bill Hopper, Airport Manager, reported that the amendment is an extension of the current agreement that will expire on November 7, 2015. Disposition: Resolved by unanimous vote for; motion carried.**

**2. Enterprise Rent A Car Company – Lease Amendment**

Director Torr moved and Director Preston seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into Amendment No. 9 of the**



**Car Rental Concession Lease and Operating Agreement with Enterprise Rent-A-Car Company on substantially the same terms and conditions of the Amendment No. 9 attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.**

**IX. Signs**

**A. Reports**

**1. Lonza Biologics, Inc. – 282 Corporate Drive**

In accordance with the "Delegation to Building Inspector: Consent and Approval of Minor Revisions to Existing Signs", Mr. Mullen reported that PDA approved of the modification to the Shaines McEachern Company Portsmouth, LLC sign at 282 Corporate Drive to remove the former tenant's sign and insert a sign for Lonza Biologics, Inc. Director Lamson approved the sign modifications.

**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. Employee Assistance Program**

PDA contracted with NH Department of Health and Human Services for the provision of services to PDA employees for a two year period. The expenditure of \$2,900 was approved by Vice Chairman Loughlin.

**2. East Coast Heating & Air Conditioning – Skyhaven Airport**

PDA contracted with East Coast Heating & Air Condition to upgrade the heating units in the snow removal equipment building at Skyhaven Airport. The expenditure of \$4,500 was approved by Vice Chairman Loughlin.

**3. ETS Corporation – Golf Course**

PDA contracted with ETS Corporation for the purchase of computer equipment to upgrade the Golf Course credit card system. The expenditure of \$4,696.45 was approved by Vice Chairman Loughlin.

**4. Childs HVAC – Portsmouth Fish Pier**

PDA contracted with Childs HVAC to remove and replace condenser unit at the Portsmouth Fish Pier. The expenditure of \$8,000 was approved by Vice Chairman Loughlin. Geno Marconi, Director, Division of Ports and Harbors, reported that the National Fisheries Services is providing funds for fishery services including allocation of funds for infrastructure repairs to fishing piers. Mr. Marconi will seek the Board's acceptance of the funds and expects to receive grant funds that will cover the costs of the condenser.

**B. Approvals**

**1. Advanced Excavating and Paving, Inc. – Street Lights**

Director Torr moved and Director Preston seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to:**



1. enter into an Contract with Advanced Excavating and Paving, Inc. in an amount not to exceed \$32,330 for the installation of power supply conduits and related materials related to the installation of five LED street lights; and

2. expend up to \$9,631 for contingencies to install infrastructure required for the installation of the five LED street lights;

all in accordance with the memorandum of Maria J. Stowell, P.E., Engineering Manager, dated October 5, 2015, attached hereto. Discussion: Director Loughlin inquired about the overhead utility wires in the 162 -166 Corporate Drive area and if the wires will be put underground. Mr. Mullen reported that the tenant has no plans to put wires underground. Disposition: Resolved by unanimous vote for; motion carried.

2. Tradebe Environmental Services, LLC

Director Lamson moved and Director Allard seconded that The Pease Development Authority Board of Directors hereby authorizes the Executive Director to expend funds in an estimated amount of \$16,300 for the cleaning of the oil water separators by Tradebe Environmental Services, LLC, PDA's on-call hazardous waste collector; all as otherwise set forth in the memorandum from Maria Stowell, P.E., Manager - Engineering, dated October 6, 2015 and attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

*Note: Director Bohenko returned to the meeting at 9:07 a.m.*

XI. Executive Director's Reports/Approvals

A. Reports

1. Human Resources Position

Mr. Mullen reported that Elizabeth LaBonte, Human Resources Administrator, tendered her notice effective October 23, 2015 to take a position in the private sector. Interviews were held and the position was offered to and accepted by Tanya Coppeta. Lynn Hinchee, PDA General Counsel, reported that Ms. Coppeta will train part time with Ms. LaBonte and then will begin fulltime on November 9, 2015.

2. Golf Course Operations

Mr. DeVito reported on the activities at the Pease Golf Course. A room fee is charged for the simulator room when it is used for Grill 28 functions. The "Pay Now, Play Now" membership program has begun and 24 new members have signed up. It was a very busy season and the kitchen renovation project has begun.

a) Blue Course Usage Report

Mr. DeVito presented a usage report for the Blue 9 golf course. In 2015 overall rounds increased significantly after the completion of the construction. Play on the Blue Nine has also increased. Overall costs are slightly less than one-third of the costs of the entire golf course. Each of the three playing courses are approximately equal in size.

3. Airport Operations

Mr. Hopper reported on aviation activities.





a) Skyhaven Airport

Fuel sales have increased since the renovated runway was opened and the lower per gallon cost of fuel sold at Skyhaven. The apron around the t-hangars is being repaired. PDA is reviewing whether Hangar 1 should be razed, which SAAC does not want.

b) PSM

Due to a reduced number of troop flights, the number of enplanements is down compared to the same period last year. Allegiant Air recently introduced its Fort Lauderdale flights. Flights to Sanford, Florida are ongoing and flights to Punta Gorda, FL will resume in November. Customs reported that it has cleared 600 aircraft during FY 15. A noise meeting was held recently. The meeting was well attended and there was discussion regarding the Seacoast Helicopter operations. Director Lamson commended Mr. Hopper and General Sully (who explained the military flight operations) for their input.

c) Noise Line Report

- 1) August, 2015
- 2) September, 2015

Mr. Hopper reported on the Noise Line inquiries received in August and September. In August, PDA received 193 inquiries with 107 related to helicopter activity and 86 of the calls were from one residence; 85 inquiries were made regarding fixed wing aircraft with 76 inquiries from one residence. Fixed wing activity in August included military C5 and KC 135 flights. In September, PDA received 132 inquiries with 51 related to helicopter activity and 34 of the calls were from one residence; 81 inquiries were related to fixed wing aircraft with 77 inquiries from one residence. Director Lamson expressed her concern about the helicopter activity over schools and the related noise issues.

B. Approvals

1. Bills for Legal Services

Director Allard moved and Director Torr seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$2,808.00 for legal services rendered to the Pease Development Authority by:**

|    |   |            |              |                 |
|----|---|------------|--------------|-----------------|
| 1. | Anderson & Kreiger, LLP<br>Through July 31, 2015              | \$2,000.00 |              |                 |
| 2. | Donahue, Tucker & Ciandella, PLLC*<br>Through August 31, 2015 | \$ 576.00  |              |                 |
| 3. | Sheehan Phinney Bass + Green<br>Through August 31, 2015       | \$ 232.00  |              |                 |
|    |   |            | <b>Total</b> | <b>\$2,808.</b> |

\*Subject to reimbursement by 25, 29 Retail, LLC Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

XII. Port Committee Report

Director Loughlin, Port Committee Chairman, reported that the Committee met on August 27, 2015. Representatives of Promote Our Port attended the meeting to discuss high speed ferry service



between Portsmouth and Provincetown. Director Loughlin felt that the discussions were helpful.

**XIII. Division of Ports and Harbors**

**A. Reports**

**1. Port Advisory Council**

Mr. Marconi reported that the Port Advisory Council will meet on October 28, 2015 at the Market Street Terminal office.

**2. Commercial Mooring 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> |
|----------------------|--------------------------|-----------------|-------------------------|
| Esther's Marina, LLC | 1                        | Marina          | 8/10/15                 |

**3. Commercial Mooring Transfers**

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

| <u>Applicant</u> | <u>Permit</u>                     | <u>Business</u>    | <u>Date of Approval</u> |
|------------------|-----------------------------------|--------------------|-------------------------|
| Seabrook Harbor  | No. 7470                          | Commercial Fishing | 8/31/15                 |
| Transferor:      | Tracey Jones                      |                    |                         |
| Transferee:      | Louis Nardello                    |                    |                         |
| Hampton Harbor   | No. 1373                          | Commercial Fishing | 9/17/15                 |
| Transferor:      | Norm and Eric Bernier Lobster Co. |                    |                         |
| Transferee:      | Peter Jeffrey Riccio              |                    |                         |

Discussion: Director Preston asked if the State receives money if a fuel truck comes to the harbor facilities to fuel boats. Mr. Marconi confirmed that PDA receives a per gallon flow fee. Mr. Marconi reviewed the process if a truck wants to fuel boats, including the application process through the State Fire Marshall to request a variance. The State Fire Marshall's office recently rescinded a variance for a fuel truck operator who was providing fuel off the docks.

**B. Approvals**

**1. Pda 700 – Adoption**

Director Bohenko moved and Director Allard seconded that **In accordance with the provisions of RSA 12-G:42, X, the PDA Board of Directors hereby adopts "Pda 700 Slip Permits; State-Owned Restricted Piers" as attached hereto effective October 20, 2015; and authorizes the Division Director to take any necessary or recommended action in accordance with RSA 541-A, in furtherance of this matter.** Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.



**2. Port Security Grant Acceptance**

Director Loughlin moved and Director Torr seconded that The Pease Development Authority Board of Directors hereby authorizes the Executive Director to accept on behalf of the PDA - Division of Ports and Harbors (“DPH”), a Department of Homeland Security Grant Offer in the amount of \$17,760 to upgrade the video security system servers at Division facilities; all in accordance with the memorandum of Geno J. Marconi, Division Director, dated October 5, 2015 attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

**3. Pilot Reappointment**

Director Torr moved and Director Preston seconded that In accordance with NH Code of Administrative Rules Pda 300 Port Captains, Pilots and Pilotage, and the memorandum of Geno Marconi, Division Director, dated September 1, 2015 attached hereto, the Pease Development Authority hereby approves of the reappointment of Captain Christopher D. Holt as a Class I Pilot for the Portsmouth Harbor and Piscataqua River through August 20, 2020. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

**4. Sunrise Adventures Charters – Right of Entry**

Director Preston moved and Director Torr seconded that The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a Right of Entry with Sunrise Adventure Charters for marine charter vessel operations located at the Hampton Harbor Marine facilities; all otherwise in accordance with the terms and conditions set forth in the memo of Geno J. Marconi, Division Director, dated October 5, 2015, and attached hereto. Discussion: None. Disposition: Resolved by unanimous vote for; motion carried.

**5. Bills for Legal Services**

Director Allard moved and Director Loughlin seconded that The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$2,242.50 for legal services rendered to the Division of Ports and Harbors by:

|    |                              |              |                   |
|----|------------------------------|--------------|-------------------|
| 1. | Sheehan Phinney Bass + Green |              |                   |
|    | Through July 1, 2015         |              | \$1,151.50        |
|    | Through August 31, 2015      |              | \$ 116.00         |
| 2, | Susan Marshall, Esq.         |              |                   |
|    | Through July 31, 2015        |              | <u>\$ 975.00</u>  |
|    |                              | <b>Total</b> | <b>\$2,242.50</b> |
|    |                              |              | =====             |

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

**XIV. New Business**

No new business was brought before the Board.



## **XV. Upcoming Meetings**

Chairman Bald announced the following upcoming meetings. All Meetings begin at 8 a.m. unless otherwise posted.

Finance Committee      November 16, 2015

Board of Directors      November 19, 2015

## **XVI. Directors' Comments**

Director Preston suggested that PDA host a brunch for the Portsmouth City Council to present a program about the Tradeport operations. Director Lamson commended Mr. Mullen for his presentation to Town of Newington representatives. Director Bohenko and Chairman Bald agreed. Director Torr suggested that Dover representatives also be invited and that representatives be brought in through the new Exit 3 entrance.

## **XVII. Adjournment**

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

## **XVIII. Press Questions**

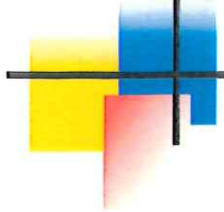
Respectfully submitted,



David R. Mullen  
Executive Director/Secretary







# FY 2016 FINANCIAL REPORT FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2015



**BOARD OF DIRECTORS MEETING  
NOVEMBER 19, 2015**



# CONSOLIDATED STATEMENT OF REVENUES AND EXPENSES <sup>2</sup>

## FOR THE THREE MONTH PERIOD ENDING

### SEPTEMBER 30, 2015 AND 2014

(\$ 000's)

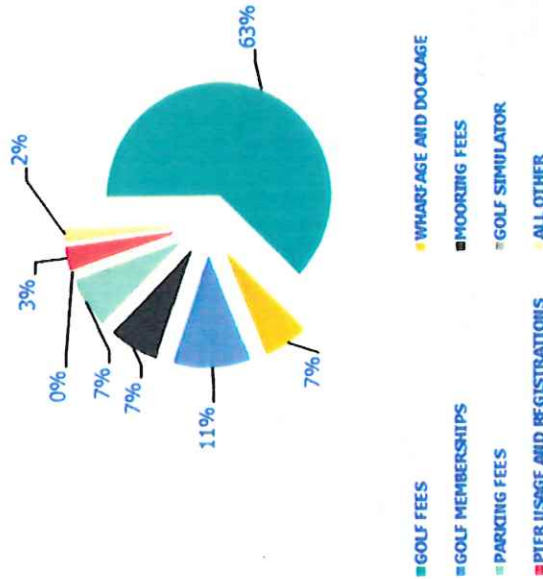
**FY 2016 BUDGET VARIANCE ANALYSIS**

|   |   |   |   |   |  |   |  |   |
|---|---|---|---|---|--|---|--|---|
| <ul style="list-style-type: none"> <li>▪ <b>OPERATING REVENUES- HIGHER BY 5.5%</b></li> <li>▪ LOWER THAN ANTICIPATED FUEL SALES WITHIN THE DPH, OFFSET BY:             <ul style="list-style-type: none"> <li>▪ INCREASED GOLF FEES- DUE TO INCREASE IN ROUNDS PLAYED / WEATHER.</li> <li>▪ INCREASED CONCESSION REVENUES FROM HIGHER GRILL 28 SALES.</li> </ul> </li> <li>▪ <b>OPERATING COSTS- LOWER BY 12.2%</b></li> <li>▪ GENERAL UNDERRUNS ACROSS THE BOARD DUE TO ACCELERATED FY 2015 CUT-OFF PROCEDURES. FUEL PROCUREMENT COSTS LOWER DUE TO LOWER DPH FUEL SALES.</li> <li>▪ INDIRECT LABOR ALLOCATION TO BUILDINGS AND FACILITIES NOT BUDGETED.</li> <li>▪ <b>NONOPERATING (INCOME) AND EXPENSES</b></li> <li>▪ INCREASED SHORT TERM BORROWINGS TO SUPPORT CONSTRUCTION RELATED ACTIVITIES- PSM AND SKYHAVEN</li> </ul> | <p><b>OPERATING REVENUES</b><br/><i>(PAGE #3)</i></p> <p><b>OPERATING EXPENSES</b></p> <p><b>OPERATING REVENUES</b><br/><i>(PAGE #3)</i></p> <p><b>PERSONNEL SERVICES AND BENEFITS</b> <i>(PAGE #4 AND #5)</i></p> <p><b>BUILDINGS AND FACILITIES MAINTENANCE</b></p> <p><b>GENERAL AND ADMINISTRATIVE</b></p> <p><b>UTILITIES</b> <i>(PAGE #6)</i></p> <p><b>PROFESSIONAL SERVICES</b> <i>(PAGE #6)</i></p> <p><b>MARKETING AND PROMOTION</b></p> <p><b>ALL OTHER</b> <i>(PAGE #6)</i></p> <p><b>OPERATING INCOME</b></p> <p><b>NONOPERATING (INCOME) AND EXPENSE</b> <i>(PAGE #7)</i></p> <p><b>DEPRECIATION</b></p> <p><b>NET OPERATING INCOME</b></p> | <p><b>YEAR TO DATE ACTUAL</b></p> <p><b>YEAR TO DATE BUDGET</b></p> <p><b>CURRENT YEAR VARIANCE</b></p> <p><b>PRIOR YEAR TO DATE ACTUAL</b></p> <p><b>YEAR TO DATE VARIANCE</b></p> <p><b>CURRENT YEAR BUDGET</b></p> | <p>4,361</p> <p>1,380</p> <p>479</p> <p>185</p> <p>185</p> <p>185</p> <p>56</p> <p>68</p> <p>399</p> <p>2,752</p> <p>1,609</p> <p>22</p> <p>1,512</p> <p>75</p> | <p>4,132</p> <p>1,484</p> <p>478</p> <p>185</p> <p>164</p> <p>99</p> <p>80</p> <p>646</p> <p>3,136</p> <p>996</p> <p>17</p> <p>1,488</p> <p>(509)</p> | <p>229</p> <p>(104)</p> <p>1</p> <p>-</p> <p>21</p> <p>(43)</p> <p>(12)</p> <p>(247)</p> <p>(384)</p> <p>613</p> <p>5</p> <p>24</p> <p>584</p> | <p>4,055</p> <p>1,476</p> <p>428</p> <p>183</p> <p>134</p> <p>51</p> <p>57</p> <p>527</p> <p>2,856</p> <p>1,199</p> <p>34</p> <p>1,555</p> <p>(390)</p> | <p>306</p> <p>(96)</p> <p>51</p> <p>2</p> <p>51</p> <p>5</p> <p>11</p> <p>(128)</p> <p>(104)</p> <p>410</p> <p>(12)</p> <p>(43)</p> <p>465</p> | <p>14,119</p> <p>5,824</p> <p>2,383</p> <p>720</p> <p>842</p> <p>350</p> <p>320</p> <p>1,356</p> <p>11,795</p> <p>2,324</p> <p>67</p> <p>5,958</p> <p>(3,701)</p> |
|---|---|---|---|---|--|---|--|---|

# CONSOLIDATED OPERATING REVENUES FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2015 AND 2014

(\$ 000's)

**FEE REVENUES YEAR TO DATE**



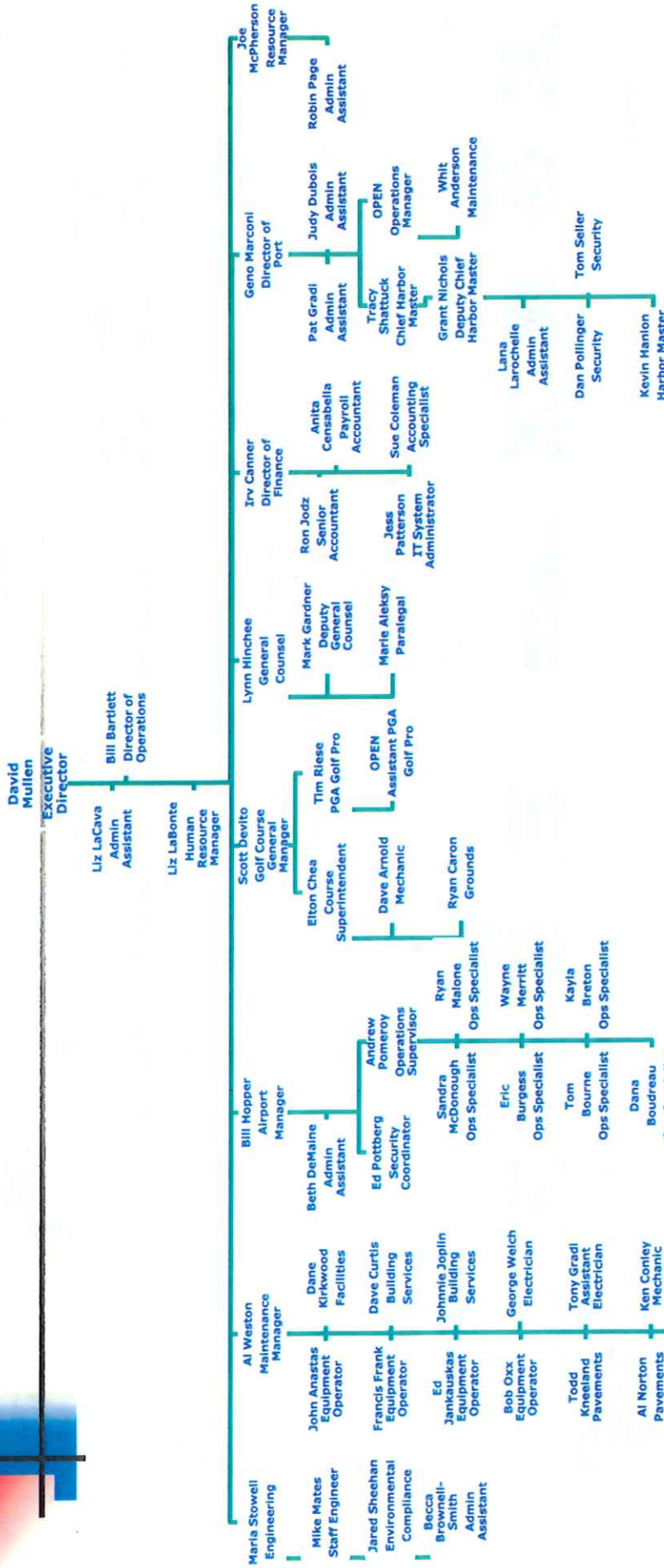
|                             | YEAR TO DATE<br>ACTUAL | YEAR TO DATE<br>BUDGET | CURRENT YEAR<br>VARIANCE | PRIOR YEAR TO DATE<br>ACTUAL | YEAR TO DATE<br>VARIANCE | CURRENT YEAR<br>BUDGET |
|-----------------------------|------------------------|------------------------|--------------------------|------------------------------|--------------------------|------------------------|
| RENTAL OF FACILITIES        | 2,505                  | 2,274                  | 231                      | 2,218                        | 287                      | 9,395                  |
| FEE REVENUES<br>(SEE CHART) | 1,163                  | 1,008                  | 155                      | 1,102                        | 61                       | 2,746                  |
| FUEL SALES<br>(SEE CHART)   | 384                    | 562                    | (178)                    | 473                          | (89)                     | 1,095                  |
| CONCESSION REVENUE          | 107                    | 91                     | 16                       | 91                           | 16                       | 293                    |
| GOLF MERCHANDISE            | 85                     | 69                     | 16                       | 77                           | 8                        | 180                    |
| ALL OTHER- NET              | 117                    | 128                    | (11)                     | 94                           | 23                       | 410                    |
|                             | <b>4,361</b>           | <b>4,132</b>           | <b>229</b>               | <b>4,055</b>                 | <b>306</b>               | <b>14,119</b>          |

|                      | ACTUAL SALES | BUDGETED SALES | SALES VARIANCE | ACTUAL COGS | BUDGETED COGS | COGS VARIANCE |
|----------------------|--------------|----------------|----------------|-------------|---------------|---------------|
| SKYHAVEN AIRPORT     | 40           | 42             | (2)            | 33          | 37            | (4)           |
| PORTSMOUTH FISH PIER | 184          | 299            | (115)          | 139         | 281           | (142)         |
| RYE HARBOR           | 70           | 96             | (26)           | 56          | 93            | (37)          |
| HAMPTON HARBOR       | 90           | 125            | (35)           | 69          | 118           | (49)          |
|                      | <b>384</b>   | <b>562</b>     | <b>(178)</b>   | <b>297</b>  | <b>529</b>    | <b>(232)</b>  |



# PEASE DEVELOPMENT AUTHORITY ORGANIZATION CHART AT SEPTEMBER 30, 2015

**BOARD OF DIRECTORS**



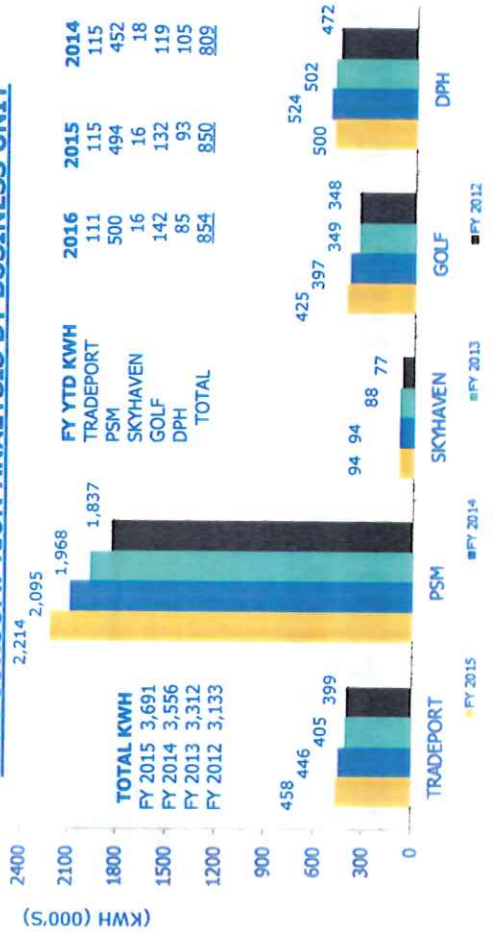
NOTE: 1, EXCLUDES, NON-BENEFITED EMPLOYEES, CONTRACT AND SEASONAL EMPLOYEES.

# CONSOLIDATED OTHER OPERATING EXPENSES FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2015 AND 2014

(\$ 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         | 95                  | 89                  | 76                        | 508                 | LEGAL                  | -                   | 34                  | 7                         | 136                 |
| WASTE DISPOSAL      | 29                  | 23                  | 27                        | 92                  | INFORMATION TECHNOLOGY | 10                  | 19                  | 11                        | 77                  |
| NATURAL GAS AND OIL | 3                   | 17                  | 3                         | 106                 | AUDIT                  | 42                  | 28                  | 30                        | 65                  |
| PROPANE             | 7                   | 16                  | 8                         | 63                  | ALL OTHER- NET         | 4                   | 18                  | 3                         | 72                  |
| WATER               | 51                  | 19                  | 20                        | 73                  |                        | 56                  | 99                  | 51                        | 350                 |
|                     | <b>185</b>          | <b>164</b>          | <b>134</b>                | <b>842</b>          |                        |                     |                     |                           |                     |

### KWH CONSUMPTION ANALYSIS BY BUSINESS UNIT



| ALL OTHER        | YEAR TO DATE ACTUAL | YEAR TO DATE BUDGET | PRIOR YEAR TO DATE ACTUAL | CURRENT YEAR BUDGET |
|------------------|---------------------|---------------------|---------------------------|---------------------|
| FUEL             | 297                 | 529                 | 427                       | 1,019               |
| COAST TROLLEY    | 16                  | 30                  | 9                         | 120                 |
| GOLF MERCHANDISE | 55                  | 48                  | 49                        | 153                 |
| GOLF CART LEASE  | 31                  | 39                  | 42                        | 64                  |
|                  | <b>399</b>          | <b>646</b>          | <b>527</b>                | <b>1,356</b>        |

# CONSOLIDATED NONOPERATING (INCOME) EXPENSE FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2015 AND 2014

(\$ 000's)

|                                 | YEAR TO DATE<br>ACTUAL | YEAR<br>TO DATE<br>BUDGET | PRIOR<br>YEAR TO<br>DATE<br>ACTUAL | CURRENT<br>YEAR<br>BUDGET |  |
|---------------------------------|------------------------|---------------------------|------------------------------------|---------------------------|--|
| INTEREST EXPENSE                | 22                     | 18                        | 36                                 | 71                        |  |
| INTEREST INCOME AND OTHER       | -                      | (1)                       | (1)                                | (4)                       |  |
| (GAIN) / LOSS ON SALE OF ASSETS | -                      | -                         | (1)                                | -                         |  |
|                                 | <b>22</b>              | <b>17</b>                 | <b>34</b>                          | <b>67</b>                 |  |

|                    | YEAR TO DATE | FISCAL BUDGET |
|--------------------|--------------|---------------|
| PROVIDENT BANK     | 16           | 45            |
| CITY OF PORTSMOUTH | 6            | 26            |
| TOTAL              | <b>22</b>    | <b>71</b>     |

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





# SUMMARY OF INTERGOVERNMENTAL RECEIVABLES AS OF SEPTEMBER 30, 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         | 1,170            | (240)     | 618              | 312             | 312              |
| 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         | 422              | (32)      | 346              | 44              | -                |
| PSM RUNWAY DEMAND LENGTH ANALYSIS (SBG 1601)          | 04-16-13      | 78            | 74          | 76               | (4)       | 64               | 8               | -                |
| PSM ASR CONSTRUCTION PROJECT (SBG 1602)               | 04-16-13      | 2,150         | 2,044       | 1,691            | (84)      | 1,594            | 13              | -                |
| PSM PAVEMENT AND DRAINAGE (SBG 1603)                  | 11-06-13      | 1,310         | 1,244       | 1,110            | (55)      | 1,045            | 10              | -                |
| 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         | 300              | -         | 244              | 56              | -                |
| SKYHAVEN RUNWAY 15-33 (SBG 05-2012)                   | 06-18-14      | 3,790         | 3,601       | 3,365            | (319)     | 3,039            | 7               | -                |
| SKYHAVEN TAXILANE PAVEMENT AND DRAINAGE (SBG 05-2012) | -             | -             | -           | 11               | (11)      | -                | -               | -                |
| SKYHAVEN RUNWAY DESIGN AND RECON (SBG 04-2012)        | 09-04-13      | 567           | 539         | 512              | (25)      | 479              | 8               | -                |
|   |               |               |             |                  |           |                  | <b>546</b>      | <b>312</b>       |

# SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF SEPTEMBER 30, 2015

(\$ 000's)

| PROJECT NAME                                 | BALANCE<br>AT<br>06-30-15 | CURRENT<br>YEAR<br>EXPENDITURES | TRANSFER TO<br>PLANT IN<br>SERVICE | NET CURRENT<br>YEAR<br>CHANGE | BALANCE<br>AT<br>09-30-15 |
|--|---------------------------|---------------------------------|------------------------------------|-------------------------------|---------------------------|
| <b>PORTSMOUTH AIRPORT</b>                    |                           |                                 |                                    |                               |                           |
| ASR CONSTRUCTION PROJECT (SBG 1602)          | 1,691                     | -                               | -                                  | -                             | 1,691                     |
| PAVEMENT AND DRAINAGE RESTORATION (SBG 1603) | 1,110                     | -                               | -                                  | -                             | 1,110                     |
| OBSTRUCTION MITIGATION DESIGN (FAA #49)      | 283                       | 17                              | -                                  | 17                            | 300                       |
| RUNWAY DEMAND AND LENGTH ANALYSIS (SBG 1601) | 76                        | -                               | -                                  | -                             | 76                        |
| AIRFIELD MARKING AND SIGNAGE (FAA #55)       | 12                        | -                               | 12                                 | (12)                          | -                         |
| PSM SIGN ENTRANCE                            | 5                         | 24                              | 28                                 | (4)                           | 1                         |
| PSM TERMINAL BATHROOM RENOVATIONS            | 11                        | 6                               | -                                  | 6                             | 17                        |
| PSM OBSTRUCTION PERMITTING AND DESIGN        | 2                         | -                               | -                                  | -                             | 2                         |
| PSM RUNWAY 16-34 PRE-DESIGN                  | 2                         | -                               | -                                  | -                             | 2                         |
|  | <b>3,192</b>              | <b>47</b>                       | <b>40</b>                          | <b>Z</b>                      | <b>3,199</b>              |

# SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF SEPTEMBER 30, 2015

(CONTINUED):

(\$ 000's)

| <u>PROJECT NAME</u>   | BALANCE<br>AT<br>06-30-15 | CURRENT<br>YEAR<br>EXPENDITURES | TRANSFER TO<br>PLANT IN<br>SERVICE | NET CURRENT<br>YEAR<br>CHANGE | BALANCE<br>AT<br>09-30-15 |
|---|---------------------------|---------------------------------|------------------------------------|-------------------------------|---------------------------|
| <b>SKYHAVEN AIRPORT</b>                                       |                           |                                 |                                    |                               |                           |
| RUNWAY 15-33 RECONSTRUCT-MARKING AND SIGNAGE<br>(SBG 05-2012) | 3,358                     | 7                               | -                                  | 7                             | 3,365                     |
| RUNWAY DESIGN AND RECONSTRUCTION<br>(SBG 04-2012)             | 508                       | 4                               | -                                  | 4                             | 512                       |
| TAXILANE PAVEMENT AND DRAINAGE<br>(SBG05-2012)                | 11                        | -                               | -                                  | -                             | 11                        |
|   | <b>3,877</b>              | <b>11</b>                       | <b>=</b>                           | <b>11</b>                     | <b>3,888</b>              |
| <b>MAINTENANCE</b>  | <b>=</b>                  | <b>=</b>                        | <b>=</b>                           | <b>=</b>                      | <b>=</b>                  |
| <b>ADMINISTRATION</b>   | <b>=</b>                  | <b>=</b>                        | <b>=</b>                           | <b>=</b>                      | <b>=</b>                  |

# SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF SEPTEMBER 30, 2015

(CONTINUED):

(\$ 000's)

| PROJECT NAME                      | BALANCE<br>AT<br>06-30-15 | CURRENT<br>YEAR<br>EXPENDITURES | TRANSFER TO<br>PLANT IN<br>SERVICE | NET CURRENT<br>YEAR<br>CHANGE | BALANCE<br>AT<br>09-30-15 |
|-----------------------------------|---------------------------|---------------------------------|------------------------------------|-------------------------------|---------------------------|
| <b>GOLF COURSE</b>                |                           |                                 |                                    |                               |                           |
| CLUBHOUSE EXPANSION (DESIGN ONLY) | 53                        | 5                               | -                                  | 5                             | 58                        |
| GOLF WEBSITE UPGRADE              | 6                         | 2                               | -                                  | 2                             | 8                         |
| CLUBHOUSE EQUIPMENT               | -                         | 2                               | -                                  | 2                             | 2                         |
|                                   | <b>59</b>                 | <b>9</b>                        | <b>=</b>                           | <b>9</b>                      | <b>68</b>                 |

# SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF SEPTEMBER 30, 2015

(CONTINUED):

(\$ 000's)

| <u>PROJECT NAME</u>      | BALANCE<br>AT<br>06-30-15 | CURRENT<br>YEAR<br>EXPENDITURES | TRANSFER TO<br>PLANT IN<br>SERVICE | NET CURRENT<br>YEAR<br>CHANGE | BALANCE<br>AT<br>09-30-15 |
|--------------------------|---------------------------|---------------------------------|------------------------------------|-------------------------------|---------------------------|
| <b>TRADEPORT</b>         |                           |                                 |                                    |                               |                           |
| ROUNDABOUT- BUILDING #90 | 8                         | -                               | -                                  | -                             | 8                         |
| STREET LIGHT REPLACEMENT | -                         | 2                               | -                                  | 2                             | 2                         |
|                          | <b>8</b>                  | <b>2</b>                        | <b>=</b>                           | <b>2</b>                      | <b>10</b>                 |

# SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF SEPTEMBER 30, 2015

(CONTINUED):

(\$ 000's)

| <u>PROJECT NAME</u>                    | BALANCE<br>AT<br>06-30-15 | CURRENT<br>YEAR<br>EXPENDITURES | TRANSFER TO<br>PLANT IN<br>SERVICE | NET CURRENT<br>YEAR<br>CHANGE | BALANCE<br>AT<br>09-30-15 |
|--|---------------------------|---------------------------------|------------------------------------|-------------------------------|---------------------------|
| <b>DIVISION OF PORTS AND HARBORS</b>   |                           |                                 |                                    |                               |                           |
| WATER QUALITY IMPROVEMENT              | 1,923                     | 1                               | -                                  | 1                             | 1,924                     |
| HAMPTON HARBOR DESIGN AND RENOVATIONS  | 1,599                     | -                               | 1,599                              | (1,599)                       | -                         |
| SOUTH ACCESS BRIDGE REPLACEMENT        | 384                       | -                               | 384                                | (384)                         | -                         |
| MARKET STREET TRUCK SCALE REPLACEMENT  | 103                       | 15                              | 118                                | (103)                         | -                         |
| CAMERAS- NEWCASTLE PIER                | 25                        | 1                               | 26                                 | (25)                          | -                         |
| RYE FLOATING DOCK REPLACEMENT          | 16                        | -                               | 16                                 | (16)                          | -                         |
| FACILITY SECURITY OFFICER TRAINING     | 15                        | -                               | 15                                 | (15)                          | -                         |
| TIGER GRANT APPLICATION                | 3                         | 3                               | -                                  | 3                             | 6                         |
| CONDENSER REPLACEMENT- PFP             | -                         | 4                               | -                                  | 4                             | 4                         |
| HAMPTON VIDEO SURVEILLANCE RENOVATIONS | -                         | 25                              | -                                  | 25                            | 25                        |
|  | <b><u>4,068</u></b>       | <b><u>49</u></b>                | <b><u>2,158</u></b>                | <b><u>(2,109)</u></b>         | <b><u>1,959</u></b>       |
| TOTAL                                  | <b><u>11,204</u></b>      | <b><u>118</u></b>               | <b><u>2,198</u></b>                | <b><u>(2,080)</u></b>         | <b><u>9,124</u></b>       |

# LONG TERM LIABILITIES AS OF SEPTEMBER 30, 2015

(\$ 000's)

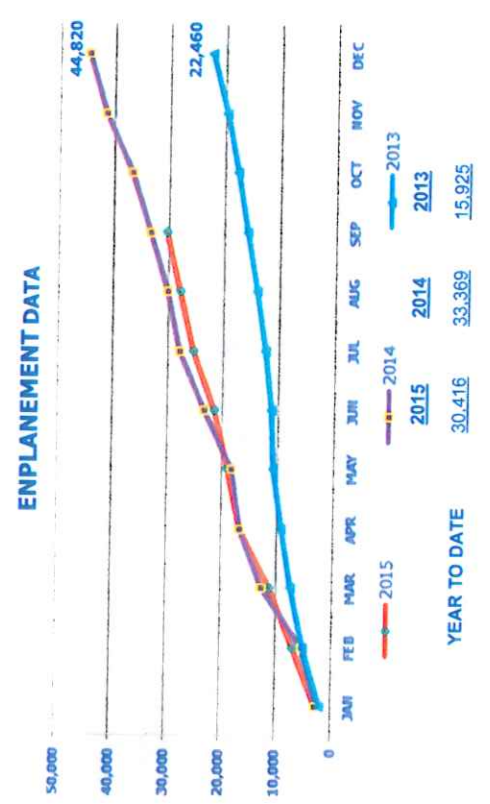
## SCHEDULE OF DEBT SERVICE REPAYMENT

| DEBT HOLDER /<br>INTEREST RATE  | CURRENT<br>PORTION | LONG<br>TERM<br>PORTION | TOTAL<br>AMOUNT<br>DUE | CITY OF<br>PORTS<br>NH @<br>4.50% |
|---|--------------------|-------------------------|------------------------|-----------------------------------|
| CITY OF<br>PORTSMOUTH-<br>WATER<br>POLLUTION<br>CONTROL NOTE<br>@ 4.50% | 116                | 465                     | 581                    | 116                               |
| TENANT<br>ADVANCES<br>(LONZA)   | Z                  | :                       | Z                      | 116                               |
| TOTAL   | <u>123</u>         | <u>465</u>              | <u>588</u>             | 116                               |
|   |                    |                         |                        | 117                               |
|   |                    |                         |                        | 581                               |
|   |                    |                         |                        | -                                 |
|   |                    |                         |                        | PAID IN FY<br>2016                |
|   |                    |                         |                        | <u>581</u>                        |

# STATEMENT OF OPERATIONS FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2015 PORTSMOUTH AIRPORT

(\$ 000's)

|  | YEAR TO<br>DATE<br>ACTUAL | YEAR TO<br>DATE<br>BUDGET | YEAR TO<br>DATE<br>ACTUAL | YEAR TO<br>DATE<br>BUDGET | FISCAL<br>YEAR<br>BUDGET |
|--|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------|
| <b>OPERATING REVENUES</b>                | <u>210</u>                | <u>207</u>                | <u>210</u>                | <u>207</u>                | <u>957</u>               |
| FACILITIES RENT                          | 138                       | 147                       | 138                       | 147                       | 566                      |
| CARGO AND HANGARS                        | 43                        | 40                        | 43                        | 40                        | 161                      |
| CONCESSION REVENUES                      | 6                         | 3                         | 6                         | 3                         | 13                       |
| FEE REVENUES                             | 13                        | 4                         | 13                        | 4                         | 167                      |
| ALL OTHER                                | 10                        | 13                        | 10                        | 13                        | 50                       |
|  | <b>210</b>                | <b>207</b>                | <b>210</b>                | <b>207</b>                | <b>957</b>               |
| <b>OPERATING EXPENSES</b>                |                           |                           |                           |                           |                          |
| PERSONNEL SERVICES AND BENEFITS          | 214                       | 225                       | 214                       | 225                       | 949                      |
| BUILDINGS AND FACILITIES MAINTENANCE     | 213                       | 215                       | 213                       | 215                       | 1,303                    |
| GENERAL AND ADMINISTRATIVE               | 40                        | 42                        | 40                        | 42                        | 168                      |
| UTILITIES                                | 55                        | 48                        | 55                        | 48                        | 368                      |
| PROFESSIONAL SERVICES                    | -                         | -                         | -                         | -                         | -                        |
| MARKETING AND PROMOTION                  | 5                         | 6                         | 5                         | 6                         | 24                       |
| ALL OTHER                                | -                         | -                         | -                         | -                         | -                        |
|  | <u>527</u>                | <u>536</u>                | <u>527</u>                | <u>536</u>                | <u>2,812</u>             |
| <b>OPERATING INCOME</b>                  | <b>(317)</b>              | <b>(329)</b>              | <b>(317)</b>              | <b>(329)</b>              | <b>(1,855)</b>           |
| <b>NONOPERATING (INCOME) AND EXPENSE</b> |                           |                           |                           |                           |                          |
| DEPRECIATION                             | 961                       | 899                       | 961                       | 899                       | 3,600                    |
| <b>NET OPERATING INCOME</b>              | <b>(1,278)</b>            | <b>(1,228)</b>            | <b>(1,278)</b>            | <b>(1,228)</b>            | <b>(5,455)</b>           |





# STATEMENT OF OPERATIONS FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2015 SKYHAVEN AIRPORT

(\$ 000's)

|  | YEAR TO DATE ACTUAL | YEAR TO DATE BUDGET | YEAR TO DATE VARIANCE | FISCAL YEAR BUDGET |
|--|---------------------|---------------------|-----------------------|--------------------|
| <b>OPERATING REVENUES</b>                | 76                  | 78                  | (2)                   | 265                |
| CARGO AND HANGARS                        | 36                  | 36                  |                       | 144                |
| FUEL SALES                               | 40                  | 42                  |                       | 120                |
| ALL OTHER                                | -                   | -                   |                       | 1                  |
|  | <b>76</b>           | <b>78</b>           |                       | <b>265</b>         |
| <b>OPERATING EXPENSES</b>                |                     |                     |                       |                    |
| PERSONNEL SERVICES AND BENEFITS          | 8                   | 7                   | 1                     | 40                 |
| BUILDINGS AND FACILITIES MAINTENANCE     | 18                  | 28                  | (10)                  | 113                |
| GENERAL AND ADMINISTRATIVE               | 8                   | 9                   | (1)                   | 35                 |
| UTILITIES                                | 4                   | 9                   | (5)                   | 37                 |
| PROFESSIONAL SERVICES                    | 2                   | 1                   | 1                     | 5                  |
| MARKETING AND PROMOTION                  | -                   | -                   | -                     | -                  |
| ALL OTHER- FUEL                          | 33                  | 37                  | (4)                   | 102                |
|  | <b>73</b>           | <b>91</b>           | <b>(18)</b>           | <b>332</b>         |
| <b>OPERATING INCOME</b>                  | <b>3</b>            | <b>(13)</b>         | <b>16</b>             | <b>(67)</b>        |
| <b>NONOPERATING (INCOME) AND EXPENSE</b> | <b>-</b>            | <b>-</b>            | <b>-</b>              | <b>-</b>           |
| <b>DEPRECIATION</b>                      | <b>54</b>           | <b>78</b>           | <b>(24)</b>           | <b>290</b>         |
| <b>NET OPERATING INCOME</b>              | <b>(51)</b>         | <b>(91)</b>         | <b>40</b>             | <b>(357)</b>       |

(\$,000 \$)

|                             | CURRENT MONTH | YEAR TO DATE | TOTAL YEAR | YTD AVE PRICE |
|-----------------------------|---------------|--------------|------------|---------------|
| <b>GALLONS OF FUEL SOLD</b> |               |              |            |               |
| FY 2016                     | 2,383         | 9,199        | 9,199      | \$ 4.38       |
| FY 2015                     | 1,159         | 4,932        | 15,831     | \$ 5.56       |

| NET CASH FLOW | OPERA        | CAPITAL EXPEND | DEBT REPAY   | GRANT FUNDS  | TOTAL          |
|---------------|--------------|----------------|--------------|--------------|----------------|
| FY 2016       | 3            | (11)           | -            | 283          | 275            |
| FY 2015       | (109)        | (3,392)        | -            | 2,834        | (667)          |
| FY 2014       | (68)         | (557)          | -            | 458          | (167)          |
| FY 2009-2013  | (499)        | (525)          | (100)        | 318          | (806)          |
|               | <b>(673)</b> | <b>(4,485)</b> | <b>(100)</b> | <b>3,893</b> | <b>(1,365)</b> |

(\$,000 \$)

# STATEMENT OF OPERATIONS FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2015 TRADEPORT

(\$ 000's)

|                                      | YEAR TO<br>DATE<br>ACTUAL | YEAR TO<br>DATE<br>BUDGET | YEAR TO<br>DATE<br>ACTUAL | YEAR TO<br>DATE<br>BUDGET | YEAR TO<br>DATE<br>VARIANCE | FISCAL<br>YEAR<br>BUDGET |
|--------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|--------------------------|
| <b>OPERATING REVENUES</b>            | <b>2,168</b>              | <b>1,972</b>              | <b>2,168</b>              | <b>1,972</b>              | <b>196</b>                  | <b>8,058</b>             |
| RENTAL OF FACILITIES                 | 2,123                     | 1,956                     | 2,123                     | 1,956                     | 7,982                       | 7,982                    |
| ALL OTHER                            | 45                        | 16                        | 45                        | 16                        | 76                          | 76                       |
|                                      | <b>2,168</b>              | <b>1,972</b>              | <b>2,168</b>              | <b>1,972</b>              |                             | <b>8,058</b>             |
| <b>OPERATING EXPENSES</b>            |                           |                           |                           |                           |                             |                          |
| PERSONNEL SERVICES AND BENEFITS      | -                         | -                         | -                         | -                         | -                           | -                        |
| BUILDINGS AND FACILITIES MAINTENANCE | 83                        | 77                        | 83                        | 77                        | 6                           | 315                      |
| GENERAL AND ADMINISTRATIVE           | 11                        | 14                        | 11                        | 14                        | (3)                         | 55                       |
| UTILITIES                            | 17                        | 42                        | 17                        | 42                        | (25)                        | 167                      |
| PROFESSIONAL SERVICES                | -                         | 2                         | -                         | 2                         | (2)                         | 10                       |
| MARKETING AND PROMOTION              | 20                        | -                         | 20                        | -                         | 20                          | -                        |
| ALL OTHER                            | 16                        | 30                        | 16                        | 30                        | (14)                        | 120                      |
|                                      | <b>147</b>                | <b>165</b>                | <b>147</b>                | <b>165</b>                | <b>(18)</b>                 | <b>667</b>               |
| <b>OPERATING INCOME</b>              | <b>2,021</b>              | <b>1,807</b>              | <b>2,021</b>              | <b>1,807</b>              | <b>214</b>                  | <b>7,391</b>             |
| NONOPERATING (INCOME) AND EXPENSE    | -                         | -                         | -                         | -                         | -                           | -                        |
| DEPRECIATION                         | 219                       | 239                       | 219                       | 239                       | (20)                        | 960                      |
| <b>NET OPERATING INCOME</b>          | <b>1,802</b>              | <b>1,568</b>              | <b>1,802</b>              | <b>1,568</b>              | <b>234</b>                  | <b>6,431</b>             |

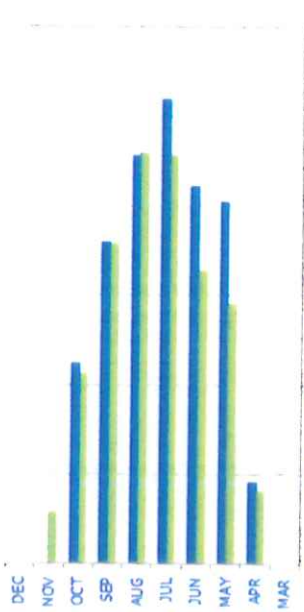
# STATEMENT OF OPERATIONS FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2015 GOLF COURSE

(\$ 000's)

|                                      | YEAR TO<br>DATE<br>ACTUAL | YEAR TO<br>DATE<br>BUDGET | YEAR TO<br>DATE<br>VARIANCE | FISCAL<br>YEAR<br>BUDGET | OPERATING<br>REVENUES                       | YEAR TO<br>DATE<br>ACTUAL | YEAR TO<br>DATE<br>BUDGET | FISCAL<br>YEAR<br>BUDGET |
|--------------------------------------|---------------------------|---------------------------|-----------------------------|--------------------------|---|---------------------------|---------------------------|--------------------------|
| <b>OPERATING REVENUES</b>            | <u>1,045</u>              | <u>883</u>                | <u>162</u>                  | <u>2,043</u>             | CONCESSION REVENUES                         | 96                        | 84                        | 272                      |
| <b>OPERATING EXPENSES</b>            |                           |                           |                             |                          | FEE REVENUES                                |                           |                           |                          |
| PERSONNEL SERVICES AND BENEFITS      | 266                       | 282                       | (16)                        | 915                      | GOLF FEES                                   | 727                       | 613                       | 1,140                    |
| BUILDINGS AND FACILITIES MAINTENANCE | 119                       | 91                        | 28                          | 363                      | MEMBERSHIPS                                 | 132                       | 112                       | 320                      |
| GENERAL AND ADMINISTRATIVE           | 53                        | 44                        | 9                           | 155                      | SIMULATOR                                   | -                         | -                         | 116                      |
| UTILITIES                            | 70                        | 37                        | 33                          | 150                      | GOLF LESSONS                                | <u>6</u>                  | <u>5</u>                  | <u>15</u>                |
| PROFESSIONAL SERVICES                | 3                         | 2                         | 1                           | 9                        |   | <u>865</u>                | <u>730</u>                | <u>1,591</u>             |
| MARKETING AND PROMOTION              | 14                        | 14                        | -                           | 55                       | MERCHANDISE AND OTHER                       | 84                        | 69                        | 180                      |
| ALL OTHER                            | 86                        | 86                        | -                           | 218                      |   | <u>1,045</u>              | <u>883</u>                | <u>2,043</u>             |
|                                      | <u>611</u>                | <u>556</u>                | <u>55</u>                   | <u>1,866</u>             | <b>BUSINESS UNIT ANALYSIS</b>               |                           |                           |                          |
| <b>OPERATING INCOME</b>              | <b>434</b>                | <b>327</b>                | <b>107</b>                  | <b>177</b>               | OPERATING REVENUES                          | 85                        | 864                       | 96                       |
| NONOPERATING (INCOME) AND EXPENSE    | -                         | -                         | -                           | -                        | OPERATING EXPENSES (EXCLUDING DEPRECIATION) | 68                        | 467                       | 66                       |
| DEPRECIATION                         | 100                       | 94                        | 6                           | 392                      | PRO SHOP                                    | 17                        | 397                       | 30                       |
| NET OPERATING INCOME                 | <u>334</u>                | <u>233</u>                | <u>101</u>                  | <u>(215)</u>             | FOOD / BEV                                  | 30                        | (10)                      | 434                      |
|                                      |                           |                           |                             |                          | TOTAL                                       |                           |                           |                          |

# KEY GOLF COURSE BENCHMARKING DATA AS OF OCTOBER 30, 2015

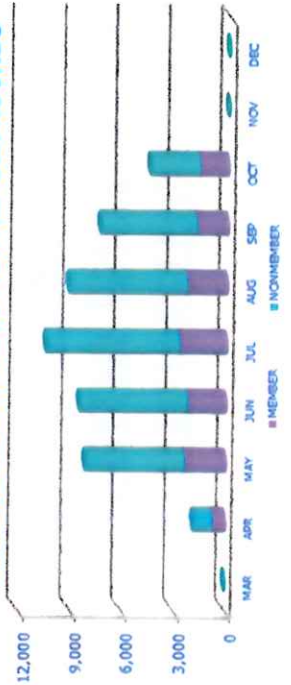
ROUNDS OF GOLF PLAYED



| 2014 SEASON (YTD) | 2015 SEASON (YTD) |
|-------------------|-------------------|
| 44,942            | 49,757            |

| 2015 MEMBER SEASON (YTD) | 2015 NONMEMBER SEASON (YTD) |
|--------------------------|-----------------------------|
| 58                       | 47                          |

2015 MEMBER VERSUS NONMEMBER ROUNDS



| GOLF SIMULATOR REVENUES | FY 2015           | FY 2016     |
|-------------------------|-------------------|-------------|
| JULY                    | \$ -              | \$ -        |
| AUGUST                  | -                 | -           |
| SEPTEMBER               | -                 | -           |
| OCTOBER                 | 2,102             | -           |
| NOVEMBER                | 12,929            | -           |
| DECEMBER                | 16,600            | -           |
| JANUARY                 | 25,580            | -           |
| FEBRUARY                | 21,984            | -           |
| MARCH                   | 25,425            | -           |
| APRIL                   | 13,439            | -           |
| MAY                     | -                 | -           |
| JUNE                    | 927               | -           |
| <b>TOTAL</b>            | <b>\$ 118,986</b> | <b>\$ -</b> |

| BAR AND GRILL GROSS SALES | FY 2015             | FY 2016           |
|---------------------------|---------------------|-------------------|
| JULY                      | \$ 164,577          | \$ 176,459        |
| AUGUST                    | 168,895             | 185,715           |
| SEPTEMBER                 | 157,632             | 166,667           |
| OCTOBER                   | 113,012             | 113,551           |
| NOVEMBER                  | 72,858              | -                 |
| DECEMBER                  | 95,487              | -                 |
| JANUARY                   | 71,415              | -                 |
| FEBRUARY                  | 67,945              | -                 |
| MARCH                     | 84,329              | -                 |
| APRIL                     | 97,307              | -                 |
| MAY                       | 160,133             | -                 |
| JUNE                      | 169,876             | -                 |
| <b>TOTAL</b>              | <b>\$ 1,423,466</b> | <b>\$ 642,392</b> |

| 2015 YTD ROUNDS |               |
|-----------------|---------------|
| MEMBER          | 14,532        |
| NONMEMBER       | 35,225        |
| <b>TOTAL</b>    | <b>49,757</b> |

| 2014 YTD ROUNDS |               |
|-----------------|---------------|
| MEMBER          | 14,350        |
| NONMEMBER       | 29,428        |
| <b>TOTAL</b>    | <b>43,778</b> |

| CLUB/ COURSE FUNCTIONS | 2014 SEASON | 2015 SEASON (YTD) |
|------------------------|-------------|-------------------|
| GROUPS 12-40           | \$ 14,971   | \$ 40,029         |
| TOURNAMENT PLAY        | 136,184     | 126,891           |
| LEAGUES                | 106,519     | 87,883            |
| FOOD AND ROOM FEES     | 156,150     | 152,084           |

# STATEMENT OF OPERATIONS FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2015 PORT AUTHORITY OF NEW HAMPSHIRE (UNRESTRICTED)

(\$ 000's)

|  | YEAR TO DATE | YEAR TO DATE | YEAR TO DATE | YEAR TO DATE | YEAR TO DATE | FISCAL       |
|--|--------------|--------------|--------------|--------------|--------------|--------------|
|  | ACTUAL       | BUDGET       | VARIANCE     | BUDGET       | BUDGET       | YEAR BUDGET  |
| <b>OPERATING REVENUES</b>                | <u>822</u>   | <u>957</u>   | <u>(135)</u> |              |              | <u>2,654</u> |
| <b>OPERATING EXPENSES</b>                |              |              |              |              |              |              |
| PERSONNEL SERVICES AND BENEFITS          | 284          | 312          | (28)         | 1,188        |              |              |
| BUILDINGS AND FAC AND MAINTENANCE        | 32           | 52           | (20)         | 225          |              |              |
| GENERAL AND ADMINISTRATIVE               | 31           | 24           | 7            | 97           |              |              |
| UTILITIES                                | 40           | 2            | 14           | 114          |              |              |
| PROFESSIONAL SERVICES                    | 12           | 5            | 7            | 18           |              |              |
| MARKETING AND PROMOTION                  | -            | -            | -            | 2            |              |              |
| ALL OTHER - FUEL                         | 264          | 492          | (228)        | 917          |              |              |
|  | <u>663</u>   | <u>911</u>   | <u>(248)</u> | <u>2,561</u> |              |              |
| <b>OPERATING INCOME</b>                  | <b>159</b>   | <b>46</b>    | <b>113</b>   | <b>93</b>    |              |              |
| <b>NONOPERATING (INCOME) AND EXPENSE</b> |              |              |              |              |              |              |
| DEPRECIATION                             | 148          | 145          | 3            | 576          |              |              |
| <b>NET OP INCOME</b>                     | <b>11</b>    | <b>(99)</b>  | <b>110</b>   | <b>(483)</b> |              |              |

|                           | YEAR TO DATE | YEAR TO DATE | YEAR TO DATE | YEAR TO DATE | YEAR TO DATE | FISCAL       |
|---------------------------|--------------|--------------|--------------|--------------|--------------|--------------|
|                           | ACTUAL       | BUDGET       | BUDGET       | BUDGET       | BUDGET       | YEAR BUDGET  |
| <b>OPERATING REVENUES</b> | 160          | 93           |              |              |              | 537          |
| FACILITY RENTALS          |              |              |              |              |              |              |
| CONCESSION REVENUE        | 5            | 4            |              |              |              | 9            |
| FEE REVENUE               |              |              |              |              |              |              |
| MOORING FEES              | 82           | 84           |              |              |              | 335          |
| PARKING                   | 85           | 96           |              |              |              | 142          |
| REGISTRATIONS             | 17           | -            |              |              |              | 165          |
| WHARF / DOCK              | 76           | 72           |              |              |              | 250          |
|                           | <u>260</u>   | <u>252</u>   |              |              |              | <u>892</u>   |
| FUEL SALES                | 344          | 520          |              |              |              | 975          |
| ALL OTHER                 | 53           | 88           |              |              |              | 241          |
| <b>TOTAL</b>              | <b>822</b>   | <b>957</b>   |              |              |              | <b>2,654</b> |

|                               | HAMPTON HARBOR     |   | RYE HARBOR         |   | PORTSMOUTH FISH PIER |   | MARKET STREET      |   | HARBOR MANAG       |   | ADMIN              |   |
|-------------------------------|--------------------|---|--------------------|---|----------------------|---|--------------------|---|--------------------|---|--------------------|---|
|                               | OPERATING REVENUES | OPERATING EXPENSES (EXCLUDING DEPRECIATION) | OPERATING REVENUES | OPERATING EXPENSES (EXCLUDING DEPRECIATION) | OPERATING REVENUES   | OPERATING EXPENSES (EXCLUDING DEPRECIATION) | OPERATING REVENUES | OPERATING EXPENSES (EXCLUDING DEPRECIATION) | OPERATING REVENUES | OPERATING EXPENSES (EXCLUDING DEPRECIATION) | OPERATING REVENUES | OPERATING EXPENSES (EXCLUDING DEPRECIATION) |
| <b>BUSINESS UNIT ANALYSIS</b> | 137                | 106   | 130                | 79  | 191                  | 166   | 264                | 113   | 99                 | 106   | 93                 |   |
| <b>NET OP INC</b>             | <b>31</b>          | <b>51</b>                                   | <b>25</b>          | <b>151</b>                                  | <b>(7)</b>           | <b>(92)</b>                                 |                    |   |                    |   |                    |   |

# STATEMENT OF OPERATIONS FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2015 PORT AUTHORITY OF NEW HAMPSHIRE (RESTRICTED)

|                                      | YEAR TO DATE ACTUAL |           | YEAR TO DATE BUDGET |             | YEAR TO DATE VARIANCE |            | FISCAL YEAR BUDGET |            |
|--------------------------------------|---------------------|-----------|---------------------|-------------|-----------------------|------------|--------------------|------------|
|                                      | 27                  | 23        | 23                  | 4           | 4                     | 102        | 6                  | 5          |
| HARBOR DREDGING                      |                     |           | FOREIGN TRADE ZONE  |             |                       |            |                    |            |
| OPERATING REVENUES                   |                     |           |                     |             |                       |            |                    |            |
| OPERATING EXPENSES                   |                     |           |                     |             |                       |            |                    |            |
| PERSONNEL SERVICES AND BENEFITS      | -                   | -         | -                   | -           | -                     | -          | -                  | -          |
| BUILDINGS AND FACILITIES MAINTENANCE | 8                   | -         | -                   | 8           | -                     | -          | -                  | -          |
| GENERAL AND ADMINISTRATIVE           | 7                   | -         | -                   | 7           | -                     | -          | 1                  | (1)        |
| UTILITIES                            | -                   | -         | -                   | -           | -                     | -          | -                  | -          |
| PROFESSIONAL SERVICES                | -                   | -         | -                   | -           | -                     | -          | -                  | -          |
| MARKETING AND PROMOTION              | -                   | -         | -                   | -           | -                     | -          | 1                  | (1)        |
| ALL OTHER                            | -                   | -         | -                   | -           | -                     | -          | -                  | -          |
|                                      | 15                  | -         | -                   | 15          | -                     | -          | 2                  | (2)        |
| <b>OPERATING INCOME</b>              | <b>12</b>           | <b>23</b> | <b>102</b>          | <b>(11)</b> | <b>6</b>              | <b>(1)</b> | <b>(1)</b>         | <b>7</b>   |
| NONOPERATING (INCOME) AND EXPENSE    | -                   | -         | -                   | -           | -                     | -          | -                  | -          |
| DEPRECIATION                         | 3                   | 3         | 13                  | -           | -                     | -          | -                  | -          |
| <b>NET OPERATING INCOME</b>          | <b>9</b>            | <b>20</b> | <b>89</b>           | <b>(11)</b> | <b>6</b>              | <b>(1)</b> | <b>(1)</b>         | <b>7</b>   |
|                                      |                     |           |                     |             |                       |            |                    | <b>(5)</b> |

(\$ 000's)

# STATEMENT OF OPERATIONS FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2015 PORT AUTHORITY OF NEW HAMPSHIRE (RESTRICTED)

(CONTINUED)

(\$ 000's)

|  | YEAR TO<br>DATE<br>ACTUAL | YEAR TO<br>DATE<br>BUDGET | YEAR TO<br>DATE<br>VARIANCE | FISCAL<br>YEAR<br>BUDGET | <u>REVOLVING LOAN FUND RECONCILIATION</u> |                          |                          |
|--|---------------------------|---------------------------|-----------------------------|--------------------------|---|--------------------------|--------------------------|
| <b>REVOLVING<br/>LOAN FUND</b>                   |                           |                           |                             |                          | BALANCE AT<br>09-30-2015                  | BALANCE AT<br>06-30-2015 | BALANCE AT<br>06-30-2014 |
| <b>OPERATING<br/>REVENUES</b>                    | 8                         | 10                        | (2)                         | 36                       |   |                          |                          |
| <b>OPERATING<br/>EXPENSES</b>                    |                           |                           |                             |                          |   |                          |                          |
| PERSONNEL SERVICES<br>AND BENEFITS               | -                         | -                         | -                           | -                        | 382                                       | 330                      | 158                      |
| BUILDINGS AND<br>FACILITIES MAINTENANCE          | -                         | -                         | -                           | -                        | 43  | 43                       | 43                       |
| GENERAL AND<br>ADMINISTRATIVE                    | -                         | -                         | -                           | -                        | 425                                       | 373                      | 201                      |
| UTILITIES  | -                         | -                         | -                           | -                        |   |                          |                          |
| PROFESSIONAL SERVICES                            | 4                         | 6                         | (2)                         | 22                       | 124                                       | 115                      | 126                      |
| MARKETING AND<br>PROMOTION                       | -                         | -                         | -                           | -                        | 699                                       | 666                      | 809                      |
| ALL OTHER  | -                         | -                         | -                           | -                        | 823                                       | 781                      | 935                      |
|  |                           |                           |                             |                          | 1,248                                     | 1,154                    | 1,136                    |
| <b>OPERATING INCOME</b>                          | 4                         | 4                         | -                           | 14                       | 68.2                                      | 70.3                     | 85.5                     |
| <b>NONOPERATING<br/>(INCOME) AND<br/>EXPENSE</b> |                           |                           |                             |                          |   |                          |                          |
| DEPRECIATION                                     | -                         | -                         | -                           | -                        |   | (4.7)                    | 10.5                     |
| <b>NET OPERATING<br/>INCOME</b>                  | 4                         | 4                         | =                           | 14                       | (6.8)                                     | (4.7)                    | 10.5                     |

(\*) EXCLUDES SEQUESTERED FUNDS.

# PEASE DEVELOPMENT AUTHORITY STATEMENT OF NET POSITION

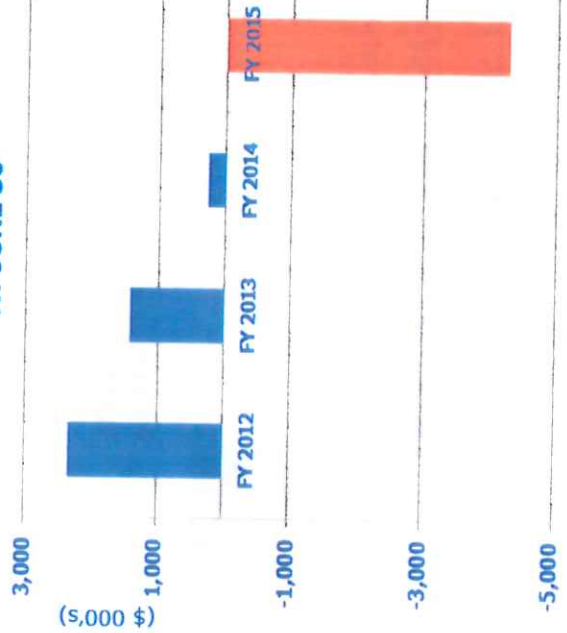
(EXCLUDING PORT AUTHORITY OF NEW HAMPSHIRE)

(\$ 000's)

## DISCUSSION AND ANALYSIS

- CONTINUED FINANCIAL OBLIGATION TO SUPPORT NONGRANT RELATED CAPITAL PROJECTS AND DEBT REPAYMENT.
- REVENUE ESCALATION / CPI HAS BEEN EXCEEDED BY COST ESCALATION RELATIVE TO PERSONNEL SERVICES AND BENEFITS.

## NET UNRESTRICTED POSITION AT JUNE 30



|   | JUN 30 2015   | SEP 30 2015   |
|---|---------------|---------------|
| <b>ASSETS</b>                           |               |               |
| <b>CURRENT ASSETS</b>                   |               |               |
| CASH AND EQUIVALENTS                    | 974           | 502           |
| ACCOUNTS RECEIVABLE- NET                | 1,633         | 1,048         |
| OTHER ASSETS                            | 410           | 338           |
| <b>TOTAL CURRENT ASSETS</b>             | <b>3,017</b>  | <b>1,888</b>  |
| <b>RESTRICTED ASSETS</b>                |               |               |
| CASH AND EQUIVALENTS                    | -             | -             |
| ACCOUNTS RECEIVABLE- NET                | =             | =             |
| <b>TOTAL RESTRICTED ASSETS</b>          | <b>=</b>      | <b>=</b>      |
| <b>CAPITAL ASSETS</b>                   |               |               |
| LAND, BUILDINGS AND EQUIPMENT           | 54,512        | 53,225        |
| CONSTRUCTION IN PROCESS (PAGES #10-#14) | 7,136         | 7,165         |
| <b>TOTAL ASSETS</b>                     | <b>61,648</b> | <b>60,390</b> |
| <b>DEFERRED OUTFLOWS OF RESOURCES</b>   | <b>326</b>    | <b>326</b>    |
| PENSION                                 |               |               |
| <b>LIABILITIES</b>                      |               |               |
| <b>CURRENT LIABILITIES</b>              |               |               |
| ACCOUNTS PAYABLE                        | 1,288         | 1,525         |
| ACCOUNTS PAYABLE- CONSTRUCTION          | 593           | 186           |
| UNEARNED REVENUE                        | 299           | 115           |
| REVOLVING LOC FACILITY                  | 2,750         | 500           |
| CURRENT PORTION- LT LIABILITIES         | 129           | 123           |
| <b>TOTAL CURRENT LIABILITIES</b>        | <b>5,059</b>  | <b>2,449</b>  |
| <b>NONCURRENT LIABILITIES</b>           |               |               |
| NET PENSION LIABILITY                   | 2,913         | 2,913         |
| OTHER LT LIABILITIES                    | 465           | 465           |
| <b>TOTAL LIABILITIES</b>                | <b>3,378</b>  | <b>3,378</b>  |
| <b>DEFERRED INFLOWS OF RESOURCES</b>    |               |               |
| PENSION                                 | 373           | 373           |
| <b>NET POSITION</b>                     |               |               |
| NET INVESTMENT IN CAPITAL ASSETS        | 60,474        | 59,623        |
| RESTRICTED FOR:                         |               |               |
| REVOLVING LOAN FUND                     | -             | -             |
| HARBOR DREDGING                         | -             | -             |
| FOREIGN TRADE ZONE                      | -             | -             |
| UNRESTRICTED                            | (4,293)       | (3,219)       |
| <b>TOTAL NET POSITION</b>               | <b>56,181</b> | <b>56,404</b> |



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

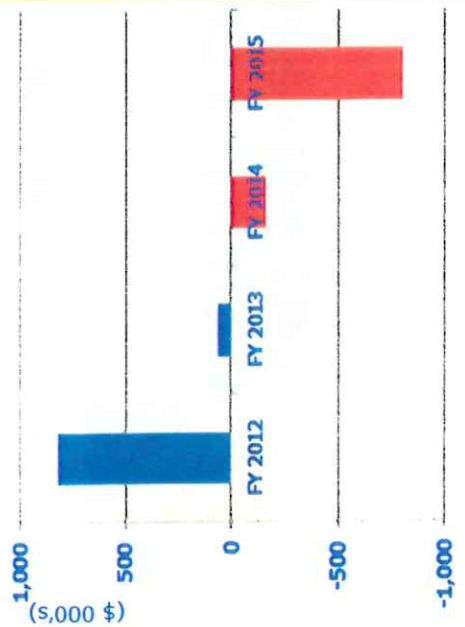
(\$ 000's)

|  | JUN 30<br>2015 | SEP 30<br>2015 | JUN 30<br>2015 | SEP 30<br>2015 |
|--|----------------|----------------|----------------|----------------|
| <b>ASSETS</b>                              |                |                |                |                |
| <b>CURRENT ASSETS</b>                      |                |                |                |                |
| CASH AND EQUIVALENTS                       | 283            | 589            | 375            | 422            |
| ACCOUNTS RECEIVABLE-<br>NET                | 266            | 96             | 16             | -              |
| OTHER ASSETS                               | 61             | 35             | 249            | 169            |
| <b>TOTAL CURRENT ASSETS</b>                | <b>610</b>     | <b>720</b>     | <b>640</b>     | <b>591</b>     |
| <b>RESTRICTED ASSETS</b>                   |                |                |                |                |
| CASH AND EQUIVALENTS                       | -              | -              | 774            | 774            |
| ACCOUNTS RECEIVABLES-<br>NET               | -              | -              | -              | -              |
| <b>TOTAL RESTRICTED ASSETS</b>             | <b>-</b>       | <b>-</b>       | <b>774</b>     | <b>774</b>     |
| <b>CAPITAL ASSETS</b>                      |                |                |                |                |
| LAND, BUILDINGS AND<br>EQUIPMENT           | 7,914          | 9,422          | 99             | 99             |
| CONSTRUCTION IN<br>PROCESS (PAGES #10-#14) | 3,583          | 1,930          | 11,481         | 11,352         |
| <b>TOTAL ASSETS</b>                        | <b>11,497</b>  | <b>11,352</b>  | <b>1,414</b>   | <b>1,365</b>   |
| <b>DEFERRED OUTFLOWS<br/>OF RESOURCES</b>  |                |                |                |                |
| PENSION                                    | -              | -              | (800)          | (657)          |
| <b>TOTAL NET POSITION</b>                  | <b>87</b>      | <b>87</b>      | <b>10,681</b>  | <b>10,695</b>  |
| <b>LIABILITIES</b>                         |                |                |                |                |
| <b>CURRENT LIABILITIES</b>                 |                |                |                |                |
| ACCOUNTS PAYABLE                           | -              | -              | -              | -              |
| ACCOUNTS PAYABLE- CONSTRUCTION             | -              | -              | -              | -              |
| UNEARNED REVENUE                           | -              | -              | -              | -              |
| REVOLVING LOC FACILITY                     | -              | -              | -              | -              |
| CURRENT PORTION- LT LIABILITIES            | -              | -              | -              | -              |
| <b>TOTAL CURRENT LIABILITIES</b>           | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| <b>NONCURRENT LIABILITIES</b>              |                |                |                |                |
| NET PENSION LIABILITY                      | -              | -              | -              | -              |
| OTHER LT LIABILITIES                       | -              | -              | -              | -              |
| <b>TOTAL LIABILITIES</b>                   | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>-</b>       |
| <b>DEFERRED INFLOWS OF<br/>RESOURCES</b>   |                |                |                |                |
| PENSION                                    | -              | -              | -              | -              |
| <b>NET POSITION</b>                        |                |                |                |                |
| NET INVESTMENT IN CAPITAL ASSETS           | -              | -              | -              | -              |
| RESTRICTED FOR:<br>REVOLVING LOAN FUND     | -              | -              | -              | -              |
| HARBOR DREDGING                            | -              | -              | -              | -              |
| FOREIGN TRADE ZONE                         | -              | -              | -              | -              |
| UNRESTRICTED                               | -              | -              | -              | -              |
| <b>TOTAL NET POSITION</b>                  | <b>87</b>      | <b>87</b>      | <b>10,681</b>  | <b>10,695</b>  |

**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  
AT JUNE 30**



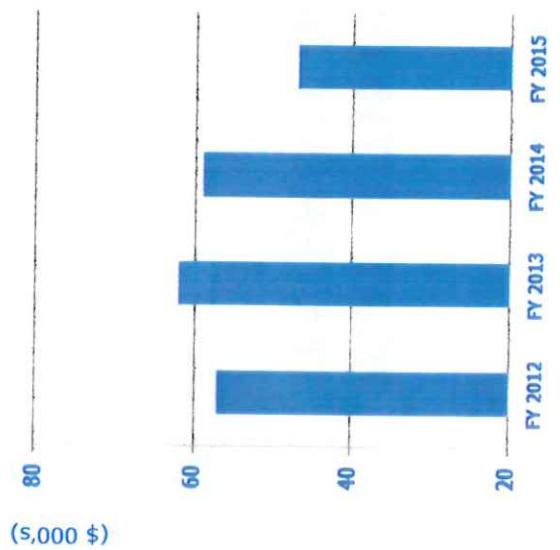
# PORT AUTHORITY OF NEW HAMPSHIRE STATEMENT OF NET POSITION- FOREIGN TRADE ZONE

(\$ 000's)

**DISCUSSION AND ANALYSIS**

- STEADY STATE WITH NO INDICATION OF FINANCIAL CHALLENGES.
- PRIOR YEAR WESTINGHOUSE RECEIVABLE DELINQUENT BY GREATER THAN 120 DAYS. FULLY RESERVED IN FY 2015

**NET RESTRICTED POSITION  
AT JUNE 30**



|   | JUN 30<br>2015 | SEP 30<br>2015 |
|---|----------------|----------------|
| <b>ASSETS</b>                           |                |                |
| <b>CURRENT ASSETS</b>                   |                |                |
| CASH AND EQUIVALENTS                    | -              | -              |
| ACCOUNTS RECEIVABLE- NET                | -              | -              |
| OTHER ASSETS                            | -              | -              |
| <b>TOTAL CURRENT ASSETS</b>             | <b>=</b>       | <b>=</b>       |
| <b>RESTRICTED ASSETS</b>                |                |                |
| CASH AND EQUIVALENTS                    | 54             | 52             |
| ACCOUNTS RECEIVABLE- NET                | -              | -              |
| <b>TOTAL RESTRICTED ASSETS</b>          | <b>54</b>      | <b>52</b>      |
| <b>CAPITAL ASSETS</b>                   |                |                |
| LAND, BUILDINGS AND EQUIPMENT           | -              | -              |
| CONSTRUCTION IN PROCESS (PAGES #10-#14) | -              | -              |
| <b>TOTAL ASSETS</b>                     | <b>54</b>      | <b>52</b>      |
| <b>DEFERRED OUTFLOWS OF RESOURCES</b>   |                |                |
| PENSION                                 | -              | -              |
| <b>LIABILITIES</b>                      |                |                |
| <b>CURRENT LIABILITIES</b>              |                |                |
| ACCOUNTS PAYABLE                        | 8              | -              |
| ACCOUNTS PAYABLE- CONSTRUCTION          | -              | -              |
| UNEARNED REVENUE                        | -              | -              |
| REVOLVING LOC FACILITY                  | -              | -              |
| CURRENT PORTION- LT LIABILITIES         | -              | -              |
| <b>TOTAL CURRENT LIABILITIES</b>        | <b>8</b>       | <b>=</b>       |
| <b>NONCURRENT LIABILITIES</b>           |                |                |
| NET PENSION LIABILITY                   | -              | -              |
| OTHER LT LIABILITIES                    | -              | -              |
| <b>TOTAL LIABILITIES</b>                | <b>8</b>       | <b>=</b>       |
| <b>DEFERRED INFLOWS OF RESOURCES</b>    |                |                |
| PENSION                                 | -              | -              |
| <b>NET POSITION</b>                     |                |                |
| NET INVESTMENT IN CAPITAL ASSETS        | -              | -              |
| RESTRICTED FOR:                         |                |                |
| REVOLVING LOAN FUND                     | -              | -              |
| HARBOR DREDGING                         | -              | -              |
| FOREIGN TRADE ZONE UNRESTRICTED         | 46             | 52             |
| <b>TOTAL NET POSITION</b>               | <b>46</b>      | <b>52</b>      |

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

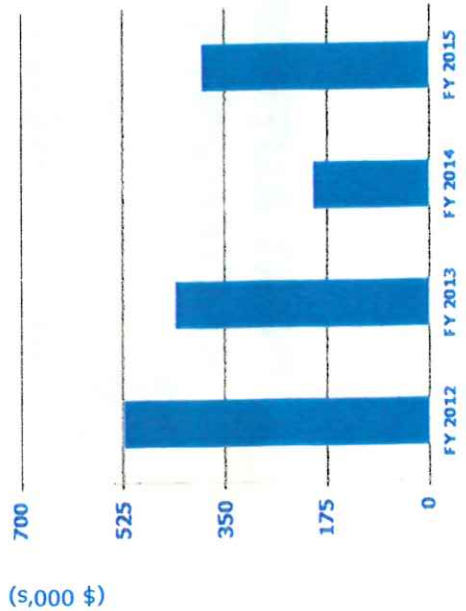
(\$ 000's)

|  | JUN 30<br>2015 | SEP 30<br>2015 | JUN 30<br>2015 | SEP 30<br>2015 |
|--|----------------|----------------|----------------|----------------|
| <b>ASSETS</b>                              |                |                |                |                |
| <b>CURRENT ASSETS</b>                      |                |                |                |                |
| CASH AND EQUIVALENTS                       | -              | -              | 263            | 8              |
| ACCOUNTS RECEIVABLE-<br>NET                | -              | -              | -              | -              |
| OTHER ASSETS                               | -              | -              | -              | -              |
| <b>TOTAL CURRENT ASSETS</b>                | <b>0</b>       | <b>0</b>       | <b>263</b>     | <b>8</b>       |
| <b>RESTRICTED ASSETS</b>                   |                |                |                |                |
| CASH AND EQUIVALENTS                       | 448            | 402            | -              | -              |
| ACCOUNTS RECEIVABLES-<br>NET               | 206            | -              | -              | -              |
| <b>TOTAL RESTRICTED ASSETS</b>             | <b>654</b>     | <b>402</b>     | <b>263</b>     | <b>8</b>       |
| <b>CAPITAL ASSETS</b>                      |                |                |                |                |
| LAND, BUILDINGS AND<br>EQUIPMENT           | 199            | 698            | -              | -              |
| CONSTRUCTION IN<br>PROCESS (PAGES #10-#14) | 487            | 29             | 686            | 727            |
| <b>TOTAL ASSETS</b>                        | <b>686</b>     | <b>727</b>     | <b>1,077</b>   | <b>1,121</b>   |
| <b>DEFERRED OUTFLOWS<br/>OF RESOURCES</b>  |                |                |                |                |
| PENSION                                    | -              | -              | -              | -              |
| <b>LIABILITIES</b>                         |                |                |                |                |
| <b>CURRENT LIABILITIES</b>                 |                |                |                |                |
| ACCOUNTS PAYABLE                           | -              | -              | -              | -              |
| ACCOUNTS PAYABLE- CONSTRUCTION             | -              | -              | -              | -              |
| UNEARNED REVENUE                           | -              | -              | -              | -              |
| REVOLVING LOC FACILITY                     | -              | -              | -              | -              |
| CURRENT PORTION- LT LIABILITIES            | -              | -              | -              | -              |
| <b>TOTAL CURRENT LIABILITIES</b>           | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       |
| <b>NONCURRENT LIABILITIES</b>              |                |                |                |                |
| NET PENSION LIABILITY                      | -              | -              | -              | -              |
| OTHER LT LIABILITIES                       | -              | -              | -              | -              |
| <b>TOTAL LIABILITIES</b>                   | <b>0</b>       | <b>0</b>       | <b>0</b>       | <b>0</b>       |
| <b>DEFERRED INFLOWS OF<br/>RESOURCES</b>   |                |                |                |                |
| PENSION                                    | -              | -              | -              | -              |
| <b>NET POSITION</b>                        |                |                |                |                |
| NET INVESTMENT IN CAPITAL ASSETS           | -              | -              | -              | -              |
| RESTRICTED FOR:<br>REVOLVING LOAN FUND     | -              | -              | -              | -              |
| HARBOR DREDGING                            | -              | -              | 391            | 394            |
| FOREIGN TRADE ZONE                         | -              | -              | -              | -              |
| UNRESTRICTED                               | -              | -              | -              | -              |
| <b>TOTAL NET POSITION</b>                  | <b>0</b>       | <b>0</b>       | <b>1,077</b>   | <b>1,121</b>   |

**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 \$120
  - GENERAL PIER REPAIRS 50
  - SEABROOK / HAMPTON 13

**NET RESTRICTED POSITION  
AT JUNE 30**



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

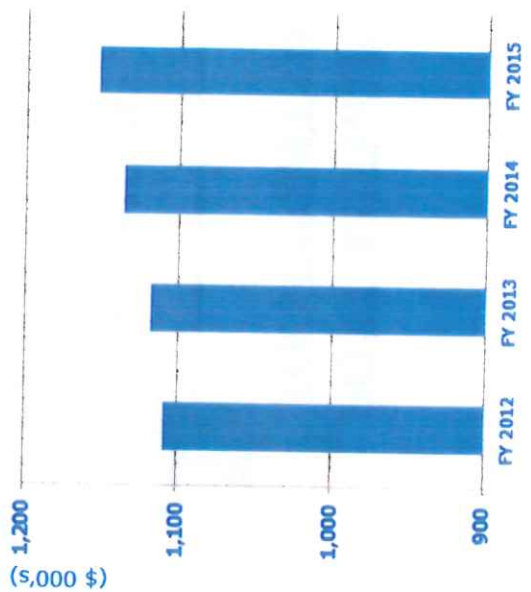
(\$ 000's)

|   | JUN 30<br>2015 | SEP 30<br>2015 | JUN 30<br>2015 | SEP 30<br>2015 |
|---|----------------|----------------|----------------|----------------|
| <b>ASSETS</b>                                     |                |                |                |                |
| <b>CURRENT ASSETS</b>                             |                |                |                |                |
| CASH AND EQUIVALENTS                              | -              | -              | 1              | 91             |
| ACCOUNTS RECEIVABLE-<br>NET                       | -              | -              | -              | -              |
| OTHER ASSETS                                      | -              | -              | -              | -              |
| <b>TOTAL CURRENT ASSETS</b>                       | <b>=</b>       | <b>=</b>       | <b>=</b>       | <b>=</b>       |
| <b>RESTRICTED ASSETS</b>                          |                |                |                |                |
| CASH AND EQUIVALENTS                              | 373            | 425            | -              | -              |
| ACCOUNTS RECEIVABLES-<br>NET                      | 781            | 823            | -              | -              |
| <b>TOTAL RESTRICTED ASSETS</b>                    | <b>1,154</b>   | <b>1,248</b>   | <b>=</b>       | <b>91</b>      |
| <b>CAPITAL ASSETS</b>                             |                |                |                |                |
| LAND, BUILDINGS AND<br>EQUIPMENT                  | -              | -              | -              | -              |
| CONSTRUCTION IN<br>PROCESS <i>(PAGES #10-#14)</i> | -              | -              | -              | -              |
| <b>TOTAL ASSETS</b>                               | <b>1,154</b>   | <b>1,248</b>   | <b>=</b>       | <b>91</b>      |
| <b>DEFERRED OUTFLOWS<br/>OF RESOURCES</b>         |                |                |                |                |
| PENSION   | -              | -              | -              | -              |
| <b>TOTAL NET POSITION</b>                         | <b>1,153</b>   | <b>1,157</b>   | <b>1,153</b>   | <b>1,157</b>   |
| <b>LIABILITIES</b>                                |                |                |                |                |
| <b>CURRENT LIABILITIES</b>                        |                |                |                |                |
| ACCOUNTS PAYABLE                                  | -              | -              | -              | -              |
| ACCOUNTS PAYABLE- CONSTRUCTION                    | -              | -              | -              | -              |
| UNEARNED REVENUE                                  | -              | -              | -              | -              |
| REVOLVING LOC FACILITY                            | -              | -              | -              | -              |
| CURRENT PORTION- LT LIABILITIES                   | -              | -              | -              | -              |
| <b>TOTAL CURRENT LIABILITIES</b>                  | <b>1</b>       | <b>1</b>       | <b>1</b>       | <b>1</b>       |
| <b>NONCURRENT LIABILITIES</b>                     |                |                |                |                |
| NET PENSION LIABILITY                             | -              | -              | -              | -              |
| OTHER LT LIABILITIES                              | -              | -              | -              | -              |
| <b>TOTAL LIABILITIES</b>                          | <b>=</b>       | <b>=</b>       | <b>=</b>       | <b>=</b>       |
| <b>DEFERRED INFLOWS OF<br/>RESOURCES</b>          |                |                |                |                |
| PENSION   | -              | -              | -              | -              |
| <b>NET POSITION</b>                               |                |                |                |                |
| NET INVESTMENT IN CAPITAL ASSETS                  | -              | -              | -              | -              |
| RESTRICTED FOR:                                   |                |                |                |                |
| REVOLVING LOAN FUND                               | -              | -              | 1,153          | 1,157          |
| HARBOR DREDGING                                   | -              | -              | -              | -              |
| FOREIGN TRADE ZONE                                | -              | -              | -              | -              |
| UNRESTRICTED                                      | -              | -              | -              | -              |
| <b>TOTAL NET POSITION</b>                         | <b>1,153</b>   | <b>1,157</b>   | <b>1,153</b>   | <b>1,157</b>   |

**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 AND POTENTIALLY, REPAYMENT OF CURRENT LOANS OUTSTANDING.

**NET RESTRICTED POSITION  
AT JUNE 30**



---

# **CASH FLOW PROJECTIONS FOR THE NINE MONTH PERIOD ENDING JULY 31, 2016**



**BOARD OF DIRECTORS MEETING  
NOVEMBER 19, 2015**

# TABLE OF CONTENTS

|  | <u>PAGES</u> |
|--|--------------|
| ■ <b>PEASE DEVELOPMENT AUTHORITY</b>   |              |
| ■ SUMMARY OVERVIEW                     | 3-4          |
| ■ CAPITAL EXPENDITURES                 | 5-8          |
| ■ GRANT AWARDS                         | 9            |
| ■ CREDIT FACILITIES                    | 10           |
| ■ <b>DIVISION OF PORTS AND HARBORS</b> |              |
| ■ SUMMARY OVERVIEW- UNRESTRICTED FUNDS | 11-12        |
| ■ RESTRICTED FUNDS                     |              |
| ■ HARBOR DREDGING AND PIER MAINTENANCE | 13           |
| ■ FOREIGN TRADE ZONE                   | 14           |
| ■ REVOLVING LOAN                       | 15           |

# PEASE DEVELOPMENT AUTHORITY CASH FLOW SUMMARY OVERVIEW NOVEMBER 1, 2015 TO JULY 31, 2016

(EXCLUDING DIVISION OF PORTS AND HARBORS)

(\$ 000's)

|   | AMOUNT              |
|---|---------------------|
| <b>OPENING FUND BALANCE</b>                       | <b><u>458</u></b>   |
| <b>SOURCES OF FUNDS</b>                           |                     |
| TRADEPORT TENANTS                                 | 6,531               |
| GRANT AWARDS (SEE PAGE #9)                        | 1,958               |
| GOLF COURSE FEE AND CONCESSION REVENUES           | 1,000               |
| PORTSMOUTH AIRPORT                                | 420                 |
| SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES         | 166                 |
| MUNICIPAL SERVICE FEE (COP)- NET                  | (18)                |
| EXTERNAL BANK WORKING CAPITAL- NET                | (175)               |
|   | <u>9,882</u>        |
| <b>USES OF FUNDS</b>                              |                     |
| PERSONNEL SERVICES AND BENEFITS                   | 4,238               |
| CAPITAL EXPENDITURES- GRANT (SEE PAGE #5)         | 1,848               |
| CAPITAL EXPENDITURES- NON GRANT (SEE PAGES #6-#8) | 1,500               |
| OPERATING EXPENSES                                | 1,395               |
| LONG TERM DEBT RETIREMENT                         | 116                 |
|   | <u>9,097</u>        |
| <b>NET CASH FLOW</b>                              | <b><u>785</u></b>   |
| <b>CLOSING FUND BALANCE</b>                       | <b><u>1,243</u></b> |

**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.

**PROJECTED CASH AND DEBT BALANCES**



| TOTAL FUND BALANCES | BALANCE AT 10-31-2015 | BALANCE AT 06-30-2015 |
|---------------------|-----------------------|-----------------------|
| PDA UNRESTRICTED    | 392                   | 871                   |
| PDA DESIGNATED      | 66                    | 65                    |
| <b>TOTAL</b>        | <b><u>458</u></b>     | <b><u>936</u></b>     |

**PEASE DEVELOPMENT AUTHORITY  
STATEMENT OF CASH FLOW (EXCLUDING THE DIVISION OF PORTS AND HARBORS)  
NOVEMBER 1, 2015 TO JULY 31, 2016**

(\$ 000'S)

|  | NOV          | DEC          | JAN         | FEB         | MAR         | APR          | MAY          | JUN          | JUL          | TOTAL         |
|--|--------------|--------------|-------------|-------------|-------------|--------------|--------------|--------------|--------------|---------------|
| <b>OPENING FUND BALANCE</b>              | <b>458</b>   | <b>594</b>   | <b>531</b>  | <b>475</b>  | <b>425</b>  | <b>389</b>   | <b>1,059</b> | <b>1,110</b> | <b>543</b>   | <b>458</b>    |
| <b>SOURCES OF FUNDS</b>                  |              |              |             |             |             |              |              |              |              |               |
| GRANT AWARDS (SEE PAGE #9)               | 312          | 75           | 223         | 180         | 403         | -            | 265          | 500          | -            | 1,958         |
| TRADEPORT TENANTS                        | 557          | 532          | 1,036       | 560         | 565         | 1,071        | 565          | 570          | 1,075        | 6,531         |
| MUNICIPAL SERVICE FEE                    | 205          | 208          | 355         | 205         | 208         | 355          | 205          | 208          | 355          | 2,304         |
| GOLF COURSE                              | 150          | 50           | 35          | 35          | 40          | 75           | 175          | 215          | 225          | 1,000         |
| PORTSMOUTH AIRPORT                       | 45           | 45           | 50          | 45          | 45          | 50           | 45           | 45           | 50           | 420           |
| SKYHAVEN AIRPORT                         | 18           | 16           | 15          | 15          | 15          | 18           | 21           | 23           | 25           | 166           |
| WORKING CAPITAL RLOC- NET                | (175)        | 1,500        | (800)       | (300)       | (400)       | -            | -            | 200          | (200)        | (175)         |
|  | <u>1,112</u> | <u>2,426</u> | <u>914</u>  | <u>740</u>  | <u>876</u>  | <u>1,569</u> | <u>1,276</u> | <u>1,761</u> | <u>1,530</u> | <u>12,204</u> |
| <b>USE OF FUNDS</b>                      |              |              |             |             |             |              |              |              |              |               |
| PERSONNEL SERVICES AND BENEFITS          | 403          | 410          | 415         | 443         | 465         | 547          | 445          | 545          | 565          | 4,238         |
| CAPITAL- NONGRANT (SEE PAGES #6-#8)      | 226          | 154          | 127         | 95          | 125         | 20           | 190          | 438          | 125          | 1,500         |
| CAPITAL- GRANT RELATED (SEE PAGE #5)     | 215          | 300          | 187         | 147         | 207         | 212          | 480          | 80           | 20           | 1,848         |
| OPERATING EXPENSES                       | 110          | 475          | 125         | 105         | 115         | 120          | 110          | 115          | 120          | 1,395         |
| MUNICIPAL SERVICE FEE                    | 22           | 1,150        | -           | -           | -           | -            | -            | 1,150        | -            | 2,322         |
| LONG TERM DEBT RETIREMENT (SEE PAGES#10) | =            | =            | 116         | =           | =           | =            | =            | =            | =            | 116           |
|  | <u>976</u>   | <u>2,489</u> | <u>970</u>  | <u>790</u>  | <u>912</u>  | <u>899</u>   | <u>1,225</u> | <u>2,328</u> | <u>830</u>   | <u>11,419</u> |
| <b>NET CASH FLOW</b>                     | <b>136</b>   | <b>(63)</b>  | <b>(56)</b> | <b>(50)</b> | <b>(36)</b> | <b>670</b>   | <b>51</b>    | <b>(567)</b> | <b>700</b>   | <b>785</b>    |
| <b>CLOSING FUND BALANCE</b>              | <b>594</b>   | <b>531</b>   | <b>475</b>  | <b>425</b>  | <b>389</b>  | <b>1,059</b> | <b>1,110</b> | <b>543</b>   | <b>1,243</b> | <b>1,243</b>  |



# PEASE DEVELOPMENT AUTHORITY CAPITAL EXPENDITURES (EXCLUDING THE DIVISION OF PORTS AND HARBORS) NOVEMBER 1, 2015 TO JULY 31, 2016

(\$ 000's)

|                                    | NOV        | DEC        | JAN        | FEB        | MAR        | APR        | MAY        | JUN       | JUL       | TOTAL        |
|------------------------------------|------------|------------|------------|------------|------------|------------|------------|-----------|-----------|--------------|
| <b>GRANT REIMBURSEMENT</b>         |            |            |            |            |            |            |            |           |           |              |
| <b>PORTSMOUTH AIRPORT</b>          |            |            |            |            |            |            |            |           |           |              |
| OBSTRUCTION MITIGATION- PHASE II   | 30         | 30         | 50         | 50         | 50         | 30         | 13         | -         | -         | 253          |
| IDENTIFICATION MANAGEMENT SYSTEM** | -          | -          | 105        | 50         | 35         | 40         | 30         | -         | -         | 260          |
| ASR CONSTRUCTION (SBG 1602)        | 12         | 6          | 2          | 2          | -          | 10         | 208        | 15        | 20        | 275          |
| PAVEMENT AND DRAINAGE (SBG 1603)   | 3          | -          | -          | -          | 2          | 2          | 124        | -         | -         | 131          |
| BATHROOM RENOVATIONS **            | -          | 10         | 5          | 5          | 80         | 130        | 105        | 65        | -         | 400          |
| <b>SKYHAVEN AIRPORT</b>            |            |            |            |            |            |            |            |           |           |              |
| RUNWAY CONSTRUCTION                | 170        | 230        | -          | -          | -          | -          | -          | -         | -         | 400          |
| TAXILANE PAVEMENTS (DESIGN)        | -          | 20         | 25         | 40         | 40         | -          | -          | -         | -         | 125          |
| RUNWAY DESIGN                      | -          | 4          | -          | -          | -          | -          | -          | -         | -         | 4            |
| <b>TRADEPORT</b>                   |            |            |            |            |            |            |            |           |           |              |
| MULTI USE PATH (ROUTE #33)         | -          | -          | -          | -          | -          | -          | -          | -         | -         | -            |
| <b>TOTAL GRANT</b>                 | <b>215</b> | <b>300</b> | <b>187</b> | <b>147</b> | <b>207</b> | <b>212</b> | <b>480</b> | <b>80</b> | <b>20</b> | <b>1,848</b> |

NOTE:  
\*\* PENDING BOARD APPROVAL

6

**PEASE DEVELOPMENT AUTHORITY**  
**CAPITAL EXPENDITURES (EXCLUDING THE DIVISION OF PORTS AND HARBORS)**  
**NOVEMBER 1, 2015 TO JULY 31, 2016**

(\$ 000'S)

(CONTINUED):

|                                      | NOV       | DEC       | JAN      | FEB      | MAR       | APR       | MAY       | JUN       | JUL       | TOTAL      |
|--------------------------------------|-----------|-----------|----------|----------|-----------|-----------|-----------|-----------|-----------|------------|
| <b><u>NONGRANT REIMBURSEMENT</u></b> |           |           |          |          |           |           |           |           |           |            |
| <b>TRADEPORT</b>                     |           |           |          |          |           |           |           |           |           |            |
| AIRPORT ENTRANCE SIGN- EXETER STREET | 2         | -         | -        | -        | -         | -         | -         | -         | -         | 2          |
| STORM WATER TREATMENT **             | -         | -         | -        | -        | -         | -         | 50        | -         | -         | 50         |
| BUILDING DEM- 53 DURHAM **           | -         | -         | -        | -        | 50        | -         | -         | -         | -         | 50         |
| UNDERGROUND STREET LIGHTING          | 76        | 34        | -        | -        | -         | -         | -         | -         | -         | 110        |
| SIDEWALKS- PEDESTRIAN FACILITIES**   | -         | -         | -        | -        | -         | -         | -         | 50        | 25        | 75         |
| DRAINAGE DITCHES **                  | -         | -         | -        | -        | -         | 20        | -         | -         | -         | 20         |
| SURFACE TRANSPORTATION PLAN **       | -         | -         | -        | -        | 25        | -         | -         | -         | -         | 25         |
|                                      | <u>78</u> | <u>34</u> | <u>-</u> | <u>-</u> | <u>75</u> | <u>20</u> | <u>50</u> | <u>50</u> | <u>25</u> | <u>332</u> |

NOTE:  
 \*\* PENDING BOARD APPROVAL

# PEASE DEVELOPMENT AUTHORITY

## CAPITAL EXPENDITURES (EXCLUDING THE DIVISION OF PORTS AND HARBORS)

### NOVEMBER 1, 2015 TO JULY 31, 2016

7

(\$ 000's)

(CONTINUED):

|  | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | JUL | TOTAL |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-------|
| <b><u>NONGRANT REIMBURSEMENT</u></b>                                 |     |     |     |     |     |     |     |     |     |       |
| <b>SKYHAVEN AIRPORT</b>  |     |     |     |     |     |     |     |     |     |       |
| HANGAR I RENOVATIONS (DESIGN)  | 1   | 10  | 15  | =   | =   | =   | =   | =   | =   | 26    |
| <b>ADMINISTRATION</b>  |     |     |     |     |     |     |     |     |     |       |
| COMPUTERS / PRINTERS / SOFTWARE /<br>SERVERS / TELECOMMUNICATIONS ** | 5   | =   | =   | 15  | =   | =   | =   | 60  | =   | 80    |
| <b>GOLF COURSE</b>   |     |     |     |     |     |     |     |     |     |       |
| KITCHEN MODIFICATIONS  | 125 | 100 | -   | -   | -   | -   | -   | -   | -   | 225   |
| FUEL TANK PAD  | 17  | -   | -   | -   | -   | -   | -   | -   | -   | 17    |
|  | 142 | 100 | =   | =   | =   | =   | =   | =   | =   | 242   |

NOTE:  
\*\* PENDING BOARD APPROVAL

# PEASE DEVELOPMENT AUTHORITY CAPITAL EXPENDITURES (EXCLUDING THE DIVISION OF PORTS AND HARBORS) NOVEMBER 1, 2015 TO JULY 31, 2016

(\$ 000's)

(CONTINUED):

| NONGRANT REIMBURSEMENT (CONTINUED):   | NOV        | DEC        | JAN        | FEB       | MAR        | APR       | MAY        | JUN        | JUL        | TOTAL        |
|---------------------------------------|------------|------------|------------|-----------|------------|-----------|------------|------------|------------|--------------|
| <b>PORTSMOUTH AIRPORT</b>             |            |            |            |           |            |           |            |            |            |              |
| AIRFIELD RUNWAY RELAMPING (LEED) **   | -          | -          | -          | -         | -          | -         | -          | 78         | -          | 78           |
| ROOF REPLACEMENT TERMINAL BUILDING ** | -          | -          | -          | -         | -          | -         | -          | 200        | 100        | 300          |
| REROOFING OF HUT # 7 AND #8 **        | -          | -          | -          | -         | -          | -         | 50         | -          | -          | 50           |
| SECURITY ACCESS SYSTEM REPLACEMENT**  | -          | -          | -          | 50        | -          | -         | -          | -          | -          | 50           |
| NEW SECURITY DOORS- P1**              | -          | -          | -          | -         | 10         | -         | -          | -          | -          | 10           |
|                                       | =          | =          | =          | <u>50</u> | <u>10</u>  | =         | <u>50</u>  | <u>278</u> | <u>100</u> | <u>488</u>   |
| <b>MAINTENANCE</b>                    |            |            |            |           |            |           |            |            |            |              |
| HVAC SYSTEM UPGRADE- 7 LEE STREET **  | -          | -          | 15         | -         | 40         | -         | -          | -          | -          | 55           |
| VEHICLE FLEET- DUMP BODY **           | -          | -          | -          | 30        | -          | -         | -          | -          | -          | 30           |
| OVERHEAD DOOR- INCINERATOR PLANT **   | -          | 10         | -          | -         | -          | -         | -          | -          | -          | 10           |
| LOADER PLOW- ARTIC **                 | -          | -          | 22         | -         | -          | -         | -          | -          | -          | 22           |
| FORKLIFT REPLACEMENT **               | -          | -          | 15         | -         | -          | -         | -          | -          | -          | 15           |
| BUILDING INFRASTRUCTURE **            | -          | -          | -          | -         | -          | -         | -          | 50         | -          | 50           |
| 75 ROCHESTER- FIRE ALARM **           | -          | -          | -          | -         | -          | -         | 90         | -          | -          | 90           |
| VEHICLE FLEET REPLACEMENT **          | =          | =          | <u>60</u>  | =         | =          | =         | =          | =          | =          | <u>60</u>    |
|                                       | =          | <u>10</u>  | <u>112</u> | <u>30</u> | <u>40</u>  | =         | <u>90</u>  | <u>50</u>  | =          | <u>332</u>   |
| <b>TOTAL NONGRANT</b>                 | <b>226</b> | <b>154</b> | <b>127</b> | <b>95</b> | <b>125</b> | <b>20</b> | <b>190</b> | <b>438</b> | <b>125</b> | <b>1,500</b> |

NOTE:  
\*\* PENDING BOARD APPROVAL

**PEASE DEVELOPMENT AUTHORITY  
 RECEIPT GRANT AWARDS (EXCLUDING THE DIVISION OF PORTS AND HARBORS)  
 NOVEMBER 1, 2015 TO JULY 31, 2016**

(\$ 000's)

|   | NOV        | DEC       | JAN        | FEB        | MAR        | APR      | MAY        | JUN        | JUL      | TOTAL        |
|---|------------|-----------|------------|------------|------------|----------|------------|------------|----------|--------------|
| <b>PORTSMOUTH AIRPORT</b>                   |            |           |            |            |            |          |            |            |          |              |
| OBSTRUCTION MITIGATION- PHASE I             | -          | -         | 35         | -          | -          | -        | -          | -          | -        | 35           |
| OBSTRUCTION MITIGATION- PHASE II            | -          | 75        | -          | 75         | -          | -        | 95         | -          | -        | 245          |
| IDENTIFICATION MANAGEMENT SYSTEM**          | -          | -         | -          | 55         | -          | -        | 100        | -          | -        | 155          |
| ASR CONSTRUCTION (SBG 1602)                 | -          | -         | -          | -          | -          | -        | -          | 180        | -        | 180          |
| PAVEMENT AND DRAINAGE (SBG 1603)            | -          | -         | -          | -          | -          | -        | -          | 120        | -        | 120          |
| BATHROOM RENOVATIONS                        | -          | -         | -          | -          | -          | -        | -          | 200        | -        | 200          |
| <b>SKYHAVEN AIRPORT</b>                     |            |           |            |            |            |          |            |            |          |              |
| RUNWAY REHAB DESIGN AND RECON               | -          | -         | 68         | -          | -          | -        | -          | -          | -        | 68           |
| RUNWAY CONSTRUCTION                         | -          | -         | -          | -          | 400        | -        | -          | -          | -        | 400          |
| TAXILANE PAVEMENTS                          | -          | -         | -          | 50         | -          | -        | 70         | -          | -        | 120          |
| RUNWAY DESIGN                               | -          | -         | -          | -          | 3          | -        | -          | -          | -        | 3            |
| <b>TRADEPORT</b>                            |            |           |            |            |            |          |            |            |          |              |
| FEMA SNOW RECOVERY                          | -          | -         | 120        | -          | -          | -        | -          | -          | -        | 120          |
| MULTI USE PATH (GRAFTON DRIVE SECTION ONLY) | 312        | -         | -          | -          | -          | -        | -          | -          | -        | 312          |
| <b>TOTAL GRANT</b>                          | <b>312</b> | <b>75</b> | <b>223</b> | <b>180</b> | <b>403</b> | <b>-</b> | <b>265</b> | <b>500</b> | <b>-</b> | <b>1,958</b> |

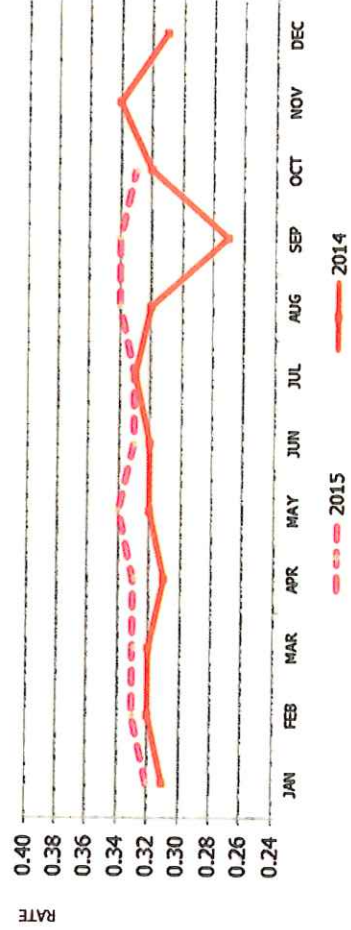
# PEASE DEVELOPMENT AUTHORITY CREDIT FACILITIES AND OUTSTANDING DEBT ANALYSIS

(\$ 000's)

|   |                           |                                    |
|---|---------------------------|------------------------------------|
| <b>AMOUNT OF ORIGINAL CREDIT FACILITY</b> | THE PROVIDENT BANK (RLOC) | 5,000                              |
| <b>AMOUNT AVAILABLE</b>                   |                           | 4,825                              |
| <b>EFFECTIVE DATE</b>                     |                           | 03-10-2011                         |
| <b>TERM DATE</b>                          |                           | 12-31-2016                         |
| <b>PURPOSE</b>                            |                           | TO PROVIDE WORKING CAPITAL         |
| <b>INTEREST RATE</b>                      |                           | ONE MONTH FHLB + 250 BASIS POINTS  |
| <b>MINIMUM SIZE OF DRAWDOWN</b>           |                           | NO MINIMUM                         |
| <b>OTHER</b>                              |                           | DOES NOT CARRY THE STATE GUARANTEE |

| <b>OUTSTANDING DEBT ANALYSIS</b> | <b>BALANCE AT 10-31-2015</b> | <b>BALANCE AT 06-30-2015</b> | <b>MATURITY DATE</b> | <b>INTEREST RATE %</b> |
|----------------------------------|------------------------------|------------------------------|----------------------|------------------------|
| THE PROVIDENT BANK (RLOC)        | 175                          | 2,750                        | 12-31-2016           | 2.88                   |
| CITY OF PORTSMOUTH               | 581                          | 581                          | 12-31-2020           | 4.50                   |
| <b>WEIGHTED AVERAGE</b>          | <b>756</b>                   | <b>3,331</b>                 |                      | <b>3.14</b>            |

**TRENDING THE ONE MONTH FHLB (BOSTON) INTEREST RATE**



# DIVISION OF PORTS AND HARBORS CASH FLOW SUMMARY OVERVIEW (EXCLUDING RESTRICTED FUNDS) NOVEMBER 1, 2015 TO JULY 31, 2016

(\$ 000's)

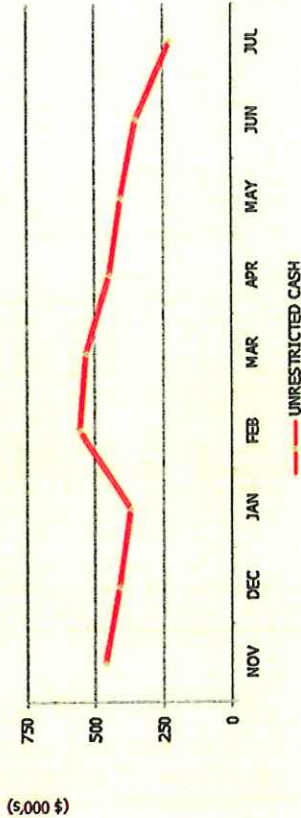
|                                 | AMOUNT       |
|---------------------------------|--------------|
| <b>OPENING FUND BALANCE</b>     | <u>455</u>   |
| <b>SOURCES OF FUNDS</b>         |              |
| FACILITY RENTALS                | 413          |
| MOORING FEES                    | 335          |
| REGISTRATIONS / WHARFAGE        | 330          |
| FUEL SALES                      | 255          |
| PARKING FEES AND OTHER          | 75           |
|                                 | <u>1,408</u> |
| <b>USES OF FUNDS</b>            |              |
| PERSONNEL SERVICES AND BENEFITS | 922          |
| OPERATING EXPENSES              | 465          |
| FUEL PROCUREMENT                | 204          |
| CAPITAL EXPENDITURES            | 45           |
| ALL OTHER                       | -            |
|                                 | <u>1,636</u> |
| <b>NET CASH FLOW</b>            | <u>(228)</u> |
| <b>CLOSING FUND BALANCE</b>     | <u>227</u>   |

**DISCUSSION**

CURRENT SENSITIVITIES TOWARD FUTURE PROJECTIONS INCLUDE 1) ACCURACY OF CAPITAL EXPENDITURE FORECAST, 2) WORKERS COMPENSATION CLAIMS AND OR LEGAL SETTLEMENTS, 3) FUEL CONSUMPTION DEMAND AND 4) CONTAINMENT OF EMPLOYEE OVERTIME.

LEASE AGREEMENT WITH STATE OF MAINE DEPARTMENT OF TRANSPORTATION EXPIRES DECEMBER 31, 2017.

**PROJECTED UNRESTRICTED CASH BALANCES**



| TOTAL FUND BALANCES | BALANCE AT 10-31-2015 | BALANCE AT 06-30-2015 |
|---------------------|-----------------------|-----------------------|
| UNRESTRICTED FUNDS  | 455                   | 321                   |
| HARBOR DREDGING     | 400                   | 449                   |
| FOREIGN TRADE ZONE  | 51                    | 54                    |
| REVOLVING LOAN FUND | <u>347</u>            | <u>373</u>            |
| <b>TOTAL</b>        | <b>1,253</b>          | <b>1,197</b>          |

# DIVISION OF PORTS AND HARBORS STATEMENT OF CASH FLOW- UNRESTRICTED FUNDS NOVEMBER 1, 2015 TO JULY 31, 2016

(\$ 000'S)

|                                 | NOV        | DEC        | JAN        | FEB        | MAR        | APR        | MAY        | JUN        | JUL        | TOTAL        |
|---------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| <b>OPENING FUND BALANCE</b>     | <u>455</u> | <u>462</u> | <u>413</u> | <u>370</u> | <u>556</u> | <u>531</u> | <u>447</u> | <u>409</u> | <u>353</u> | <u>455</u>   |
| <b>SOURCES OF FUNDS</b>         |            |            |            |            |            |            |            |            |            |              |
| FACILITY RENTALS                | 50         | 50         | 35         | 45         | 50         | 45         | 45         | 48         | 45         | 413          |
| CONCESSION REVENUES             | -          | -          | -          | -          | -          | -          | 3          | 5          | 2          | 10           |
| MOORING FEES                    | -          | -          | 65         | 200        | 40         | 20         | 10         | -          | -          | 335          |
| REGISTRATIONS / WHARFAGE        | 45         | 20         | 60         | 65         | 30         | 70         | 20         | 10         | 10         | 330          |
| PARKING FEES                    | 5          | -          | -          | -          | -          | 5          | 15         | 20         | 20         | 65           |
| FUEL SALES                      | 40         | 30         | 15         | 15         | 10         | 25         | 40         | 40         | 40         | 255          |
|                                 | <u>140</u> | <u>100</u> | <u>175</u> | <u>325</u> | <u>130</u> | <u>165</u> | <u>133</u> | <u>123</u> | <u>117</u> | <u>1,408</u> |
| <b>USE OF FUNDS</b>             |            |            |            |            |            |            |            |            |            |              |
| PERSONNEL SERVICES AND BENEFITS | 65         | 65         | 155        | 65         | 97         | 160        | 75         | 75         | 165        | 922          |
| BUILDINGS AND FACILITIES        | 10         | 14         | 20         | 10         | 25         | 30         | 25         | 20         | 25         | 179          |
| GENERAL AND ADMINISTRATIVE      | 11         | 6          | 10         | 6          | 7          | 9          | 12         | 10         | 9          | 80           |
| UTILITIES                       | 15         | 15         | 21         | 21         | 18         | 15         | 12         | 42         | 12         | 171          |
| PROFESSIONAL SERVICES           | -          | 10         | -          | 10         | -          | -          | 15         | -          | -          | 35           |
| FUEL PROCUREMENT                | 32         | 24         | 12         | 12         | 8          | 20         | 32         | 32         | 32         | 204          |
| CAPITAL EXPENDITURES AND OTHER  | -          | 15         | -          | 15         | -          | 15         | -          | -          | -          | 45           |
|                                 | <u>133</u> | <u>149</u> | <u>218</u> | <u>139</u> | <u>155</u> | <u>249</u> | <u>171</u> | <u>179</u> | <u>243</u> | <u>1,636</u> |
| <b>NET CASH FLOW</b>            | 7          | (49)       | (43)       | 186        | (25)       | (84)       | (38)       | (156)      | (126)      | (228)        |
| <b>CLOSING FUND BALANCE</b>     | <u>462</u> | <u>413</u> | <u>370</u> | <u>556</u> | <u>531</u> | <u>447</u> | <u>409</u> | <u>353</u> | <u>227</u> | <u>227</u>   |



# DIVISION OF PORTS AND HARBORS STATEMENT OF CASH FLOW- HARBOR DREDGING FUND NOVEMBER 1, 2015 TO JULY 31, 2016

(\$ 000's)

|                                 | NOV        | DEC         | JAN        | FEB         | MAR        | APR        | MAY        | JUN        | JUL        | TOTAL       |
|---------------------------------|------------|-------------|------------|-------------|------------|------------|------------|------------|------------|-------------|
| <b>OPENING FUND BALANCE</b>     | <b>400</b> | <b>402</b>  | <b>390</b> | <b>399</b>  | <b>383</b> | <b>391</b> | <b>383</b> | <b>389</b> | <b>383</b> | <b>400</b>  |
| <b>SOURCES OF FUNDS</b>         |            |             |            |             |            |            |            |            |            |             |
| PIER USAGE FEES                 | 1          | 7           | 10         | 7           | 7          | 7          | 9          | 8          | 6          | 62          |
| REGISTRATIONS                   | -          | -           | 1          | 1           | 1          | 1          | 1          | 1          | 1          | 7           |
| FUEL FLOWAGE FEES               | 1          | 1           | -          | -           | -          | 1          | 1          | 2          | 2          | 8           |
|                                 | 2          | 8           | 11         | 8           | 8          | 9          | 11         | 11         | 9          | 77          |
| <b>USE OF FUNDS</b>             |            |             |            |             |            |            |            |            |            |             |
| PERSONNEL SERVICES AND BENEFITS | -          | -           | -          | -           | -          | -          | -          | -          | -          | -           |
| BUILDINGS AND FACILITIES        | -          | 3           | -          | 2           | -          | -          | 3          | 2          | -          | 10          |
| GENERAL AND ADMINISTRATIVE      | -          | -           | 2          | -           | -          | 2          | -          | -          | 2          | 6           |
| UTILITIES                       | -          | -           | -          | -           | -          | -          | -          | -          | -          | -           |
| PROFESSIONAL SERVICES           | -          | 2           | -          | 2           | -          | -          | 2          | -          | 4          | 10          |
| ALL OTHER                       | -          | 15          | -          | 20          | -          | 15         | -          | 15         | -          | 65          |
|                                 | -          | 20          | 2          | 24          | -          | 17         | 5          | 17         | 6          | 91          |
| <b>NET CASH FLOW</b>            | <b>2</b>   | <b>(12)</b> | <b>9</b>   | <b>(16)</b> | <b>8</b>   | <b>(8)</b> | <b>6</b>   | <b>(6)</b> | <b>3</b>   | <b>(14)</b> |
| <b>CLOSING FUND BALANCE</b>     | <b>402</b> | <b>390</b>  | <b>399</b> | <b>383</b>  | <b>391</b> | <b>383</b> | <b>389</b> | <b>383</b> | <b>386</b> | <b>386</b>  |

# DIVISION OF PORTS AND HARBORS

## STATEMENT OF CASH FLOW- FOREIGN TRADE ZONE

### NOVEMBER 1, 2015 TO JULY 31, 2016

(\$ 000's)

|                                 | <u>NOV</u> | <u>DEC</u> | <u>JAN</u> | <u>FEB</u> | <u>MAR</u> | <u>APR</u> | <u>MAY</u> | <u>JUN</u> | <u>JUL</u> | <u>TOTAL</u> |
|---------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|--------------|
| <b>OPENING FUND BALANCE</b>     | <b>51</b>  | <b>49</b>  | <b>49</b>  | <b>59</b>  | <b>57</b>  | <b>57</b>  | <b>57</b>  | <b>55</b>  | <b>55</b>  | <b>51</b>    |
| <b>SOURCES OF FUNDS</b>         |            |            |            |            |            |            |            |            |            |              |
| FACILITY RENTALS                | -          | -          | 10         | -          | -          | -          | -          | -          | -          | 10           |
| ALL OTHER                       | -          | -          | -          | -          | -          | -          | -          | -          | -          | -            |
| <b>USE OF FUNDS</b>             |            |            |            |            |            |            |            |            |            |              |
| PERSONNEL SERVICES AND BENEFITS | -          | -          | -          | -          | -          | -          | -          | -          | -          | -            |
| BUILDINGS AND FACILITIES        | -          | -          | -          | -          | -          | -          | -          | -          | -          | -            |
| GENERAL AND ADMINISTRATIVE      | -          | -          | -          | -          | -          | -          | -          | -          | -          | -            |
| UTILITIES                       | -          | -          | -          | -          | -          | -          | -          | -          | -          | -            |
| PROFESSIONAL SERVICES           | 2          | -          | -          | 2          | -          | -          | 2          | -          | -          | 6            |
| ALL OTHER                       | -          | -          | -          | -          | -          | -          | -          | -          | -          | -            |
| <b>NET CASH FLOW</b>            | <b>2</b>   | <b>2</b>   | <b>2</b>   | <b>(2)</b> | <b>2</b>   | <b>2</b>   | <b>2</b>   | <b>2</b>   | <b>2</b>   | <b>6</b>     |
| <b>CLOSING FUND BALANCE</b>     | <b>(2)</b> | <b>10</b>  | <b>(2)</b> | <b>57</b>  | <b>57</b>  | <b>57</b>  | <b>(2)</b> | <b>55</b>  | <b>55</b>  | <b>4</b>     |
|                                 | <b>49</b>  | <b>49</b>  | <b>59</b>  | <b>57</b>  | <b>57</b>  | <b>57</b>  | <b>55</b>  | <b>55</b>  | <b>55</b>  | <b>55</b>    |

# DIVISION OF PORTS AND HARBORS STATEMENT OF CASH FLOW- REVOLVING LOAN NOVEMBER 1, 2015 TO JULY 31, 2016

(\$ 000's)

|                               | NOV        | DEC        | JAN        | FEB        | MAR        | APR        | MAY        | JUN        | JUL        | TOTAL      |
|-------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| <b>OPENING FUND BALANCE</b>   | <u>304</u> | <u>316</u> | <u>328</u> | <u>341</u> | <u>353</u> | <u>366</u> | <u>379</u> | <u>393</u> | <u>406</u> | <u>304</u> |
| <b>SOURCES OF FUNDS</b>       |            |            |            |            |            |            |            |            |            |            |
| LOAN REPAYMENTS               | 11         | 11         | 11         | 11         | 12         | 12         | 12         | 12         | 12         | 104        |
| INTEREST INCOME-LOANS         | 3          | 3          | 3          | 3          | 3          | 3          | 3          | 3          | 3          | 27         |
| INTEREST INCOME- FUND BALANCE | -          | -          | 1          | -          | -          | -          | 1          | -          | -          | 2          |
| <b>USE OF FUNDS</b>           |            |            |            |            |            |            |            |            |            |            |
| NEW LOANS ISSUED              | 21         | -          | -          | -          | -          | -          | -          | -          | -          | 21         |
| PERSONNEL SERVICES            | -          | -          | -          | -          | -          | -          | -          | -          | -          | -          |
| BUILDINGS AND FACILITIES      | -          | -          | -          | -          | -          | -          | -          | -          | -          | -          |
| GENERAL AND ADMINISTRATIVE    | -          | -          | -          | -          | -          | -          | -          | -          | -          | -          |
| UTILITIES                     | -          | -          | -          | -          | -          | -          | -          | -          | -          | -          |
| PROFESSIONAL SERVICES         | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 2          | 39         |
| ALL OTHER                     | -          | -          | -          | -          | -          | -          | -          | -          | -          | -          |
| <b>NET CASH FLOW</b>          | <u>23</u>  | <u>2</u>   | <u>2</u>   | <u>2</u>   | <u>2</u>   | <u>2</u>   | <u>2</u>   | <u>2</u>   | <u>2</u>   | <u>18</u>  |
|                               | (9)        | 12         | 13         | 12         | 13         | 13         | 14         | 13         | 13         | 94         |
| <b>CLOSING FUND BALANCE</b>   | <u>295</u> | <u>307</u> | <u>320</u> | <u>332</u> | <u>345</u> | <u>358</u> | <u>372</u> | <u>385</u> | <u>398</u> | <u>398</u> |

NOTE:  
1) EXCLUDES SERQUESTERED FUND BALANCE OF \$43.



**REVOLVING LOAN FUND**

**SEMI-ANNUAL FILING TO THE  
ECONOMIC DEVELOPMENT ADMINISTRATION  
SEPTEMBER 30, 2015**

**BOARD OF DIRECTORS MEETING  
NOVEMBER 19, 2015**

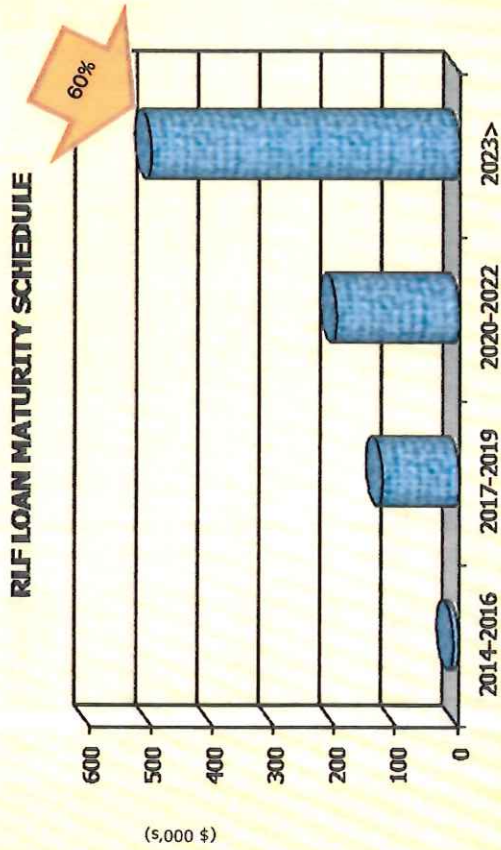


(\$ 000's)

## REVOLVING LOAN FUND INCOME AND EXPENSE STATEMENT

|   | SIX MONTHS<br>ENDING<br>SEPT 30, 2015 | SIX MONTHS<br>ENDING<br>MAR 31, 2015 | SIX MONTHS<br>ENDING<br>SEPT 30, 2014 | SIX MONTHS<br>ENDING<br>MAR 31, 2014 | SIX MONTHS<br>ENDING<br>SEPT 30, 2013 | SIX MONTHS<br>ENDING<br>MAR 31, 2013 |
|---|---------------------------------------|--------------------------------------|---------------------------------------|--------------------------------------|---------------------------------------|--------------------------------------|
| RLF INCOME  | <u>17</u>                             | <u>18</u>                            | <u>19</u>                             | <u>20</u>                            | <u>19</u>                             | <u>16</u>                            |
| ADMINISTRATIVE<br>EXPENSES CHARGED TO<br>RLF INCOME | 9                                     | 10                                   | 8                                     | 12                                   | 10                                    | 12                                   |
| PROFESSIONAL SERVICES                               | =                                     | =                                    | =                                     | =                                    | =                                     | =                                    |
| OTHER COSTS   | 9                                     | 10                                   | 8                                     | 12                                   | 10                                    | 12                                   |
| TOTAL EXPENSES                                      | 8                                     | 8                                    | 11                                    | 8                                    | 9                                     | 4                                    |
| RLF INCOME- NET                                     | <u>386</u>                            | <u>378</u>                           | <u>370</u>                            | <u>359</u>                           | <u>351</u>                            | <u>342</u>                           |
| CUMULATIVE<br>RLF INCOME- NET                       | <u>52.9</u>                           | <u>55.6</u>                          | <u>42.1</u>                           | <u>60.0</u>                          | <u>52.6</u>                           | <u>75.0</u>                          |
| EXPENSES AS A %<br>OF RLF INCOME                    |                                       |                                      |                                       |                                      |                                       |                                      |

# REVOLVING LOAN FUND LOAN BALANCES OUTSTANDING



**LOAN ACTIVITY FOR THE PERIOD**

|                          | PRINCIPAL AMOUNT |
|--------------------------|------------------|
| <b>LOANS ISSUED</b>      |                  |
| <b>LOAN REPAYMENTS</b>   |                  |
| PIKE                     | 75.0             |
| RUSSELL                  | 26.3             |
| KEEFE                    | 18.8             |
| <b>NET LOAN ACTIVITY</b> | <b>(120.1)</b>   |

| PARTICIPANT               | RLF CUMULATIVE AMOUNTS OUTSTANDING | (\$ 000's) | % OF RLF PORTFOLIO |
|---------------------------|------------------------------------|------------|--------------------|
| BBE LOBSTER               | 145                                |            | 19.8               |
| KING MARINE, LLC (3)      | 96                                 |            | 13.1               |
| BLACK LAB FISHING CO. (2) | 75                                 |            | 10.2               |
| SWEET CAROLYN, LLC        | 60                                 |            | 8.2                |
| DOBRE                     | 47                                 |            | 6.4                |
| DRISCOLL                  | 46                                 |            | 6.3                |
| FELCH                     | 40                                 |            | 5.5                |
| PAWLUK                    | 29                                 |            | 4.0                |
| BERINGER                  | 29                                 |            | 4.0                |
| CAMPOLINI                 | 27                                 |            | 3.7                |
| J&K FISHERIES             | 21                                 |            | 2.9                |
| MCCUNE                    | 18                                 |            | 2.5                |
| BROWN                     | 17                                 |            | 2.3                |
| STETTNER                  | 17                                 |            | 2.3                |
| YANKEE FISHERMEN COOP     | 16                                 |            | 2.2                |
| MARCONI                   | 16                                 |            | 2.2                |
| BOHELY                    | 16                                 |            | 2.2                |
| TIRONE (2)                | 14                                 |            | 1.8                |
| BABULA                    | 4                                  |            | 0.4                |
|                           | <b>733</b>                         |            | <b>100.0</b>       |



MOTION


Director Torr:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to amend and execute an extension to the Right of Entry with Lonza Biologics, Inc. for the premises located at 70/80 Corporate Drive. The Right of Entry is extended from March 31 2016 to December 31, 2016; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager – Engineering dated November 9, 2015 attached hereto.

Note: Roll Call Vote required.

N:\RESOLVES\Lonza7080ROEExt1115.wpd

## MEMO

To: David Mullen, Executive Director  
From: Maria Stowell, Engineering, Manager   
Date: November 9, 2015  
Subject: Lonza ROE Extension

Lonza has recently begun work in connection with the CT Expansion Project previously permitted through the City of Portsmouth and Pease Development Authority (PDA). The PDA approval included permission to grant Lonza a Right of Entry (ROE) allowing use of the iron parcel (70/80 Corporate Drive) for contractor parking. As work has ramped up, it has become clear that the delineated parking area is inadequate and a larger area is needed.

The existing ROE allowed 1.1 acres of the premises to be utilized for parking through March 21, 2016. The amended ROE would allow Lonza to utilize 3.0 acres for parking and staging through December 31, 2016. The price would be adjusted accordingly.

At the November 19, 2015 PDA Board of Directors meeting, please ask to have Lonza's Right of Entry amended as described above.

N:\ENGINEER\Board Memos\2015\Lonza ROE Extension.doc

MOTION

Director Allard:

The Pease Development Authority Board of Directors hereby approves of and consents to the extension of the Right of Entry ("ROE") dated August 8, 2013 with Moulison North Corporation for the purpose of storing conduit materials at 31 Exeter Street. The ROE is extended for a period of one (1) year effective April 5, 2015 with two (2) six (6) month options to extend exercisable at the Executive Director's sole discretion; and subject to all other terms and conditions of the Right of Entry dated August 3, 2013 attached hereto remaining in full force and effect.

Note: Roll Call Vote required.

N:\RESOLVES\ROEMoulisonExt1115.wpd



55 International Drive, Portsmouth, NH 03801

August 8, 2013

Michael LaBreque, Superintendent  
Moulison North Corporation  
PO Box 348  
Biddeford, ME 04005-0348

Re: Right of Entry - 31 Exeter Street  
Pease International Tradeport, Portsmouth, NH

Dear Mr. LaBreque:

This letter will authorize Moulison North Corporation ("Moulison") and/or its agents and contractors to enter upon the premises shown in the attached Exhibit A (the "Premises") for the period beginning August 9, 2013 through April 4, 2014 for the purpose of utilizing the Premises, at its sole risk, for storage of conduit materials; and for no other use without the prior express written consent of Pease Development Authority ("PDA"). This Right of Entry will expire at midnight on April 4, 2014, unless otherwise extended by agreement of Moulison and PDA. Any extension beyond April 4, 2014 is subject to prior approval of the Pease Development Authority Board of Directors.

This authorization is conditioned upon the following:

1. Moulison'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. Moulison expressly waives all claims against the PDA for any such loss, damage, personal injury or death caused by or occurring as a consequence of Moulison's use of the Premises or the conduct of activities or the performance of responsibilities under this authorization. Moulison further agrees to indemnify, save, hold harmless, and defend the PDA, 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 Moulison's use of the Premises or any activities conducted or undertaken in connection with or pursuant to this authorization.

2. Moulison and any agent or contractor of Moulison providing PDA with satisfactory evidence of comprehensive general liability insurance to a limit of not less than Four Million Dollars (\$4,000,000), naming the PDA as an additional insured as its interests may appear. Moulison and any agent or contractor of Moulison providing PDA with satisfactory evidence of automobile liability insurance coverage in the amount of \$1,000,000.00 and workers' compensation coverage to statutory limits. Each such policy or certificate therefor issued by the insurer shall contain (i) a provision that no act or omission of any employee, officer or agent of Moulison 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 PDA, (iii) with the exception of workers compensation

Michael LaBreque, Superintendent  
Moulision North Corporation  
August 8, 2013  
Page 2

coverage, provide that the insurer shall have no right of subrogation against the PDA and (iv) a provision that any liability insurance coverage required to be carried shall be primary and non-contributing with respect to any insurance carried by PDA.

3. [Reserved]

4. Moulison's agreement herein that the premises will be used on an "as is" condition.

5. Moulison's agreement herein that the hours of operation will be seven days a week from dawn to dusk. Notwithstanding Section 8 of this Right of Entry, in the event PDA determines in its sole discretion that Moulison's operations are creating a nuisance or give rise to any health or safety concerns, PDA may either reduce the hours of operation or terminate the Agreement upon giving Moulison oral or written notice.

6. Moulison's agreement herein that Moulison shall be responsible for the cleanup of all debris on the Premises resulting from work performed by Moulison and/or its agents and contractors.

7. Moulison's agreement to maintain the Premises in a neat and orderly manner for the duration of this Right of Entry and to leave the Premises in a neat and orderly condition which is equal to or better than the condition of the Premises upon the commencement of this Right of Entry.

8. Moulison's agreement herein that Moulison shall, upon thirty (30) days written notice from PDA, vacate and, at PDA's election, restore said premises to its condition prior to the commencement of any work.

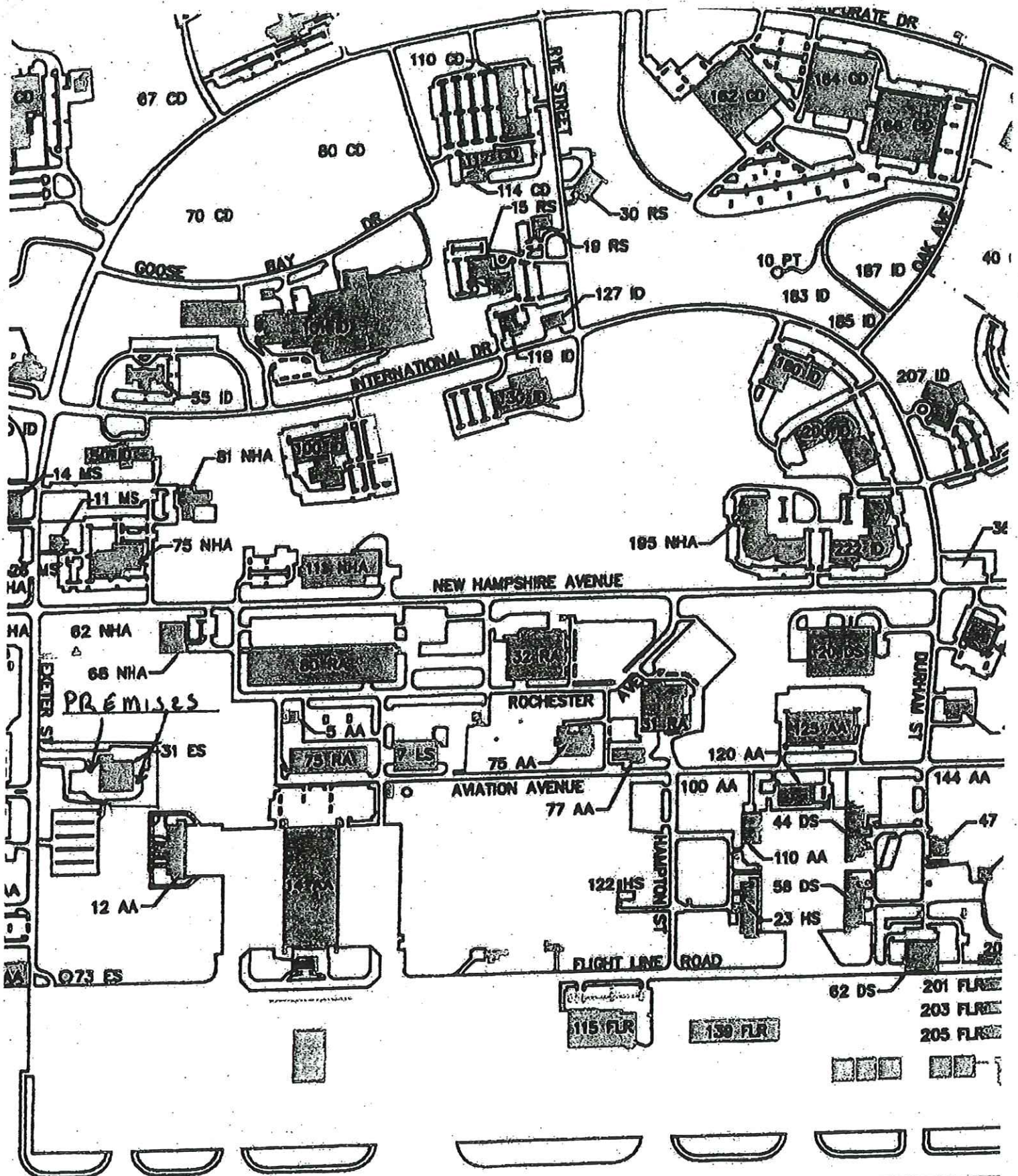
9. Moulison acknowledges and agrees that it will be responsible for snow removal that is needed for its operations.

10. Moulison's agreement that it will not use or store or release any hazardous substances on the Premises for the duration of this Right of Entry. As used in this Right of Entry, the term "Hazardous Substances" means any hazardous or toxic substance, material or waste, oil or petroleum product, which is or becomes regulated by any local governmental authority, the State of New Hampshire or the United States Government. The term "Hazardous Substances" includes, without limitation, any material or substance which is (i) defined as a "hazardous waste," under New Hampshire RSA ch.147-A, (ii) defined as a "hazardous substance" under New Hampshire RSA ch.147-B, (iii) oil, gasoline or other petroleum product, (iv) asbestos, (v) listed under or defined as hazardous substance pursuant to Parts Env-Wm 110, 211-216, 351-353, 400-100 ("Hazardous Waste Rules") of the New Hampshire Code of Administrative Rules, (vi) designated as a "hazardous substance" pursuant to Section 311 of the Federal Water Pollution Control Act (33 U.S.C. §1317, (vii) defined as a "hazardous waste" pursuant to Section 1004 of the Federal Resource Conservation and Recovery Act, 42 U.S.C. §6901 et seq. (42 U.S.C. §6903), or (viii) defined as a "hazardous substance" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §9601 et seq. (42 U.S.C. §9601) and (ix) so defined in the regulations adopted and publications promulgated pursuant to any of such laws, or as such laws or regulations may be further amended, modified or supplemented (collectively "Hazardous Substance Laws").



**EXHIBIT "A"**


**PREMISES**



PORTSMOUTH INTERNATIONAL AIRPORT AT PEASE



MEMORANDUM

To: Pease Development Authority Board of Directors  
From: David R. Mullen, Executive Director   
Date: November 19, 2015  
Re: Sublease between NH Avenue Retail Center, LLC and Ad Tech Systems, Inc.

In accordance with the "Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements" adopted by the Board on August 8, 1996, I am pleased to report that PDA has approved of a sublease between NH Avenue Retail Center, LLC ("NH Avenue") and Ad Tech Systems, LLC for 1,539 square feet at 14 Manchester Square with a base term of three years with two 3 year options to extend. Ad Tech specializes in the design, installation, maintenance and technical support of audio, video, and video conferencing will use the premises for a general business office and related uses.

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

"A Sub-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 Sublease;
3. The original Sublease remains primarily liable to Sublessor to pay rent and to perform all other obligations to be performed by Sublessee under the original Sublease; and
4. The proposed Sublessee is financially and operationally responsible."

Conditions one through three have been met. As to condition four, PDA relies on NH Avenue's continued primary liability for payment of rent and other obligations pursuant to the PDA/NH Avenue 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\NH Ave Retail\Board\BoardmemADTech1115.wpd

MEMORANDUM

To: Pease Development Authority Board of Directors

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

Date: November 19, 2015

Re: Sublease between One New Hampshire Avenue, LLC and Zolon Tech Solutions, Inc.

In accordance with the "Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements" adopted by the Board on August 8, 1996, I am pleased to report that PDA has approved of a sublease between One New Hampshire Avenue, LLC ("ONH") and Zolon Tech Solutions, Inc. ("Zolon") for 1,703 square feet at 1 New Hampshire Avenue. The ONH/Zolon Sublease is for a base term of three years effective January 1, 2016. Zolon, a data services provider, will use the premises as a general business office.

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

"A Sub-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 Sublease;
3. The original Sublessee remains primarily liable to Sublessor to pay rent and to perform all other obligations to be performed by Sublessee under the original Sublease; and
4. The proposed Sublessee is financially and operationally responsible."

Conditions one through three have been met. As to condition four, PDA relies on ONH's continued primary liability for payment of rent and other obligations pursuant to the PDA/ONH 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\1 New Hampshire\Board\BoardmemZolon1115.wpd

MEMORANDUM

To: Pease Development Authority Board of Directors  
From: David R. Mullen, Executive Director *DM*  
Date: November 19, 2015  
Re: Sublease between Two International Group, 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 2 International Drive between Two International Group, LLC ("TIG") and:

Global Aquaculture Alliance (promoter of responsible aquaculture practices)  
4,513 square feet  
Use: General business office  
Term: Two years

Weidema, Lavin, Grott & Riendeau, PC (financial and tax service provider)  
2,638 square feet  
Use: General business office  
Term: Ten years

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.

MEMORANDUM

To: Pease Development Authority Board of Directors  
From: David R. Mullen, Executive Director *DRM*  
Date: November 19, 2015  
Re: Sublease between 30 International Drive, LLC and Seacoast Task Force on Family Violence

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 between 30 International Drive, LLC ("30 International") and Seacoast Task Force on Family Violence dba A Safe Place and Sexual Assault Support Services ("STFFV"). The sublease is for 3,832 square feet at 20 International Drive with a base term of five years with one option effective June 1, 2015. STFFV will use the Subleased Premises for general business offices.

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

"A Sub-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 Sublease;
3. The original Sublease remains primarily liable to Sublessor to pay rent and to perform all other obligations to be performed by Sublessee under the original Sublease; and
4. The proposed Sublessee is financially and operationally responsible."

Conditions one through three have been met. As to condition four, PDA relies on 30 International's continued primary liability for payment of rent and other obligations pursuant to the PDA/30 International Sublease.

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:\30INTL\Board\Boardmem1115.wpd

MOTION

Director Lamson:

The Pease Development Authority Board of Directors hereby approves of the Concept Plan submitted by 100 International, LLC attached hereto for the premises located at 100 International Drive; all on terms and conditions set forth in the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated November 12, 2015 attached hereto.

Note: Roll Call Vote required.

N:\RESOLVES\100IntlConcept1115.wpd

## MEMORANDUM

To: David R. Mullen, Executive Director

From: Maria J. Stowell, PE, Engineering Manager *Maria*

Date: November 12, 2015

Subject: 100 International Drive Parking Expansion

PDA's tenant at 100 International Drive, 100 International, LLC, has a need to provide more parking for the building. One of the subtenants, Liberty Mutual, operates at a dense occupancy rate, which has resulted in the need for additional spaces. 100 International is proposing to construct a new parking lot at the northern end of the its subleased premises as shown on the attached concept plan.

Staff has reviewed the parking proposal and in general agrees with the proposal. If constructed, the 110,860 square foot building will have a total of 459 spaces. That equates to 4.14 spaces per 1000 square feet, not an excessive amount.

With regard to how the new parking fits on the lot, staff reviewed open space requirements, lot setbacks, wetland setbacks, screening, and ability to treat additional storm water runoff. Based on the information available (we have not yet reviewed the engineered drawings) we believe the project can proceed to the City for site review. During site review, we will address details such as minimizing the use of salt, effectiveness of storm water treatment, maintaining setbacks, and the impact of additional traffic.

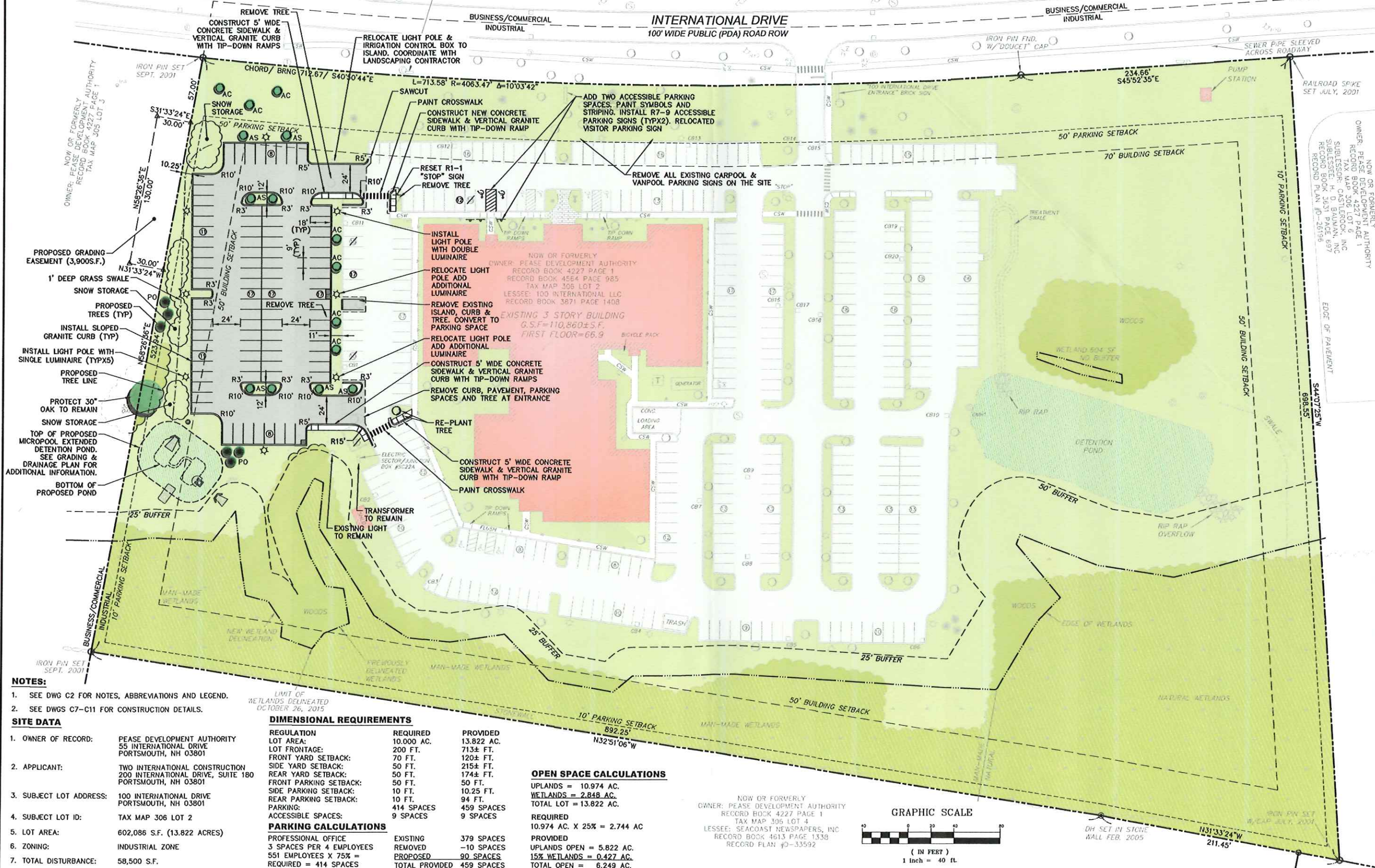
One item bears special notice. To construct the parking as shown, the applicant will need to make grading changes to the adjacent lot at 50 International/75 New Hampshire. Since the same principals control the lease on the adjacent lot, there is no question of consent by that tenant. Board approval of this plan will also be approval to encumber the neighboring lot.

Please seek Board approval for the proposed additional parking for 100 International Drive as described in this memo. An approval would allow the project to be referred to the City of Portsmouth for site review.

| QTY | KEY | BOTANICAL NAME                   | COMMON NAME                | SIZE                   |
|-----|-----|----------------------------------|----------------------------|------------------------|
| 8   | VA  | ULMUS AMERICANA "VALLEY FORGE"   | AMERICAN ELM               | 2 1/2"-3" CALIPER, B&B |
| 7   | AS  | ACER SACCHARIUM "GREEN MOUNTAIN" | GREEN MOUNTAIN SUGAR MAPLE | 2 1/2"-3" CALIPER, B&B |
| 6   | PO  | PICEA OMORIKA                    | SERBIAN SPURCE             | 6"-8" HIGH, B&B        |

NOW OR FORMERLY  
OWNER: PEASE DEVELOPMENT AUTHORITY  
RECORD BOOK 4227 PAGE 1  
TAX MAP 305 LOT 6  
LESSEE: LONZA BIOLOGISTICS  
RECORD PLAN #D-29538

**FOR CONCEPTUAL APPROVAL  
NOT FOR CONSTRUCTION**



- NOTES:**
- SEE DWG C2 FOR NOTES, ABBREVIATIONS AND LEGEND.
  - SEE DWGS C7-C11 FOR CONSTRUCTION DETAILS.

**SITE DATA**

- OWNER OF RECORD: PEASE DEVELOPMENT AUTHORITY  
55 INTERNATIONAL DRIVE  
PORTSMOUTH, NH 03801
- APPLICANT: TWO INTERNATIONAL CONSTRUCTION  
200 INTERNATIONAL DRIVE, SUITE 180  
PORTSMOUTH, NH 03801
- SUBJECT LOT ADDRESS: 100 INTERNATIONAL DRIVE  
PORTSMOUTH, NH 03801
- SUBJECT LOT ID: TAX MAP 306 LOT 2
- LOT AREA: 602,086 S.F. (13.822 ACRES)
- ZONING: INDUSTRIAL ZONE
- TOTAL DISTURBANCE: 58,500 S.F.

**DIMENSIONAL REQUIREMENTS**

| REGULATION             | REQUIRED   | PROVIDED   |
|------------------------|------------|------------|
| LOT AREA:              | 10,000 AC. | 13,822 AC. |
| LOT FRONTAGE:          | 200 FT.    | 713± FT.   |
| FRONT YARD SETBACK:    | 70 FT.     | 120± FT.   |
| SIDE YARD SETBACK:     | 50 FT.     | 215± FT.   |
| REAR YARD SETBACK:     | 50 FT.     | 174± FT.   |
| FRONT PARKING SETBACK: | 50 FT.     | 50 FT.     |
| SIDE PARKING SETBACK:  | 10 FT.     | 10.25 FT.  |
| REAR PARKING SETBACK:  | 10 FT.     | 94 FT.     |
| PARKING:               | 414 SPACES | 459 SPACES |
| ACCESSIBLE SPACES:     | 9 SPACES   | 9 SPACES   |

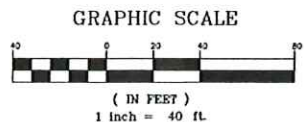
**PARKING CALCULATIONS**

| PROFESSIONAL OFFICE      | EXISTING       | 379 SPACES |
|--------------------------|----------------|------------|
| 3 SPACES PER 4 EMPLOYEES | REMOVED        | -10 SPACES |
| 551 EMPLOYEES X 75% =    | PROPOSED       | 90 SPACES  |
| REQUIRED = 414 SPACES    | TOTAL PROVIDED | 459 SPACES |

**OPEN SPACE CALCULATIONS**

|                             |
|-----------------------------|
| UPLANDS = 10.974 AC.        |
| WETLANDS = 2,848 AC.        |
| TOTAL LOT = 13,822 AC.      |
| REQUIRED                    |
| 10,974 AC. X 25% = 2,744 AC |
| PROVIDED                    |
| UPLANDS OPEN = 5,822 AC.    |
| 15% WETLANDS = 0,427 AC.    |
| TOTAL OPEN = 6,249 AC.      |

NOW OR FORMERLY  
OWNER: PEASE DEVELOPMENT AUTHORITY  
RECORD BOOK 4227 PAGE 1  
TAX MAP 306 LOT 4  
LESSEE: SEACOAST NEWSPAPERS, INC  
RECORD BOOK 4613 PAGE 1338  
RECORD PLAN #D-33592



| NO. | DATE     | REVISION DESCRIPTION                    |
|-----|----------|---|
| 1   | 11/10/15 | ISSUED FOR PDA REVIEW                   |
| 2   | 11/16/15 | ISSUED FOR PORTSMOUTH PRE T.A.C. REVIEW |

DESIGNED BY: SMT  
CHECKED BY: WRD  
DRAWN BY: SMT

ORIGINAL DATE: NOVEMBER 10, 2015  
SCALE: AS SHOWN

**Hoyle, Tanner & Associates, Inc.**  
100 International Dr., #300, Portsmouth, NH 03801  
Tel: (603) 431-2520 Fax: (603) 431-8087 Web: www.hoyletanner.com  
© Copyright 2015 Hoyle, Tanner & Associates, Inc.

CLIENT: TWO INTERNATIONAL CONSTRUCTION, INC.  
200 INTERNATIONAL DRIVE, SUITE 180  
PORTSMOUTH, NH 03801

PROJECT: NORTHWEST PARKING LOT EXPANSION  
100 INTERNATIONAL DRIVE  
PORTSMOUTH, NH

SITE LAYOUT & LANDSCAPE PLAN  
**C4**

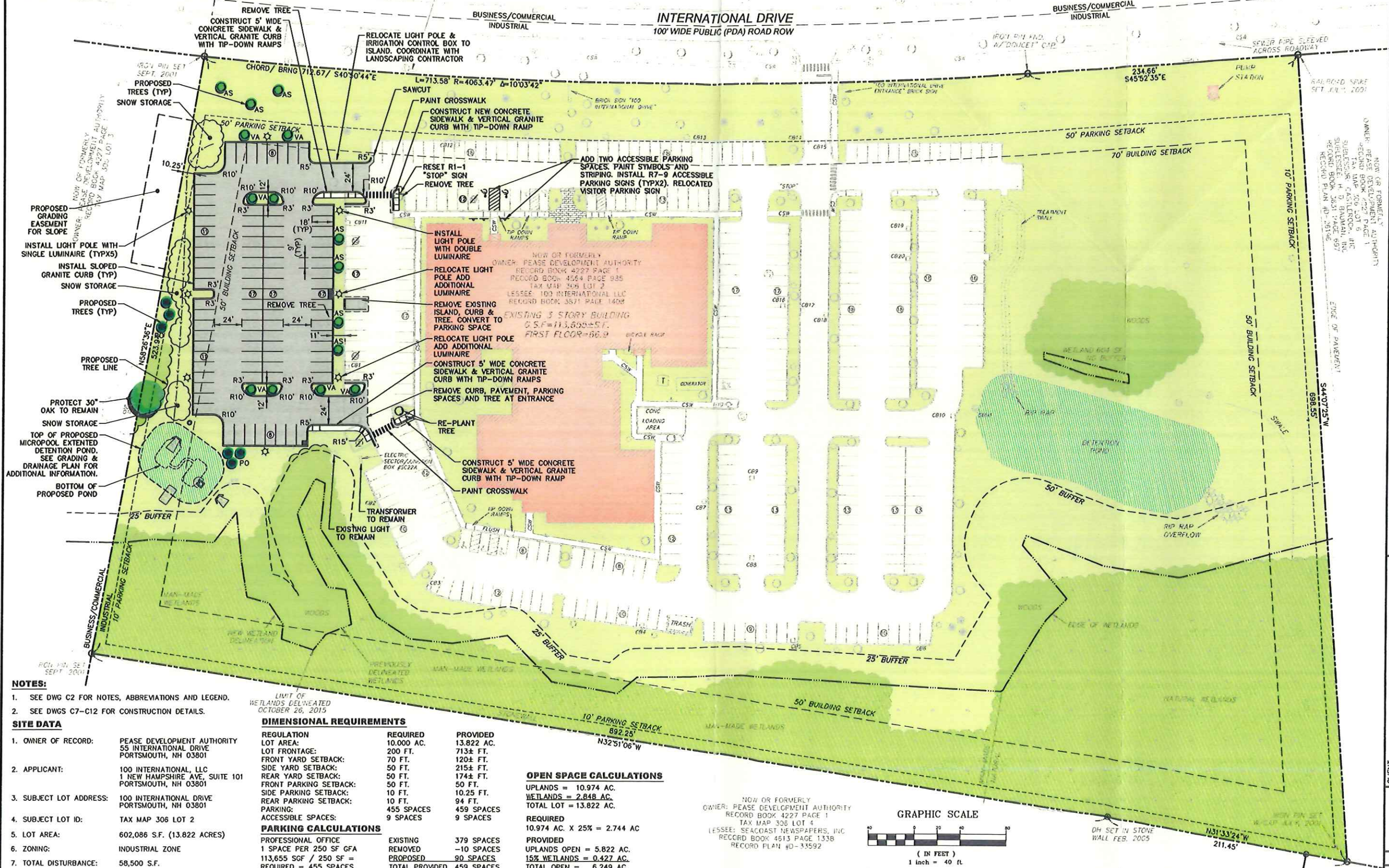
PROJECT NO. 556910  
SHEET 4 OF 11

| PROPOSED PLANT LIST |     |                                   |                            |                        |
|---------------------|-----|-----------------------------------|----------------------------|------------------------|
| QTY                 | KEY | BOTANICAL NAME                    | COMMON NAME                | SIZE                   |
| 8                   | VA  | ULMUS AMERICANA "VALLEY FORGE"    | AMERICAN ELM               | 2 1/2"-3" CALIPER, B&B |
| 7                   | AS  | ACER SACCHARINUM "GREEN MOUNTAIN" | GREEN MOUNTAIN SUGAR MAPLE | 2 1/2"-3" CALIPER, B&B |
| 6                   | PO  | PICEA OMORIKA                     | SERBIAN SPURCE             | 6'-8' HIGH, B&B        |

NOW OR FORMERLY  
OWNER: PEASE DEVELOPMENT AUTHORITY  
RECORD BOOK 4227 PAGE 1  
TAX MAP 306 LOT 6  
LESSEE: LONZA BIOLOGICS  
RECORD PLAN #D-29516

**FOR CONCEPTUAL APPROVAL  
NOT FOR CONSTRUCTION**

NOT FOR  
CONSTRUCTION



- NOTES:**
- SEE DWG C2 FOR NOTES, ABBREVIATIONS AND LEGEND.
  - SEE DWGS C7-C12 FOR CONSTRUCTION DETAILS.

**SITE DATA**

|                         |  |
|-------------------------|--|
| 1. OWNER OF RECORD:     | PEASE DEVELOPMENT AUTHORITY<br>55 INTERNATIONAL DRIVE<br>PORTSMOUTH, NH 03801    |
| 2. APPLICANT:           | 100 INTERNATIONAL, LLC<br>1 NEW HAMPSHIRE AVE, SUITE 101<br>PORTSMOUTH, NH 03801 |
| 3. SUBJECT LOT ADDRESS: | 100 INTERNATIONAL DRIVE<br>PORTSMOUTH, NH 03801                                  |
| 4. SUBJECT LOT ID:      | TAX MAP 306 LOT 2  |
| 5. LOT AREA:            | 602,086 S.F. (13.822 ACRES)  |
| 6. ZONING:              | INDUSTRIAL ZONE  |
| 7. TOTAL DISTURBANCE:   | 58,500 S.F.  |

**DIMENSIONAL REQUIREMENTS**

| REGULATION             | REQUIRED   | PROVIDED   |
|------------------------|------------|------------|
| LOT AREA:              | 10,000 AC. | 13,822 AC. |
| LOT FRONTAGE:          | 200 FT.    | 713± FT.   |
| FRONT YARD SETBACK:    | 70 FT.     | 120± FT.   |
| SIDE YARD SETBACK:     | 50 FT.     | 215± FT.   |
| REAR YARD SETBACK:     | 50 FT.     | 174± FT.   |
| FRONT PARKING SETBACK: | 50 FT.     | 50 FT.     |
| SIDE PARKING SETBACK:  | 10 FT.     | 10.25 FT.  |
| REAR PARKING SETBACK:  | 10 FT.     | 94 FT.     |
| PARKING:               | 455 SPACES | 459 SPACES |
| ACCESSIBLE SPACES:     | 9 SPACES   | 9 SPACES   |

**PARKING CALCULATIONS**

|                        |                |            |
|------------------------|----------------|------------|
| PROFESSIONAL OFFICE    | EXISTING       | 379 SPACES |
| 1 SPACE PER 250 SF GFA | REMOVED        | -10 SPACES |
| 113,655 SGF / 250 SF = | PROPOSED       | 90 SPACES  |
| REQUIRED = 455 SPACES  | TOTAL PROVIDED | 459 SPACES |

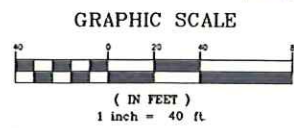
**OPEN SPACE CALCULATIONS**

|                        |
|------------------------|
| UPLANDS = 10,974 AC.   |
| WETLANDS = 2,848 AC.   |
| TOTAL LOT = 13,822 AC. |

**REQUIRED**  
10,974 AC. X 25% = 2,744 AC.

**PROVIDED**  
UPLANDS OPEN = 5,822 AC.  
15% WETLANDS = 0,427 AC.  
TOTAL OPEN = 6,249 AC.

NOW OR FORMERLY  
OWNER: PEASE DEVELOPMENT AUTHORITY  
RECORD BOOK 4227 PAGE 1  
TAX MAP 306 LOT 4  
LESSEE: SEACOAST NEWSPAPERS, INC.  
RECORD BOOK 4613 PAGE 1338  
RECORD PLAN #D-33592



| NO. | DATE     | REVISION DESCRIPTION  |
|-----|----------|-----------------------|
| 1   | 11/10/15 | ISSUED FOR PDA REVIEW |

DESIGNED BY: SMT  
DRAWN BY: SMT  
CHECKED BY: WRD

SCALE: AS SHOWN  
ORIGINAL DATE: NOVEMBER 10, 2015

**Hoyle, Tanner & Associates, Inc.**  
100 International Dr., #200, Portsmouth, NH 03801  
Tel: (603) 431-2520 Fax: (603) 431-8067 Web: www.hoyletanner.com  
© Copyright 2015 Hoyle, Tanner & Associates, Inc.

CLIENT: 100 INTERNATIONAL LLC  
1 NEW HAMPSHIRE AVE, SUITE 101  
PORTSMOUTH, NH 03801

PROJECT: NORTHWEST PARKING LOT EXPANSION  
100 INTERNATIONAL DRIVE  
PORTSMOUTH, NH

SITE LAYOUT & LANDSCAPE PLAN

**C4**

PROJECT NO. 556910  
SHEET 4 OF 11



MOTION

Director Loughlin:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations and to enter into a new Lease Agreement with International Association of Privacy Professionals, Inc. for the entirety of the Premises located at 75 Rochester Avenue, Units 1, 2, 3, and 4; upon substantially similar terms and conditions contained in the draft Memorandum of Understanding dated November 13, 2015, attached hereto.

Note: Roll Call Vote required.

N:\RESOLVES\IAPPAm1115.wpd

For Review and Comment  
November 13, 2015

Mr. Andrew Beal, Chief Financial Officer  
International Association of Privacy Professionals  
75 Rochester Avenue, Suite 4  
Portsmouth, NH 03801

Re: 75 Rochester Avenue, Units 1, 2, 3 and 4  
Pease International Tradeport, Portsmouth NH

Dear Mr. Beal:

On behalf of the Pease Development Authority ("PDA"), we are pleased to submit the following outline of terms and conditions of a proposed agreement with International Association of Privacy Professionals ("IAPP") or its nominee to extend the term of the lease agreement for Units 3 and 4, which you currently occupy at 75 Rochester Avenue, and to grant to you two options to extend your leased premises to include the remainder of the building, Units 1 and 2. Unless exercised earlier in accordance with the terms of the Agreement, at the expiration of the two options, Units 1 and 2 shall become a part of the Leased Premises without further action on your part.

When approved by the PDA Board of Directors, the terms set forth in this letter shall constitute a Memorandum of Understanding ("MOU") between the parties reflecting our mutual commitment in principle to conclude with due diligence and in good faith an appropriate lease based upon these terms and such other mutually acceptable terms and conditions as are necessary and appropriate. Please note that it is intended that the existing Lease dated effective January 1, 2011, as amended through Amendment No. 4 dated effective March 20, 2015, will be replaced by a new lease (the "Lease" or "Agreement") consolidating the negotiated terms for which we seek Board approval.

The central business terms of our understanding and upon which we will proceed are as follows:

**Landlord:** Pease Development Authority

**Tenant:** IAPP or its nominee

**Leased Premises:** For and in consideration of the rents and covenants to be paid and performed by IAPP and subject to the terms and conditions set forth herein, PDA agrees to lease to IAPP and IAPP agrees to lease from PDA the building located at 75 Rochester Avenue, to include the specific units described below:

Unit 3 Consisting of 14,118 sq. ft.



**Site Plan and  
Design Permitting:**

Except as otherwise required to obtain a Certificate of Occupancy for Unit 1 and Unit 2 following exercise of the option, PDA has not required IAPP to undertake the renovation, remodeling or improvement of the Premises.

To the extent IAPP undertakes renovation, remodeling or improvement of the Premises, all design and construction of facilities must comply with the 1996 BOCA National Building Code, the National Fire Protection Association (NFPA), Life safety code and other prevailing electrical/plumbing codes in force at the time of construction/renovation activities.

1. IAPP shall be solely responsible for the development of plans and specifications for any portion of the Premises to be renovated, remodeled or improved and for making any required submission and obtaining any necessary approval in accordance with the provisions of the PDA Land Use Controls. IAPP shall be responsible for reimbursing PDA for all costs associated with PDA's review and approval of any improvement (but specifically excluding any costs associated with PDA staff time).
2. The following is a partial list of issues identified and required to be addressed by IAPP in connection with its proposed use of the Option Premises to PDA's satisfaction before the Option Premises are used or occupied by IAPP:
  - A. Obtain a Certificate of Occupancy

**Annual Building  
Area Rent:**

**Units 3 and 4:**

As set forth in the existing Lease, as amended, through 12/31/2020 (original referred to as Option Years 1 to 5). Provided, however, that effective January 1, 2016, as consideration for the increased obligations of IAPP for building repairs, snow and grounds maintenance and property insurance of the entirety of the Premises, all as required to modify the existing modified net lease to a triple net lease, IAPP shall be entitled to a \$1.00 per square foot reduction in Building Area Rent, which adjusted rate shall be the base for the next year's escalation adjustment.

**Option Fee and  
Initial Building Area  
Rent:**

**Unit 1:** From Term Commencement Date until the first to occur of the exercise of the Unit 1 Option or January 1, 2019 (the "Unit 1 Lease Commencement Date") the Unit 1 Option Fee shall be at an annual rate of: \$3.50 per square foot.

From the Unit 1 Lease Commencement Date until December 31, 2019: \$7.00 per square foot. Provided, however, if the Unit 1 Option is exercised voluntarily prior to January 1, 2019, the initial Building Area Rent of \$7.00 per square foot shall be adjusted on the January 1<sup>st</sup> next occurring following the voluntary exercise of the Unit 1 Option and additional adjustments shall be made on each January 1<sup>st</sup> thereafter.

**Unit 2:** From Term Commencement Date until the first to occur of the exercise of the Option or January 1, 2017 (the "Unit 2 Lease Commencement Date"): \$3.50 per square foot.

From the Unit 2 Lease Commencement Date until December 31, 2017: \$6.75 per square foot.

All Option Fees and Building Area Rent contemplated shall be payable in each case in equal monthly installments of one twelfth thereof in advance on the first day of each month without offset, unless otherwise agreed by the Parties.

The calculation of building area rent shall be based on the total building area (on a square foot basis) set forth. In the event improvements or alterations are made to any building on the Leased Premises, or any extension, expansion or new building(s) are added to the Leased Premises, resulting in an increase in the total building area square footage, building area rent shall be adjusted to reflect such increase as of the date of the issuance of a certificate of occupancy; provided, however, that building area rent for such new area constructed at IAPP's sole cost and expense shall be equal to one-half (1/2) of the then applicable per square foot annual building area rent rate applicable to the average of all units contained in the Premises.

#### **Rent Adjustment Unit 1**

##### **Beginning**

**January 1, 2020:** Subject to any prior adjustment(s) as a result of the Unit 1 Option being exercised voluntarily prior to January 1, 2019, Building Area Rent for Unit 1 beginning January 1, 2020 shall be set as follows:

January 1, 2020 to December 31, 2020: An amount equal to the then current annual rent effective on December 31, 2019 for Unit 1 plus the lesser of (i) the percentage

increase in CPI or (ii) 3%.

January 1, 2019 to December 31, 2019 and the following year: In each year an amount equal to the prior year's Building Area Rent plus an annual adjustment equal to the lesser of (i) the percentage increase in CPI or (ii) 3%.

**Rent Adjustment Unit  
2 Beginning**

**January 1, 2018:** Building Area Rent for Unit 2 beginning January 1, 2018 shall be set as follows:

January 1, 2018 to December 31, 2018: An amount equal to the then current annual rent effective on December 31, 2017 for Unit 2 plus the lesser of (i) the percentage increase in CPI or (ii) 3%.

January 1, 2019 to December 31, 2019 and the following year: In each year an amount equal to the prior year's Building Area Rent plus an annual adjustment equal to the lesser of (i) the percentage increase in CPI or (ii) 3%.

**Rent Adjustment All  
Units Beginning**

**January 1, 2021:** Building Area Rent for the entirety of the Premises (Units 1, 2, 3 and 4) beginning January 1, 2021 and ending December 31, 2025, and for any Option Period shall be set for each respective unit in each five year period as follows:

Year 1: The annual rent for the preceding year plus the lesser of (i) the percentage increase in CPI or (ii) 3%.

Years 2-5: The annual rent for the preceding year plus the lesser of (i) the percentage increase in CPI or (ii) 3%.

The Building Area Rent adjustment for each five year period shall not exceed 12%. It is anticipated by the Parties that the Building Area Rent for each of Units 1, 2, 3 and 4 will be different at the time of adjustment.

**Escalation  
Adjustment:**

As of each adjustment date, the Building Area Rent shall be adjusted to reflect the change in the Consumer Price Index for All Urban Consumers applicable to the Boston area (base year 1982-1984 = 100) published by the United States Department of Labor, Bureau of Labor Statistics (the "Index").

**Off-site Parking:**

The Parties have discussed the methodology to determine an appropriate number of off-site parking spaces for the Premises and have made an initial determination, based on the existing number of employees per building square foot that the parking provided is adequate for current and anticipated needs. Prior to any amendment to the Agreement to include off-site parking, the Parties will review the existing parking to determine whether a more efficient layout is possible. PDA

Mr. Andrew Beal  
International Association of Privacy Professionals  
November 4, 2015  
Page 6

will reserve the right to relocate the off-site parking from time to time, provided, however, that the location of such off-site parking shall be adjacent to the Premises.]

**Off-site Parking  
Rent:**

Included in Building Area Rent

**Condition of the  
Leased Premises:**

IAPP shall take the Leased Premises in an "as is" condition without warranty or representation of any kind; provided, however, IAPP shall have no liability or responsibility to PDA for environmental impacts and damage caused by the use of the United States of America - Department of the Air Force of Hazardous Substances on any portion of Pease, including the Leased Premises.

**Taxes/Fees/Services**

The Premises are located within the Airport District, as defined in RSA 12-G:2. In addition to the Building Area Rent required to be paid under the Agreement, IAPP shall also pay, as additional rent, a municipal services fee for the Leased Premises in accordance with the Municipal Services Agreement by and between the City of Portsmouth, the Town of Newington and the PDA effective July 1, 1998.

**Utilities:**

Landlord will bring utility lines at reasonable capacities to the points existing as of the date of execution of the Lease Agreement.

**Net Lease:**

Except as expressly provided herein, the Agreement shall be triple net to PDA and all costs associated with the use, occupancy, maintenance and insurance of the Premises shall be borne by IAPP.

**Use:**

General business office uses and all customary accessory uses incidental thereto.

**Environmental  
Protection:**

IAPP acknowledges that the Airport has been identified as a National Priority List (NPL) Site under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) of 1980, as amended. IAPP acknowledges that PDA has provided it with a copy of the Pease Federal Facility Agreement ("FFA") entered into by EPA, and the Air Force on April 24, 1991, as amended, and agrees that it will comply with the terms of the FFA to the extent the same may be applicable to the Leased Premises and that should any conflict arise between the terms of the FFA and the provisions of the Agreement, the terms of the FFA will take precedence.

**Repairs &  
Maintenance:**

Throughout the term of the Lease, and without cost to PDA, IAPP shall take good care of the Leased Premises and related improvements, including sidewalks, curbs, parking and apron areas designated for IAPP's exclusive use, and shall keep the same in good order and condition, and shall promptly at its own cost and expense, make all necessary repairs. IAPP's obligation hereunder shall also include grounds

Mr. Andrew Beal  
International Association of Privacy Professionals  
November 4, 2015  
Page 7

maintenance and restoration and snow removal from the Leased Premises, including any parking areas designated for IAPP's exclusive use.

PDA agrees to repair and maintain, as required, but subject to available funds, the structural elements of the Lease Premises, being the foundation, roof, exterior walls, gutters, down spouts, structural columns, and structural beams. IAPP shall be obligated to the repair and maintenance of all sewer lines, mechanical, HVAC, plumbing and electrical systems, other utility lines, loading docks and PDA's equipment or fixtures located in or about the Premises.

**Real Estate  
Commission:**

Each party warrants to the other that it has had no dealing with any real estate broker or agent in connection with the negotiation of this letter, the MOU or the Agreement.

**Personal Property:**

The Parties agree that IAPP may utilize at no cost any office equipment, to included office cubicles currently located in Unit 1 and may relocate the same to any unit in the Premises. IAPP accepts all liability for the use of this personal property to the same extent as the Leased Premises.

Neither this letter, nor the MOU constitute a reservation of the Premises, an option to Lease the Premises, or an offer to Lease the Premises, and no legal obligation shall arise with respect to the Premises or Lease thereof until a Lease and/or Lease Agreement is executed by the Parties.



Mr. Andrew Beal  
International Association of Privacy Professionals  
November 4, 2015  
Page 8

I believe this proposal addresses the terms as discussed to date. It is my hope that you will be in a position to advise us of your commitment to Pease by executing this original and the enclosed copy in the space provided and returning the original to my attention. If you have any questions, please give me a call.

Sincerely,

David R. Mullen  
Executive Director

DRM/lmh

cc. Lynn Marie Hinchee, Deputy Director & General Counsel  
Irving Canner, Director of Finance

DRAFT #2

Mr. Andrew Beal  
International Association of Privacy Professionals  
November 4, 2015  
Page 9

I have read the foregoing and it correctly states the terms upon which we will proceed to negotiate a mutually acceptable lease and/or Lease of the Premises with PDA, subject to the approval of the PDA Marketing Committee, the PDA Board of Directors and any other governmental approvals that may be required.

International Association of Privacy Professionals, Inc.

\_\_\_\_\_  
Date

By: \_\_\_\_\_  
Its duly authorized:

DRAFT #2

**MEMORANDUM**

TO: Pease Development Authority Board of Directors  
FROM: David R. Mullen, Executive Director *DRM*  
RE: Contract Reports  
DATE: November 19, 2015

\*\*\*\*\*

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

1. Project Name: Clean Lines - Golf Course Kitchen  
PDA Obligation: \$5,950  
Board Authority: Vice-Chairman Loughlin  
Summary: To upgrade the draft beer service system from 4 lines to 8 lines and update the gas system.
  
2. Project Name: H. L Turner Group, Inc.  
PDA Obligation: \$6,222  
Board Authority: Director Allard  
Summary: Repairs to the flooring and sheet rock in the men's bathroom at the Golf Course Clubhouse.
  
3. Project Name: Computers  
PDA Obligation: \$5,051.10  
Board Authority: Approved Budget Item  
Summary: To purchase 5 desktop computers to replace computers at various PDA offices that have worn out.
  
4. Project Name: Overhead Door - Incinerator Plant  
PDA Obligation: \$6,980  
Board Authority: Vice-Chairman Loughlin  
Summary: To purchase and install an overhead door unit at the incinerator plant located on Exeter Street.

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: East Coast Heating & Air Conditioning, Inc.  
PDA Obligation: \$11,434.48  
Board Authority: Vice-Chairman Loughlin  
Summary: For the purchase and installation of an HVAC compressor unit on the Airport Terminal roof.



## Proposal: Grill 28

Project: Update draft system from 4 product to 8 product and update gas system



### Gas Blender Package

•Ensures that your beers are being served at the correct carbonation levels as well as helping pour a perfect pint. Improves keg yields and reduces pour costs.  
 •Allows you to purchase straight gas (Nitrogen and CO2) instead of blended gas from your gas company. Includes additional CO2 regulator and high pressure hose as needed.

785

OR

•Gives you 2 gas blends for nitrogenous beers such as Guinness and also an ale and lager blends *N/A*

~~985~~

**Leak Detector** (Optional but very useful) 2 Line

145

**Trunk Line** From cold room to draft tower

Assuming 100' of length

3/8" 8 product trunk line w 2 glycol lines 14.50 Per Ft X 100

1450

Clips for trunk line 4.25 Ea X 20

85

### Fobs/Profit Maximizers

•These pay for themselves within a few kegs  
 •Allows you to make more money for every keg you pour  
 \$75 each X 8

600

Drain Kit for Fobs - includes all tubing and drain bottle

39

### Secondary Gas Regulator-4 product

220

•Allows independent flow for each line  
 •Includes gas and product jumper lines

cont...



**Proposal: Grill 28**

**Project: Update draft system from 4 product to 8 product and update gas system**

**Page 2**

**Draft Tower**

|  |      |
|--|------|
| Micromatic 8 Product Metro T Stainless Steel Tower | 1320 |
| Integrated Drip Tray                               | 356  |

**Misc Materials\***

|  |       |
|--|-------|
| Glycol   | 50    |
| Restrictor hoses, insulation, fittings, stainless crimps, screws, vapor tape, foam insulation etc. | 100   |
| <b>Installation Labor</b>  | @ 800 |

**Total-**

5950/ ~~6450~~

**Notes:**

•Shipping/freight is included in this quote

ECON. DEV. APPROVAL

DEPT. HEAD:

EXEC. DIR.: Den 10/01/15

**Terms:**

50% due upon acceptance of proposal  
Remainder due upon project completion

I look forward to partnering with you on this project.

*Keith Gosselin*

**The H.L. Turner Group Inc.**

27 Locke Road  
Concord, NH 03301

phone: (603) 228-1122  
fax: (603) 228-1126

**Change Order  
Electronic Format**

|   |  |
|---|--|
| <b>PROJECT:</b><br>PDA GCCH - Freezer - Cooler - D-W<br>Relocation Project<br>Portsmouth, NH  | <b>Change Order No:</b> 2<br><b>Date:</b> 10/28/2015<br><b>Architect's Project No:</b> 4303  |
| <b>OWNER:</b><br>Pease Development Authority / PDA<br>Pease International Tradeport<br>55 International Drive<br>Portsmouth, NH 03801 | <b>Contract for:</b> PDA GCCH Cooler Freezer Relocation Project<br><b>Contract dated:</b> 09/01/2015<br><b>Summary of Changes:</b> Replace Men's Bathroom Flooring |
| <b>TO CONTRACTOR:</b><br>Pine Brook Corporation<br>37 Route 236<br>Suite 105<br>Kittery, ME 03904                                     |  |

The Contract is changed as follows:

- Remove existing vinyl cove base/toilet partitions/toilets.
- Install "medical grade" sheet vinyl flooring with welded seams.
- Reinstall toilet partitions/toilets.
- Remove existing men's counter top and back splash at sinks.
- Remove sheet rock from counter top to floor.
- Install (1) sheet moisture resistant dry wall/mud/wet sand/prime/paint.
- Reinstall counter top/back splash at sinks.
- Clean, re-caulk women's room counter-top and back-splash.
- See attached.

**Not valid until signed by the Owner, Architect, and Contractor.**

|  |              |
|--|--------------|
| The original Guaranteed Maximum Price was  | \$214,951.00 |
| Net change by previously authorized Change Orders                                    | \$15,964.00  |
| The Guaranteed Maximum Price prior to this Change Order was                          | \$230,915.00 |
| The Guaranteed Maximum Price will be increased by this Change Order in the amount of | \$6,222.00   |
| The new Guaranteed Maximum Price including this Change Order will be                 | \$237,137.00 |

The Contract Time will be unchanged by 0 days.

The Date of Substantial Completion as of the date of this Change Order therefore is 12/01/2015.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time, or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

**Architect:**  
The H.L. Turner Group Inc.  
27 Locke Road

**Owner:**  
Pease Development Authority / PDA  
Pease International Tradeport

**Contractor:**  
Pine Brook Corporation  
37 Route 236

Concord, NH 03301

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

Date: 28 OCT 2015

55 International Drive  
Portsmouth, NH 03801

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

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

Suite 105  
Kittery, ME 03904

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

Date: 28 OCT 15

:

:

:

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

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

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

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

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

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

Pine Brook Corporation  
 37 Route 236 - Suite 105  
 Kittery, Maine 03904

**Proposed Change Order**

**Project:** Pease Golf Course Clubhouse - PDA9  
 200 Grafton Rd  
 Portsmouth, NH

**PCO#** 7  
**Date:** 10/27/2015

**To:** Pease Development Authority  
 55 International Drive  
 Portsmouth, NH

**Scope:** Remove existing vinyl cove base/toilet partitions/toilets. Install "medical grade" sheet vinyl. Reinstall partitions/toilets. Remove existing men's countertop and backsplash. Remove sheetrock from countertop to floor. Install (1) sheet moisture resistant drywall/mud/wet sand/prime/paint. Reinstall countertop/backsplash. Clean recaulk women's room countertop and backsplash.

| Pine Brook Corp |       |           |       |
|-----------------|-------|-----------|-------|
| Description     | Units | Unit Cost | Total |
| Admin           | 8     | \$45      | \$360 |
| Sr PM           | 0     | \$85      | \$0   |
| PM              | 9     | \$65      | \$585 |
| Subtotal        |       |           | \$945 |
| GC OH&P         |       | 0.120     | \$0   |
| GC Total        |       |           | \$945 |

| Subcontractor/ Supplier |       |           |         |
|-------------------------|-------|-----------|---------|
| Description             | Units | Unit Cost | Total   |
| CSI                     |       | \$963     | \$963   |
| NE Flooring             |       | \$4,314   | \$4,314 |
| Subtotal                |       |           | \$5,277 |
| GC OH&P                 |       | 0.120     | \$0     |
| Sub/ Supplier Total     |       |           | \$5,277 |

**PCO Total** \$6,222

- SCHEDULE IMPACT \_\_\_\_ DAYS.
- We have proceeded with this work in order to achieve schedule.
- We will not proceed with this change until signed approval from the Owner is received.

|  |  |   |
|--|--|---|
| <b>Authorized by Owner:</b><br>Pease Development Authority | <b>Architect/ Engineer:</b><br>H. L. Turner Group, Inc | <b>Accepted by Contractor:</b><br>Pine Brook Corp |
| By: _____  | By: <i>George R. Blanchette</i>                        | By: <i>Fabrice R Daigle</i>                       |
| Print: _____   | Print: <i>George R. Blanchette</i>                     | Print: <i>Fabrice R Daigle</i>                    |
| Date: _____  | Date: <i>22 OCT. 2015</i>                              | Date: <i>28 OCT 15</i>                            |



# PURCHASE ORDER

**P.O. Number:** PDA2015-01PDA

If no P.O. number is specified, the date on the P.O. will be used as the P.O. number.

**Customer Agreement Number:** -8001863

**P.O. Date:** 10/30/15

**Payment Terms**  
**\*Net 30**

**Bill to:**  
Pease Development Authority  
55 International Drive  
Portsmouth, NH 03801  
  
Phone #: 603-433-6088 or 603-766-9290  
Fax #: 603-433-6317

**Ship To:**  
Pease Development Authority  
55 International Drive  
Portsmouth, NH 03801  
  
Phone #: 603-433-6088 or 603-766-9290  
Fax #: 603-433-6317

- Customer agrees to purchase the product(s) itemized on the quotation number(s) indicated below at the price(s) indicated, plus applicable taxes and shipping & handling charges, subject to the applicable Dell terms and conditions of sale located at [http://www.dell.com/us/en/gen/misc/policy\\_009\\_policy.htm](http://www.dell.com/us/en/gen/misc/policy_009_policy.htm).
- \*Net 30 Payment Terms are applicable to this purchase order and are subject to Credit Approval. Additional financial information in the form of financial statements from previous years may be required.
- Please attach tax exempt letter/certificate if applicable.
- This Purchase Order may only be used for purchases within the Continental United States.

| QTY | QUOTE #         | DESCRIPTION       | UNIT PRICE | TOTAL    |
|-----|-----------------|-------------------|------------|----------|
| 5   | 1020312526400.1 | OptiPlex 7020 SFF | 1,010.22   | 5,051.10 |
|     |                 |                   |            |          |
|     |                 |                   |            |          |
|     |                 |                   |            |          |
|     |                 |                   |            |          |

|   |                           |                   |
|---|---------------------------|-------------------|
| **ALL pages of the referenced quotation(s) MUST accompany this Purchase Order | SUBTOTAL                  | 5,051.10          |
|   | SALES TAX (IF APPLICABLE) |                   |
|   | SHIPPING & HANDLING       |                   |
|   | <b>TOTAL</b>              | <b>\$5,051.10</b> |

**Signature (Authorized Buyer):**  **Date:** 10/30/15

**Print Name (Authorized Buyer):** David R. Mullen **Executive Director**  
Name Title

# Memo

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

**From:** Joseph W. McPherson, Facilities Resource Manager

**Subject:** Incinerator Building Rolling Overhead Door

**Date:** November 12, 2015

As you know, PDA Maintenance uses the old incinerator building located on Exeter St., to store items out of the weather. Storage includes items such as snow equipment, plows, airfield lighting or signage parts, winter sand, and anything that needs to be kept out of the weather. For the most part, items can be kept dry and out of the sun.

There is no electrical power to the building but we've been using a portable generator /welder to power one of the original overhead door units as a means of access for vehicles and large items. The overhead door access is increasingly becoming less reliable as the door opener unit is very old and the metal guides and springs are rusty and worn.

With the help of local commercial door companies, I obtained three different quotes to remove the old and install a new, overhead door and door opener unit. The door will be a curtain door with flat-faced, galvanized, painted steel, curtain slats, designed to meet the required wind loads and operated by a single phase, ¾ hp motor, with auxiliary chain hoist and self monitored photocell system to comply with the new UL325 standards for commercial doors. New guides with weather-stripping on the exterior will be included.

The following quotes were obtained:

|   |            |
|---|------------|
| The Overhead Door Company of Portsmouth, NH | \$6,980.00 |
| Wescott Garage Door, Dover, NH              | \$9,840.00 |
| K&S Overhead Door, Saco, ME                 | \$8,146.46 |

At the November 19th, PDA Board Meeting, please request authority to purchase and install a new overhead door unit from The Overhead Door Co. of Portsmouth for \$6,980.00



East Coast Heating & Air  
Conditioning, Inc.  
P.O. Box 8213  
Portsmouth, NH 03802 US  
(603) 430-9414

Invoice 17419

|                    |                           |                        |
|--------------------|---------------------------|------------------------|
| DATE<br>09/28/2015 | PLEASE PAY<br>\$11,434.48 | DUE DATE<br>10/28/2015 |
|--------------------|---------------------------|------------------------|

BILL TO  
Pease Development Authority  
55 International Drive  
Portsmouth, NH 03801

*PO 4584  
RCT 4596*

RECEIVED  
9/30/15

Please detach top portion and return with your payment.

P.O. NUMBER    JOB LOCATION  
Replace Trane    42 Airline Dr  
Compressor

*2015188-02*  
*AD INVOICE APPROVAL*  
*70H-170*    *AA/10/15/15*

| DESCRIPTION               | QTY | RATE      | AMOUNT    |
|---------------------------|-----|-----------|-----------|
| See Service Order 17419 A | 1   | 11,197.53 | 11,197.53 |
| See Service Order 17419 B | 1   | 236.95    | 236.95    |

Thank You for your Business!

TOTAL DUE \$11,434.48

THANK YOU.

Received  
OCT 14 2015  
Pease Development Authority

MOTION

Director Bohenko:

The Pease Development Authority Board of Directors authorizes the Executive Director to accept and bind Workers Compensation insurance coverage for the Pease Development Authority to be provided MEMIC and brokered by Fred C. Church, Inc. for the period of 12/31/15 through 12/31/16 in the projected amount of \$59,101; all in accordance with the memorandum of Mark H. Gardner, Deputy General Counsel, dated November 13, 2015 attached hereto.

Note: Roll Call Vote required.

N:\RESOLVES\FredChurch1115.wpd

MEMORANDUM

To: Pease Development Authority Board of Directors  
From: Mark H. Gardner, Deputy General Counsel *MHG*  
Re: Workers Compensation Coverage Renewal  
Date: November 13, 2015

---

Fred C. Church Insurance Agency recently submitted its proposal for renewing Workers Compensation coverage for PDA. Such coverage does not extend to employees of the Division of Ports and Harbors who have been historically covered and continued to be covered by the State of New Hampshire's self-insured workers compensation program.

Attached you will find a five year premium and loss history chart and a two year retrospective premium comparison chart which reflects the fact that PDA's experience modification factor has dropped from .79 in 2011 to .70 for the upcoming renewal period. While the projected premium of \$59,101.00 is about 6% greater than last year's premium of \$55,975.00, there was an increase in paid claims and PDA's payroll increased by approximately 5%.

Overall this is an excellent renewal proposal with a solid insurance carrier (MEMIC / AM Best Rating - A). PDA's safety culture and its commendable loss history have played a significant role in keeping premiums down. Finally please note that as the policy is subject to audit, the premium may adjust up or down slightly from the projected \$59,101.00 amount.

P:\MEMOS.MHG\WorkersCompRenewalMemo111315.wpd

**Pease Development Authority  
Workers Compensation History**

**Premium & Loss History**

| Policy Year | Carrier | # of Claims | Paid Losses | Reserve | Total Losses | Premium  | Loss Ratio |
|-------------|---------|-------------|-------------|---------|--------------|----------|------------|
| 2015        | MEMIC   | 4           | 10,477      | 3,420   | \$13,897     | \$55,975 | 25%        |
| 2014        | MEMIC   | 8           | 3,882       | 0       | \$3,882      | \$60,855 | 6%         |
| 2013        | MEMIC   | 5           | 6,019       | 0       | \$6,019      | \$61,248 | 10%        |
| 2012        | MEMIC   | 6           | \$9,262     | \$0     | \$9,262      | \$65,021 | 14%        |
| 2011        | MEMIC   | 7           | \$18,983    | \$0     | \$18,983     | \$65,879 | 29%        |

**Payroll Comparison**

| Policy Year | Aviation<br>7403 | Clerical<br>8810 | Country Club<br>Golf<br>9060 | Building<br>Operations<br>9015 | Property<br>Manager<br>9012 | Total<br>Payroll | Experience<br>Modification<br>Factor |
|-------------|------------------|------------------|------------------------------|--------------------------------|-----------------------------|------------------|--------------------------------------|
| 2015        | \$1,720,000      | \$1,296,000      | \$658,000                    | \$0                            | \$0                         | \$3,674,000      | 0.73                                 |
| 2014        | \$1,662,281      | \$1,244,726      | \$662,449                    | \$0                            | \$0                         | \$3,569,456      | 0.75                                 |
| 2013        | \$1,577,586      | \$1,154,644      | \$600,076                    | \$0                            | \$0                         | \$3,332,306      | 0.79                                 |
| 2012        | \$1,483,943      | \$1,081,973      | \$611,168                    | \$0                            | \$0                         | \$3,177,084      | 0.79                                 |
| 2011        | \$1,535,788      | \$1,038,157      | \$570,646                    | \$0                            | \$0                         | \$3,144,591      | 0.79                                 |

Insurance Proposal  
for

**PEASE DEVELOPMENT AUTHORITY  
AND SKYHAVEN AIRPORT**

Workers Compensation Renewal Effective 12/31/15 to 12/31/16

Presented by:

Jeffrey J. Olsen, Sr. Vice President  
Wendy Radwan, Commercial Account Manager



**Fred C. Church**  
I N S U R A N C E

2 International Drive, Suite 110  
Portsmouth, NH 03801  
Telephone: 1-800-225-1865

September 28, 2015

**Premium Comparison**

| <b>Policy</b>            | <b>Insurer</b> | <b>2014-2015<br/>Est. Annual<br/>Premium</b> | <b>2015-2016<br/>Est. Annual<br/>Premium</b> | <b>\$<br/>Change</b> | <b>% of<br/>Change</b> | <b>Comments</b>  |
|--------------------------|----------------|--|--|----------------------|------------------------|--|
| Workers'<br>Compensation | MEMIC          | \$55,975                                     | \$59,101                                     | \$3,126              | 6%                     | <ul style="list-style-type: none"> <li>· 2015 Experience Mod .70 - down from .73</li> <li>· Estimated payrolls increased by 5%</li> <li>· MEMIC Scheduled Credit remains at 25%</li> <li>· MEMIC - AM Best Rating - A</li> </ul> |

**Payment Terms:** Workers Compensation - Direct Bill, Annual or 25% deposit and 8 installments

This document is a symbol of coverage only; the policy contains additions, exclusions, and/or limitations that are not shown here. Please refer to the policy or contact Fred C. Church, Inc. for complete coverage details.



Coverage Comparison

| WORKERS COMPENSATION   | 2014-2015   | 2015-2016<br>Changes | %<br>Difference | Comments         |
|--|-------------|----------------------|-----------------|------------------|
| Employers Liability Limits:  |             |                      |                 |                  |
| Each Accident  | \$500,000   |                      |                 |                  |
| Disease Policy Limit   | \$500,000   |                      |                 |                  |
| Disease Each Employee  | \$500,000   |                      |                 |                  |
| Experience Mod. Factor   | 0.73        | 0.70                 | -4%             |                  |
| Voluntary Compensation<br>Endorsement WC000311A                      | Included    |                      |                 |                  |
| Foreign Coverage<br>Endorsement MIWC990603                           | Included    |                      |                 |                  |
| Payroll  |             |                      |                 | Subject to Audit |
| New Hampshire  |             |                      |                 |                  |
| 7403 - Aviation - All Other<br>Employees & Drivers                   | \$1,720,000 | \$1,862,000          | 8%              |                  |
| 8810 - Clerical  | \$1,296,000 | \$1,313,000          | 1%              |                  |
| 9012 - Apartment Property<br>Managers & Leasing Agents               | if any      | if any               |                 |                  |
| 9015 - Building - Operations<br>by Owner or Lessee or Real<br>Estate | if any      | if any               |                 |                  |
| 9060 - Club - Country, Golf  | \$658,000   | \$692,000            | 5%              |                  |
| Massachusetts  |             |                      |                 |                  |
| 8810 - Clerical  | if any      | if any               |                 |                  |
| Total Estimated Annual<br>Payroll                                    | \$3,674,000 | \$3,867,000          | 5%              |                  |

**Workers Compensation Premium Development**

| Year: 2014-2015 |       |             |                   |      |                   |
|-----------------|-------|-------------|-------------------|------|-------------------|
| Carrier: MEMIC  |       |             |                   |      |                   |
| State           | Class | Description | Estimated Payroll | Rate | Estimated Premium |

|                        |      |                             |                    |        |                 |
|------------------------|------|-----------------------------|--------------------|--------|-----------------|
| NH                     | 7403 | Aviation                    | \$1,720,000        | 6.3200 | \$108,704       |
|                        | 8810 | Clerical                    | \$1,296,000        | 0.2900 | \$3,758         |
|                        | 9060 | Country Club                | \$658,000          | 2.9400 | \$19,345        |
|                        | 9012 | Property Manager            | \$0                | 2.1100 | \$0             |
|                        | 9015 | Bldgs. - Operation by Owner | \$0                | 4.4400 | \$0             |
| Increased Limits       |      |                             |                    | 0.0080 | \$1,054         |
| Experience Mod         |      |                             |                    | 0.7300 | -\$35,872       |
| Schedule Credit        |      |                             |                    | 0.2500 | -\$21,823       |
| Premium Discount       |      |                             |                    | 0.1010 | -\$6,612        |
| Terrorism              |      |                             |                    | 0.0120 | \$441           |
| Domestic Terrorism     |      |                             |                    | 0.0120 | \$441           |
| Expense Reduction Plan |      |                             |                    | 0.0700 | -\$4,120        |
| Managed Care Credit    |      |                             |                    | 0.1000 | -\$9,699        |
| <b>Total State</b>     |      |                             | <b>\$3,674,000</b> |        | <b>\$55,618</b> |

|                     |      |          |            |        |              |
|---------------------|------|----------|------------|--------|--------------|
| MA                  | 8810 | Clerical | \$0        | 0.0800 | \$0          |
| Increased Limits    |      |          |            | 0.0100 | \$0          |
| Loss Constant       |      |          |            |        | \$20         |
| Expense Constant    |      |          |            |        | \$338        |
| <b>Totals State</b> |      |          | <b>\$0</b> |        | <b>\$358</b> |

|                     |  |  |                    |  |                 |
|---------------------|--|--|--------------------|--|-----------------|
| <b>Grand Totals</b> |  |  | <b>\$3,674,000</b> |  | <b>\$55,975</b> |
|---------------------|--|--|--------------------|--|-----------------|

| Year: 2015-2016 |       |             |                   |      |                   |
|-----------------|-------|-------------|-------------------|------|-------------------|
| Carrier: MEMIC  |       |             |                   |      |                   |
| State           | Class | Description | Estimated Payroll | Rate | Estimated Premium |

|                        |      |                             |                    |        |                 |
|------------------------|------|-----------------------------|--------------------|--------|-----------------|
| NH                     | 7403 | Aviation                    | \$1,862,000        | 6.1700 | \$114,885       |
|                        | 8810 | Clerical                    | \$1,313,000        | 0.2400 | \$3,151         |
|                        | 9060 | Country Club                | \$692,000          | 2.8200 | \$19,514        |
|                        | 9012 | Property Manager            | \$0                | 1.8800 | \$0             |
|                        | 9015 | Bldgs. - Operation by Owner | \$0                | 4.4400 | \$0             |
| Increased Limits       |      |                             |                    | 0.0080 | \$1,100         |
| Experience Mod         |      |                             |                    | 0.7000 | -\$41,595       |
| Schedule Credit        |      |                             |                    | 0.2500 | -\$23,051       |
| Premium Discount       |      |                             |                    | 0.1010 | -\$6,984        |
| Terrorism              |      |                             |                    | 0.0120 | \$464           |
| Domestic Terrorism     |      |                             |                    | 0.0120 | \$464           |
| Expense Reduction Plan |      |                             |                    | 0.0700 | -\$4,352        |
| Managed Care Credit    |      |                             |                    | 0.0500 | -\$4,853        |
| <b>Total State</b>     |      |                             | <b>\$3,867,000</b> |        | <b>\$58,743</b> |

|                     |      |          |            |        |              |
|---------------------|------|----------|------------|--------|--------------|
| MA                  | 8810 | Clerical | \$0        | 0.0800 | \$0          |
| Increased Limits    |      |          |            | 0.0100 | \$0          |
| Loss Constant       |      |          |            |        | \$20         |
| Expense Constant    |      |          |            |        | \$338        |
| <b>Totals State</b> |      |          | <b>\$0</b> |        | <b>\$358</b> |

|                     |  |  |                    |  |                 |
|---------------------|--|--|--------------------|--|-----------------|
| <b>Grand Totals</b> |  |  | <b>\$3,867,000</b> |  | <b>\$59,100</b> |
|---------------------|--|--|--------------------|--|-----------------|

MOTION

Director Torr:

The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to take such action and to exercise such authority as is required to include the demolition of Skyhaven Airport T-Hangar 1 in the FAA-funded Aircraft Parking Apron and Taxilane Reconstruction Project; all in accordance with the memorandum of David R. Mullen, PDA Executive Director, dated November 13, 2015, and attached hereto.

Note: Roll Call Vote required.

N:\RESOLVES\SkyhavenHangar11115.wpd


---

---

INTEROFFICE MEMORANDUM

---

---

**TO:** PDA BOARD OF DIRECTORS  
**FROM:** DAVID R. MULLEN, EXECUTIVE DIRECTOR   
**SUBJECT:** T-HANGAR 1 AT SKYHAVEN AIRPORT  
**DATE:** NOVEMBER 13, 2015  
**CC:** KIM W. HOPPER, MARIA J. STOWELL

---

As you are all aware, the PDA has undertaken numerous capital improvement projects at Skyhaven Airport, most recently completing a \$ 4.3M runway reconstruction. Our most recent project, the reconstruction of aircraft parking aprons and taxi lanes, estimated at \$ 700K has provided an opportunity to better prepare Skyhaven for future development, although it will result in an immediate loss of a small (4 unit) T-hangar.

The reconstruction of these aprons and taxi lanes is intended to remedy long standing drainage problems at Skyhaven which has resulted in pavement settling and cracking and an overall undermining of the apron area. The subject hangar has also deteriorated as a result of the existing drainage issues. The PDA staff is recommending the demolition of T-hangar 1. T-hangar 1 is the oldest structure at Skyhaven and is in immediate need of repair. (See attached report of Jacobs Engineering Group revised 11/11/15 ("Jacobs")). The reconstruction project which is subject to 95% FAA/DOT funding can include the demolition of T-hangar 1 and will facilitate a more complete reconstruction of the surrounding apron area, preparing the site for future private development.

As is our practice, the PDA staff discussed its recommendation with the Skyhaven Airport Advisory Council (SAAC) and the SAAC, at its September 15, 2015 meeting advised PDA by a 7-2 vote to preserve T-hangar 1. SAAC cited that T-hangar 1 provides aircraft storage which is affordable to Skyhaven tenants. (See attached minutes.) In general, Jacobs recommends that if PDA wants to preserve the hangar, repairs to the foundation wall and floor slab should be done concurrent with the FAA project. Fortunately, it does not appear that the load-carrying capacity of the structural framing of the hangar has been reduced.

The cost estimate for the necessary foundation and floor slab work is approximately \$60,000. However, this estimate does not include a code analysis and may, therefore, be too conservative. In the event that additional substantial repairs are required, PDA may be tasked with the requirement to bring the hangar to current code. This work is not eligible for FAA funding and would be at PDA's sole cost and expense.

This foundation and floor slab project will not change the exterior aesthetic of the building. Future steel cleaning and painting and replacement of a deteriorated metal wall panel are estimated at an additional \$116,000 and, if undertaken, would also be at PDA's sole cost and expense.

T-hangar 1 currently houses 4 tenants who pay a collective annual rental of \$10,800. PDA has notice that 2 of these tenants are in the process of relocating out of state and/or disposing of their aircraft. Prior to demolition of T-hangar 1, PDA can accommodate the remaining 2 tenants in other hangar facilities at Skyhaven, although this would result in increased cost to the tenants of

approximately \$20 to \$100 per month depending on hangar availability. Anticipating this project, PDA is currently holding one available hangar slot at an increase rate of \$19.00 per month.

PDA staff does understand that the SAAC is vested in maintaining the status quo at Skyhaven and is motivated to keep tenant costs down. They are prudent stewards of the existing airport improvements. PDA's vision for Skyhaven has been to look toward the future and to improve the quality of the aviation experience and the infrastructure, sometimes at the sacrifice of the existing. It is a fact that the general aviation activity at Skyhaven and the number of based tenants has been declining. PDA staff believes that to create an increase in use of Skyhaven there must be some "out with the old, in with the new." In this instance, preparing a future development site with appropriate drainage design and demolishing a marginally functional hangar, and the present availability of grant funding to do so, is the better long-range decision.

PDA has been most successful when it attracts private sector developers to invest in development at the Tradeport. If we are to expand this philosophy to Skyhaven, it will require us take advantage of current opportunities as a planning foundation to the future.

At the Board meeting on November 19, 2015, I would ask the PDA Board of Directors to authorize me to take such action and to exercise such authority as is required to include the demolition of T-hangar 1 in the FAA-funded Aircraft Parking Apron and Taxiway Reconstruction Project scheduled to begin in the Fall 2016.

Two Executive Park Drive  
Bedford, NH 03110  
T: 603.666.7181  
www.jacobs.com

---

Date November 5, 2015 Revised 11.11.15  
To Andrew Pomeroy  
From David Massenzio, P.E.,  
Jacobs Engineering Group  
Subject Skyhaven Airport Hangar #1 – Visual Inspection & Assessment

---



### Introduction

At the request of the Pease Development Authority, a visual inspection, as observed from ground level only (no ladder or manlift), of the existing Hangar #1 was performed on November 3, 2015. The purpose of the visual inspection was to give a preliminary determination of the condition of the structure and if the current level of deterioration would necessitate major repairs or replacement. The existing hangar is located within the Skyhaven Airport property on Rochester Hill Road in Skyhaven, New Hampshire. This memorandum presents the findings of the inspection and recommendations.

### Existing Construction

The building is estimated to have been constructed in the late 1950s or early 1960s and is located in the southwest area of the airport (Figure 1). The original construction plans for the structure were not made available.

The footprint of the existing structure is approximately 130 feet long and 32 feet wide. Small aircraft access into the hangar is provided through steel-framed doors supported by steel joists at the roof level. The steel joists span between W-shape steel columns (Photo 10). The building foundation consists of 7½" to 8" thick concrete foundation walls along the perimeter of the building and 15"x15" concrete pedestals supporting interior steel columns. Each foundation wall and pedestal is presumably supported on concrete footings. Dimensions of the concrete perimeter footings and interior spread footings are unknown.

The superstructure consists of ribbed metal wall panels that enclose the structure and also provide separation between aircraft storage rooms within the structure. The roof consists of metal decking spanning from the ridgeline to the eaves at the north and south sides of the building. Steel channels provide support of the steel roof decking. The steel W-shape columns are located below the roof ridgeline at the interior and along the perimeter of the building. The interior columns along the ridgeline are approximately 14 feet in height from top of foundation wall to the underside of the steel roof deck. The exterior columns along the eaves are approximately 11'-6" in height from top of foundation wall to the underside of the steel roof deck. The roof slope from the ridge to each eave is approximately 2" per foot.

The lateral force-resisting structural system consists of horizontal steel angles and ½” tension cable diagonal members that transfer lateral loads to the columns.

The wearing surface along the exterior of the building consists of bituminous pavement. The interior floor surfaces consist of both bituminous pavement aprons and gravel on the south side; and bituminous pavement and concrete aprons on the north side of the building.

### Site Observations

The exposed concrete foundation walls of the existing structure exhibited significant deterioration at the openings for the aircraft access doors on the north side of the building. Concrete spalling and exposed reinforcement was visible along the entire length of the wall at the openings. At locations where columns are supported by the concrete foundation walls, minimal deterioration was present except at the northeast corner of the building where concrete spalling has reduced the area of concrete surrounding the column base plate (**Photo 7**). The west, east, and south sides of the building exhibited minimal foundation wall deterioration with isolated locations of concrete spalling. Along the foundation wall on the north side of the southwest aircraft storage room, longitudinal cracks and rust stains were present (**Photo 6**). An excavator was on-site to expose the northeast corner of the building foundation wall for visual inspection. Excavation was performed at the northeast corner of the building near the steel column to evaluate the extent of the below grade deterioration of the foundation wall (**Photo 5**). The below grade section of the concrete foundation wall was in good condition with no evidence of concrete delamination or spalling. The soil backfilled against the foundation wall consisted of a 1'-6" to 2'-0" thick layer of coarse gravel underlain by sand. Deeper excavation to uncover the concrete footings was not performed during the inspection.

The pavement adjacent to the concrete apron located in the aircraft storage room at the northeast corner of the building has settled approximately 4" (**Photo 8**). A large crack has formed in the concrete apron adjacent to the settled pavement and undermined apron section.

The steel framing, metal wall panels, roof decking and all other building components were observed from the ground level only. The topside of the roof was not accessed during the inspection. No losses to the steel beams, columns, diagonals, and connections were noted during the visual inspection. However, the steel framing typically exhibited peeling paint and surface rust, especially at the steel roof joists supporting the steel-framed doors at each aircraft storage room (**Photos 9 through 16**). The metal roof decking appeared to be in good condition with no evidence of sagging or any other deficiencies during the inspection of the underside. Overall, the metal wall cladding was typically in very good condition. At isolated locations along the south and east sides of the structure, the metal wall panel exhibited damage likely due to equipment or vehicle impact (**Photo 17**). There were visible locations where metal wall panel sections were replaced on the south side of the building.

### Code Review

This task did not include a code review. The City of Rochester utilizes the International Building Code. A code review is recommended to be conducted. It is noted that substantial repairs that exceed a certain percentage based on the value of the structure may trigger the requirement to bring the hangar facility up to current code.

Part of that code review should include the National Fire Protection Association (NFPA) 409 Aircraft Hangar requirements. We reviewed NFPA 409 in order to answer PDA's question about the acceptability of gravel floors in the hangar. NFPA 409 paragraph 9.4.1 states that "The surface of the grade floor of aircraft storage and servicing areas shall be noncombustible and above the grade of the approach or apron at the entrance to the hangars." Therefore, the rug floor in one of the units should be removed. Additionally, the grade of the floors in each unit should be checked to ensure the floor elevations are above the door threshold elevations. Additionally, the environmental requirements, such as the Spill Prevention, Control and Countermeasures (SPCC) Plan, should be consulted. The environmental requirements may require a floor to be impervious (i.e. not gravel) to contain a fuel spill.

### Conclusions and Recommendations

The foundation wall deterioration noted in the inspection is likely due to the absence of roof gutters and adequate drainage systems to prevent water from ponding along the exterior foundation walls. Furthermore, impact due to equipment and aircraft has possibly contributed to concrete foundation wall deterioration on the north side of the building.

The large crack in the apron within the aircraft storage room at the northeast corner is likely due to loss of soil bearing resulting from inadequate compaction of subgrade soil prior to pavement and concrete apron placement. The crack may have widened due to aircraft loading, weight of slab, and equipment loading on the apron after the subgrade soil and pavement had settled.

Since steel losses were not observed during the visual inspection, it does not appear that the load-carrying capacity of the structural framing has been reduced. Cleaning of the steel framing and connections is recommended to remove the remaining paint and surface rust. Due to the vintage of the structure, it is likely the paint contains lead. The paint should be tested prior to removal. For our preliminary cost estimate we assumed lead paint removal. After cleaning the steel, a zinc rich primer and paint system should be applied to provide a barrier against future corrosion. Although steel losses were not observed from the ground level, it is recommended that a closer inspection of steel framing and connections at higher elevations should be performed using ladders, manlifts or other aerial equipment prior to any repair work. At the southwest aircraft storage room, several roof beams were partially covered (**Photo 13**). It is recommended that the coverings be removed to inspect the steel.

The damage to the metal wall panel sections at the south and east sides of the building is likely due to impact by moving equipment and/or vehicles. The metal wall panel sections exhibiting damage should be replaced to provide full enclosure of the structure and protection of the steel framing. At the exterior of the building where columns are not entirely covered by the wall panels (**Photo 16**), metal wall panel sections should be replaced to completely cover the columns and prevent exposure to the weather.

Repairs to the deteriorated foundation walls; excavation and replacement of the pavement and concrete apron within the aircraft storage room at the northeast corner; and cleaning and painting of the steel framing are estimated in Attachment A. The estimate was generated using RSMMeans and weighted bid pricing for recent construction projects.



Conduct a code review with the authority having jurisdiction (AHJ) prior to undertaking the work. Code requirements may increase the construction costs.

Remove the rug and any other combustibile floors within the Hangar #1. Evaluate the elevations of the floors to ensure the floor elevation is above the door threshold. We have carried a nominal cost for reconstructing the floors in the estimate in Attachment A.



Figure 1. Hangar #1 Location at Skyhaven Airport



**Photo 1. South Elevation of Building**



**Photo 2. North Elevation of Building**



**Photo 3. West Elevation of Building**



**Photo 4. East Elevation of Building**



**Photo 5. Foundation Wall at Northeast Corner of Building Exposed During Inspection**



**Photo 6. Foundation Wall at Northwest Corner of Building with Longitudinal Cracks**



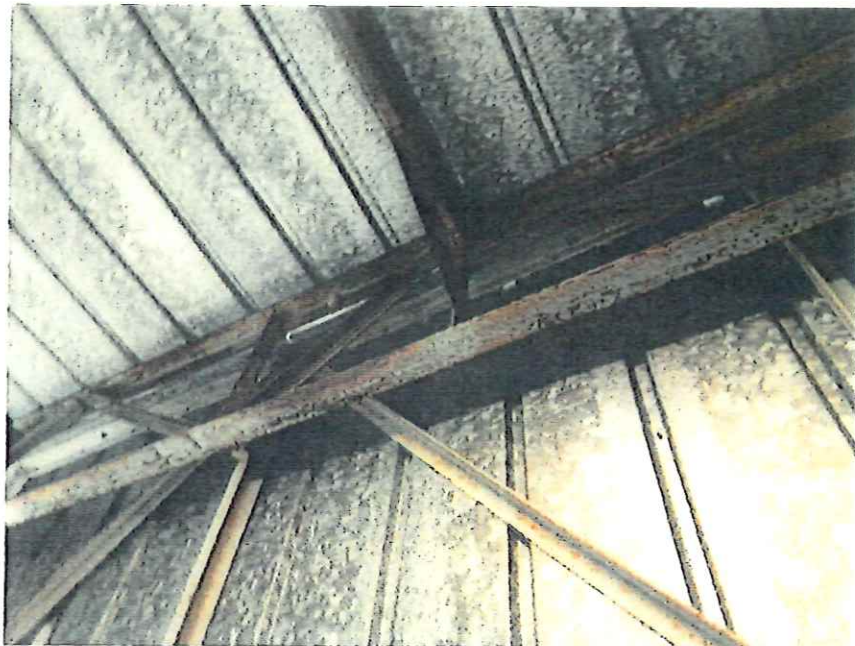
**Photo 7. Concrete Spalling at Foundation Wall Adjacent Steel Column Base Plate at Northeast Corner of Building**



**Photo 8. Pavement Settlement and Full Width Crack in Concrete Apron at Northeast Corner of Building**



**Photo 9.** Typical Building Steel Framing at Northeast Corner of Building



**Photo 10.** Typical Condition of Steel Roof Joist Supporting Aircraft Access Door with Peeling Paint and Surface Rust



**Photo 11. Typical Building Steel Framing at Southeast Corner of Building**



**Photo 12. Typical Condition of Steel Framing with Peeling Paint and Surface Rust**



**Photo 13.** Typical Condition of Steel Framing with Peeling Paint and Surface Rust. Bottom of Roof Beams Covered in Aircraft Storage Room at Southwest Corner of Building



**Photo 14.** Typical Condition of Steel Framing at Diagonal and Horizontal Angle Connection to Steel Column





**Photo 15. Typical Condition of Steel Framing at Aircraft Access Door Tracks**



**Photo 16. Exposed Steel Column at Southwest Corner of Building**



**Photo 17. Damaged Metal Wall Panel and Replaced Panel Section at Southeast Corner of Building**

**Attachment A**

Cost Estimate for Repair Work at Hangar #1

Skyhaven Airport, New Hampshire

**ESTIMATE FOR REPAIR WORK AT HANGAR #1**

Prepared By: JACOBS

Revised  
11/11/2015

| ITEM                                     | ITEM DESCRIPTION   | AMOUNT           |
|--|--|------------------|
| 1  | CONCRETE APRON REPAIRS AND BITUMINOUS PAVEMENT REPLACEMENT (NE UNIT) | \$3,659          |
| 2  | FOUNDATION WALL REPAIRS  | \$38,746         |
| 3  | STEEL CLEANING AND PAINTING  | \$110,650        |
| 4  | DETERIORATED METAL WALL PANEL REPLACEMENT                            | \$5,090          |
| 5  | ASSUMED FLOOR RECONSTRUCTION (NFPA 409)                              | \$18,925         |
| <b>TOTAL COST ESTIMATE FOR REPAIRS =</b> |  | <b>\$177,071</b> |
| <b>SAY,</b>                              |  | <b>\$178,000</b> |

- Notes: 1. Concrete Apron Repairs and Bitminous Pavement Replacement (NE Unit) should be constructed concurrent to Item 2.
2. Foundation wall repairs should be constructed in the near term concurrent to an anticipated 2017-2018 NHDOT Block Grant project for the adjacent apron.
3. Steel cleaning and paint should be conducted as funding allows.
4. Deteriorated metal wall panel replacement should be conducted as funding allows.
5. Floor reconstruction (NFPA 409) should be conducted as required based measured floor elevations and input by the Authority Having Jurisdiction.

|             |   |            |          |
|-------------|---|------------|----------|
| PROJECT     | Skyhaven Airport - Hangar #1 Inspection | FILE NO.   | E2X40205 |
| SUBJECT     | Estimate Backup Calculations            | DATE       | Nov-15   |
| COMPUTED BY | DJM                                     | CHECKED BY | GTS      |

Revised

**Skyhaven Airport  
Hangar #1 Estimate Backup for Repair Work**

**1) CONCRETE APRON REPAIRS AND BITUMINOUS PAVEMENT REPLACEMENT**

Concrete Apron Slab Sawcut & Replacement

|  |         |       |
|--|---------|-------|
| Estimated width of apron (out from the foundation) = | 5       | ft    |
| Length of Apron (east-west)                          | 15      | ft    |
| <b>FLOOR RECONSTRUCTION</b>                          |         |       |
| Estimated thickness of concrete apron =              | 0.67    | ft    |
| Volume of concrete =                                 | 1.86    | cy    |
| Unit Cost =  | 1200    | \$/cy |
| Subtotal   | \$2,233 |       |

Bituminous Sawcut & Replacement

|   |                |       |
|---|----------------|-------|
| Estimated width of bituminous (out from the foundation) =             | 20             | ft    |
| Estimated length (east-west) of pavement to be replaced =             | 5              | ft    |
| Estimated thickness of pavement =                                     | 0.25           | ft    |
| Volume of pavement =  | 0.93           | cy    |
| Cost of sawcutting, excavation, backfill, compaction & new pavement = | 1000           | \$/cy |
| Cost =  | \$926          |       |
| Design =  | \$500          |       |
| <b>Total Cost =</b>   | <b>\$3,659</b> |       |

**2) FOUNDATION WALL REPAIRS**

Foundation Wall

|   |                 |    |
|---|-----------------|----|
| Estimated length of foundation wall =   | 150             | ft |
| Estimated width of foundation wall =  | 0.58            | ft |
| Estimated depth of wall repair =  | 1.5             | ft |
| Temporary shoring of structure =  | \$3,000         | ls |
| Sawcut pavement =   | \$1,000         | ls |
| Excavate pavement and soil on both sides of wall =<br>(150' long x 3' wide x 2 sides x 2' deep) | \$3,000         | ls |
| Sawcut foundation wall at 1.5 ft. depth =   | \$1,000         | ls |
| Remove top 1.5 ft. of foundation wall =   | \$3,000         | ls |
| Form, reinforce and pour =  | \$4,000         | ls |
| Backfill =  | \$3,000         | ls |
| Pave =  | \$4,000         | ls |
| Subtotal =  | \$22,000        |    |
| 25% contingency (see note below) =  | \$5,500         |    |
| <b>Total Construction:</b>  | <b>\$27,500</b> |    |
| <b>Engineering:</b>   |                 |    |
| Site visit and define hangar and foundation as-built conditions =                               | \$5,623         | ls |
| Design =  | \$5,623         | ls |
| <b>Total Engineering:</b>   | <b>\$11,246</b> |    |
| <b>Total Cost =</b>   | <b>\$38,746</b> |    |

Note: Provide 25% contingency for any unknown issues that may arise after excavation to the expose the walls. An increased depth of wall removal may be required at some locations.

PROJECT Skyhaven Airport - Hangar #1 Inspection  
 SUBJECT Estimate Backup Calculations  
 COMPUTED BY DJM CHECKED BY GTS  
 FILE NO. E2X40205  
 DATE Nov-15  
 Revised

Skyhaven Airport  
 Hangar #1 Estimate Backup for Repair Work

**3) CLEANING AND PAINTING STEEL**

|   |                  |       |
|---|------------------|-------|
| <u>C7-C8 Purlin Support Channels</u>  |                  |       |
| Estimated length =  | 320              | ft    |
| Estimated surface length per ft. =  | 2.17             | ft    |
| Surface area =  | 693              | sf    |
| <u>C6 Purlins</u>   |                  |       |
| Estimated length =  | 650              | ft    |
| Estimated surface length per ft. =  | 1.67             | ft    |
| Surface area =  | 1083             | sf    |
| <u>W Columns</u>  |                  |       |
| Estimated length =  | 370              | ft    |
| Estimated surface length per ft. =  | 2.25             | ft    |
| Surface area =  | 833              | sf    |
| <u>Steel Joists, Bracing, Track Assembly, and Base Steel</u>                        |                  |       |
| Estimated length =  | 200              | ft    |
| Estimated surface length per ft. =  | 10.42            | ft    |
| Surface area =  | 2083             | sf    |
| <u>Horizontal 1.2.5xL2.5 and Diagonals</u>  |                  |       |
| Estimated length =  | 640              | ft    |
| Estimated surface length per ft. =  | 1.00             | ft    |
| Surface area =  | 640              | sf    |
| Total surface area for painting and cleaning =                                      | 5333             | sf    |
| Cost of metal panel removal for access, lead removal, cleaning and painting steel = | 20               | \$/sf |
| Cost =  | \$106,650        |       |
| Design =  | \$4,000          |       |
| Total Cost =  | <u>\$110,650</u> |       |

**4) DETERIORATED METAL WALL PANEL REPLACEMENT**

|  |                |       |
|--|----------------|-------|
| <u>Metal Wall Panels</u>                         |                |       |
| Estimated length (3' sections) =                 | 36             | ft    |
| Estimated height =                               | 12.75          | ft    |
| Surface area =                                   | 459            | sf    |
| Cost of metal panel removal & new installation = | 10             | \$/sf |
| Cost =   | \$4,590        |       |
| Design =   | \$500          |       |
| Total Cost =                                     | <u>\$5,090</u> |       |

**5) ASSUMED FLOOR RECONSTRUCTION (NEPA 409)**

Assumes entire hangar floor area. Confirmation of assumption required by elevation measurements and discussions with the AHJ.

|  |                 |       |
|--|-----------------|-------|
| Width =  | 32              | ft    |
| Length =   | 130             | ft    |
| Floor Area =   | 4160            | sf    |
| Demolition/Prep:   | \$1,500         | ls    |
| Gravel (4"):   | 51              | cy    |
| Unit cost  | \$ 30.00        | \$/CY |
|  | \$1,525         |       |
| Vapor barrier  | \$500           | ls    |
| Concrete - 4" Depth Reinforced (Assumed \$200/cy formed) | \$ 2.50         | \$/sf |
|  | \$10,400        |       |
| Design =   | \$5,000         | ls    |
| Total Cost =   | <u>\$18,925</u> |       |

# DRAFT

## Skyhaven Airport Advisory Council (SAAC) Meeting Minutes – Meeting #74

September 15, 2015

Present:

Peter Bruckner, Chair SAAC  
Bill Richard, SAAC  
Christine Soutter, SAAC  
Dan Barufaldi, SAAC  
Sen. Sam Cataldo, SAAC  
Ken Weyler, SAAC  
Jim Rogers, SAAC  
Dick Jackson, SAAC  
Mark Gardner, PDA  
Bill Hopper, PDA Airport Manager  
Bill Bartlett, PDA  
Irving Canner, PDA  
Andrew Pomeroy, PDA Airport Operations Supervisor

Next meeting: TBD

---

### I. Standard Topics

- a. **Peter Bruckner, SAAC Chair called the meeting to order at 0900 local time.**
- b. **The meeting minutes were accepted as written.**
- c. **GP Aviation Report:** Glen called in and reported that he is doing well, getting busier and has more customers this year than he had last year and is interested in renewing his lease as he is on a year to year lease at this time.
- d. **Web Page:** None
- e. **Finance Report:**  
Irving Canner reported on the financials for the first month of the new fiscal year.
  - i. Fuel sales in gallons sold is up significantly from this time last year. This is due to the construction last season as well as fuel prices. Fuel prices this year are significantly lower than last and this spurs activity.
  - ii. Page 4 of the financial report shows construction costs (Runway reconstruction) to date of \$3.8 Million with a projected cost of 4 million dollars by contract completion. 95% of this expense is reimbursable with AIP and State funds, but it was necessary for the PDA to pay out the full amount first and then submit for reimbursement. The current numbers show the cash flow associated with the construction. Once reimbursed the PDA direct cost will be \$200,000.00.
  - iii. The report also shows just over two million dollar shortfall in operating loss that the PDA has incurred since acquiring Skyhaven Airport. The numbers show a net loss of \$109,000.00 in operating expenses for

DRAFT

DRAFT

FY15. We also repaid the debt to the State of NH for approximately \$100,000.00 for the hangars.

- iv. Also on page 4 it shows the \$11,000 spent thus far on the upcoming Taxilane and Drainage project.
  
- f. **Webpage Feedback – None** – Peter reminded everyone to look at the web page as there is a schedule that shows whenever there is an SAAC Meeting.
  
- g. **Subcommittee Reports: Wings and Wheels**
  - i. Christine Soutter reported that the Wings and Wheels event was a great success, with a beautiful day, great reviews and great weather. The planning committee just held its first planning meeting for next year's event that will be on June 4, 2016 and will be extended one hour. Bill commented that the event raised \$5,000.00 for Jerry's Food Pantry. Andrew commented that the traffic count showed 175 operations that day. Tracy Haze did a wonderful job coordinating the event but she will be leaving the Rochester Police Department. There will hopefully be a new representative from RPD to coordinate the future events.

## II. Old Business:

### a. **Planning, Logistics, and Scheduling RWY 15/33 Reconstruction**

John Gorham reported that the job was substantially complete as of last February and that we are in a punch list and clean up phase with Pike expecting to finish this Fall and Winter. Peter Bruckner asked about the lower minima for the RWY 33 approach that we were anticipating with the new ODALS. Andrew reported that it has been flight checked and we keep following up with the FAA to check on it. They will typically publish the new plates without notice, but we are communicating with them and trying to get the proper runway width published first, then they will probably get the new minimums published. But the approach has been flight checked at the new lower minimums (3/4 mile visibility for the RNAV 33).

### b. **Radio Communications Recording Device**

Andrew presented the data from the GARD System and there were no real surprises. The one thing of note was that due to the September Thunderstorms the system got knocked off line and we lost three weeks of data. The system was returned to service and recording, but for that time period the system looked like it was recording but it wasn't. We have instituted new procedures to check the system more frequently to help prevent this from occurring again.

### c. **Sumner Properties**

Bill reported that Sumner Properties, have all the approvals from DES and Lakes Region. They are moving ahead with the fuel farm jet A tanks. Andrew reports that Lakes Region was here last week, Mike Davis's King Air was here and Lakes Region was working on the fuel system. Peter asked about the hangar and



Bill reported that they are still planning on the hangar but are concentrating on the fuel farm first.

#### d. Taxilane & Drainage Rehab Project

Bill reported as part of the upcoming project we have taken a close look at the Hangar 1 Area. We had budgeted a \$150,000.00 non AIP funded item to rehab Hangar 1. Upon looking at it we estimate that to repair the concrete area on the west side of Hangar 1 alone it will cost \$100,000.00 of PDA money to repair. The pavement has gotten to the point where it is difficult to operate the hangar particularly in the winter.

Bill and Andrew investigated the problem to see if it makes sense to repair the hangars or to look at other options. The FAA will provide funding in conjunction with the Taxilane & Drainage Rehab Project, to demo the building and pave the area where it stands prepping the area for future development. The FAA may also fund the construction of a wash rack. The FAA will not fund repairs to the existing structure however.

Bill reported that his recommendation as an Airport Manager, is that this is the time to take money that is available to us at five percent our cost that would get absorbed in the overall project cost that we have already budgeted.

Peter reported that a few of the SAAC members to include an architect and a contractor looked at the building and assessed that it was in good shape. Bill Richards reported that the building is obviously old, but that the structure is sound and provides affordable shelter for people, and brings in approximately \$10,000.00 annual revenue to the airport that could offset the cost of repair.

Peter Bruckner reported that in his estimation, short money would address the problems with the doors that face the runway and that by preserving the building we would continue to have inexpensive shelter for people whereas constructing new hangars would be quite expensive.

There was an extensive discussion over what repairs might be needed and Peter suggested that the repairs would be revenue neutral over ten years.

Bill Richardson proposed a motion that repairs be made to Hangar 1 and the building be preserved, and not taken down.

---



Bill Hopper stressed that everyone understand that the moneys to repair the building would come out of the PDA and that we are on a limited time schedule if we are to take advantage of the opportunity to use the AIP funds to improve this area for the future development, the long term 20 year development of the airport we need to take advantage of it now.

Peter Bruckner stated that one of the problems here is that this is an advisory committee but this issue did not come to the attention of the board until Pease had already come to a decision. There is no reason why the PDA could not have

brought this issue to the Advisory Board sooner so a discussion could be had. Peter stated he would go on record as saying that the PDA is undermining the committee's ability to be an advisory board.

Dick Jackson, asked about replacement of the hangars. Dick did not believe we should remove existing hangars unless we had a plan for building new.

Peter held a vote on Bill Richardson's motion, and the motion passed seven to two.

---

There was continued discussion of what possible future development would entail, the benefits and problems of shade hangars, and what elements are and are not AIP fundable, etc.

Christine asked about the possibility of relocating the building. Andrew commented that in certain circumstances the FAA may fund relocation of a building, but not to bring it back. There was some discussion of the merits of relocation and where the building might be relocated to.

Dan Barufaldi commented that this is really a question of accommodation of some current tenants verses the long term development and improvement of the area for the next twenty plus years. Dan stated that if it were his building and he had the opportunity of taking advantage of some government money to take it down verses putting his money into an old rusty and crumbling building, he would tear it down.

John Gorham then briefed the group on the proposed Taxilane and Drainage project addressing making the pavements more robust and not subject to heaving in the winter and improving the drainage around the hangars to make the runoff flow away from instead of into the hangars.

John, said that the plan is to have the entire project done on one grant with one contractor in two phases, one in 2016 and one in 2017. Phase one would be the Hangar 1 and Hangar 2 area, and Phase two would be the Hangar 3 &4 areas.

### III. New Business

Dick Jackson asked about the brush growing up on the north end between the runway and his home. Andrew reported that much of the brush and shrubs will be removed as a punch list item in the project but we are waiting for a wetlands permit from DES. Andrew offered to go out to the area with Dick to verify that the areas that are to be addressed in the project are the same that Dick is concerned with.

### IV. Public Comment

None

**Meeting was adjourned at 10:25 am Local time**

Respectfully submitted, Andrew B. Pomeroy for Chair Peter Bruckner.

## Memorandum

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

**From:** Sandra McDonough, Airport Operations/Community Liaison *SM*

**Date:** 11/12/2015

**Subj:** Noise Report for October 2015

---

For the calendar month of October 2015, we received a total of 91 inquiries.

Out of the 91 inquiries, 82 of them were helicopter related with 52 of them being from two residences. Three of the inquiries are confirmed to be non-based helicopters. All other rotor inquiries are presumed to be based out of Portsmouth (Seacoast Helicopters). The 82 helicopter inquiries were generated by 15 residences (12 Portsmouth, 2 Kittery and 1 New Castle).

All eight inquiries regarding fixed wing aircraft were from one residence. The residents at this location are insistent that the aircraft are operating in an unsafe manner citing a number of different reasons. After exhaustive effort invested by the airport staff, we have found that in every instance cited, the aircraft were following proper procedures and operating in a safe manner. Therefore, it was decided that responding to each of the inquiries from this particular residence are counterproductive. We attempted to notify the residence of such via certified mail and have had no success in doing so. The address provided to us by the resident, plus two other addresses we located using the internet all were undeliverable.

A Portsmouth resident from Sherburne Village called looking for information on flights arriving and departing from Portsmouth. The caller indicated the jet fuel smell has been terrible lately and wanted to know if it was due to an increase in flying. Caller has been advised to call when she smells the jet fuel and it will be addressed at that time. The smell might be attributed to large aircraft running their engines before flight and other factors such as direction of the wind.

Attached is the Noise Report for October 2015.

# PDA Noise Report Log

For the Period: 10/01/2015 to 10/31/2015

| # | Date      | Time  | Caller Information                              | Type | Aircraft               | Narratives   | Follow Up   |
|---|-----------|-------|---|------|------------------------|--|---|
| 1 | 10/2/2015 | 11:31 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter directly over my house.  | Caller has indicated in the past that a call back is unnecessary. |
| 2 | 10/2/2015 | 13:23 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Description: NOISE COMPLAINT - Red helicopter STOPPED AND HOVERED over South Mill Pond - never seen that before. | Caller has indicated in the past that a call back is unnecessary. |
| 3 | 10/4/2015 | 11:58 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter  | Caller has indicated in the past that a call back is unnecessary. |
| 4 | 10/4/2015 | 14:04 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter directly over my house AGAIN.  | Caller has indicated in the past that a call back is unnecessary. |
| 5 | 10/4/2015 | 14:09 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter again, second pass within 5 minutes.                                   | Caller has indicated in the past that a call back is unnecessary. |
| 6 | 10/5/2015 | 14:04 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter  | Caller has indicated in the past that a call back is unnecessary. |
| 7 | 10/5/2015 | 14:24 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter  | Caller has indicated in the past that a call back is unnecessary. |

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

# PDA Noise Report Log

## For the Period: 10/01/2015 to 10/31/2015

| #  | Date      | Time  | Caller Information                                 | Type | Aircraft            | Narratives  | Follow Up  |
|----|-----------|-------|--|------|---------------------|---|--|
| 8  | 10/5/2015 | 14:27 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson helicopter | Emailed: NOISE COMPLAINT - Red helicopter again. Please give us a break!  | Caller has indicated in the past that a call back is unnecessary.  |
| 9  | 10/6/2015 | 11:54 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson helicopter | Emailed: NOISE COMPLAINT - Red helicopter   | Caller has indicated in the past that a call back is unnecessary.  |
| 10 | 10/6/2015 | 17:32 | ID Number 199<br>Ruth Street<br>Portsmouth, NH     | ON   | Robinson helicopter | "Hi Sandy, this is XXXX from Ruth Street. It's Tuesday around 6 O'clock, October 6th. There's been a helicopter flying around. It's a white helicopter with a gray or green tail-end. It's kind of high up there, but it's going really slow. I don't know if it's a camera crew, or if it's another scenic, but I'm concerned with it going so slow. I worry about, I think it's called the v-factor, stalling. If you could check on that for me, I don't know if this is the week you're away at the conference, or whatever. I'd like to know if Pease knows what's going on with that, and why they're going around over, and over, and over again. Okay? Thank a bunch, bye." | McDonough left message 10/11. No response. McDonough was unable to identify the gray and green helicopter.   |
| 11 | 10/8/2015 | 10:19 | ID Number 75<br>Mark Street<br>Portsmouth, NH      | ON   | Robinson helicopter | Emailed: Third pass directly over middle school have it on video and photos.  | McDonough spoke with XXXX on 9/13. Helicopters are allowed to fly over schools. It may not be directly over the school but may appear to be.                     |
| 12 | 10/8/2015 | 11:54 | ID Number 75<br>Mark Street<br>Portsmouth, NH      | ON   | Robinson helicopter | Emailed: Sandy, Bruce is a liar, two low direct passes over the middle school. Things are going to heat up if he doesn't change his pattern.  | McDonough spoke with XXXX on 9/13. Caller doesn't believe Seacoast Helicopters is flying at an altitude of 1000 ft. ATCT has confirmed the altitude in the past. |
| 13 | 10/8/2015 | 12:59 | ID Number 205<br>Crockett Neck Road<br>Kittery, ME | ON   | Robinson helicopter | "Hi, my name is XXXX. I'm calling from Crockett Neck Road in Kittery regarding the helicopter flybys that go over daily. I understand to lodge a complaint, this line is the number to start calling. Even though this has been bothering us for a long time, I will start calling every time they fly over."   | McDonough spoke with XXXX on 10/13 and she stated the purpose of her calls is to supply data for possible changes in the future.                                 |

**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: 10/01/2015 to 10/31/2015

| #  | Date      | Time  | Caller Information                                   | Type | Aircraft            | Narratives  | Follow Up   |
|----|-----------|-------|--|------|---------------------|---|---|
| 14 | 10/10/201 | 19:21 | ID Number 181<br>Bayview Drive<br>Newmarket, NH      | ON   |                     | Caller 181 is concerned with the air traffic in the vicinity of her home.   | Caller has been given the number to FSDO (Flight Standards District Office) to contact for any safety concerns. A follow up letter was sent to the residence and returned. The letter was then sent to a PO box number. |
| 15 | 10/10/201 | 19:31 | ID Number 181<br>Bayview Drive<br>Portsmouth, NH     | ON   |                     | See caller number 181 10/10 at 19:21.   | See caller number 181 10/10 at 19:21.   |
| 16 | 10/10/201 | 19:37 | ID Number 181<br>Bayview Drive<br>Newmarket, NH      | ON   |                     | See caller number 181 10/10 at 19:21.   | See caller number 181 10/10 at 19:21.   |
| 17 | 10/10/201 | 19:43 | ID Number 181<br>Bayview Drive<br>Newmarket, NH      | ON   |                     | See caller number 181 10/10 at 19:21.   | See caller number 181 10/10 at 19:21.   |
| 18 | 10/10/201 | 21:00 | ID Number 181<br>Bayview Drive<br>Newmarket, NH      | ON   |                     | See caller number 181 10/10 at 19:21.   | See caller number 181 10/10 at 19:21.   |
| 19 | 10/11/201 | 8:30  | ID Number 206<br>Lincoln Avenue<br>Portsmouth, NH    | ON   | Robinson helicopter | Emailed: Persistent, incessant fly overs -approx. 4 per hour today. I do not live near the airport, but feel as if I do!! This has to stop.   | Caller believes if enough people complain the helicopter tours will stop.   |
| 20 | 10/11/201 | 10:49 | ID Number 125<br>New Castle Avenue<br>Portsmouth, NH | ON   | Robinson helicopter | Emailed: Between 10:40 and 1:15 pm, at least 9 helicopter transits were made over our property. I'm reporting these because the red helicopters were flying particularly low on Sunday and traveling slower than usual. Vibrating sound from copter blades was much louder than usual. Pilots must have been aware that this would be very disturbing to those living in neighborhoods below the flight path. | McDonough followed up with Seacoast Helicopters who indicated the tours were flown as usual. McDonough left a message. No response.   |

**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: 10/01/2015 to 10/31/2015

| #  | Date      | Time  | Caller Information                               | Type | Aircraft             | Narratives   | Follow Up   |
|----|-----------|-------|--|------|----------------------|--|---|
| 21 | 10/11/201 | 15:41 | ID Number 98<br>Hucking Street<br>Portsmouth, NH | ON   | helicopter           | "This is XXXXX trying to tell you...Hope you can hear the helicopter going over my house. This is about the 12th time today that it has. Again, I'm sure you didn't hear the beginning." | McDonough returned the call 10/11. Caller is very frustrated and wants the tourist helicopter to stop flying near her home.   |
| 22 | 10/11/201 | 15:41 | ID Number 181<br>Bayview Drive<br>Newmarket, NH  | ON   |                      |  | See caller number 181 10/10 at 19:21.   |
| 23 | 10/11/201 | 16:14 | ID Number 181<br>Bayview Drive<br>Newmarket, NH  | ON   |                      |  | See caller number 181 10/10 at 19:21.   |
| 24 | 10/11/201 | 17:29 | ID Number 191<br>Bayview Drive<br>Newmarket, NH  | ON   |                      | Caller states all the flights over his house are very low. Some as low as 150 ft.  | Flights have been researched and found to be above 1500 ft. Caller has been shown in the past how to use FlightAware to see the actual flight path and height of many of the flights arriving and departing from Portsmouth International Airport at Pease. Caller has also been given the number to FSDO (Flight Standards District Office) for any safety concerns. A letter has been sent to their residence and their PO Box. |
| 25 | 10/12/201 | 11:58 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH  | ON   | Robinson helicopter  | Emailed: NOISE COMPLAINT - Red helicopter  | Caller has indicated in the past that a call back is unnecessary.   |
| 26 | 10/12/201 | 12:33 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH  | ON   | Robinson helicopters | Emailed: NOISE COMPLAINT - Red helicopter  | Caller has indicated in the past that a call back is unnecessary.   |

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

# PDA Noise Report Log

For the Period: 10/01/2015 to 10/31/2015

| #  | Date      | Time  | Caller Information                                 | Type | Aircraft               | Narratives  | Follow Up  |
|----|-----------|-------|--|------|------------------------|---|--|
| 27 | 10/12/201 | 16:04 | ID Number 205<br>Crockett Neck Road<br>Kittery, ME | ON   | Robinson<br>helicopter | "It's 4:02 on Monday October 12th. The helicopter, the one that flies over here several times a day, is loud and low and I'd like to officially register a complaint, again. Thank you."  | McDonough left a message 10/19. Caller left a return message stating the purpose of her calls is to supply data for possible changes in the future.  |
| 28 | 10/12/201 | 16:30 | ID Number 12<br>Woodbury Avenue<br>Portsmouth, NH  | ON   | Robinson<br>helicopter | Emailed: The red helicopters flying very low over our house all day Sat., Sun and holidays (every 20 min or so today). Why can't they fly over home depot and market basket? The constant noise has really affected everyone's quality of life here on Woodbury Ave. It's a very sad and needless situation.  | McDonough left message 10/19. No response.   |
| 29 | 10/12/201 | 19:06 | ID Number 205<br>Crockett Neck Road<br>Kittery, ME | ON   | Robinson<br>helicopter | "Hi this is XXXXXX, again, regarding your fly overs with the helicopter. Um, I'm going to be registering a complaint, officially, with the low flying height. It's bedtime, I have small children here trying to go to bed and the helicopter flying these late hours is making that difficult. Please consider these, um, messages seriously."   | McDonough left a message 10/19. Caller left a return message stating the purpose of her calls is to supply data for possible changes in the future.  |
| 30 | 10/13/201 |       | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter   | Caller has indicated in the past that a call back is unnecessary.  |
| 31 | 10/13/201 | 8:48  | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter   | Caller has indicated in the past that a call back is unnecessary.  |
| 32 | 10/14/201 | 12:58 | ID Number 98<br>Hucking Street<br>Portsmouth, NH   | ON   | white<br>helicopter    | "I'm calling from xxx Hucking Street, in Portsmouth. There is a helicopter that has done about four fly-overs, and it's practically at our roof-tops. I've taken a picture of it and you can hear it in the background. It's right above our house right now. This is what we deal with the red helicopters. This is a white helicopter. I don't know whom it belongs to but this helicopter has flown over at least four or five times." | A Massachusetts based helicopter was hired by a film company from Halifax to film the seacoast from Maine to Delaware. I spoke with the pilot while he was at fueling up and he is flying just above 500 ft. |

**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: 10/01/2015 to 10/31/2015

| #  | Date      | Time  | Caller Information                              | Type | Aircraft                   | Narratives  | Follow Up  |
|----|-----------|-------|---|------|----------------------------|---|--|
| 33 | 10/14/201 | 14:06 | ID Number 157<br>Ruth Street<br>Portsmouth, NH  | ON   | blue and silver helicopter | "I'm calling about a helicopter complaint. I live on Ruth Street in Portsmouth. My complaint is about a blue and silver helicopter hovering for about the last eight to ten minutes over the North Mill Pond. He is not at 500', because when he went to turn and leave, he flew over our house and he is just above the tree-tops. I know the trees are not 500' tall. I got it all on video if anyone is interested in seeing a video of it, because I know it's not the little red helicopter, but this guy was extremely low. I don't know if he was just taking pictures, or what, but it was blue and silver, and, like I said, he was probably 100' above the tree-tops coming over our house. Just wanted to get it on record, and you can call me if you get any information on it. It's about 2:08 in the afternoon. Thank you very much, bye-bye." | A Massachusetts based helicopter was hired by a film company from Halifax to film the seacoast from Maine to Delaware. I spoke with the pilot while he was at fueling up and he is flying just above 500 ft. |
| 34 | 10/15/201 | 11:54 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson helicopter        | Emailed: NOISE COMPLAINT - Red helicopter   | Caller has indicated in the past that a call back is unnecessary.  |
| 35 | 10/15/201 | 14:56 | ID Number 75<br>Mark Street<br>Portsmouth, NH   | ON   | Robinson helicopter        | Emailed: Right over the middle school low and kids everywhere. He lies when he says he doesn't fly over the school. Horrible business owner holding residents hostage and ruining the quality of their lives.   | Returned call. No response.  |
| 36 | 10/16/201 | 16:17 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson helicopter        | Emailed: NOISE COMPLAINT - Red helicopter   | Caller has indicated in the past that a call back is unnecessary.  |
| 37 | 10/16/201 | 16:55 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson helicopter        | Emailed: NOISE COMPLAINT - Red helicopter   | Caller has indicated in the past that a call back is unnecessary.  |

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

# PDA Noise Report Log

For the Period: 10/01/2015 to 10/31/2015

| #  | Date      | Time  | Caller Information                              | Type | Aircraft               | Narratives   | Follow Up   |
|----|-----------|-------|---|------|------------------------|--|---|
| 38 | 10/16/201 | 17:24 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter  | Caller has indicated in the past that a call back is unnecessary. |
| 39 | 10/16/201 | 17:45 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter  | Caller has indicated in the past that a call back is unnecessary. |
| 40 | 10/16/201 | 17:57 | ID number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter.<br>How bad does this have to get before Pease gives us some help with this situation? | Caller has indicated in the past that a call back is unnecessary. |
| 41 | 10/17/201 | 12:08 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter directly over my house, very low.  | Caller has indicated in the past that a call back is unnecessary. |
| 42 | 10/17/201 | 12:29 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter  | Caller has indicated in the past that a call back is unnecessary. |
| 43 | 10/17/201 | 13:31 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter  | Caller has indicated in the past that a call back is unnecessary. |
| 44 | 10/17/201 | 17:13 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter directly over my house, very low.  | Caller has indicated in the past that a call back is unnecessary. |

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

# PDA Noise Report Log

For the Period: 10/01/2015 to 10/31/2015

| #  | Date      | Time  | Caller Information                                 | Type | Aircraft            | Narratives   | Follow Up   |
|----|-----------|-------|--|------|---------------------|--|---|
| 45 | 10/17/201 | 17:35 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson helicopter | Emailed: NOISE COMPLAINT - Red helicopter  | Caller has indicated in the past that a call back is unnecessary. |
| 46 | 10/17/201 | 17:52 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson helicopter | Emailed: NOISE COMPLAINT - Red helicopter directly over my house. Thanks a lot. Pease Development Authority! | Caller has indicated in the past that a call back is unnecessary. |
| 47 | 10/18/201 | 9:25  | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson helicopter | Email: NOISE COMPLAINT - Red helicopter  | Caller has indicated in the past that a call back is unnecessary. |
| 48 | 10/18/201 | 9:37  | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson helicopter | Email: NOISE COMPLAINT - Red helicopter  | Caller has indicated in the past that a call back is unnecessary. |
| 49 | 10/18/201 | 12:16 | ID Number 205<br>Crockett Neck Road<br>Kittery, ME | ON   | Robinson Helicopter | "Please stop flying over here with the red helicopter 10 to 20 times a day."                                 | Caller does not require a call back.                              |
| 50 | 10/18/201 | 12:34 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson helicopter | Description: NOISE COMPLAINT - Red helicopter directly over my house, very low, very LOUD.                   | Caller has indicated in the past that a call back is unnecessary. |

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

# PDA Noise Report Log

For the Period: 10/01/2015 to 10/31/2015

| #  | Date      | Time  | Caller Information                                 | Type | Aircraft            | Narratives  | Follow Up  |
|----|-----------|-------|--|------|---------------------|---|--|
| 51 | 10/20/201 | 14:37 | ID Number 207<br>Sherburne Rd<br>Portsmouth, NH    | ON   | info                | I'm calling to talk with someone in regards to the increased air traffic as well as the jet fuel that is out of control. I wanted to get an update of what is going on with all the planes and jet fighters, the landing practices and what is going on at the base. I know politics play a role and it seems to increase air traffic. The jet fuel has been out of control lately especially in the evening and clearly the plane traffic is quite annoying but I know I can't do anything about that because of where I live. Please give me a call back? Thank you. Bye-Bye. | McDonough spoke with caller on 10/21. McDonough gave an overview of the airports activities but it was difficult to address the jet fuel smell without having specific times and dates. The caller will call if she smells jet fuel in the future. |
| 52 | 10/21/201 | 16:56 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson helicopter | Email: NOISE COMPLAINT - Red helicopter. 248 confirmed trips over my house so far this year. He flies over me twice - once going out, and once when returning. Try to imagine what this would be like if he was flying over your house.   | Caller has indicated in the past that a call back is unnecessary.  |
| 53 | 10/23/201 | 9:50  | ID Number 75<br>Mark Street<br>Portsmouth, NH      | ON   | Robinson helicopter | "Hi, this is XXXX of Mark Street in Portsmouth NH. Our friend Seacoast Helicopters says he doesn't fly over the middle school. Again, on video and film, flying directly over the middle school. There's no reason to fly over it. If there's a catastrophic failure and he falls, he's going to land on the school. Please ask him to keep his word and not fly directly over the school."   | McDonough contacted Seacoast Helicopters who stated the Middle school is not on the tour route but it is close by and they may fly over it from time to time but all safety requirements are followed.   |
| 54 | 10/24/201 | 7:44  | ID Number 157<br>Ruth Street<br>Portsmouth, NH     | ON   | Robinson helicopter | "Yes good morning, this is XXXX calling. It's 7:40 on Saturday morning, and that little red helicopter just flew over our house. I guess there's nothing I like better than getting woken up at twenty minutes to eight on a Saturday morning by a little red helicopter flying directly over my house. We live on Ruth Street in Portsmouth. R-U-T-H street in Portsmouth. Thank you very much. Bye."  | Returned call 10/27. No response.  |
| 55 | 10/24/201 | 7:57  | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson helicopter | Email: NOISE COMPLAINT - Red helicopter.  | Caller has indicated in the past that a call back is unnecessary.  |
| 56 | 10/24/201 | 8:17  | ID Number 208<br>Crockett Neck Road<br>Kittery, ME | ON   | Robinson helicopter | "Seems like the helicopter started early this morning. The first one at 7:39, the second one just went by at 8:15, um, so we're trying to make sure we let you know when it's disturbing. Thank you."   | McDonough spoke with the caller 10/26. Caller just wants to keep a log for compiling data for future use.  |

**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: 10/01/2015 to 10/31/2015

| #  | Date      | Time  | Caller Information                                 | Type | Aircraft               | Narratives   | Follow Up   |
|----|-----------|-------|--|------|------------------------|--|---|
| 57 | 10/24/201 | 8:27  | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter.   | Caller has indicated in the past that a call back is unnecessary.   |
| 58 | 10/24/201 | 8:42  | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter.   | Caller has indicated in the past that a call back is unnecessary.   |
| 59 | 10/24/201 | 8:46  | ID Number 208<br>Crockett Neck Road<br>Kittery, ME | ON   | Robinson<br>helicopter | "Yes, once again this is XXXX calling from Crockett Neck Road, in Kittery Point Maine. It just seems now its 8:45 another helicopter goes over um, it just seems too many! So, ummm, yes so there we go, thank you." | McDonough spoke with the caller 10/26. Caller just wants to keep a log for compiling data for future use.                               |
| 60 | 10/24/201 | 13:01 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter.   | Caller has indicated in the past that a call back is unnecessary.   |
| 61 | 10/24/201 | 13:21 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter.   | Caller has indicated in the past that a call back is unnecessary.   |
| 62 | 10/24/201 | 13:36 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter. PDA created this mess, and now PDA should FIX IT!   | Caller has indicated in the past that a call back is unnecessary.   |
| 63 | 10/24/201 | 14:14 | ID Number 204<br>Main Street<br>Kittery, ME        | ON   | Robinson<br>helicopter | The damn red frickin helicopters ya can't even enjoy a Halloween party now, outside. Every 15 minutes these noisy things are ridiculous. You got to put a stop to this. It's crazy.                                  | McDonough spoke with caller 10/27. Caller expressed his dismay with the helicopter traffic. His concern is with both noise and privacy. |

**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: 10/01/2015 to 10/31/2015

| #  | Date      | Time  | Caller Information                                 | Type | Aircraft               | Narratives  | Follow Up                             |
|----|-----------|-------|--|------|------------------------|---|---------------------------------------|
| 64 | 10/24/201 | 16:16 | ID Number 43<br>Gates Street<br>Portsmouth, NH     | ON   | Robinson<br>helicopter | "Hello my name is XXXXX and I live on gate street in Portsmouth. Saturday mornings are days I usually get to sleep in. The only day of the week. I was awakened this morning at 7:30 by the sound of the helicopter. You can imagine how happy that made me. And of course it's been going over and over every day all since. All day maybe every 20 minutes or so. It goes right over our house on the way out and right over our house on the way back. It has to be stopped. This has been an issue driving our neighborhoods crazy. People are talking about it all the time. And somebody's going to do something. I'm not suggesting I'm going to do something but somebody's going to do something there sorry for. This is just driving me nuts. I really, really, and then I'll add today it's cloudy. It's always worse on a cloudy day. But it appears because of the clouds he's flying even lower. This has to stop. This guy has to be put out of business, or get a new route. Don't go over the city, go out somewhere else. Why does he have to go over the city every frickin minute? I am upset. I know it's hard because I don't know what to do other than call you and I don't call often because I know there's nothing you can do. And I don't need a call back. All I want to do is register my complaint because I'm absolutely furious." | McDonough returned call. No response. |
| 65 | 10/25/201 | 8:00  | ID Number 199<br>Ruth Street<br>Portsmouth, NH     | ON   | Robinson<br>helicopter | "Hi good morning. It's eight o'clock in the morning and it's Sunday. I would like to officially log a complaint. Ah, already this morning. Seacoast Helicopter is buzzing my neighborhood..... he's terrorizing I should say. 17 times yesterday. I just think that is totally ridiculous and I want to make sure that this goes down as, ah, a full-fledged complaint. And I wanted to know how your conference went (clears throat). If anything good came about of it to help us with this matter. If you could call me back next week Monday through Friday that would be terrific. Thank you, good day."   | Left a message. No response.          |
| 66 | 10/25/201 | 8:01  | ID Number 205<br>Crockett Neck Road<br>Kittery, ME | ON   | Robinson<br>helicopter | "This is XXXX of Crockett Neck Road in Kittery Maine. I do not need a call back. I'm calling to log, um, another complaint about the tourist helicopter. It's before eight on a Sunday morning and it's a little early for the low fly overs. Please change your route."  | Caller does not require a call back.  |

**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: 10/01/2015 to 10/31/2015

| #  | Date      | Time  | Caller Information                                 | Type | Aircraft               | Narratives   | Follow Up  |
|----|-----------|-------|--|------|------------------------|--|--|
| 67 | 10/25/201 | 8:43  | ID Number 157<br>Ruth Street<br>Portsmouth, NH     | ON   | Robinson<br>helicopter | <p>Email: Yesterday the red helicopter started flying low and directly over our house at 07:40 am. He made seventeen trips over during the course of the day. Today, Sunday he started again at 08:00am. Once again low and directly over our house. He no longer flies at the 1000 feet that he claims he flies. While campaigning former mayor Steve Marchand was at our house and made note of the loud noise and commented that the red helicopter was not flying at the required 500ft level.</p> | <p>McDonough spoke with caller on 10/26. McDonough checked with ATCT about the previous day and ATCT didn't notice anything out of the ordinary.</p> |
| 68 | 10/25/201 | 10:30 | ID Number 199<br>Ruth Street<br>Portsmouth, NH     | ON   | Robinson<br>helicopter | <p>"Hi, this is XXXX again from Ruth Street. It is 10:30. I'm logging a complaint again, ah, the red helicopter is terrorizing my house, and just wanted to make sure it's noted. That's the red one. Ok thank you."</p>   | <p>Caller does not require a call back.</p>  |
| 69 | 10/25/201 | 11:16 | ID Number 129<br>Thornton Street<br>Portsmouth, NH | ON   | Robinson<br>helicopter | <p>Email: Second day in a row of early noise abuse. Yesterday it started at just after 7am. Hopefully the rain and clouds will stop too much more for the rest of the day. NO CONSIDERATION!</p>   | <p>McDonough spoke to the caller on 10/27. Caller is very frustrated and would like to see tourist helicopters stopped.</p>                          |
| 70 | 10/25/201 | 11:50 | ID Number 98<br>Hucking Street<br>Portsmouth, NH   | ON   | Robinson<br>helicopter | <p>"Hi, um, this is XXXX of Hunting Street in Portsmouth. The helicopter just went over and its 11:45. Um, it's flying even lower than I've ever seen it fly. Um, this has been going on all morning. This is about the sixth time it's gone over our house. And yesterday it started at 7:30am and flew over at least 10 times during the day."</p>   | <p>McDonough left a message. No response.</p>  |
| 71 | 10/25/201 | 11:51 | ID Number 208<br>Crockett Neck Road<br>Kittery, NH | ON   | Robinson<br>helicopter | <p>"Yes, this is XXXX calling from Crockett Neck Rd. in Kittery. And the helicopters, I wasn't, I was, not in the house first thing this morning, but they started at 11:28 pretty loud, another came by at 11:47. Um, so it is irritating and I just, um, ya know, 1 or 2 a day wouldn't be bad but I have a feeling we are going to be bombarded again. So please note that thank you, bye."</p>   | <p>McDonough spoke with the caller 10/26. Caller just wants to keep a log for compiling data for future use.</p>                                     |

**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: 10/01/2015 to 10/31/2015

| #  | Date      | Time  | Caller Information                                 | Type | Aircraft               | Narratives   | Follow Up   |
|----|-----------|-------|--|------|------------------------|--|---|
| 72 | 10/25/201 | 11:56 | ID Number 157<br>Ruth Street<br>Portsmouth, NH     | ON   | Robinson<br>helicopter | "Good morning. This is XXXX calling. It's 11:50 in the morning and I'm calling about the red helicopter. He just made a fly-by over my house and he is not following the minimum flight height requirements by no stretch of the imagination. So, I have videos of it like I said before. But today he was really low again. So I don't know if that protest or whatever got his feathers all in a ruffle yesterday or not, but he is just probably trying to make a point and I'm not happy about it. So I want it on record that I'm calling to complain, and say he's violating the airspace requirements for height. Thank you very much. I live at Ruth St. in Portsmouth." | McDonough spoke with caller on 10/26. McDonough checked with ATCT about the previous day and ATCT didn't notice anything out of the ordinary. |
| 73 | 10/25/201 | 13:20 | ID Number 199<br>Ruth Street<br>Portsmouth, NH     | ON   | Robinson<br>helicopter | "Hi good afternoon this is XXXX again from Ruth St. Portsmouth NH. The red helicopter is terrorizing our household again. Just wanted to make sure you get it recorded. Thank you."  | Caller does not require a call back.  |
| 74 | 10/25/201 | 13:50 | ID Number 199<br>Ruth Street<br>Portsmouth, NH     | ON   | Robinson<br>helicopter | "Hi this is XXXXXX again of Ruth St. Portsmouth NH. IT is 1:45 on 25th, Sunday. Ah, just reporting that ah yellow helicopter flying over my house again, just being obnoxious as ever. And um, thank you for recording this. Thank you."   | Caller does not require a call back.  |
| 75 | 10/25/201 | 14:55 | ID Number 199<br>Ruth Street<br>Portsmouth, NH     | ON   | Robinson<br>helicopter | "Helloooo, this is XXXXXX again of Ruth St. in Portsmouth. I'm reporting the red helicopter going above, and we just want to make sure we get this recorded. Thank you."   | Caller does not require a call back.  |
| 76 | 10/25/201 | 15:10 | ID Number 136<br>Thornton Street<br>Portsmouth, NH | ON   | helicopter             | Emailed: What a lovely day to be outside, raking leaves, tending my garden, oooops just kidding! The constant barrage of helicopter noise plays in the air, disturbs the peace and solitude I seek when outside. That red flying maggot has all the cards, it would be nice if someone thought about the people that it disturbs.  | McDonough returned call 10/26. No response.   |
| 77 | 10/25/201 | 16:02 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH    | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter directly over my house, very low, very loud.<br>The PDA brought us this problem, and now its up to the PDA to FIX IT!  | Caller has indicated in the past that a call back is unnecessary.   |

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



# PDA Noise Report Log

For the Period: 10/01/2015 to 10/31/2015

| #  | Date      | Time  | Caller Information                                    | Type | Aircraft               | Narratives  | Follow Up  |
|----|-----------|-------|---|------|------------------------|---|--|
| 78 | 10/25/201 | 16:49 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH       | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter directly over my house again, very low, very loud. The PDA brought us this problem, and now its up to the PDA to FIX IT!  | Caller has indicated in the past that a call back is unnecessary.  |
| 79 | 10/25/201 | 16:49 | ID Number 208<br>Crockett Neck Road<br>Kittery, ME    | ON   | Robinson<br>helicopter | "Once again it's XXXX calling from Crockett Neck Road in Kittery Point Maine. Another helicopter at 4:47pm. Um oh I've never given you the date. It's October 25th. Thank you."   | McDonough spoke with the caller 10/26. Caller just wants to keep a log for compiling data for future use.  |
| 80 | 10/25/201 | 16:52 | ID Number 199<br>Ruth Street<br>Portsmouth, NH        | ON   | Robinson<br>helicopter | "Hello this is XXXX from Ruth Street in Portsmouth. Yes, it is me again at five minutes of five and the red helicopter is at it again. This is getting old. Anyways thank you for recording this, bye now."                   | Caller does not require a call back.   |
| 81 | 10/26/201 | 15:28 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH       | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter.  | Caller has indicated in the past that a call back is unnecessary.  |
| 82 | 10/26/201 | 16:25 | ID Number 197<br>Little Harbor Road<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Emailed: Little red helicopter, chop-chops overhead all day long, can't sleep during the day, hugely irritating. Please make it stop.   | Returned call 10/28. Caller wants to express his dismay with someone who can stop the helicopter from flying over the city. McDonough explained that Seacoast Helicopters are following the regulation set forth by the FAA and that the Pease Development Authority can not discriminate against a company if they meet the minimum requirements. |
| 83 | 10/29/201 | 14:04 | ID Number 208<br>Crockett Neck Road<br>Portsmouth, NH | ON   | Robinson<br>helicopter | "This is XXXX calling from Crockett Neck Rd, Kittery Point, Maine. In just the last hour we had a helicopter at 1:13, 1:40, and 2:04. It's like they "gun it" as they turn. I don't know, it just seems too much. Thank you." | Caller is aware that the PDA and the ATCT do not have the authority to tell the helicopter operator where he can fly. She thinks the requirements should be changed.   |

**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: 10/01/2015 to 10/31/2015

| #  | Date      | Time  | Caller Information                                  | Type | Aircraft               | Narratives   | Follow Up   |
|----|-----------|-------|---|------|------------------------|--|---|
| 84 | 10/29/201 | 14:07 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH     | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter. The PDA brought us this problem, and now its time for the PDA to FIX IT!  | Caller has indicated in the past that a call back is unnecessary.   |
| 85 | 10/29/201 | 14:52 | ID Number 75<br>Mark Street<br>Portsmouth, NH       | ON   | Robinson<br>helicopter | Emailed: Directly over the school for no reason, not a good neighbor takes unnecessary risks.  | McDonough returned call 11/3. Caller was given the number to the Flight Standards District Office if he thinks the helicopter operator is flying in an unsafe manner.   |
| 86 | 10/29/201 | 14:53 | ID Number 209<br>Ducks Head Road<br>New Castle, NH  | ON   | helicopter             | "Hello, my name is XXXX. Today is Thursday, October 29th, and I'm calling to complain about the red helicopter that has been flying circles around Newcastle. I think it's passed over my house, I want to say, 4 times in the last 2 or 3 hours. Thank you very much."              | McDonough spoke with caller on 11/3. Caller understands that the tourist helicopter is following all the rules set forth by the FAA but likes the opportunity to vent. She is hoping if enough people complain the rules will be changed. |
| 87 | 10/29/201 | 16:15 | ID Number 161<br>Penhallow Street<br>Portsmouth, NH | ON   | red helicopter         | Hi. My Name is XXXX. I own a business on Penhallow Street. I just want to register a complaint about the red helicopters that have been as thick as mosquitos today. It is really annoying and really abusive and I would like to go on record as being against this guy doing this. | Left message 11/3. No response.   |
| 88 | 10/30/201 | 13:57 | ID Number 75<br>Mark Street<br>Portsmouth, NH       | ON   | Robinson<br>helicopter | Emailed: Directly over the Middle School, please tell him to fly around the school don't take unnecessary risks.   | Caller has been given the number to FSDO in the past.   |
| 89 | 10/30/201 | 20:57 | ID Number 75<br>Mark Street<br>Portsmouth, NH       | ON   | Robinson<br>helicopter | Emailed: Directly over the school for no reason, not a good neighbor takes unnecessary risks.  | Caller has been given the number to FSDO in the past.   |
| 90 | 10/31/201 | 14:27 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH     | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter. The PDA brought us this problem, and now its up to the PDA to FIX IT!   | Caller has indicated in the past that a call back is unnecessary.   |

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

*PDA Noise Report Log*

*For the Period: 10/01/2015 to 10/31/2015*

| #  | Date      | Time  | Caller Information                              | Type | Aircraft               | Narratives  | Follow Up   |
|----|-----------|-------|---|------|------------------------|---|---|
| 91 | 10/31/201 | 14:56 | ID Number 68<br>Miller Avenue<br>Portsmouth, NH | ON   | Robinson<br>helicopter | Emailed: NOISE COMPLAINT - Red helicopter directly over my house, well under 1000 feet. The PDA brought us this problem, and now the PDA should FIX IT! | Caller has indicated in the past that a call back is unnecessary. |

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

MOTION

Director Lamson:


The Pease Development Authority Board of Directors hereby approves of and authorizes Redhook Ale Brewery to install split rail fencing at its premises located at 1 Redhook Way (fka 35 Corporate Drive); all in accordance with the memorandum from Maria J. Stowell, P.E, Engineering Manager, dated October 30, 2015 and attached hereto.

Note: Roll Call Vote required.

N:\RESOLVES\RedhookFence1115.wpd

## MEMORANDUM

To: David R. Mullen, Executive Director

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

Date: October 30, 2015

Subject: Event Area Fencing - 1 Redhook Way

Redhook Brewery (Redhook) located at 1 Redhook Way is requesting approval to install fencing to enclose its lawn area between Pease Boulevard and the building. Currently, whenever Redhook hosts an outdoor event, temporary orange "snow fencing" needs to be installed so that the City of Portsmouth and the NH Liquor Commission can issue their permits of assembly. The installation of permanent fencing would save both labor and material costs associated with the repeated erection and dismantling of the temporary fencing. More importantly, it would be much more aesthetically pleasing to the Tradeport as a whole.

Redhook is requesting approval to construct an enclosure of approximately 700 linear feet of Western Red Cedar split rail fencing. I have attached a sample picture of the fencing as well as a diagram of where the fencing will be located. After reviewing the proposed location and speaking to staff at Redhook, PDA staff recommends that you seek Board approval contingent upon the following stipulations:

1. Lawn under and around the fence continue to be maintained.
2. Redhook call DigSafe and procure a PDA dig permit before installation.

At the November board meeting, please ask the Board to approve the request by Redhook to install the split rail fencing as described.





MOTION

Director Allard:

The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$10,107.80 (equal to 50% of the bill)\* for legal services rendered to the Pease Development Authority by Kutak Rock, LLP through September 30, 2015.

\*Note: The City of Portsmouth will pay the remaining 50%.

Note: Roll Call Vote required.

N:\RESOLVES\Legalservices1115.wpd



**KUTAK ROCK LLP**  
SUITE 1000  
1101 CONNECTICUT AVENUE, N.W.  
WASHINGTON, DC 20036-4374  
202-828-2400  
FACSIMILE 202-828-2488  
[www.kutakrock.com](http://www.kutakrock.com)

ATLANTA  
CHICAGO  
DENVER  
FAYETTEVILLE  
IRVINE  
KANSAS CITY  
LITTLE ROCK  
LOS ANGELES  
MINNEAPOLIS  
OKLAHOMA CITY  
OMAHA  
PHILADELPHIA  
RICHMOND  
SCOTTSDALE  
WASHINGTON  
WICHITA

BARRY P. STEINBERG  
[barry.steinberg@kutakrock.com](mailto:barry.steinberg@kutakrock.com)  
(202) 828-2316

October 7, 2015

|                             |                    |
|-----------------------------|--------------------|
| TOTAL FOR SERVICES RENDERED | \$19,260.00        |
| TOTAL DISBURSEMENTS         | <u>955.59</u>      |
| TOTAL CURRENT AMOUNT DUE    | <u>\$20,215.59</u> |

## PARKING LOT USAGE/MAINTENANCE AGREEMENT

Pease Development Authority, Division of Ports and Harbors, ("Lessor" or "Owner"), a state agency created by RSA 12-G:43, I, is the owner of a parking lot located at 315 Market Street, City of Portsmouth, New Hampshire, (Map 119, Lot 5) (hereinafter "Lot"). The Isles of Shoals Steamship Company, Inc., ("Lessee"), Lessee of 315 Market Street, hereby enters into this agreement with the City of Portsmouth, a municipal corporation with an address of 1 Junkins Avenue, Portsmouth, New Hampshire (hereinafter "City" or "Sublessor") with respect to certain parking spaces located in the parking lot located at 315 Market Street (hereinafter "Parking Lot"). Lessee and the City are entering into this parking agreement ("Agreement") for the purposes and under the terms and conditions contained herein.

1. This Agreement shall commence on December 1, 2015 and continue in effect until March 31, 2016.
2. During the period in which this Agreement is in effect, the Fifty-One (51) parking spaces in the Parking Lot shown on the attached plan shall be available at the direction of the City for the purpose of allowing employees of the downtown area who have purchased a parking permit for the Parking Lot (hereinafter "Employees"). (See plan attached and incorporated hereto as Exhibit A).
3. The City agrees and represents that the parking permits issued by the City will allow Employees to park in the Parking Lot from Monday through Sunday but will prohibit overnight parking.
4. The City shall post and maintain signage in a manner to be approved by the Owner and Lessee to designate the Fifty-One (51) parking spaces for Employee parking. The signs shall include a prohibition against overnight parking and information about days Employees are permitted to park in the Parking Lot.
5. The City shall have the authority to provide regular and consistent enforcement of its rules and regulations governing the use of these parking spaces during the times stated to ensure that the parking spaces are only being used by authorized permit holders.
6. The City shall plow snow, apply salt and sand, and remove snow as necessary from the Parking Lot in accordance with its normal practices for City parking lots.
7. Except as described in this Agreement, the use of the Parking Lot shall be under the control of the Owner and Lessee.

8. The City shall defend and indemnify the Owner and Lessee for claims caused solely by the City's negligence, and which are within the scope of the City's liability insurance to the extent and under the terms and conditions under which the City itself is entitled to contractual indemnification coverage from the New Hampshire Public Risk Management Exchange, under the terms of its liability coverage document as it may be in effect from time to time.
9. The Parties agree that any compensation paid by the City to Lessee will be determined at the end of the parking trial and will be the net parking permit revenues, the difference between gross parking permit revenues less expenses incurred by the City for the following; snow removal operations, parking permit production and administration and parking enforcement. The net parking permit revenues will be paid to Lessee within 45 days after the end of the trial period. The Parties anticipate that these payments shall not exceed \$1,000 per month.
10. This Agreement may be terminated with cause by either Party in the event that either Party fails to maintain its obligations under this Agreement, after being given written notice of such failure and a Thirty (30) day period to cure it. This Agreement may be terminated without cause by either Party with Forty-Five (45) days written notice to the other Party.
11. This Agreement may be renewed annually by agreement of the parties.

**For the City of Portsmouth**

\_\_\_\_\_  
John P. Bohenko, City Manager

Dated: \_\_\_\_\_

**For Lessee**

Isles of Shoals Steamship Company, Inc.

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


Dated: 10/25/15

Pursuant to vote of the City Council  
on November 17, 2014.

Pease Development Authority consents to this Parking Lot Usage / Maintenance Agreement entered into between the Lessee and the City.

Pease Development Authority

\_\_\_\_\_  
David R. Mullen, Executive Director

Dated: 10/27/15

MEMORANDUM

To: Pease Development Authority Board of Directors  
From: David R. Mullen, Executive Director  
Date: November 19, 2015  
Re: Commercial Mooring for Hire Mooring Permits

In accordance with the "Delegation to Executive Director: Consent, Approval and Execution of Commercial Mooring for Hire Permits" adopted by the Board on November 14, 2003, I am pleased to report that PDA has approved of commercial mooring for hire permit for the following:

| <u>Applicant</u>         | <u>Number of Permits</u> | <u>Business</u> | <u>Date of Approval</u> |
|--------------------------|--------------------------|-----------------|-------------------------|
| Kittery Point Yacht Club | 1                        | Marina          | 11/3/15                 |

The Delegation to Executive Director: Consent, Approval and Execution of Commercial Mooring for Hire Permits provides that:

A Commercial Mooring for Hire Permit request submitted in connection with this delegation of authority shall not be consented to and approved unless all of the following conditions are met:

1. Applicant has provided required information and documentation in accordance with NH Administrative Rule Pda 506.09(f).
2. The Director of the Division of Ports and Harbors has reviewed and recommended approval of the Commercial Mooring for Hire Permit applications



The conditions have been met.

P:\PortAuthority\Moorings\MooringforHire\BoardMemos\BoardMemoComHire1115.wpd



**PEASE**  
INTERNATIONAL  
PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

TO: David Mullen, Executive Director, PDA   
FROM: Geno J. Marconi, Director, DPH   
DATE: November 2, 2015  
RE: Commercial Mooring For Hire

The Pease Development Authority, Division of Ports and Harbors has received a request for a commercial mooring for hire from Kittery Point Yacht Club.

I have reviewed the attached paperwork and concur with the local Harbormaster and Chief Harbormaster that the request meets all the requirements of the PDA-DPH Code of Administrative Rules regarding commercial moorings for hire. Therefore, I am requesting approval of the application.

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

MEMORANDUM

To: Pease Development Authority Board of Directors  
From: David R. Mullen, Executive Director  
Date: November 19, 2015  
Re: Commercial Mooring Transfers

In accordance with the "Delegation to Executive Director: Consent, Approval and Execution of Mooring Permit Transfers" adopted by the Board on January 24, 2002, I am pleased to report that PDA has approved of commercial mooring permit transfer for the following permit:

|   | <u>Permit</u>                           | <u>Business</u>    | <u>Date of Approval</u> |
|---|---|--------------------|-------------------------|
| Seabrook Harbor<br>Transferor:<br>Transferee: | No. 4704<br>Luis Elias<br>Patrick Dugan | Commercial Fishing | 11/3/15                 |

The Delegation to Executive Director: Consent, Approval and Execution of Mooring Permit Transfers provides that:

"A Mooring Permit Transfer request submitted to this delegation of authority shall not be consented to, approved or executed unless all of the following conditions are met:

1. In accordance with NH Administrative Rule Por 301.08 (superseded by Pda 508.01 (a) - (d)), a commercial boat owner must submit to the Division documented proof of the commercial nature of the business being sold.

These conditions have been met.

P:\PortAuthority\Moorings\Transfers\BoardMemos\Boardmem1115.wpd



**PEASE**  
INTERNATIONAL  
PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

TO: David Mullen, Executive Director, PDA *DM*

FROM: Geno J. Marconi, Director, DPH *GM*

DATE: November 3, 2015

RE: Commercial Mooring Transfer

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #4704, from Luis Elias to Patrick Dugan.

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

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

MOTION

Director Bohenko:

In accordance with the recommendation of the PDA Division of Ports and Harbors' Advisory Council and the provisions of RSA 12-G:42, VIII, the PDA Board of Directors hereby authorizes the Division Director to initiate the rulemaking process for the amendments to:

- Pda 300 Port Captains, Pilots and Pilotage
- Pda 500 Moorings and Anchorage
- Pda 600 State Owned Commercial Piers and Associated Facilities


as attached; and further authorizes the Division Director to take any necessary or recommended actions in accordance with NH RSA 541-A, in furtherance of this matter; all in accordance with the memorandum of Geno J. Marconi, Division Director, dated November 5, 2015 attached hereto.

Note: Roll Call Vote required.

N:\RESOLVES\PdaRulesAmds1115.wpd





Date: November 5, 2015  
To: PDA Board of Directors  
From: Geno Marconi, Port Director   
Subject: Proposed Amendments to Administrative Rules

The Division of Ports and Harbors is submitting to the PDA Board of Directors Initial Proposed Rules (Amendments) to the following Administrative Rules, in accordance with RSA 541-A:

- CHAPTER Pda 300 PORT CAPTAINS, PILOTS AND PILOTAGE
- CHAPTER Pda 500 MOORINGS AND ANCHORAGES
- CHAPTER Pda 600 STATE OWNED COMMERCIAL PIERS AND ASSOCIATED FACILITIES

**Pda 300:**

Section Pda 304.01 Pilotage of Vessels is a proposed rule requiring that a vessel requiring a pilot and engaged in towing and underway in the pilotage area, shall use an assist tug when transitioning between modes of towing.

The proposed amendments to the other sections of Pda 300 are due to changes that the United States Coast Guard has made to the issuance of the medical certificate required for Merchant Mariners and references to the sections of the Code of Federal Regulations (CFR) relative to medical certificates, dangerous drug testing and Bridge Resource Management. The proposed changes to Pda 300 in these references are intended to be consistent with the Coast Guard regulations.

**Pda 500:**

The proposed amendments to sections Pda 508.03, 508.07 and 508.09 are intended to provide additional rights for the transfer of mooring permits and waitlist positions to a surviving spouse.

**Pda 600:**

The proposed amendments to Pda 603.02 [Business-Use Piers]; is consistent with the language already in effect in Pda 603.01 Recreational-Use Piers.

The proposed amendment to Pda 603.11 General Restrictions and Limitations, prohibits the consumption of alcohol on state-owned commercial piers or associated facilities unless permission has been granted in accordance with the terms and conditions of a written contractual agreement with the PDA.

In accordance with RSA 12-G:44 IV, the Division Director presented the Initial Proposed Rules to the Advisory Council for review and comment at the Council's meeting held on October 15, 2015. The council offered comment and those comments were incorporated into the initial proposed rules attached.

Therefore in accordance with RSA 12-G:42 X, (a), (c) and (d), the Division of Ports and Harbors requests that the Pda Board of Directors approve the proposed amendments to Pda 300, Pda 500 and Pda 600, attached and authorize the Division Director to submit said amendment to the Office of Legislative Services in accordance with RSA 541-A.

Amend Pda 304.01, effective 4-1-11 (Document #9891) by inserting a new paragraph (d), so that Pda 304.01(d) reads as follows:

Pda 304.01 Pilotage of Vessels.

(d) A vessel requiring a pilot in accordance with (a) or (b) above, engaged in towing and underway in the pilotage area, shall use an assist tug when transitioning between towing modes.

Amend Pda 306.06(b)(2)d., effective 4-1-11 (Document #9891), cited and to read as follows:

Pda 305.06 Minimum Requirements for Pilot Appointment or Reappointment.

(b) At a minimum, no applicant for appointment or reappointment as a pilot under Pda 305 shall receive an appointment, except as otherwise provided in Pda 305.03(c) and 305.04(b), unless at the time of the application for appointment or reappointment, the applicant shall:

(2) Hold:

d. A bridge resource management certificate from a course approved by the Coast Guard [~~in accordance with 46 CFR 11.302 (10-1-09 edition)~~] in bridge resource management;

Amend Pda 305.06(b)(3), effective 4-1-11 (Document #9891), cited and to read as follows:

Pda 305.06 Minimum Requirements for Pilot Appointment or Reappointment.

(b) At a minimum, no applicant for appointment or reappointment as a pilot under Pda 305 shall receive an appointment, except as otherwise provided in Pda 305.03(c) and 305.04(b), unless at the time of the application for appointment or reappointment, the applicant shall:

(3) Provide the division with [~~a copy of a letter from the Coast Guard certifying that the following were received, accepted, reviewed, and determined to be satisfactorily completed by the Coast Guard:~~

1. *A copy of the* [~~pilot physical examination required under 46 CFR 10.215 (10-1-09 edition)] *pilot's current medical certificate issued by the Coast Guard;* and~~

2. *Documentation that the pilot has complied with* the test for dangerous drugs under 46 CFR 16.220 ([~~10-1-09~~]*10-1-14* edition) or [~~documentation~~] that the applicant otherwise met, under 46 CFR 16.230 (~~10-1-09~~]*10-1-14* edition), the Coast Guard's requirements for [~~periodic~~]*random* testing;

Amend Pda 305.09(a)(2), effective 4-1-11 (Document #9891), cited and to read as follows:

Pda 305.09 Required Annual Certifications.

(a) During a term of appointment and within 90 days prior to the yearly anniversary of a

pilot's appointment or reappointment, the pilot shall:

(2) Provide the division with ~~[a copy of a letter from the Coast Guard certifying that the following were received, accepted, reviewed, and determined to be satisfactorily completed by the Coast Guard]:~~

a. ~~[The annual pilot physical examination]~~ *A copy of the pilot's current medical certificate issued by the Coast Guard;* and

b. *Documentation that the pilot has complied with the [annual] test for dangerous drugs under CFR 16.220 (10.1.14 edition) or [documentation] that the applicant otherwise met, under 46 CFR 12.230 (10-1-14 edition), the Coast Guard's requirements for [periodic] random testing.*

Amend Pda 306.01(f)(2)c., effective 4-1-11 (Document #9891), cited and to read as follows:

Pda 306.01 Application Form for Initial Pilot Appointment.

(f) The applicant shall include, as part of the application:

(2) A certified copy of the applicant's current license issued by the Coast Guard as master or mate, for ocean, near coastal, or inland, for vessels over 1,600 gross tons that includes the applicant's:

c. Bridge resource management certificate from a course approved by the Coast Guard ~~[in accordance with 46 CFR 11.302 (10-1-09 edition)]~~ in bridge resource management;

Amend Pda 306.01(g)(8)c., effective 4-1-11 (Document #9891), cited and to read as follows:

Pda 306.01 Application Form for Initial Pilot Appointment.

(g) The applicant shall certify whether or not the applicant:

(8) Holds a valid license issued by the Coast Guard as master or mate, for ocean, near coastal, or inland, for vessels over 1,600 gross tons that includes a:

c. Bridge resource management certificate from a course approved by the Coast Guard ~~[in accordance with 46 CFR 11.302 (10-1-09 edition)]~~ in bridge resource management.

Amend Pda 306.02(f)(2)c., effective 4-1-11 (Document #9891), cited and to read as follows:

Pda 306.02 Application Form for Pilot Reappointment.

(f) The applicant shall include, as part of the application:

(2) A certified copy of the applicant's current license issued by the Coast Guard

as master or mate, for ocean, near coastal, or inland, for vessels over 1,600 gross tons that includes the applicant's:

- c. Bridge resource management certificate from a course approved by the Coast Guard [~~in accordance with 46 CFR 11.302 (10-1-09 edition)~~] in bridge resource management;

Amend Pda 306.02(g)(8)c., effective 4-1-11 (Document #9891), cited and to read as follows:

Pda 306.02 Application Form for Pilot Reappointment.

(g) The applicant shall certify whether or not the applicant:

(8) Holds a valid license issued by the Coast Guard as master or mate, for ocean, near coastal, or inland, for vessels over 1,600 gross tons that includes a:

- c. Bridge resource management certificate from a course approved by the Coast Guard [~~in accordance with 46 CFR 11.302 (10-1-09 edition)~~] in bridge resource management;

Amend Pda 306.03(f)(2)c., effective 4-1-11 (Document #9891), cited and to read as follows:

Pda 306.03 Application Form for Temporary Pilot Appointment.

(f) The applicant shall include, as part of the application:

(2) A certified copy of the applicant's current license issued by the Coast Guard as master or mate, for ocean, near coastal, or inland, for vessels over 1,600 gross tons that includes the applicant's:

- c. Bridge resource management certificate from a course approved by the Coast Guard [~~in accordance with 46 CFR 11.302 (10-1-09 edition)~~] in bridge resource management;

Amend Pda 306.03(g)(8)c., effective 4-1-11 (Document #9891), cited and to read as follows:

Pda 306.03 Application Form for Temporary Pilot Appointment.

(g) The applicant shall certify whether or not the applicant:

(8) Holds a valid license issued by the Coast Guard as master or mate, for ocean, near coastal, or inland, for vessels over 1,600 gross tons that includes a:

- c. Bridge resource management certificate from a course approved by the Coast Guard [~~in accordance with 46 CFR 11.302 (10-1-09 edition)~~] in bridge resource management;

Readopt with amendment Pda 508.03, effective 8-20-11 (Document #9975), to read as follows:

Pda 508.03 Transfer of General Use, Shorefront Property Owner, *Commercial Use*, or Commercial Mooring for Hire Mooring Permit to Surviving Spouse.

(a) If a vessel is owned by spouses jointly with right of survivorship and passes to a surviving spouse as a result of death, and the spouse whose name appears on a general use [ø], shorefront property, *or commercial use* mooring permit, or on a commercial mooring for hire mooring permit held by a shorefront property owner as described in Pda 502.05(b), granted by the division dies during the term of the permit, the division shall transfer the permit to the name of the surviving spouse if the conditions under (c) below are met.

(b) If ownership of a vessel previously owned by a deceased spouse whose name appears on a general use [ø], shorefront property, *or commercial use* mooring permit, or on a commercial mooring for hire mooring permit held by a shorefront property owner as described in Pda 502.05(b), granted by the division passes by will or in accordance with the laws of intestacy to a surviving spouse, the division shall transfer the permit to the name of the surviving spouse if the conditions under (c) below are met.

(c) The surviving spouse shall present a written request for transfer under this section to the division [~~accompanied by the following documentation and fee, within 90 days of the date of death of the spouse~~] ***at the time that an application for an existing mooring permit under Pda 506.04 is filed with the division, on or before the March 1 deadline. If the death occurred within 10 days before the March 1 deadline and the surviving spouse submits the request within 10 business days after March 1, the division shall waive the mooring permit reapplication late fee and charge only the mooring permit application fee. The surviving spouse shall provide the following documentation at the time of filing:***

(1) [~~A copy of~~]The death certificate of the *deceased* spouse;

~~[(2) Payment of the transfer fee for the transfer of a general use mooring permit, shorefront property mooring permit, or commercial mooring for hire mooring permit held by a shorefront property owner to a surviving spouse pursuant to Pda 508.03, provided that fees 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;"]~~

~~[(3)]~~(2) Proof that the vessel was owned jointly by the spouses, if the vessel was owned jointly with right of survivorship; and

~~[(4)]~~(3) Either:

a. A copy of the decree of the probate court granting ownership of the vessel to the surviving spouse, if the ownership of the vessel passed to the surviving spouse by will or in accordance with the laws of intestacy; or

b. Evidence that the estate of the deceased spouse is in probate and that the ownership of the vessel will pass to the surviving spouse by will or in accordance with the laws of intestacy.

Readopt with amendment Pda 509.07, effective 8-20-11 (Document #9975), to read as follows:

Pda 509.07 Mooring Wait List Renewal Applications; *Rights of Surviving Spouse.*

(a) An applicant who seeks to remain on a mooring wait list(s) shall renew his or her wait list status annually by March 1 of each year by submitting a mooring wait list application in accordance with Pda 509.03 and payment of the wait list fee, or within 10 business days after March 1 by submitting a mooring wait list application in accordance with Pda 509.03 and payment of the wait list late fee.

*(b) If a person on a mooring wait list passes away, the person's surviving spouse may request that the name of the surviving spouse be substituted for the deceased spouse by submitting, with the renewal application, a written request for such substitution and a death certificate for the deceased spouse. If the death occurred within 10 days before the March 1 deadline and the surviving spouse submits the request within 10 business days after March 1, the division shall waive the mooring wait list renewal late fee and charge only the mooring wait list renewal fee.*

~~[(b)]~~(c) The division shall mail a mooring wait list application form once annually on or before January 15 to each applicant on a mooring wait list, to the address specified by the applicant on the mooring wait list application, or, if none is specified, to the applicant's permanent address.

~~[(e)]~~(d) If an undeliverable wait list application form is returned to the division, the division shall not remail the form. The mooring wait list applicant shall be responsible for timely renewal of the applicant's wait list status without receipt of a renewal notice from the division.

Readopt with amendment Pda 509.08, effective 8-20-11 (Document #9975), to read as follows:

Pda 509.08 Notification of Changes in Wait List Information; *Surviving Spouse Procedures.*

(a) In order to maintain updated information with the division, any person on a mooring wait list shall notify the division in writing, within 30 business days of the change, of any change of wait list information or any change of address or telephone number.

*(b) If an applicant listed on a wait list passes away and that person has a surviving spouse who wishes to be substituted for the deceased spouse on the wait list, the surviving spouse shall follow the procedures set forth in Pda 509.07(b).*

Amend Pda 603.02(d)(1), effective 11-1-13 (Document #10441), cited and to read as follows:

Pda 603.02 Business-Use Piers; Restrictions; Skiffs; Emergency Use Allowed.

(d) No commercial fishing vessel or commercial cargo vessel shall be secured [~~between sunset and sunrise or~~] for more than **30 minutes**, [~~12 hours in one day~~] and no other vessel shall be secured at any time to a business-use pier, except a commercial fishing vessel with a berthing permit or as provided in (e) or (f) below, unless the vessel owner or operator requests permission to be so secured and the division director or an employee of the division:

(1) Determines that one or more of the following applies:

*a. The volume or complexity of loading or offloading harvested seafood or equipment or both requires longer than 30 minutes;*

~~[a.]~~*b. The vessel requires [emergency] repairs or maintenance that take longer than 30 minutes;*

~~[b.]~~*c. Weather or tide conditions make it hazardous for the vessel not to be secured to the pier;*

~~[e.]~~*d. A medical emergency exists involving a passenger or crew member; or*

~~[d.]~~*e. 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*

Readopt with amendments Pda 603.11, effective 11-1-13 (Document #10441), to read as follows:

Pda 603.11 General Restrictions and Limitations.

*(a)* There shall be no camping or sleeping on state-owned commercial piers or associated facilities.

*(b) The consumption of alcohol at state-owned piers or associated facilities shall be prohibited, unless permission has been granted in accordance with the terms of a written contractual agreement with the authority.*




MOTION

Director Loughlin:

In accordance with the provisions of Section 3.11 of the Second Amendment to By-Laws of the Pease Development Authority, the Pease Development Authority Board of Directors hereby authorizes the Executive Director to create the position of a non – classified, full time Interim Operations Manager and authorizes the Executive Director to immediately fill said position with PDA employee, Whit Anderson; all otherwise in accordance with the memorandum of Geno J. Marconi, Division Director, dated November 12, 2015 and attached hereto.

Note: Roll Call Vote required.

N:\RESOLVES\DPHOpsMgr1115.wpd

Date: November 12, 2015  
To: David Mullen, Executive Director  
From: Geno Marconi, Port Director   
Subject: Operations Manager

As you know, Al Cumings, Port Operations Manager was on an extended leave prior to his retirement on July 1, 2015. During this period, Whit Anderson, Port Maintenance Worker, has really stepped in to cover the void left by Al. Whit has shown his dedication to the job and I have given him the opportunity to prove his ability to handle that position.

Over the past several months Whit has taken on more and more of the responsibilities of the Operations Manager coordinating terminal operations and overseeing the day to day activities and projects at all the Division's facilities. Most recently Whit coordinated and managed the annual haul-out of the floating docks at Rye and Hampton. This included scheduling the crane service, preparing the tools and equipment needed and coordinating the other division employees working the job.

At the Market Street Marine Terminal, Whit has worked closely with CIANBRO Corp. in support of the construction of the new Sarah Long Bridge (CIANBRO has 87 people working that job now), as well as the other companies that come to the Terminal on a regular basis. After closely supervising Whit's decision making, I have recently directed all these contractors to coordinate with Whit directly. Whit does report to me and I continue to assist him in his development.

Professionally, Whit has engaged in some formal training opportunities. In September of 2013 he successfully completed the Marine Terminal Management program offered by the American Association of Port Authorities (AAPA) and sponsored by the Federal maritime Administration (MARAD). Most recently, in September 2015, he became certified by the International Association of Maritime and Port Executives having completed the requirements of a Maritime Port Executive. I have attached copies of those certifications.

Although at this time I do not feel that Whit has the five years of experience necessary to become the full time Operations Manager, I do believe that he has shown his ability to progress toward that position and I believe that the Division should formally promote him and recognize both the initiative that he is demonstrating and the actual job duties he performs.

At this time, I strongly recommend to you that PDA create the position of INTERIM OPERATIONS MANAGER and, with your concurrence and the approval of the PDA Board of Directors that Whit Anderson be advanced to this position. As set out below, I further recommend that Whit's annual salary be adjusted commensurate with these increased responsibilities and his exemplary performance.

Below I have set out Whit's current hourly rate as a PDA employee and the current rate for the classified position of Operations Manager, Step 1. As the Operation Manager's position is salaried, but subject to additional overtime, I have converted the pay rate to hourly for comparison purposes.

|  |             |
|--|-------------|
| Operations Manager, Labor Grade 28, Step 1 | \$27.71/hr. |
| Port Maintenance Worker current rate       | \$17.94/hr. |

At this time I would recommend an increase to \$23.00/hr. for the position of INTERIM OPERATIONS MANAGER, keeping in mind that Whit will continue to handle more of the maintenance issues of the Division with increasing responsibility for Division operations. For your information, I have included the current job description for the Classified Ports and Harbors Operations Manager, as Whit is presently performing the majority of these duties, some with direct supervision. I believe this position will satisfy a current need within the Division and is an opportunity beneficial to both the employee and the Division.

In accordance with the Pease Development Authority By-Laws and the provisions of NH RSA 12:G, at the Board Meeting on November 19, 2015, please ask the Board to create the non-classified position of Interim Operation Manager and, authorize me to appoint Whit Anderson to that position.



Alliance of the Ports of Canada, the Caribbean, Latin America and the United States



*This Certifies that*

*Whitney Anderson*

*Has Successfully Completed the*

**Marine Terminal Management  
Training Program**

*September 9 - 13, 2013*

*Long Beach, CA*



A handwritten signature in black ink, appearing to read "Kurt Nagel".

*AAPA President*

# International Association of Maritime and Port Executives

In keeping with the standards set forth by the association  
and having met the requirements of the Maritime Port Executive program

**Whitney Anderson, MAPE**

is hereby certified as

## MARITIME PORT EXECUTIVE



*David Arnold*  
Executive Director, David Arnold, MAPE

*Capt Jeffrey Monroe*  
Director of Education, Captain Jeffrey Monroe, MAPE, MAPE

Awarded on this twenty fifth day of September, two thousand and fifteen

MOTION

Director Preston:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a contract with Jones Snow Plowing Services ("Jones") for the purpose of providing snow removal services at Division of Ports and Harbors' facilities for an initial period of one (1) year beginning December 1, 2015; including four options of one (1) year each on mutually acceptable terms exercisable at the sole discretion of the Executive Director and subject to Jones providing proof of certification from the New Hampshire Green Snow Pro Certification no later than October 15, 2016; all in accordance with the memorandum of Geno J. Marconi, Division Director, dated November 6, 2015 attached hereto.

Note: Roll Call Vote required.

N:\RESOLVES\DPHSnowplowContract1115.wpd

Date: November 6, 2015  
To: PDA Board of Directors  
From: Geno Marconi, Port Director  
Subject: Snow Plow and Salting Bid

The Division of Ports and Harbors has advertised a public bid for **Snow Removal and Salting** at the division's facilities at the Portsmouth Commercial Fish Pier and the Marine Facilities at Rye and Hampton Harbor.

Bid packages became available at the Division office on October 8, 2015 and an advertisement was placed in three (3) newspapers of general circulation beginning the week of October 12, 2015. On October 22, 2015 a mandatory pre-bid site visit(s) were held at the three (3) facilities.

- Bid packages requested or picked up: 3
- Attendees at mandatory pre-bid site visit: 2
- Number of qualified bids received: 1

The only qualifying bid was submitted by Mr. James Jones, Jones Snow Plowing of North Hampton, NH. Mr. Jones presented an extensive list of snow handling equipment and spreaders. The Division reviewed Mr. Jones's qualification and experience which includes snow plowing for the Division of Ports and Harbors, and find him to be well qualified. The following are the prices quoted by Mr. Jones;

- Truck/hr.: \$50.00
- Loader/hr.: \$100.00
- Spreader vehicle/hr  
Including salt.: \$190.00

The Division has reviewed the bid prices and find that they are consistent with previous snow plowing cost incurred by the Division.

Therefore, the Division of Ports and Harbors recommends that the PDA Board of Directors authorize the Executive Director to complete negotiations with Mr. James Jones, Jones Snow Plowing and enter into a contract with Jones Snow Plowing for services to be performed at the Portsmouth Commercial Fish Pier and the Marine Facilities at Rye and Hampton Harbors.

REPLACE ITEM XV.

MOTION

Director Allard:

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

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



**MOTION**

Director Allard:

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;

N:\RESOLVES\NonPublicLease.wpd