



VIII. Executive Director's Reports/Approvals

A. Reports

1. Golf Course Operations
2. Airport Operations
  - a) Skyhaven Airport
    - (1) GP Aviation Services\* (Torr)
  - b) PSM
  - c) Noise Line Report
    - (1) January, 2016\*
    - (2) February, 2016\*
    - (3) March, 2016\*

B. Approvals

1. Four-Way Stop – Pease Blvd/Arboretum Drive/NH Avenue\* (Lamson)
2. Redhook Ale Brewery – Acceptance of Gift\* (Loughlin)
3. OpRock Portsmouth International TRS, LLC (fka Resport, LLC) – Patio 1 International Drive\* (Preston)
4. Bills for Legal Services\* (Loughlin)

IX. Port Committee – Report\* (Loughlin)

X. Division of Ports and Harbors

A. Reports

1. Port Advisory Council
2. Commercial Mooring for Hire Mooring Permits\*
3. Commercial Mooring Permit Transfers\*
4. Appledore Marine Engineering, LLC – TIGER Grant Preparation\*

B. Approvals

1. Appledore Marine Engineering – Contract Extension\* (Preston)
2. Appledore Marine Engineering – Barker Wharf Inspection\* (Torr)
3. Portsmouth Fish Pier – Ice Machine Grant Offer/Acceptance\* (Loughlin)
4. L. W. Morgridge & Sons, Inc, - ROE Extension\* (Lamson)
5. Lawrence Tank- Right of Entry Extension\* (Preston)
6. Star Island Corporation – Burge Wharf Right of Entry\* (Torr)
7. Hampton Harbor Marine Facility – Concession Contract Assignment\* (Preston)
8. Hampton Harbor Boat Works – Right of Entry\* (Loughlin)
9. Capt. Leland Stevens - Charter Boat Right of Entry\* (Lamson)

XI. Special Events

A. Report\*

1. American Lung Association – Cycle the Seacoast
2. Runner's Alley – 5k Road Race

XII. Audit Committee Report\* (Loughlin)

XIII. Golf Committee Report\* (Preston)

A. Approvals

1. Golf Course Staffing Position\* (Torr)
2. Golf Course Pro Shop – Temporary Position\* (Lamson)
3. Golf Course Fee Rate Structure\* (Preston)
4. Golf Course – Tow Behind Turf AERA-Vator Aerator\* (Loughlin)
5. Golf Course – Gas Utility Cart\* (Torr)

XIV. Finance

A. Financial Reports

1. Operating Result for Eight Period Ending February 29, 2016\*
2. Nine Month Cash Flow Projections to December 31, 2016\*
3. Capital Budget FY 17 – FY 22\*

B. Approvals

1. Operating & Maintenance Budget FY 17 – FY 20\* (Lamson)

XV. New Business

XVI. Upcoming Meetings

Finance Committee	Monday	May 16, 2016
Board of Directors	Thursday	May 19, 2016

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

XVII. Directors' Comments

XVIII. Adjournment

XIX. Press Questions

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

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

**Thursday, January 21, 2016**

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

Due to the participation of Directors via speaker telephone, all votes will be taken by roll call.

**II. Acceptance of Meeting Minutes: December 17, 2015**

Director Lamson moved and Director Bohenko seconded that **The Pease Development Authority Board of Directors hereby accept the Minutes of the December 17, 2015 Board meeting.** Discussion: None. Disposition: Resolved by unanimous roll call vote for; motion carried.

**III. Public Comment**

There were no comments from the public.

**IV. Old Business**

No old business was brought before the Board.

**V. Finance**

**A. Financial Reports**

**1. Operating Results for the Five Month Period Ending November 30, 2015**

Irv Canner, PDA Director of Finance, reported on the status of the PDA FY 2016 finances for the five month period ending November 30, 2015. Revenues are slightly above budget, while operating expenses are below budget. Expenses are expected to increase as the fiscal year progresses. Utilities are currently over budget. Variances in revenues include the fuel underruns at the Division of Ports and Harbors ("DPH") offset by fee revenues, including golf course membership fees. Staffing numbers continue to decrease due to changes in seasonal employees. Fringe benefits are currently under budget due to timing issues. Electricity costs, due to increased consumption, and Golf Course water expenses are over budget. PDA is exploring renegotiating its electrical power provider to take advantage of lower energy rates. PDA's net income cash position has decreased since June 30, 2015 due, in part, to repayment of the Provident Bank revolving line of credit, decreases in accounts receivable, and construction costs. In December, PDA drew down \$1 million from the line of credit for expenses and anticipates a short repayment period. The Balance Sheet shows that the unrestricted funds has a negative balance of approximately \$3.7 million due to the pension liability recently added to the balance sheet. PDA will set up a reserve fund to help offset the future pension liability which is also affected by changes in the Stock Market.



Business Units Analysis shows that Portsmouth International Airport at Pease ("PSM") enplanements for 2015 of 43,300 are slightly below the total enplanements for the previous year. At Skyhaven Airport, fuel sales have increased due to lower fuel costs. Since its transfer to PDA in 2009, PDA has incurred a net operating loss of approximately \$1.3 million on behalf of Skyhaven. The Golf Course outdoor season is finished and use of the indoor simulators has increased. Rounds played in 2015 increased by approximately 16% from 2014. Bar and grill sales are approximately 6% ahead of the previous year. DPH is showing an overall net operating income of \$172,000. When broken out by units, the pension liabilities shows PDA's share to be approximately \$2.9 million.

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

Mr. Canner reviewed PDA cash flow projections for the nine month period ending September 30, 2016. PDA's (excluding DPH) unrestricted cash balance to date is \$589,000. PDA anticipates that the balance will be approximately \$2.0 million by September 30, 2016. Grant funded projects, including the PSM Terminal bathrooms and the Identity Management System, are expected to cost approximately \$1.9 million; while non-grant funded projects, including the PSM Terminal roof and Golf Course equipment, are expected to cost approximately \$1.3 million. PDA debt is expected to be reduced to approximately \$465,000 by the end of the period. DPH's unrestricted cash balance is approximately \$481,000. DPH's future revenues include mooring permit fees and rent revenue from the Maine Department of Transportation.

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

### **A. Approvals**

#### **1. AMEC Foster Wheeler – 35 Airline Avenue**

Director Allard moved and Director Loughlin seconded to **The Pease Development Authority Board of Directors hereby approves of and consents to the Right of Entry ("ROE") with AMEC Foster Wheeler for the purpose of storing well testing equipment and associated materials at 35 Airline Avenue. The ROE is retroactively effective from November 2, 2015 through May 31, 2016; all on substantially the same terms and conditions as the draft Right of Entry dated December 18, 2015 attached hereto. Note: Roll Call Vote required. Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried.**

## **VII. Leases**

### **A. Reports**

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

#### **1. 200 International, LP**

200 International LP entered into a sublease with Cousins Home Lending, Inc. for 2,053 square feet at 200 International Drive for a base term of 5 years. Director Lamson approved the sublease.

#### **2. Two International Group, LLC**

Two International Group, LLC entered into a sublease with Walker Winslow Group, LLC dba Paradigm Health Plans for 5,937 square feet at 2 International Drive for a base term of 5 years. Director Lamson approved the sublease.

## VIII. Signs

### A. Approvals

#### 1. Wheelabrator Technologies, Inc.

Director Torr moved and Director Loughlin seconded that **The Pease Development Authority Board of Directors hereby approves of the proposed sign for Wheelabrator Technologies, Inc. at 100 Arboretum Drive; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated January 14, 2016 and attached hereto. Note: Roll Call Vote required. Discussion:** Director Lamson stated that she is very pleased with the development of the building at 100 Arboretum Drive. Maria Stowell, P.E. - Manager Engineering, reported that Wheelabrator will use the majority of the building space. Disposition: Resolved by unanimous roll call vote; motion carried.

## IX. Contracts/Agreements

### A. Reports

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

#### 1. Vanasse, Hangen & Brustlin, Inc. – Traffic Counts

PDA contracted with Vanasse, Hangen, & Brustlin, Inc., to perform traffic counts and prepare data analysis for the four-way intersection at New Hampshire Avenue, Pease Boulevard, Arboretum Drive and the Air National Guard entrance. The expenditure of \$3,000 was approved by Vice-Chairman Loughlin.

#### 2. Northeast Hydraulics, Inc. – Hydraulic Sander

PDA contracted with Northeast Hydraulics, Inc. for the purchase of one 5.0 cubic yard hydraulic sander for use by the PDA Maintenance Department to assist in snow removal. The expenditure of \$7,722.00 was approved by Vice-Chairman Loughlin.

#### 3. Donovan Equipment Co., Inc. – Steel Plow

PDA contracted with Donovan Equipment Co., Inc. for the purchase of one 11" steel plow for use by Maintenance Department to assist in snow removal. The expenditure of \$7,250.00 was approved by Vice-Chairman Loughlin.

#### 4. Golf Course – Toro NSN Service Contract

PDA contracted with Toro NSN to enter into a 3 year service contract for a software program used by the Golf Course to troubleshoot turf and irrigation equipment on-line. The expenditure of \$5,220.00 is an approved budget item.

### B. Approvals

#### 1. IDMS – FAA Grant Acceptance/Contract Award

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

(1) **accept on behalf of the PDA for the specification and procurement of an Identity Management System ("IDMS"), a Federal Aviation Administration ("FAA") Grant Offer in AIP funding for FY 16, equal to 90% of the IDMS project costs, in the amount not to exceed \$354,792.60;**

(2) accept from NHDOT Division of Aeronautics 5% of the IDMS project costs in an amount not to exceed \$19,710.70;

(3) expend PDA funds equal to 5% of the project costs in an amount not to exceed \$19,710.70;

(4) enter into a contract with Hoyle Tanner & Associates, Inc. for the IDMS project in the total amount of \$394,214; and

(5) execute such other documents and/or agreements as are necessary or appropriate, e.g. software licensing agreements, to implementation of the IDMS;

all in accordance with the memorandum from Maria J. Stowell, P.E., dated January 7, 2016 and attached hereto. Note: Roll Call Vote required. Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried.

## 2. Vanasse, Hangen & Brustlin, Inc. – Contract Extension

Director Lamson moved and Director Torr seconded to The PDA Board of Directors hereby authorizes the Executive Director to complete negotiations and execute a Contract Extension with Vanasse Hangen, Brustlin, Inc. (“VHB”) for the provision of transportation consulting services. The contract is hereby extended for a period of two years effective May 1, 2015.

Further, the Executive Director is authorized to expend an amount not to exceed \$30,000 for VHB’s provision of intersection and infrastructure improvement cost estimating work; all in accordance with the memorandum from Maria J. Stowell, P.E., dated January 13, 2016 attached hereto. Note: Roll Call vote required. Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried.

## 3. USDA/WS Wildlife Control

Director Loughlin moved and Director Lamson seconded to The Pease Development Authority Board of Directors authorizes the Executive Director to execute a contract with the United States Department of Agriculture Wildlife Service (USDA WS) from January 1, 2016 through December 31, 2016, in the amount of \$18,358.00 for the purpose of providing integrated turkey, other large bird, and animal control and monitoring services at the Airfield; all in accordance with the memorandum of Andrew B. Pomeroy, Airport Operations Supervisor, dated January 12, 2016, and attached hereto.

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

1. PDA has a long standing relationship with USDA WS stemming back to the time PDA was formed. As a part of that ongoing relationship, the USDA WS has maintained ongoing wildlife surveys, with data dating back to its first arrival at Pease. PDA does not want to interrupt this data stream.

2. The USDA WS conducts training classes for PDA Airport Operations Personnel on Airport Wildlife Hazard Management, to meet FAR 139 requirements. USDA is the FAA recognized authority for such required training. Note: This motion requires 5 affirmative votes.

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

#### 4. PSM Terminal Bathrooms

Director Preston moved and Director Lamson seconded to The PDA Board of Directors hereby authorizes the Executive Director to:

a. enter into a contract amendment with Greenman - Pedersen, Inc. in the amount of \$14,100 for production of the final design package for the Portsmouth International Airport at Pease ("PSM") Terminal Restroom Improvements project; and

b. enter into a contract with Hoyle, Tanner & Associates, Inc., PDA's airport consultant, for AIP grant administration tasks related to the restroom project;

all in accordance with the memorandum of Maria J. Stowell, P.E. Manager, Engineering, dated January 12, 2016 attached hereto. Note: Roll call vote required. Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried.

#### 5. Electricity Service Provider

Director Bohenko moved and Director Loughlin seconded to The Pease Development Authority Board of Directors authorizes the Executive Director to:

a. terminate the current contract with Provider Power, LLC for the supply of electricity; and

b. renegotiate the terms of the contract and execute a new contract with Provider Power, LLC;

subject to PDA being offered a more favorable supply rate; all in accordance with the memorandum of Irv Canner, dated January 15, 2016 attached hereto. Note: Roll Call Vote required. Discussion: Director Bohenko asked if PDA has considered the use of solar panels. Mr. Mullen informed the Board that PDA is very interested in solar energy. Director Bohenko noted that PDA can send out an RFP for solar companies to provide costs for the provision of the solar energy infrastructure and electricity rates. Director Lamson reported that several homes in Newington and Greenland are using solar energy. Director Bohenko reported that the City has received a grant for installation of solar energy equipment for use by the City. Mr. Mullen reported that PDA looked into setting up solar panels on an 80 acre site near the runway, but there are issues with reflective glare The FAA would have to approve the installation of solar panels near the airport. PDA is also working on installing LED lighting. Disposition: Resolved by unanimous roll call vote; motion carried.

#### 6. Liberty Chevrolet – Electrician's Van

Director Loughlin moved and Director Lamson seconded to The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a contract with Liberty Chevrolet of Wakefield, MA in an amount not to exceed \$64,533.00 for the purchase of one electrician's van; all in accordance with the memorandum from Joseph McPherson, Facilities Resource Manager, dated January 12, 2016 attached hereto. Note: Roll Call Vote required. Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried.

**X. Executive Director's Reports/Approvals**

**A. Reports**

**1. Golf Course Operations**

Scott DeVito, PGA General Manager, reported on the activities at the Pease Golf Course. The membership drive resulted in 24 new memberships and two people have signed up for the Trial Pass. Membership has increased by approximately 10% from last year. Staff will continue to work on increasing membership. The Golf Course Maintenance is working on cleaning equipment and getting it ready for the summer season. PDA is working with Grill 28 and Seacoast Media Group for advertising to generate more business during the winter.

**2. Airport Operations**

Bill Hopper, Airport Manager, reported on aviation activities.

**a) Skyhaven Airport**

Staff is working on preparing to redo the apron around the t-hangers. The Wings and Wheel fund raiser is scheduled to be held on June 4, 2016.

**b) PSM**

A Noise Compatibility Committee meeting will be held on January 21, 2016 at 6:30 p.m. Total enplanements for 2015 decreased due to the reduction in troop flights. Allegiant Airlines passenger numbers have increased. The Identity Management System will be used to consolidate several data bases including badging to make the process more efficient. The Terminal restrooms will be renovated to accommodate increased passenger traffic. The obstruction project and runway rehabilitation projects are ongoing. Director Lamson commended Sandy McDonough for her work with the Noise Compatibility Committee.

**(1) FAA MOA – Navigational and Weather Aids**

Director Torr moved and Director Lamson seconded to **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a Memorandum of Agreement with the Federal Aviation Administration (“FAA”) for the construction, operation, and maintenance of FAA owned navigation, communication and weather aid facilities at Skyhaven Airport on substantially the same terms and conditions set forth in the attached “No Cost Land on Airport Memorandum of Agreement”;** and otherwise in accordance with the memorandum of Andrew B. Pomeroy, Airport Operations Supervisor, dated January 13, 2016 attached hereto. **Note: Roll Call Vote required. Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried.**

**(2) Right of Entry – New England Aerobatic Club**

Director Allard moved and Director Preston seconded to **The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a Right of Entry with IAC Chapter 35 - New England Aerobatic Club for airplane aerobatic practice at Skyhaven Airport; all on substantially similar terms and conditions set forth in the Right of Entry dated January 22, 2016, and attached hereto. Note: Roll Call vote required. Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried.**

**c) Noise Line Report**

Mr. Hopper reported that 29 inquiries were made to the Noise Line in December, 2015, including: 15 helicopter related inquiries; 9 inquiries related to non-based military KC-10s; three based military KC-135s; one non-based commercial DC-9; and one piston aircraft.

**XI. Division of Ports and Harbors**

**A. Reports**

**1. Port Advisory Council**

Geno Marconi, Division Director, reported that the Port Advisory Council met on January 20, 2016. The Council was updated on: the status of the 2016 mooring permit program; commercial fishing regulations and their effect on commercial fishing industry. Mr. Marconi reviewed the process to allow bulk diesel fuel delivery to boats from a fuel truck and the requirement to obtain a variance from the Fire Marshall to allow direct fueling. Notices regarding the fueling will be sent out to all pier use permit holders. Mr. Marconi reported that Assistant Mayor Splaine was appointed as the Mayor's representative to the Advisory Council. Information regarding the Port's operations is being put together for Asst. Mayor Splaine and a tour of the facilities will be conducted.

**2. 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>
Rye Harbor Transferor: Transferee:	No. 964 Blue Lobster, LLC Andrew Widen	Commercial Fishing	12/30/15
Isles of Shoals Transferor: Transferee:	No. 897 F/V Lady Martha, LLC Andrew Heaphy	Commercial Fishing	12/30/15

**XII. Special Events Report**

Marie Aleksy, PDA Paralegal, reported on the following special event that will take place on the Tradeport:

**1. New Heights – Paddy's Five Miler Road Race**

On Sunday, April 3, 2016, New Heights - Adventures for Teens will host the St. Paddy's 5 mile road race. Funds raised will be used to support New Heights' programs.

**XIII. New Business**

No new business was brought before the Board

**XIV. Upcoming Meetings**

Chairman Bald reported on upcoming Committee and Board meetings:

Finance Committee	March 14, 2016	Cancelled
Board of Directors	March 17, 2016	Cancelled
Port Committee	March 17, 2016	555 Market St
Audit Committee	April 18, 2016	
Board of Directors	April 21, 2016	9 a.m.

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

**XV. Directors' Comments**

In response to Director Bohenko's inquiry regarding the status of installing web streaming equipment in Board room, Mr. Mullen reported that he signed a contract on January 20, 2016 for the web streaming system at a cost of \$1,200 per year. The system will be operational on April 1, 2016.

Mr. Mullen pointed out the changes to the Committees' and the Board's meeting dates. The FY 2013 Operations and Capital Budgets will be reviewed at the April 21 Board meeting.

**XVI. Adjournment**

Director Bohenko moved and Director Loughlin seconded to **adjourn the Board meeting.**  
Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried. Meeting adjourned at 8:50 a.m.

**XVII. Press Questions**

There were no members of the press at the meeting.

Respectfully submitted,



David R. Mullen  
 Executive Director/Secretary

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

**Thursday, March 10, 2016**

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

**I. Call to Order**

Vice-Chairman Loughlin called the meeting to order at 8:03 a.m. in the Board conference room at 55 International Drive, Pease International Tradeport, Portsmouth, New Hampshire.

Due to participation of Chairman Bald and Director Allard via telephone, all votes will be taken as roll call votes.

**II. Public Comment**

Brad Lown, Portsmouth City Council member and liaison between the City Council and the Board, made comments about the location of the wastewater treatment plant at Pierce Island versus the Pease International Tradeport and the pending City Council vote. Councilor Lown thanked the Board for the clarification of the Board's position about the location of the treatment plant through a press release issued by David Mullen, PDA Executive Director and sought confirmation from the Board of the position stated in the press release. Director Lamson stated she would not comment on a matter not on the agenda. Mr. Lown made comments regarding: comments from the public regarding the location of wastewater treatment plant; PDA abutters' rights; the process to acquire PDA property by the City; the fair market value payment for the property; and the time frame for project if treatment plant was located on Tradeport. Director Loughlin noted that the expansion cannot be constructed within land controlled by the City and land would have to be purchased from PDA; that no votes were taken by the Board and that there is no enthusiasm for the project at Pease. Director Preston felt that the points raised in the press release were valid and that he supports PDA's position as stated.

**III. Old Business**

No old business was brought before the Board.

**IV. Leases**

**A. Approvals**

**1. Lonza Biologics, Inc. – 70/80 Corporate Drive**

Director Bohenko moved and Director Preston seconded that Upon consideration of the preliminary plans presented by Lonza Biologics, Inc., the Pease Development Authority Board of Directors hereby approves:

- 1. The proposal to privatize a portion of Goose Bay Drive for the purpose of utilizing the lot at 101 International Drive and the lots at 70 and 80 Corporate Drive as contiguous lots;**



2. **The application to NH DES Wetlands Bureau for a permit to fill approximately 50,308 square feet of wetlands. Mitigation shall include daylighting of the existing drainage culvert;**

**all in accordance with the memorandum from Maria J. Stowell, P.E., Engineering Manager, dated March 4, 2016 and attached hereto. Note: Roll Call Vote required.** Discussion: Director Bohenko informed the Board that Lonza has worked with the City of Portsmouth ("COP") to facilitate the project and is very excited about the proposal. Maria Stowell, P.E. – Manager Engineering, explained that the proposal for 70/80 Corporate Drive (the "Iron Parcel") before the Board is to get preliminary approvals regarding the filling of wetlands and the privatization of Goose Bay Drive. Lonza will return to the Board to get approval of its concept plan before construction begins. Michael Pelletier, head of Site Development and Strategic Projects for Lonza, reviewed the overall project and Lonza's need to be ready for construction when the market demand arises.

Greg Mikolaites, Tighe and Bond, project engineers, reported that Lonza expects to add an additional 1,000 employees and project permits should be ready within 11 months. The facility will include three new buildings to be built as the market demands; two parking decks for up to 750 cars with potential to expand the existing garage; a campus style facility with enclosed walkways. The wetlands that will be filled are deemed as low value wetlands. Lonza will convert Hodgson Brook from a pipe flow to an open channel flow ("daylight") and provide a buffer including a tree lined boulevard. Walkways and bridges will be used to provide connectivity. The next step is to have the project plans reviewed by the City and NH DES.

Director Lamson commended Lonza on the landscaping plans. Director Preston congratulated the City, PDA staff, and Lonza on the project collaboration. Chairman Bald noted that Lonza had its choice of locations and PDA is lucky to have Lonza. As a corporate citizen, Lonza has a terrific impact on the region, including its collaboration with UNH. Chairman Bald thanked Lonza for its commitment to the area. Mr. Pelletier noted that Lonza is happy to be at Pease and part of its success is due to its relationship with the surrounding communities.

Director Loughlin noted that PDA is vigilant in its protection of wetlands on the Tradeport. The proposed wetlands to be filled are the former housing site and are not considered high value. Director Loughlin reported that he is pleased with the plans to daylight Hodgson Brook and that there is no reason for Goose Bay Drive to remain open if its closing will support the Lonza project. Disposition: Resolved by unanimous roll call vote; motion carried.

#### V. **New Business**

No new business was brought before the Board.

#### VI. **Upcoming Meetings**

Audit Committee	April 18
Board of Directors	April 21

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

#### VII. **Directors' Comments**

Director Bohenko thanked Mr. Mullen for the installation of the web streaming media system that will be available on April 21, 2016. The system will allow the public to view the Board meeting via PDA's web site.

**VIII. Adjournment**

Director Lamson moved and Director Torr seconded to **adjourn the Board meeting**. Discussion: None. Disposition: Resolved by unanimous roll call vote; motion carried. Meeting adjourned at 8:30 a.m.

**IX. Press Questions**

There were no questions from the press.

Respectfully submitted,



David R. Mullen  
Executive Director/Secretary

MOTION

Director Loughlin:

The Pease Development Authority Board of Directors hereby approves of and consents to the Right of Entry ("ROE") with Altaeros Energies, Inc. of Somerville, MA for the purpose of research and testing a tethered aerostat and the placement of an office trailer adjacent to Hangar 229. The ROE is retroactively effective from February 8, 2016 through December 31, 2016; all in accordance with the memorandum of Kim W. Hopper, Airport Manager, dated April 12, 2016 attached hereto.

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# Memorandum

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

**From:** Kim W. Hopper, A.A.E., Airport Manager *(B)*

**Date:** 4/12/2016

**Subj:** Altaeros Energies, Inc.

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Altaeros is conducting testing with a tethered balloon on a remote ramp located on the Portsmouth International Airport at Pease (PSM). They are a hangar tenant of Port City Air and will be conducting the tests in the vicinity of Hangar 229. We have entered an agreement where they will store a construction-type trailer on the airside adjacent to and directly west of Hangar 229 and conduct their tests in that general area.

Please seek Board of Directors approval at their April 21, 2016 meeting to enter into an agreement with Altaeros Energies, Inc., retroactive to February 1, 2016 through December 31, 2016. In the agreement they will store the construction-type trailer at a rate of \$50 per month and will pay a rate of \$125 for each day they launch their tethered balloon. The activity is considered aeronautical and we anticipate their operation will have no effect on other airport activity.

Please do not hesitate to contact me with any questions.

MOTION

Director Lamson:

The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to enter into a License with Cianbro Corporation, Inc. at 14 Aviation Avenue for the purpose of staging materials for the Sarah Long Bridge construction project beginning April 1, 2016 through December 31, 2017; all in accordance with the memorandum of Mark H. Gardner, Deputy General Counsel, dated April 11, 2016 attached hereto.

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**MEMORANDUM**

Date: April 11, 2016  
To: David Mullen- Executive Director *DM*  
From: Mark H. Gardner, Deputy General Counsel  
Subject: Cianbro Corporation License / Hangar 227

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Cianbro Corporation recently approached PDA requesting storage space for electrical machinery and equipment in connection with its construction of the new Sarah Mildred Long Bridge. PDA was able to offer Cianbro the use of 15,000 square feet of space in Hangar 227. As Hangar 227 is within the confines of the airport, PDA sought and was granted authorization from the FAA to permit this non-aviation use through December 31, 2017, subject to PDA's ability to terminate the agreement in the event an aviation use for the facility arises.

As the duration of the License is in excess of six months, its extension beyond that time frame or through December 31, 2017 was made expressly subject to the Board's approval. Cianbro has agreed to pay PDA \$1.00 per square foot for the use of the hangar or \$1,250 per month. Cianbro is also obligated to provide liability insurance as well as to comply with airport security requirements.

Please seek Board approval for this License Agreement at the meeting of the Board of Directors scheduled for April 21, 2016.



MOTION

Director Torr:

Subject to FAA approval, 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 one (1) year beginning May 15, 2016 through May 14, 2017; all in accordance with the memorandum of Kim W. Hopper, Airport Manager dated April 12, 2016 attached hereto.

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# Memorandum

**To:** David R. Mullen, Executive Director   
**From:** Kim W. Hopper, A.A.E., Airport Manager   
**Date:** 4/12/2016  
**Subj:** C&J Bus Lines Right of Entry for Parking Area

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C&J Bus Lines has an agreement with Pease Development Authority for the use of the terminal building parking area on the south side of Exeter Street. The area provides vehicle parking that is in addition to the main parking area located directly across on the north side of Exeter Street. With the present demand at the terminal the parking north of Exeter Street is adequate.

C&J's agreement with PDA expires May 14, 2016. They have requested an agreement to continue renting the parking area from May 15, 2016 and set to expire May 14, 2017. I have received approval from FAA for C&J's non-aeronautical use of the lot for the same period.

I request that you seek Board of Directors approval to enter into an agreement with C&J Bus Lines for the use of the terminal parking area located south of Exeter Street, to commence May 15, 2016 and expire May 14, 2017. The monthly rate for rental of the area will be in the amount of \$2,221.67.

Please do not hesitate to contact me with any questions.



MEMORANDUM

To: Pease Development Authority Board of Directors

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

Date: April 21, 2016

Re: Sublease between 249 Corporate Drive, LLC and General Services Administration

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 249 Corporate Drive, LLC ("249CDL") and General Services Administration ("GSA") at 249 Corporate Drive. The Sublease for 4,984 square feet is for a base term of 10 years. GSA will use the Subleased Premises for general business offices.

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

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

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

Conditions one through three have been met. As to condition four, PDA relies on 249CDL's continued primary liability for payment of rent and other obligations pursuant to the PDA/249CDL 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: April 21, 2016  
Re: Sublease between Pioneer New Hampshire, LLC and Activmed Practices & Research, 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 Pioneer New Hampshire, LLC ("Pioneer") and Activmed Practices & Research, Inc. ("Activmed") for 5,535 square feet located at 110 Corporate Drive. The Pioneer/Activmed Sublease is for a base term of five (5) years. Activmed, a clinical trial service provider, will use the Subleased Premises for general offices, exercise facility, and related uses.

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

Conditions one through three have been met. As to condition four, PDA relies on Pioneer's continued primary liability for payment of rent and other obligations pursuant to the PDA/Pioneer 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   
Date: April 21, 2016  
Re: Sublease between NH Avenue Retail Center, LLC and Seaside Associates Temporary and Permanent Placement, LLC ("Seaside")

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 Seaside for 948 square feet at 14 Manchester Square with a base term of five years. Seaside, an employment agency, 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.

**MEMORANDUM**

TO: Pease Development Authority Board of Directors  
FROM: David R. Mullen, Executive Director *DM*  
RE: Contract Reports  
DATE: April 21, 2016

\*\*\*\*\*

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

1. a. Project Name: GoPortsmouthNH. Com  
PDA Obligation: \$484.38  
Board Authority: Approved Budget Item  
Summary: For advertising of the Pease Golf Course and Grill 28 through the Portsmouth Chamber of Commerce. Grill 28 will reimburse PDA in the amount \$322.92.
  
- b. Project Name: LFS Sport & Speciality Netting  
PDA Obligation: \$2,259.00  
Board Authority: Approved Budget Item  
Summary: Replacement Netting for Golf Course Driving Range net.
  
- c. Project Name: Honeywell International, Inc.  
PDA Obligation: \$3,975.00  
Board Authority: Approved Budget Item  
Summary: Replacement of the power supply system for the US Customs video camera processing unit at the Portsmouth International Airport at Pease.



# Invoice

911 Harris Bldg #7  
 Bellingham, WA 98225  
 800-558-7295 ph  
 360-734-1221 fax

**Date** 2/9/2016  
**Quotation #** 01/221601SD  
**Customer ID** 3465

**Quotation For:**  
 Scott DeVito  
 PGA General Manager  
 Pease Golf Course  
 200 Grafton Drive  
 Portsmouth, NH 03801  
 Phone - 603-433-1331  
 Fax - 603-427-0433  
[s.devito@peasedev.org](mailto:s.devito@peasedev.org)

*Quotation valid until:* 3/10/2016  
*Salesperson:* Dudley Nightingale

**Comments or Special Instructions:**

**10% discount on 5+ panels**

Material	Color	Twine	Mesh size	Rope Border	Tensile	Availability
66-728 Nylon	Black	#18	1"	yes	165	7 to 10 days



Qty	Panel size			lbs/pce	Unit Price	Amount
	height	width	ribline			
5	20'	50' FOB Destination	0	36	502.00	\$ 2,510.00

	\$ 2,510.00
10% discount	\$ (251.00)
	\$ 2,259.00

If you have any questions concerning this Inv please contact:

**Dudley Nightingale**  
 800-558-7295  
[dudley@lfsinc.com](mailto:dudley@lfsinc.com)

## Memorandum

**To:** Bill Hopper, A.A.E., Airport Manager   
**From:** Ed F. Pottberg, Airport Security Coordinator   
**Date:** 3/4/2016  
**Subj:** U.S. Customs Camera

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On February 29, 2016 it was brought to my attention that the U.S. Customs video camera system suffered a partial system failure to the camera processing unit over the weekend (sometime between February 27<sup>th</sup> and 28<sup>th</sup>). The power supply to the camera processing unit failed and the power supply cannot be replaced, since the manufacture of the camera processing unit no longer supports that unit anymore.

To restore the video feed to U.S. Customs, the camera processing unit must be replaced. It is also recommended that a rack mounted battery backup be included to condition any power irregularities that could have brought down the processing unit. Due to the camera system being sole-source for replacement of the needed equipment and they have provided a quote in the amount of \$3,975.00.

**Attachments:**

Honeywell Quote

**Honeywell International Inc.**  
**Building Systems Agreement**

**Honeywell Building Solutions**

**Proposal Number:** Opp-1831589

**Proposal Name:** US Customs Video Server Rack Upgrade Project

**Date:** March 1, 2016

**Provider:** ("Honeywell")  
**Honeywell International Inc., through its**  
**Honeywell Building Solutions business unit**  
915 Holt Avenue  
Manchester, NH 03103

**Customer:** ("Customer")  
**Pease Development Authority**

55 International Drive  
Portsmouth, NH 03801

**Work Site Location Name:** *US Customs, Portsmouth International Airport at Pease, Portsmouth, NH*

**Scope of Work:** Honeywell shall provide the following equipment and services ("the Work") in accordance with the attached work scope documents and General Terms and Conditions, which form a part of this Agreement.

**Proposal Includes:**

- Install two (2) Axis Video Server Racks.
- Install existing Blade Video Encoders in new video racks.
- Install new server rack mounted SmartPro UPS system.

Under this proposal we will furnish the necessary equipment and deliver to the job site; furnish the necessary labor, programming, make all calibrations, adjustments and a final check of the operation of this equipment; guarantee the new equipment and its operation for a period of one (1) year.

**Price:** All for the net sum of Three Thousand Nine Hundred Seventy Five (\$3,975.00) U.S. Dollars

Sales Tax will be invoiced separately     Use Tax is included in the price     This sale is tax exempt

**Payment:** Upon Customer acceptance of this proposal or contract execution, whichever occurs first, the Customer shall pay Honeywell twenty percent (20%) of the Price. Such payment shall be used for engineering, drafting, and other mobilization costs reasonably incurred prior to on-site installation.

**This proposal is valid for 30 days.**

**Proposal Submitted By:** John V. Nanof  
(Signature)

**Name:** John Nanof  
**Title:** Account Manager

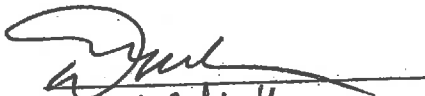
*including the Addendum to the General Terms & Conditions attached hereto* **PSA**  
*Honeywell*

**Acceptance:** This proposal and the pages attached shall become an Agreement in accordance with Section 13 of the General Terms and Conditions below only upon signature below by an authorized representative of Honeywell and Customer, subject to credit approval by Honeywell.

**Accepted by:**  
**HONEYWELL INTERNATIONAL INC.**  
Acting through **Honeywell Building Solutions**

**CUSTOMER:**(Portsmouth Development Authority)

**Signature:** \_\_\_\_\_  
**Name:** Craig Maynard

**Signature:**   
**Name:** David R. Muller  
**Title:** Executive Director

## 9. EXCUSABLE DELAYS

Honeywell shall not be liable for damages caused by delay or interruption in Services due to fire, flood, corrosive substances in the air, strikes, lockout, dispute with workmen, inability to obtain material or services, commotion, war, act of God, the presence of Hazardous Substances or Mold, or any other cause beyond Honeywell's reasonable control. Should any part of the system or any Equipment be damaged by fire, water, lightning, acts of God, the presence of Hazardous Substances or Mold, third parties, or any other cause beyond the control of Honeywell, any repairs or replacement shall be paid for by Customer. In the event of any such delay, date of shipment or performance shall be extended by a period equal to the time lost by reason of such delay, and Honeywell shall be entitled to recover from Customer its reasonable costs, overhead, and profit arising from such delay.

## 10. PATENT INDEMNITY

10.1 Honeywell shall, at its expense, defend or, at its option, settle any suit that may be instituted against Customer for alleged infringement of any United States patents related to the hardware or software manufactured and provided by Honeywell under this Agreement ("the equipment"), provided that a) such alleged infringement consists only in the use of such equipment by itself and not as part of, or in combination with, any other devices, parts or software not provided by Honeywell hereunder, b) Customer gives Honeywell immediate notice in writing of any such suit and permits Honeywell, through counsel of its choice, to answer the charge of infringement and defend such suit, and c) Customer grants Honeywell all needed information, assistance and authority, at Honeywell's expense, to enable Honeywell to defend such suit.

10.2 If such a suit has occurred, or in Honeywell's opinion is likely to occur, Honeywell may, at its election and expense: a) obtain for Customer the right to continue using such equipment; b) replace, correct or modify it so that it is not infringing; or if neither a) or b) is feasible, then c) remove such equipment and grant Customer a credit therefore, as depreciated.

10.3 In the case of a final award of damages in any such suit, Honeywell will pay such award. Honeywell shall not, however, be responsible for any settlement made without its written consent.

10.4 THIS SECTION 10 STATES HONEYWELL'S TOTAL LIABILITY AND CUSTOMER'S SOLE REMEDY FOR ANY ACTUAL OR ALLEGED INFRINGEMENT OF ANY PATENT BY THE HARDWARE MANUFACTURED AND PROVIDED BY HONEYWELL HEREUNDER.

## 11. SOFTWARE LICENSE

All software provided in connection with this Agreement shall be licensed and not sold. The end user of the software will be required to sign a license agreement with provisions limiting use of the software to the equipment provided under these specifications, limiting copying, preserving confidentiality, and prohibiting transfer to a third party. Licenses of this type are standard for computer-based equipment of the type covered by this Agreement. Customer shall be expected to grant Honeywell access to the end user for purposes of obtaining the necessary software license.

## 12. DISPUTE RESOLUTION

With the exception of any controversy or claim arising out of or related to the installation, monitoring, and/or maintenance of fire and/or security systems, the Parties agree that any controversy or claim between Honeywell and Customer arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration in a neutral venue, conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. The award rendered by the arbitrator shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Any controversy or claim arising out of or related to the installation, monitoring, and/or maintenance of systems associated with security and/or the detection of, and/or reduction of risk of loss associated with fire shall be resolved in a court of competent jurisdiction.

## 13. ACCEPTANCE OF THE CONTRACT

This proposal and the pages attached shall become an Agreement upon signature above by Honeywell and Customer. The terms and conditions are expressly limited to the provisions hereof, including Honeywell's General Terms and Conditions attached hereto, notwithstanding receipt of, or acknowledgment by, Honeywell of any purchase order, specification, or other document issued by Customer. Any additional or different terms set forth or referenced in Customer's purchase order are hereby objected to by Honeywell and shall be deemed a material alteration of these terms and shall not be a part of any resulting order.

## 14. MISCELLANEOUS

14.1 This Agreement represents the entire Agreement between Customer and Honeywell for the Work described herein and supersedes all prior negotiations, representations or Agreements between the Parties related to the work described herein.

14.2 None of the provisions of this Agreement shall be modified, altered, changed or voided by any subsequent Purchase Order or other document unilaterally issued by Customer that relates to the subject matter of this Agreement. This Agreement may be amended only by written instrument signed by both Parties.

14.3 This Agreement shall be governed by the law of the State where the work is to be performed.

14.4 Any provision or part of this Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Honeywell and Customer, provided that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

14.5 Customer may not assign its rights or delegate its obligations under this Agreement, in whole or in part, without the prior written consent of Honeywell. Honeywell may assign its right to receive payment to a third party.

## 15. TERMS OF PAYMENT

Subject to Honeywell's approval of Customer's credit, payment terms are as follows:

**Progress Payments** - Honeywell will invoice at least monthly for all materials delivered to the job site or to an off-site storage facility and for all installation, labor, and services performed, both on and off the job site. Customer agrees to pay the full amounts invoiced, less retainage, upon receipt of the invoice at the address specified by the Customer. Invoices not paid within thirty (30) days of the invoice date are past due and accrue interest from the invoice date to the date of payment at the rate of one percent (1%) per month, compounded monthly, or the highest legal rate then allowed.

**Retainage** - Customer shall not withhold, as retainage, a greater percentage than is withheld from Customer under a prime contract, if applicable. Customer shall pay all retainage to Honeywell within 30 days after Honeywell's work is substantially complete.

**Suspension of work** - If Honeywell, having performed work per Agreement requirements, does not receive payment within thirty (30) days after submission of a Honeywell invoice, Honeywell may suspend work until Customer provides payment in full or a satisfactory remedy.

## 16. WORK BY OTHERS

16.1 Unless otherwise indicated, the following items are to be furnished and installed by others: electric wiring and accessories, all in-line devices (including but not limited to flow tubes, hand valves, orifice plates, orifice flanges, etc.) pipe and pipe penetrations including flanges for mounting pressure and level transmitters, and level transmitters, vacuum breakers, gauge glasses, water columns, equipment foundations, riggings, steam tracings, and all other items and materials of like nature. Automatic valve bodies and dampers furnished by Honeywell are to be installed by others.

16.2 Services Honeywell will provide under this Agreement specifically exclude professional services which constitute the practice of architecture or engineering unless specifically set forth in the Scope of Work. Customer or Owner shall specify all performance and design criteria that Honeywell will follow in performing Work under this Agreement. If professional design services or certifications by a design professional related to systems, materials, or equipment are required, such services and certifications are the responsibility of others. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Honeywell and its agents and employees from and against any and all claims, damages, losses and expenses, including but not limited to attorneys' fees, that in any way result from or arise under breach of the representations in this Section 16. This indemnification shall survive termination of this Agreement for whatever reason. Nothing in this Section 16 shall be construed to require that Customer indemnify and hold harmless Honeywell from claims and costs resulting from Honeywell's negligent actions or willful misconduct.

## 17. DELIVERY

Delivery of equipment not agreed on the face hereof to be installed by or with the assistance of Honeywell shall be F.O.B. at Honeywell's factory, warehouse, or office selected by Honeywell. Delivery of equipment agreed on the face hereof to be installed by or with the assistance of Honeywell shall be C.I.F. at site of installation.

## 18. DAMAGE OR LOSS

Honeywell shall not be liable for damage to or loss of equipment and software after delivery to destination determined by this Agreement or any applicable prime contract. If thereafter, and prior to payment in full to Honeywell by Customer, any such equipment or software is damaged or destroyed by any cause whatsoever, other than by the fault of Honeywell, the Customer agrees promptly to pay or reimburse Honeywell for such loss.

## 19. TERMINATION

19.1 By Customer. Customer may terminate this Agreement for cause if Honeywell defaults in the performance of any material term of this Agreement, or fails or neglects to carry forward the Work in accordance with this Agreement, giving Honeywell written notice of its intent to terminate. If Honeywell has not, within seven (7) business days after receipt of such notice, acted to remedy and make good such deficiencies, Customer may terminate this Agreement and take possession of the site together with all materials thereon, and move to complete the Work itself expeditiously. Upon request of Honeywell, Customer will furnish to Honeywell a detailed accounting of the costs incurred by Customer in finishing the Work. If the unpaid balance of the contract price exceeds the expense of finishing the Work, the excess shall be paid to Honeywell, but if the expense exceeds the unpaid balance, Honeywell shall pay the difference to Customer.

19.2 By Honeywell. Honeywell may terminate this Agreement for cause (including, but not limited to, Customer's failure to make payments as agreed herein) after giving Customer written notice of its intent to terminate. If, within seven (7) days following receipt of such notice, Customer fails to make the payments then due, or otherwise fails to cure or perform its obligations, Honeywell may, by written notice to Customer, terminate this Agreement and recover from Customer payment for Work executed and for losses sustained for materials, tools, construction equipment and machinery, including but not limited to, reasonable overhead, profit and applicable damages.

## 20. CHANGES IN THE WORK



*Addendum to Credit Application, Contract, Loan Document or Agreement*

*[Amendment to Honeywell Building Systems Agreement]*

*Proposal Name: US Customs Video Server rack Upgrade Project - Project No. Opp-1881589*

*This addendum will be attached to any boilerplate form for credit applications, contracts or agreements which are presented to the Pease Development Authority for signature. The intent of this addendum is to ensure that any agreement which is entered into complies with New Hampshire law and with the contracting policies of the Pease Development Authority.*

Indemnification, Binding Arbitration and Legal Jurisdiction

As an agency of the State of New Hampshire formed pursuant to NH RSA 12-G, Pease Development Authority ("PDA") is legally prohibited from agreeing to or entering into contracts or agreements containing any of the following contractual terms which:

Obligate PDA or any of its employees to indemnify any party in a contract, require binding arbitration; and subject PDA to a jurisdiction other than the State of New Hampshire. Notwithstanding the foregoing, PDA remains liable for its own negligence and may be held accountable for the same.

Furthermore, PDA will not enter into contracts or agreements which:

1. Require personal liability or guaranties from agency employees;
2. Require credit reports from agency employees (credit records of the agency are available for review);
3. Deviates from standard agency billing practices wherein PDA makes payments within 30 days of receipt of an invoice (unless specifically agreed to otherwise);
4. Requires PDA to provide any form of insurance coverage, unless PDA specifically agrees to provide such. In the alternative, PDA may elect to self insure any property or other interest related to its operations and under its control or use.
5. Requires PDA to commit to any obligation which violates State or Federal law;
6. Renews automatically without a corresponding right to terminate without cause either during the initial term of the Agreement or during any subsequent renewal term; and
7. Imposes early termination penalties, unless PDA specifically agrees to such.

To the extent this credit application, contract or agreement form includes any of the forgoing provisions, you are put on notice that Pease Development Authority shall not and cannot agree to be bound by such terms and conditions. The Parties agree that this Addendum serves to amend the terms of the credit application, contract, loan document (s) or agreement (s) by deleting any of the forgoing provisions and otherwise making the agreement consistent with the contractual requirements set forth herein.

The sovereign immunity of Pease Development Authority is reserved to it to the fullest extent allowed under law subject, however, to contractual claims arising under this Agreement to the extent such are permitted by NH RSA 491:8, as the same may be amended.

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

Honeywell International, Inc.

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

Date: 3/14/16

Pease Development Authority

By: 

David R. Mullen

**Date:** April 6, 2016  
**To:** David Mullen- Executive Director *DM*  
**From:** Irv Canner- Director of Finance *IC*  
**Subject:** Electricity Service Provider

It was in January, 2016 that the Pease Development Authority (PDA) Board of Directors were approached to secure their approval to terminate and renegotiate the then current electricity supplier contract with Provider Power LLC (d/b/a/ ENH Power. As you know, with their approval, the PDA has now entered into a new agreement and I would like to proceed to update the Board during their April 21, 2016 meeting.

In summary, the new agreement will extend through April 28, 2017 providing the PDA with a fixed cost of purchased power of \$0.068 / kWh. Based on our preliminary electricity consumption estimates during the subsequent thirteen month period, the PDA should recognize financial cost savings, including absorbing a contract termination fee of \$38,350, of approximately 10.6%.

Period / Months	Kwh	New Agreement	Prior Agreement	Net Cost Savings
April – November (8)	2,200,000	\$ 149,600	\$ 213,400	\$ 63,800
December – April (5)	1,500,000	102,000	111,000	9,000
	3,700,000	251,600	324,400	72,800
Termination Fee		38,350	-	(38,350)
Total		\$ 289,950	\$ 324,400	\$ 34,450

It should also be noted that as a result of this new agreement, the PDA will also be positioned to 1) incorporate more certainty into our FY 2017 Operations & Maintenance budget and 2) retain contract flexibility to better address a still uncertain energy market next spring.

Please let me know if you have any questions and or the need for supplemental information.

MOTION

Director Loughlin:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a Military Construction Cooperative Agreement ("MCCA") with the New Hampshire Air National Guard (NHANG) and the National Guard Bureau (NGB) for the purpose of facilitating improvements to Taxiways A and D in order to accommodate taxiing maneuvers onto and off of the Cantonment Area for the new KC-46A tankers subject, however, to the following:

1. With the concurrence of General Counsel, complete negotiations with the NHANG and the NGB and finalize and execute the MCCA;
2. Work with the NH ANG and its design engineer to produce 100% bid documents;
3. Engage a consultant to assist with bidding and construction phase engineering services;
4. Receive bids, select a qualified contractor and enter into a construction contract; and
5. Authorize and approve such other action(s) and the execution of such other document(s) as the Executive Director and General Counsel deem necessary or advisable to facilitate the implementation of the MCCA all in accordance with the memorandum of Maria J. Stowell, P.E., Manager of Engineering dated April 14, 2016 and attached hereto.

## MEMORANDUM

To: David R. Mullen, Executive Director

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

Date: April 15, 2016

Subject: NH Air National Guard, Military Construction Cooperative Agreement

The NH Air National Guard (ANG) has been making improvements to its Guard Base in anticipation of receipt of its new KC-46A refueling aircraft. ANG has also identified work outside its cantonment boundary on PDA property that is needed to accommodate the KC-46A's taxiing maneuvers. Specifically, the military taxiways that lead into the ANG area from Taxiways Alpha and Delta need to be reconstructed. The construction area is shown in yellow on the attached sketch.

ANG has hired an engineering firm to design the project. Bid documents are nearing completion. However, federal policies do not allow ANG to complete the construction of the project because it does not control the property that is being improved. For this reason, ANG has requested that PDA enter into contracts to complete the Taxiway Project. PDA would be reimbursed for all of its costs. The vehicle for documenting this agreement between the PDA and ANG would be a Military Construction Cooperative Agreement (MCCA).

PDA and ANG have collaborated on other projects through an MCCA and we are familiar with the process. PDA staff has reviewed the proposed MCCA and the preliminary project design drawings and we believe we will be able to reach an agreement on the Taxiway Project. The critical element is the project schedule. ANG must commit funds for the project by the end of August, but no later than September 15, 2016 or risk losing its funding. This means that PDA would need to bid and select a contractor within this timeframe. It is also important to accomplish as much of the construction as possible this year to avoid conflicts with other construction projects next year.

The total cost of the project is estimated to be \$3.2 million. PDA would need to front all of the project costs and be reimbursed through the submission of monthly requests to ANG. As stated above, all project costs will be reimbursed including costs associated with funding the project (interest charges) and direct PDA staff time.

To complete the work, PDA will need to: collaborate with ANG and its design engineer to produce 100% complete bid documents, secure the necessary project permits, complete negotiations with ANG to finalize and sign the MCCA, engage a consultant to assist with bidding and construction phase

engineering services, and enter into an agreement with the construction contractor through a selective bid process. An aggressive schedule will allow work to begin in late summer.

It should be noted that the proposed work will correct a nonconformity with regard to FAA standards. Absent ANG's immediate need for this project, PDA would be designing and building this project at some point in the future.

At next week's Board meeting, please seek approval to take steps necessary to implement the Taxiway Project as described in this memo.

MOTION

Director Preston:

The Pease Development Authority Board of Directors hereby approves of and accepts the State Block Grant for restroom construction and security improvements at the Portsmouth International Airport at Pease ("PSM") and authorizes the Executive Director:

- (1) to accept from the Federal Aviation Administration, on behalf of the PDA, an amount up to \$391,635.00;
- (2) to accept from NHDOT Division of Aeronautics, on behalf of PDA, an amount up to \$21,757.50;
- (3) to have PDA provide an amount up to \$150,000.00; and
- (4) to enter into a construction contract with Careno Construction Company, LLC in an amount not to exceed \$463,000 for the Terminal restroom construction and security improvements.

Further, the PDA Board authorizes the Executive Director to accept additional grant funding, should it become available. In that event, the PDA contribution will decrease; all in accordance with the memorandum from Maria J. Stowell, P.E., dated April 12, 2016 and attached hereto.

## MEMORANDUM

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

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

Date: April 12, 2016

Subject: FAA Grant Offer to Design and Construct Restroom and Security Improvements at PSM

In May of last year, we began work on a project to expand the bathroom facilities at the Portsmouth International Airport terminal. When early cost estimates for the work exceeded our budget, we identified available AIP grant money that could be used to help fund the project. As the work progressed, the scope was expanded to include security related items. Earlier this month, PDA submitted a grant application for the project. If approved, the grant will cover approximately 75% of the costs. This memo presents the costs associated with the project, a recommendation for covering the costs, and requests Board approval for the required implementation.

The project costs include engineering services, grant administration, construction, and sponsor (PDA) administration. Engineering is being provided by Greenman-Pedersen/JSA and grant administration is being provided by HTA. The engineering and grant administration (\$80,550 which consists of \$61,950 for GPI/JSA and \$18,600 for HTA) were approved by the Board of Directors in May 2015 and January 2016.

A public bidding process was conducted to select a contractor to construct the project. Four bids were received and opened on April 8, 2016.

	<u>Base Bid</u>	<u>Add Alt #1</u>	<u>Total</u>
1. Careno Construction Company, LLC	\$455,000	\$8,000	\$463,000
2. Pine Brook Corporation	\$466,044	\$8,750	\$474,794
3. Project Resource Group	\$480,418	\$7,719	\$488,137
4. Structure Tone, Inc.	\$557,141	\$6,537	\$563,678

The Base Bid above includes all the work for improvements to the restrooms and security measures. Add Alternate #1 is for the replacement of a heater in the westerly stairwell. We have determined that the low bid submitted by Careno Construction Company, LLC (Careno) is responsible and responsive. Staff, therefore, recommend award to Careno which sets the construction costs at \$463,000.

FAA allows the project sponsor to be reimbursed for certain administrative costs such as advertising and permit fees. In this instance, we are requesting \$5,000 for PDA administration.

The costs associated with the project are the sum of these four components or \$ 548,550.

The grant amount available for this project is \$413,392.50. This consists of \$391,635.00 from FAA and \$21,757.50 from NHDOT. PDA's share of the project would be \$135,157.50. Adding a contingency of about 3% would bring the PDA share to \$150,000.

At this time, we are still working with NHDOT's Bureau of Aeronautics to locate additional grant funds. In the event that additional funding is identified, the PDA share would decrease and the federal and state shares would increase. The requisite Board approvals should reflect this possibility.

At this month's Board Meeting, please seek approval to:

1. Accept \$391,635.00 in AIP Funds from the FAA;
2. Accept \$21,757.50 in matching funds from the NHDOT Division of Aeronautics;
3. Expend \$150,000 in PDA matching funds; and,
4. Enter into a contract with Careno Construction Company, LLC in the amount of \$463,000 for construction of the restroom and security improvements at the terminal building as described above.





MOTION

Director Lamson:

The Pease Development Authority Board of Directors hereby approves of and accepts on behalf of the New Hampshire Department of Transportation, Bureau of Aeronautics, an FAA Airport Improvement Project Grant of approximately \$800,000 for renovations to the NH Fire Academy Aircraft Rescue and Fire Fighting Facility ("ARFF") in Concord, NH; all in accordance with the memorandum from Kim W. Hopper, Airport Manager, dated April 12, 2016 and attached hereto.

N:\RESOLVES\FAA-AARF0416.wpd

# Memorandum

**To:** David R. Mullen *DM*  
**From:** Kim W. Hopper, A.A.E., Airport Manager *(B)*  
**Date:** 4/14/2016  
**Subj:** NHDOT Agreement for Fire Fighting Facility

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The NH Fire Academy Aircraft Rescue and Fire Fighting (ARFF) Facility in Concord is an integral part of fire fighter training. It provides both State and regional training unique to both airport and municipal fire fighting departments in the skills necessary for saving lives in the event of an aircraft accident.

The ARFF Facility was constructed in 2000 under a grant provided to the NHDOT/Bureau of Aeronautics. After significant use, it is now in need of approximately \$800,000 in capital improvements. Although these improvements are grant eligible, the Bureau of Aeronautics is not eligible to receive these funds directly. They have made arrangements with the FAA to permit the Pease Development Authority to co-sign with the Bureau of Aeronautics for a grant, thus providing a conduit for the funding to take place. This is possible because the Portsmouth International Airport at Pease (PSM), is a FAR Part 139 Certificated Air Carrier Airport under the State of New Hampshire, making PSM eligible for funding under the FAA Airport Improvement Project.

I request that you seek approval from the PDA Board of Directors at its April 21, 2016 meeting to enter into an agreement with the New Hampshire Department of Transportation/Bureau of Aeronautics to accept a grant for the ARFF Training Facility Project at the NH Fire Academy in Concord, NH. The PDA will not provide any funding upfront or reimbursement for the project. When the project is completed, the operation and maintenance costs associated with the facility will be the responsibility New Hampshire State Department of Safety.

Attached is an e-mail and attachment from Tricia L. Schoeneck Lambert, describing the project and the need for the collaboration with PDA. Finally, please note that the FAA has specifically approved of administering the grant as described above.

Attachment

## Bill Hopper

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**From:** Tricia Lambert <TLambert@dot.state.nh.us>  
**Sent:** Tuesday, April 12, 2016 8:43 AM  
**To:** Bill Hopper  
**Subject:** RE: ARFF Facility  
**Attachments:** ARFF Training Facility Project Item Description - 1-2-15.pdf

Bill,

Per our previous conversations, the New Hampshire Department of Transportation is preparing a grant application to request funding from the FAA for several safety improvements for the Aircraft Rescue and Fire Fighting Training Facility located at the NH Fire Academy, Concord, NH. In FFY 2000, the NHDOT, Bureau of Aeronautics accepted a grant to design and construct the ARFF facility. After 14 years, the facility is in dire need of capital improvements. A list of improvements originally requested is attached. In addition to the original list, we have added (and FAA has approved) 2 Programmable Logic Controllers (PLC) that operate the two aircraft props. Estimated costs for the entire project, including the PCL addition \$800,000 total project.

We are requesting that the Pease Development Authority co-sign the 2016 grant application and grant offer to accept the FAA funds. All matching funds will be provided by the NHDOT, and the operation and maintenance of the facility will be the responsibility of the NHDOS. Our office is currently preparing a draft MOA between the parties.

I hope this meets your need, please let me know if I can provide additional information.

Regards,

Trish



**Tricia L. Schoeneck Lambert**, Administrator

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

O 603-271-1674 | C 603-419-0684 | F 603-271-1689 | [tlambert@dot.state.nh.us](mailto:tlambert@dot.state.nh.us)

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

*Supporting New Hampshire Aviation Since 1941*

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**From:** Bill Hopper [mailto:[B.Hopper@peasedev.org](mailto:B.Hopper@peasedev.org)]  
**Sent:** Tuesday, April 12, 2016 7:44 AM  
**To:** Tricia Lambert  
**Subject:** ARFF Facility

Trish,

Would you be able to send me a quick e-mail requesting our participation as the conduit for funding the live fire training? I am doing my Board memo this morning and I would like to use it as an attachment. Nothing really complicated. A general description of what the project will entail and the amount to be funded. An quick e-mail recapping our conversation on the phone March 31 would work.

Thanks.

Bill

**New Hampshire Fire Academy  
Aircraft Rescue and Firefighting Training Facility  
2015 Capital Projects Request**

Project Item <sup>1</sup>	Project Item Description	Capital or Maintenance? <sup>2</sup>	Justified?	Estimated Item Cost
Propane Storage and Supply System Component Rehabilitation	Rehabilitation or upgrade of the propane storage and supply system components, specifically emergency shutoff valves, thermal links, and pressure switches, as these have exceeded their useful life of 10 years and replacement parts are no longer being manufactured. The purpose is to restore the original functionality of the system for another 10+ years.	Capital	Yes	\$16,900
Replace Computer System for Specialized Aircraft Fire Trainer (SAFT) and Fuel Spill Burn Area	Replace the computer system that controls the SAFT and fuel spill burn area. The current system exceeds its anticipated 10-year life and is no longer capable of supporting needed software upgrades from the manufacturer. Without this system replacement, the SAFT and fuel spill burn area cannot be operated safely. The purpose is to restore the original functionality of the system for another 10+ years.	Capital	Yes	\$35,700
Rehabilitate Propane Monitoring System for the SAFT and Fuel Spill Burn Area	Rehabilitate the infrared fuel monitoring system used by the SAFT and fuel spill burn area by replacing the infrared sensors and associated draw sample panels. The current system provides unreliable monitoring of the propane distribution to the SAFT and fuel spill burn area causing a potentially unsafe situation. Replacement parts of the current make and model are no longer being manufactured and cannot be found for sale in the market. The purpose is to restore the original functionality of the system for another 10+ years.	Capital	Yes	\$52,600
Rehabilitate Fuel Spill Burn Area Liquid Manifold System	Rehabilitate the manifold, valves, and actuators associated with the manifold that distributes the liquid propane to the SAFT and fuel spill burn area. The current components have been leaking fuel requiring the fuel flow to be shut down at the source to prevent unwanted fires. Maintenance efforts have been exhausted leaving rehabilitation as the only remaining viable alternative. Replacement parts of the current make and model are no longer being manufactured and cannot be found for sale in the market. The purpose is to restore the original functionality of the system for another 10+ years.	Capital	Yes	\$218,900
<b>Total</b>				<b>\$324,100</b>

**SAFT: Specialized Aircraft Fire Trainer – the actual aircraft mock-up on which fire training occurs.  
Fuel Spill Burn Area: the ground surface surrounding the SAFT where training can be given for simulated burning aircraft fuel spills.  
Justified: (1) advances AIP policy, (2) there is an actual need, and (3) scope is appropriate.**

<sup>1</sup> All project items have exceeded their expected 10-year useful life.

<sup>2</sup> Maintenance efforts since the training facility opened on May 14, 2002 have been documented elsewhere.



MOTION

Director Torr:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into a contract with Hoyle, Tanner & Associates to provide preliminary design services for the Portsmouth International Airport at Pease Runway Rehabilitation project in a total amount of \$92,400; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager of Engineering dated April 12, 2016 attached hereto.

N:\RESOLVES\HoyleTanner0416.wpd

## MEMORANDUM

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

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

Date: April 12, 2016

Subject: HTA Runway Rehabilitation Preliminary Design Services

The Portsmouth International Airport will be undergoing a major runway pavement rehabilitation with construction starting in late 2019 and likely continuing through the summers of 2020 and 2021. The total cost of the work is estimated to be \$22 million. In anticipation, PDA has been meeting with FAA, NHDOT and the NH Air National Guard to discuss the project scope and cost sharing. Throughout this effort, Hoyle, Tanner & Associates (HTA) has been providing cost estimating, engineering and planning services that will ultimately lead to the submission of a grant application for the project design next year. The cost of these preliminary design services will be included in that application, along with the cost of site investigations, detailed engineering, and design documents.

Since the work has been in process and will continue through this year, staff would like to document the expectations by entering into a contract with HTA. We have worked with HTA to develop the attached scope of work and estimate of costs for the preliminary services.

You will see that the scope includes work to assemble information for a 2014 grant application that was put on hold due to concerns regarding cost sharing raised by FAA and NH Air National Guard. The work product from this task is not wasted, but will be incorporated into the 2017 grant application. The scope also includes project meetings, and FAA filings. The FAA filings are our requests for determinations on the acceptability of existing conditions that may not meet a strict interpretation of current standards, and concurrences on the need to upgrade navigational aids.

HTA has proposed a fee of \$92,400 for the work. We expect that FAA, NHDOT, and NH Air National Guard will participate in the cost of the runway rehabilitation, including the preliminary design costs. The cost sharing formula that has been agreed to in principle assigns 31.34% of the costs to the NH Air National Guard. The remaining 68.66% will be shared by FAA, NHDOT, and PDA at a ratio of 90:5:5 respectively. PDA will not receive a reimbursement for any costs until the first grant offer, which we hope to have by October 1, 2017.

Please seek PDA Board approval to enter into a contract with Hoyle, Tanner & Associates to provide preliminary design services for the Portsmouth International Airport at Pease Runway Rehabilitation Project for a cost of \$92,400.

[DRAFT]

**SCOPE OF WORK**

**Portsmouth International Airport at Pease**

**Runway 16-34 Rehabilitation Preliminary Design Services**

**NHDOT SBG No. 16-xx-2016**

**FEBRUARY, 2016**

**For:**

**PEASE DEVELOPMENT AUTHORITY  
Portsmouth International Airport at Pease**

**Portsmouth, New Hampshire**

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**SCOPE NARRATIVE:**

**General Project Description:**

This project will include support to the PDA for services including project administration, meetings and coordination, and preliminary design for the Rehabilitation of Runway 16-34. This project was originally planned, scoped, and titled "Runway 16-34 Reconstruction Pre-Design (30%) and NEPA Impact Analysis" on Feb 18<sup>th</sup>, 2014. Subsequent to the filing of the grant application, the project was temporarily put on hold due to concerns raised by FAA and NH Air National Guard. At the time of writing this proposal, the project has been re-activated and is supported by PDA, NHDOT, FAA, and NH ANG. The proposal below is for services rendered in early 2014, services rendered from July 2015 to Feb 2016, and for services proposed through Sept 2016, all relative to the same project.

These services are directly related to the planned FY 17, FY 18, and FY 19 Capital Improvements Projects for the PDA "Runway Reconstruction 16-34", and are intended to be included in a future FY 17 FAA Grant Application and reimbursed to the PDA upon successful completion of the deliverables. For purposes of project filing, we suggest that the deliverable to the PDA for this project will be 1) an FAA submission and analysis of taxiway geometry, drawings, and associated cost estimates, 2) an FAA modification to standard application for Runway Vertical Line of Sight, and associated drawings and cost estimates, and 3) a summary of all meeting minutes for each Runway coordination meeting, 4) research for preliminary discussion regarding possible upgrade of ILS system, 5) summary of final scope for runway project, to include decisions made on facilities such as MALSR, PAPI, ILS, FAA Equipment Facilities, Paved Overruns, etc., 6) updated preliminary project cost estimate and schedule.

**Article I.A. Project Administration FY 14**

Taken from scope and fee submission from March of 2014. An FAA and NH DOT scoping meeting was held at the PDA on February 18<sup>th</sup>, 2014 at 9:30 am to determine the scope of preliminary design and Environmental Assessment needs. Although this project was not funded or approved to move forward at that time, the efforts to prepare the extensive scope of work are reflected below and will be expended to prosecute the scope of the eventual FY 2017 runway



grant.

Hoyle, Tanner's work under this paragraph will include:

1. Initial scope development and one (1) scoping meeting, emails and phone calls to the OWNER, NHDOT and FAA, compare notes and follow-up emails and calls.
2. Develop graphics, scope, and solicit estimates from geotechnical subconsultant. There was a lot of back and forth on amount of cores, repairs, estimating runway closures discussion with the airport and then pulling back on the scope when we determined destructive testing would be the only acceptable alternative.
3. Develop scope, create survey limit graphics and solicit estimates from aerial photogrammetric survey subconsultant, and prepare contract(s). Much time spent determining the division of work between aerial survey and ground for things such as contours on paved surfaces, PCC pavement panels. Also worked a few days with Bruce Berry at Kappa on determining the best targets to use on and around the airfield, and access to the targets, particularly on the Aircraft Operating Area.
4. Develop scope, create survey limit graphics and solicit estimates from ground survey subconsultant, and prepare contract(s). Spent time on strategizing time spent on the runway and safety areas to determine best methods to collect data. Also compared time and costs vs. aerial to do such things as pick up grades in turf areas and edges of PCC panels as well as striping. This resulted in a few iterations of the scope with both the ground surveyor and the aerial surveyor.
5. Develop scope and solicit estimates from pavement design subconsultant, (including work for non-destructive pavement testing) and prepare contract(s). This included a few iterations with the geotechnical firm to determine the appropriate level of geotechnical work to support a pavement design acceptable to the FAA
6. Assist the OWNER in updating the Capital Improvement Program (CIP), including two (2) CIP meetings with the OWNER and NHDOT, and the OWNER, NHDOT and FAA
7. Prepare, review and submit project grant application including site location plan and Exhibit A.
8. Provide other project related administration assistance requested by the OWNER

#### **Article I.B. Project Administration FY 16**

1. Scope development for current and on-going and future efforts (July 2015 - Sep 2016), to include
  - a. Monthly invoicing and project status updates
  - b. Scheduling meetings
  - c. Project data and report distribution
  - d. Advice and consultation to OWNER, as requested
  - e. Final deliverable packaging and distribution and coordination with the OWNER on FAA and NHDOT for project filing.

#### **Article II Meetings & Coordination**

1. Prepare for and attend (Principal Engineer and Project Manager) Jul 22, 2015 Runway Reconstruction Stakeholders Coordination Meeting.
2. Prepare for and attend (Principal Engineer and Project Manager) Nov 4, 2015 Runway Reconstruction Stakeholders Coordination Meeting. Also prepare minutes of meeting, distribute, and respond to comments relative to minutes

3. Prepare for and attend (Principal Engineer and Project Manager) Nov 13, 2015 Runway Reconstruction Stakeholders Coordination Meeting. Also prepare minutes of meeting, distribute, and respond to comments relative to minutes
4. Prepare for and attend (Principal Engineer and Project Manager) Jan 25, 2016 Runway Reconstruction Stakeholders Coordination Meeting. Also prepare minutes of meeting, distribute, and respond to comments relative to minutes
5. Between March 2016 and September 2016 attend four additional once-every-2-month Runway Reconstruction Stakeholders Coordination Meetings with PDA, FAA, NHANG, & NHDOT. Work associated with this task includes meeting preparation, drawing generation, cost estimate updates, submission of schedule updates, attendance at meeting (assume Principal Engineer and Project Manager), post meeting record keeping and preparation and distribution of minutes, and phone call and email correspondence in between meetings.
6. Respond to questions, correspondence, and general administrative support to PDA for tasks such as agency update emails, follow up due diligence with FAA on submissions, coordination with PDA and NHANG as to matters of users coordination, construction phasing discussions, and overall project preparations required to keep project on schedule and properly coordinated at PDA, State, and Federal level.

### **Article III Conceptual Plan & FAA Filings**

Tasks 1 – 7: With the scheduled rehabilitation of runway 16-34, there is a need to determine how much of Taxiways A, A1, B, and C may or may not need to be altered due to newly established FAA Advisory Circular geometric design standards. The driving change in design standard is within FAA A/C 5300-13A Airport Design, issued in Feb 2014. Within this document, Chapter 4, Taxiway and Taxilane Design provides an updated design procedure for determining the location of taxiway edges, and by default, associated pavement lighting, signage, and marking layout.

FAA New England Region has requested that the PDA provide an engineering analysis of the current taxiway layout, what the proposed layout would look like, the differences between the two, and all associated environmental and cost implications of each. This work will involve a 30% level taxiway design for portions of taxiways A, A1, B, and C, including geometry, lighting, signage, and marking. In addition, a planning-level analysis of any possible environmental impacts, operational impacts to both the PDA and NHANG, and associated costs of implementing the new standards.

With this information, the FAA New England Region will determine if any further action may need to be taken, such as a letter of approval to do nothing, a request for a modification to standard, or a direction to make the necessary changes and modify the Airports ACIP to reflect possible cost increases for the Runway Rehabilitation project.

Tasks 8-14: With the scheduled rehabilitation of runway 16-34, there is a need to determine if the existing runway vertical line of sight existing condition is adequate, if it needs to be modified, or if an FAA Modification to Standard needs to be filed.

The current, planning-level understanding of the existing condition indicates there may exist a deviation from the required vertical line of sight profile. This work will involve a 30% level runway profile design in accordance with current FAA Advisory Circular standards, based on the existing digital terrain model created above in Task 1 above, and comparison with the 1997 as-built profiles for runway 16-34 based on the developed

vertical profile, a 30% design for site grading, drainage, utility, lighting and NAV AIDS adjustments will be completed. Three alternatives for the runway profile will be looked at. The alternatives will be presented to the FAA and NHANG and we will request they give their recommendation. Second step is to complete sectional design, including a full depth reconstruction pavement design, construct a corridor model, and determine both pavement and excavation costs to a 30% level for at least two alternatives. This also includes grading limits for an acceptable runway safety area and object free area, and reconstruction of all or part of Taxiways A North, A1, B and C to match the new runway grades. A planning-level analysis of all environmental, socio-economic, and operational impacts for both the PDA and NHANG and associated costs of implementing the new line of sight vertical profile.

With this information, the FAA New England Region will determine if any further action may need to be taken, such as a letter of approval to do nothing, a request for a modification to standard, or a direction to make the necessary changes and modify the Airports ACIP to reflect possible cost increases for the Runway Rehabilitation project.

15. Prepare 2 updates to Runway 16-34 Rehabilitation cost estimate based on discussion of funding eligibility and cost breakout between FAA and NHANG.
16. Field visit to determine the condition of the overruns and view the MALSR building. Development of recommendations to the PDA/NHANG for the rehabilitation/reconstruction of the blast pads. Based on results of field visit prepare revised cost estimate for paved overruns and separate out costs of FAA portion vs. NHANG portion.
17. Prepare a summary of final scope for runway project, to include decisions made on facilities such as MALSR, PAPI, ILS, FAA Equipment Facilities, Paved Overruns. Summary document shall include:
  - a. Brief introduction narrative
  - b. 1 drawing showing project facilities
  - c. Summary table, which will include item summaries such as,
    - i. Facility Description
    - ii. Age of Facility
    - iii. Recommendation for Facility
    - iv. Reference to any agency decisions (names, dates, etc.)
    - v. Apparent Funding Eligibility

**EXHIBIT A, Attachment 1 (b)**

**ESTIMATE OF ENGINEERING COST  
for  
RW 16-34 REHABILITATION PRELIMINARY DESIGN SERVICES  
at  
PORTSMOUTH INTERNATIONAL AIRPORT AT PEASE  
for  
PEASE DEVELOPMENT AUTHORITY  
PORTSMOUTH, NEW HAMPSHIRE**

**HOYLE, TANNER PROJECT NO. 062856**

Article I.A. - Project Administration Original 2014 Project	\$ 20,400.00	Actual Cost NTE plus Fixed Fee
Article I.B. - Project Administration - 2015/2016	\$ 1,700.00	Actual Cost NTE plus Fixed Fee
Article II - Meetings and Coordination	\$ 33,900.00	Actual Cost NTE plus Fixed Fee
Article III - Conceptual Plan & FAA Filings	\$ 36,400.00	Actual Cost NTE plus Fixed Fee

**TOTAL PROJECT DESIGN AND PROCUREMENT EFFORT COSTS: \$ 92,400.00**

MOTION

Director Lamson:

The PDA Board of Directors hereby authorizes the Executive Director to enter into a Contract with Vanasse Hangen, Brustlin, Inc. ("VHB"), PDA's transportation consultant, in an amount not to exceed \$10,750 for Tradeport intersection analysis; all in accordance with the proposal from VHB and the memorandum from Maria J. Stowell, P.E., dated April 7, 2016 both attached hereto.

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## MEMORANDUM

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

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

Date: April 7, 2016

Subject: VHB Intersection Analysis

In January of this year, Vanasse Hangen Brustlin, Inc. (VHB), conducted traffic counts at the Pease Boulevard / Arboretum Drive / New Hampshire Avenue intersection that resulted in a recommendation that will improve traffic conditions. VHB's analysis was very useful and has allowed us to make an informed decision regarding needed traffic control. At this time, staff feels it is appropriate to investigate the remaining six major intersections on the Tradeport:

1. New Hampshire Avenue / Manchester Square / Exeter Street
2. New Hampshire Avenue / Corporate Drive / International Drive / Durham Street
3. Corporate Drive / Grafton Drive
4. Grafton Drive / Aviation Avenue
5. Grafton Drive / Country Club Lane / C&J Trailways
6. International Drive / Manchester Square / Corporate Drive

The purpose of the investigation would be to determine if growth and modified traffic patterns have triggered the improvements anticipated by the 2010 Surface Transportation Master Plan Update, or any interim measures that would improve the level of service and safety. VHB has prepared the attached proposal to complete the intersection studies. The quoted cost of the work is \$10,750.

This task is one component of the recent work we have been conducting to evaluate the intersection capacities and plan for the construction of additional lanes and traffic signals. In the past months, the PDA has spent approximately \$21,000 to evaluate the Pease / Arboretum / New Hampshire intersection and to obtain a current estimate of costs to complete construction of anticipated improvements. The cost estimating effort has told us that we should plan on investing \$8.3 million in the coming years to manage the traffic demand at Pease. The work currently being requested will give us an idea of the timing of future investments.

At this month's Board meeting, please ask the Board for authorization to spend \$10,750 for the intersection studies described above.





Ref: 52102.08  
March 7, 2016  
Page 2

The following details the tasks to be performed under this assignment:

- Retain a traffic data collection vendor to conduct turning movement counts (TMC) at the study area intersections. Twelve-hour weekday TMCs (6 AM to 6 PM) will be conducted for locations where signals warrant levels need to be reviewed. Four hours of weekday data (7 to 9 AM and 4 to 6 PM) will be conducted at other locations. For budgeting purposes, the vendor costs have been estimated to be \$3,100, which will be billed as a project expense.
- Develop 2016 AM and PM peak hour traffic volume networks and compare the 2016 data to the 2010 and 2020 base volumes forecasted in the STMP to assess the level of growth that has occurred.
- Conduct intersection capacity analyses to assess existing conditions; analysis results will include levels of service, delays, and queues.
- Conduct signal warrant evaluations for the four intersections where signalization was recommended in the STMP.
- Review left and right-turn lane warrants for the intersections where geometric improvements are planned.
- Assess what types of interim improvements could be implemented at locations where levels of service are poor or have degraded since 2010, but warrant levels are not yet met for the long term plan. (Interim improvements will be assumed to be low cost actions and/or partial construction of the long term solution.)
- Prepare a brief technical memorandum that ranks and prioritizes the improvement projects based on need. Cost estimates will be prepared for interim improvements. The level of effort for preparing the cost estimates will be similar to those recently completed.
- Meet with the PDA staff to present the findings of this evaluation.

Prepared By: **Robin Bousa**

Department Approval: **Robin Bousa**

Please execute this Client Authorization for VHB to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

Subject to attached terms & conditions.

Subject to terms & conditions in our original agreement dated May 1, 2010 and amended in 2016 (Amendment 1).

**Vanasse Hangen Brustlin, Inc. Authorization**

**Client Authorization (Please sign original and return)**

By \_\_\_\_\_

By \_\_\_\_\_

Print \_\_\_\_\_

Print \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



MOTION

Director Loughlin:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into an agreement with the City of Portsmouth ("COP") for the painting of two "Pease" logos on the water tower located on Hobbs Hill at International Drive; and to authorize PDA to reimburse COP for the project costs in a total amount of \$33,300; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager of Engineering dated April 7, 2016 attached hereto.

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

1. COP selected CB&I through a competitive low bid process;
2. CB&I is very familiar with the water tower construction and therefore has a clear understanding of the work required;
3. CB&I has experience painting water tower logos;
4. Using a different contractor raises concerns regarding possible damage to the tank and voiding the warranty; and
5. COP has been satisfied with the work by CB&I and it is expected CB&I will continue to perform well under this contract.

Note: This motion requires 5 affirmative votes.

## MEMORANDUM

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

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

Date: April 7, 2016

Subject: Water Tower Logo

The water tower being constructed on International Drive by the City of Portsmouth will soon be in operation and the old tower will be razed. The new structure presents an opportunity for PDA to promote the Tradeport brand by painting two "PEASE" logos on the face of the elevated tank. The attachment shows the proposed logos and their placement on the tank.

During the past months, PDA staff has been in discussions with City staff, the project contractor CB&I, and the project engineer Tighe & Bond regarding the best method of painting the tank. The City concurred with PDA's goal of having a logo on the tank provided that there would be no adverse impacts on operations. After considering options, which included publicly bidding this work, PDA staff is recommending that PDA engage CB&I to paint two Pease logos on the elevated tank for a cost of \$29,800. We believe that waiving the bid process in favor of hiring the same contractor who provided and constructed the structure is justified for the following reasons:

- The City of Portsmouth selected CB&I through a competitive low bid process.
- CB&I is very familiar with the water tower construction and therefore has a clear understanding of the work required (for example: working conditions, staging, rigging, paint chemistry and compatibility).
- CB&I has experience painting water tower logos.
- Using a different contractor raises concerns regarding possible damage to the tank and voiding the warranty.
- The City has been satisfied with the work by CB&I and it is expected CB&I will continue to perform well under this contract.

In addition to hiring CB&I, the City has asked that Tighe & Bond remain involved to oversee and inspect this phase of the work. Tighe & Bond has submitted a cost of \$3,500.

We propose that the City act as a conduit to engage both firms under its existing contracts, with PDA reimbursing 100% of the associated costs. The arrangement would be documented in an Agreement to be prepared and reviewed by appropriate City and PDA staff.

At April's Board meeting, please ask the Board for authorization to enter into an agreement with the City of Portsmouth for the painting of two "PEASE" logos on the International Drive water tower for a cost of \$33,300. This amount includes \$29,800 for the execution of the work by CB&I and \$3,500 for construction oversight by Tighe & Bond.





55 International Drive, Portsmouth, NH 03801

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MOTION


Director Preston:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into a contract with ADB Airfield Solutions of Columbus, Ohio for the purchase of ETES LED lights on the Airport taxiway in a total amount of \$45,166.60; all in accordance with the memorandum of Joseph McPherson, Facilities Resource Manager, dated April 14, 2016 attached hereto.

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# MEMO

To: David R. Mullen, PDA Executive Director   
From: Joseph W. McPherson, Facilities Resource Manager  
Date: April 14, 2016  
Re: Airport Taxiway Lighting, LED Upgrade

Light emitting diode (LED) airfield lighting is growing in use at airports in the United States and across the world. The Elevated Taxiway Edge LED (ETES) has proven to have an average LED life of 100,000 hours under high intensity conditions and more than 180,000 hours under typical operating conditions, resulting in significant cost reduction of ongoing maintenance and periodic re-lamping as well as a 12.8 % reduction in energy.

Specifications for the ETES LED fixtures are in accordance with the technical requirements required by the Federal Aviation Administration (FAA) in the FAA Advisory Circular 150/5345-46E, "Specification for Runway and Taxiway Light Fixtures". Those specification requirements along with local requirements were advertised in the AAAE Airport Report Today, with circulates throughout the United States versus the local area, for better vendor dissemination.

Bids were received with the following results:

ADB Airfield Solutions, Columbus, OH	\$ <u>45,166.60</u>
Eaton Crouse-Hinds Airport Lighting, Windsor, CT	\$ <u>77,610.00</u>
Manairco, Inc., Mansfield, OH	\$ <u>68,237.50</u>
Astronics DME Corporation, FT. Lauderdale, FL	\$ <u>60,950.00</u>

The initial cost of the project will be \$45,166.60 with an estimated total yearly savings of \$20,625 (Energy, Lamps, and Labor). The LED return on investment is 1.54 years. Installation will be done by the PDA Electricians.

I am requesting authorization from the PDA Board of Directors to purchase new, ETES LED Fixtures from ADB Airfield Solutions, Columbus, OH as mentioned above.

**PEASE DEVELOPMENT AUTHORITY**  
**NEW, L-861T, ELEVATED TAXIWAY EDGE LED (ETES) LIGHT FIXTURES**  
*Without heaters*

**BID FORM**

04/7/2016

The UNDERSIGNED does hereby certify that the items to be furnished to the Pease Development Authority (PDA) meet all of the specifications and requirements.

The UNDERSIGNED, hereby certifies that no employee, officer, or agent of the PDA, nor any member of their immediate family has any interest in the award of a contract herein; nor, is any such employee, officer, or agent employed by or about to become an officer or employee of any person, firm, partnership, or corporation which may benefit from the award of the contract herein.

This certification is based on the foregoing issued before execution of this bid form, and any amendments hereafter to be made.

The PDA will award the contract for supply of new, **L-861T, ELEVATED TAXIWAY EDGE LED (ETES) LIGHT FIXTURES without heaters** to the lowest qualified bidder. **The PDA reserves the right to reject any and all proposals or to waive any informalities.**

\*\*\*\*\*

**NOTE: Bids must be enclosed in sealed envelopes (inner and outer), both of which must be clearly labeled "Bid Documents Submitted by (vendor's name) for new, L-861T, ELEVATED TAXIWAY EDGE LED (ETES) LIGHT FIXTURES"**

ITEM 1: All-inclusive price for <u>supply and delivery</u> of:	QUANTITY	TOTAL
<b>L-861T ETES LED TAXIWAY LIGHTS</b> w/o HEATERS	<b>530</b>	\$ _____

to The Pease Development Authority according to the specifications contained herein. Bids must bear the handwritten signature of the duly authorized member or employee of the organization making the bid.

CONTRACTOR: \_\_\_\_\_ DATE: \_\_\_\_\_

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

(Its) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**PORTSMOUTH INTERNATIONAL AIRPORT  
L-861T, ELEVATED TAXIWAY EDGE LED (ETES) LIGHT FIXTURES  
Without Heaters**

**TECHNICAL SPECIFICATIONS**

**Section 1.01 GENERAL**

This item shall consist of furnishing the L-861T LED fixtures in accordance with these specifications. Bidder shall be a manufacturer only; distributor bids will not be accepted.

**Section 1.02 EQUIPMENT and MATERIALS**

The L-861T LED fixtures shall conform to the requirements of FAA Advisory Circular 150/5345-46 (current edition) "Specification for Runway and Taxiway Light Fixtures" and "FAA Engineering Brief No. 67 "Light Sources other than Incandescent and Xenon for Airport Lighting and Obstruction Lighting Fixtures." The L-861T LED fixture shall be ETL certified.

**Section 1.03 L-861T LED FIXTURE.**

The light source shall be an electroluminescent diode assembly. To insure reliability, a single LED shall be used in the light source. The lifetime of the LED shall be a minimum average life of 100,000 hours under high intensity conditions and more than 150,000 hours in actual operating conditions. To insure optimum daytime visibility, the optical emitting lens shall use an aviation blue aviation glass.

The light fixture, without heater, shall operate on a 6.6A or 20A circuit at 60Hz {50Hz} using an appropriately-sized isolation transformer. The fixture shall be designed to operate with up to a 30/45W, 6.6A (secondary) isolation transformer. For increased efficiency, the fixture shall alternatively operate with a 10/15W, 6.6A (secondary) isolation transformer that meets all applicable requirements of AC 150/5345-47. The fixture load shall be no more than 12VA. The CCR load (which includes isolation transformer losses) shall be no more than 19VA.

The fixture shall have an adjustment mechanism that allows  $\pm 4.5^\circ$  vertical adjustment in the field. It shall be possible to install the lights on existing circuits in addition to, or in replacement of, conventional incandescent or halogen lights without having to change any other element (CCR, primary and secondary cabling, series isolation transformer, etc.). The fixture light output shall match quartz-incandescent fixtures at all brightness levels on a 3-step or 5-step regulator. The required beam color shall be obtained without the use of a color filter.

It shall be possible to easily remove the top optical assembly without the use of tools. Exterior, hard to remove, rubber type elements (that are subject to UV degradation; attack by rodents, fire ants, birds, etc) shall not be used to hold the top optical assembly on.

The fixture electronics shall be mounted inside the LED chamber to provide optimum protection from water and ice in the base can. No active electronic LED elements are allowed in the base can. The fixture shall use robust, solid-state internal devices that withstand damage if the fixture is knocked over.

The fixture shall have a low profile design with a maximum O.D. of 3.75 inches to reduce the risk of damage due to jet blast. The overall fixture height shall be 24 inches.

#### Section 1.04 WARRANTY

Shall include a minimum 4 year manufacturer's warranty against electrical defects in design and manufacture of the LED or LED specific circuitry.

#### Section 1.05 DELIVERY

All items purchased shall be delivered to:

Pease Development Authority  
Maintenance  
7 Lee Street  
Portsmouth, NH 03801

#### Section 1.06 BID SUBMITTAL

The attached bid form is required for this bid and must be sent to the following address not later than 3:00 p.m. local time, April 14th, 2016.

Pease Development Authority  
Engineering Department  
55 International Drive  
Portsmouth, NH 03801

**Bids must be enclosed in sealed envelopes (inner and outer), both of which must be clearly labeled "Bid Documents Submitted by (vendor's name) for , new, L-861T, ELEVATED TAXIWAY EDGE LED (ETES) LIGHT FIXTURES.**

Before preparing the bid, vendors should carefully examine the Technical Specifications. In the event the vendor discovers discrepancies or omissions in the specifications, or is in doubt as to the intent, the vendor should contact the Facility Resource Manager or his/her designee at (603) 334-6014. Any discrepancies or



omissions discovered will be immediately forwarded to all persons who have received the specifications directly from the PDA.

**Section 1.07 INSURANCE**

Contractor will Maintain: Comprehensive General Liability Insurance on an occurrence basis (including vendor's coverage) \$500,000 each occurrence, \$500,000 products aggregate, and \$500,000 general aggregate

MOTION



Director Lamson:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into a contract with Comcast and to pay a one-time activation fee of \$2,752 for the provision of fiber optic services at multiple PDA service locations in accordance with the memorandum of Irving Canner, Director of Finance, dated April 13, 2016 attached hereto.

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

1. Statewide contracts are not available for these vendors because different vendors provide services in different regions.
2. PDA has determined that based on its service needs, the desire to deal with a single contractor at PDA owned and operated facilities and cost avoidance of upfront infrastructure improvements, Comcast would provided the most comprehensive and reasonably priced service.

Note: This motion requires 5 affirmative votes.

**Date:** April 13, 2016  
**To:** David Mullen- Executive Director   
**From:** Irv Canner- Director of Finance   
**Subject:** Fiber Optic Services- PDA Service Locations

During the third quarter of 2015, we commenced a project to improve the “connectivity” for all Pease Development Authority (PDA) facilities at the Tradeport. Of particular interest was that of the Golf Clubhouse and Maintenance Building as they were experiencing very slow connectivity and at times were unable to access internet and or email services. Preliminary discussions were held with potential suppliers, including that of the current service provider, BayRing Communications. What we learned was that significant capital expenditures, of possibly up to \$60,000, would be required to support an enhanced infrastructure and none of the service providers were going to absorb this cost directly.

It was just this past February that Comcast came forward with a comprehensive proposal to meet our objectives. Key elements of their Business Voice Edge proposal, which is a complete managed voice solution including phone, internet and television services include:

1. PDA service locations would be:
  - a. Golf Clubhouse and Maintenance Facility (200 Grafton Road)
  - b. Headquarters (55 International Drive)
  - c. PSM Terminal (42 Airline Avenue)
  - d. PSM Airport Operations (36 Airline Avenue)
  - e. PDA Maintenance (7 Lee Street)
  - f. Division of Ports and Harbors Administration (555 Market Street)
2. All infrastructure costs would be the responsibility of Comcast.
3. Comcast would provide the PDA identified facilities upgraded telephones and networking services.
4. A one-time activation fee of \$2,752 would be required of the PDA.
5. Going forward cost of services would be billed at a rate that would provide the PDA with annual savings of approximately \$15,000.

Discussions continued with Comcast and after conducting an aggressive due diligence process, Comcast has presented us a three year proposal, as outlined above, which we would like to proceed with. It is anticipated that construction would be conducted during May and the early June 2016 timeframe and be fully operational no later than July 1, 2016.

In summary, the desired operational efficiencies will be immediate and the PDA will 1) avoid \$110,000 in planned capital expenditures for both the infrastructure requirements (\$60,000) and replacement of the current telephone systems (\$50,000) and 2) incur lower annual operating costs going forward.

Given the importance of this project, we would ask that this proposal be presented to the PDA Board of Directors for their approval during the upcoming April 21<sup>st</sup> meeting.

Please let me know if you have any questions and or the need for supplemental information.

MOTION

Director Preston:

The Pease Development Authority Board of Directors authorizes the Executive Director to enter into a contract with East Coast Heating and Air Conditioning, Inc., PDA's on-call heating, ventilation and air conditioning maintenance services provider, in a total amount not to exceed \$35,000 for the purpose of upgrading the HVAC system at PDA's Maintenance Department facility located at 7 Lee Street; all in accordance with the memorandum of Joseph McPherson, Facilities Resource Manager, dated April 12, 2016, and attached hereto.

N:\RESOLVES\EastCoastHVAC7Lee0416.wpd

# MEMO

To: David R. Mullen, PDA Executive Director *DM*  
From: Joseph W. McPherson, Facilities Resource Manager  
Date: April 12, 2016  
Re: 7 Lee St. HVAC Upgrade

As you know the heating and cooling in the offices and break areas in the PDA Maintenance Building has been on the list for upgrading for several years. It is in the FY2016 Capital Budget. We have had discussions with our HVAC Contractor, East Coast HVAC, on the most efficient method of heating and cooling the multiple rooms laid out on the two long perimeter walls of our 200 foot long building. Presently, aside from the natural gas fired, infrared units in the big bay area, most of it is done with electric units dating back to 1992.

The result of our talks will be to install Mitsubishi heat/cool, ductless, air handlers in each of the rooms which in turn will be fed by the large MXZ H2i, high performance, hyper-heating, multi-zone units.

The install will be at the contracted labor rate and the 10% markup of materials per the HVAC Service and Maintenance Contract the PDA has with East Coast. Total cost of the job will be no more than \$35,000.00

I ask that you seek authority from the PDA Board of Directors, to move forward with the HVAC Upgrade at 7 Lee St., as proposed.

MOTION

Director Loughlin:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a contract with TNE Equipment of North Hampton, NH in an amount not to exceed \$27,917.00 for the purchase of a forklift; all in accordance with the memorandum from Joseph McPherson, Facilities Resource Manager, dated April 12, 2016 attached hereto.

# Memo

**To:** David R Mullen, Executive Director *DM*  
**From:** Joseph W. McPherson, Facilities Resource Manager  
**Subject:** 5,000 lb. Forklift  
**Date:** April 12, 2016

The 5,000 lb. forklift at PDA Maintenance was inherited from Business Express and is in need of replacing. This was identified in the FY2016 Capital Budget. The fork lift is used to load and offload supplies at the 7 Lee St. maintenance facility and occasionally the airport terminal. Repairs are frequent on the old forklift and parts are becoming more difficult to find.

Specifications were gathered with several safety issues in mind. The lifting mast will provide a fully rated, loaded lift, to a minimum height of 217 inches measured at the fork top and it would maintain it stably under low speed movement via no external mechanisms. Most of the supplies we deal with are stored on the mezzanines and the pallet racks at 7 Lee St. The results were we received two bids, with only one meeting the specifications.

The Qualified Bidder is TNE Equipment, 179 Lafayette Rd. North Hampton, NH. The price quoted is \$27,917.00

At the April 21<sup>st</sup> PDA Board Meeting, please request authority to purchase the new 5,000 lb. forklift from TNE Equipment for \$27,917.00.



MOTION

Director Torr:

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

- (1) to accept on behalf of the PDA, a Federal Aviation Administration ("FAA") Grant Offer through the State Block Grant Program in the amount up to \$1,647,000.00 in AIP funding for the Taxiway project at Skyhaven Airport, Rochester, NH;
- (2) to accept 5.0 % of matching funds from NHDOT Division of Aeronautics in an estimated amount up to \$91,500.00;
- (3) to have PDA contribute an amount up to \$91,500.00, (equal to 5% of total eligible projects costs;
- (4) to enter into a contract with Alvin J. Coleman & Son, Inc., in an amount not to exceed \$1,624,194.75;
- (5) to enter into a contract with Jacobs Engineering in an amount not to exceed \$203,371.85; and
- (6) to take necessary steps to secure project permits including applicable wetlands permits.

The grants and contract amounts may decrease if the available funding decreases. In that case, PDA's share would be reduced proportionally; all in accordance with the memorandum from Maria J. Stowell, P.E. Manager - Engineering, dated April 14, 2016, and attached hereto.

## MEMORANDUM

To: David R. Mullen, Executive Director

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

Date: April 15, 2016

Subject: Grant for Taxilane pavement and Drainage Reconstruction at Skyhaven Airport

Last year, PDA received Airport Improvement Program (AIP) funds to design a project to rehabilitate taxilane pavement and drainage infrastructure in the vicinity of the aircraft storage hangars at Skyhaven Airport. The project, designed by Jacobs Engineering, will correct problems associated with storm water runoff puddling and freezing at hangar doors; also with aircraft and vehicular circulation patterns. The design is now completed and the project has been bid. This memo is to seek Board approval for actions to complete construction.

At this point, we know that the total project costs will be approximately \$ 1,830,000.00. The amount of available AIP funding is unknown. The project was designed for phased construction. This allows for deleting work items or making other adjustments to bring the contract award within the parameters of available funding. We recently submitted a grant application to cover the entire project. This memo requests approvals associated with full funding. However, you should be aware that the grant offer may be for a lesser amount. In that case, the project will be phased or reduced as appropriate.

Regardless of the project timing, Staff intends to select one contractor to complete all phases of construction. Contractor selection is based on competitive bids. Bids were opened on April 13, 2016 with four contractors submitting bids. A bid tabulation is attached. The low bidder was Alvin J. Coleman & Son, Inc. (Coleman) with a price of \$1,624,194.75. Coleman has completed other large projects for PDA and NHDOT. The contractor appears qualified to complete this work at Skyhaven. Staff therefore, recommends this award.

In addition to the bid price, the grant application, included the costs of construction phase engineering services to be provided by Jacobs, and sponsor (PDA) administration costs. These are itemized here:

Alvin J Coleman & Son, Inc.	\$ 1,624,194.75
Jacobs Engineering	\$ 203,317.85
Sponsor Administration Costs	\$ <u>2,000.74</u>
Total	\$ 1,829,513.34

If a grant is offered, FAA will support 90% of the total and NHDOT will provide 5%. PDA is obligated to cover the remaining 5%. The costs will be allocated as follows:

FAA (90%)	\$ 1,646,562.00
NHDOT (5%)	\$ 91,475.67
PDA (5%)	<u>\$ 91,475.67</u>
Total	\$ 1,829,513.34

Staff does not expect to have a final determination on the amount of available grant funds until later this year. The goal is to begin some of the work this fall and remobilize in 2017 after a winter shutdown. As stated future phases, if needed, will depend on the timing of subsequent available funding.

With regard to the scope of work, the Board should be made aware of the need to apply for wetlands permitting. The addition of one storm water outlet and the reconstruction of another, will impact 560 square feet of wetlands and 52 linear feet of intermittent stream channel. The proposed impacts will be mitigated under a 2005 agreement (amended in 2010) that identifies past conservation measures as sufficient means of mitigating future airport development. There will also be applications to the City of Rochester for project permits.

At next week's Board meeting, please seek approval in connection with the Skyhaven Taxilane Pavement and Drainage Reconstruction Project, to:

1. Take necessary steps to secure project permits including applicable wetland permits;
2. Accept from the FAA, through the State Block Grant Program, up to \$1,646,562.00 (90% of project costs) in AIP Funds;
3. Accept from NHDOT Bureau of Aeronautics up to \$91,475.67 (5% of project costs) in matching funds;
4. Expend up to \$91,475.67 (5% project costs) of PDA funds;
5. Enter into a contract with Jacobs Engineering for \$203,317.85; and,
6. Enter into a contract with Alvin J. Coleman & Son, Inc. in an amount not to exceed \$1,624,194.75

Additionally, you should seek authorization to adjust the amounts if full funding is not available. In that event, the contract amounts would decrease, and PDA's share would decrease to 5% of those total project costs.

Skyhaven Airport  
 Taxiway Pavement & Drainage Reconstruction AIP Project  
 Bid Tabulation for Phased Construction Costs  
 April 13, 2016



DESCRIPTION	Engineer's Estimate TOTAL	AJ Coleman TOTAL	Pike Industries TOTAL	Sargent TOTAL	NE Earth TOTAL
PHASE I - BASE BID (Pavement & Drainage Reconstruction - Northern Area)	\$ 866,484.15	\$ 973,879.25	\$ 1,047,962.25	\$ 1,172,654.25	\$ 1,393,907.50
PHASE I - ADDITIVE ALTERNATE #1 (SRE Pavement Expansion)	\$ 20,035.00	\$ 24,433.00	\$ 34,785.00	\$ 33,027.00	\$ 28,650.00
PHASE II - BASE BID (Pavement & Drainage Reconstruction - Southern Area)	\$ 506,269.05	\$ 557,267.50	\$ 651,669.00	\$ 738,234.75	\$ 819,660.00
PHASE II - ADDITIVE ALTERNATE #2 (Overhead Utilities to Underground)	\$ 59,610.00	\$ 68,615.00	\$ 60,520.00	\$ 66,184.25	\$ 104,455.00
<b>TOTAL CONSTRUCTION COSTS</b>	<b>\$ 1,452,398.20</b>	<b>\$ 1,624,194.75</b>	<b>\$ 1,794,936.25</b>	<b>\$ 2,010,100.25</b>	<b>\$ 2,346,672.50</b>



MOTION

Director Preston:

The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to enter into Amendment No. 9 to extend the Consulting Agreement with Daniel Fortnam through September 30, 2016 with one (1) option to extend through March 31, 2017 exercisable at the Executive Director's sole discretion; all in accordance with the memorandum of Kim W. Hopper, Airport Manager dated April 12, 2016 attached hereto.

N:\RESOLVES\FortnamContractExt0416.wpd

# Memorandum

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

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

**Date:** 4/12/2016

**Subj:** Daniel Fortnam Contract

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The Pease Development Authority had an agreement with Daniel Fortnam to provide air service development services. Amendment 8 of the agreement was effective from April 1, 2015 and expired September 30, 2015. There was an option to extend from October 1, 2015 and expired March 31, 2016 at the discretion of the Pease Development Authority Board of Directors.

I request that you seek Board approval at the next scheduled meeting April 21, 2016 to enter into an agreement for Air Service Development Services retroactive to April 1, 2016 and set to expire September 30, 2016, with an option to extend at the discretion of the PDA Board of Directors from October 1, 2016 and set to expire March 30, 2017. The extension will be in the amount of \$2,083.33 per month (\$12,500 for the six month period), under the same terms and conditions as set forth in Amendment 8 of the agreement.

Please do not hesitate to contact me with any questions regarding.



MOTION

Director Torr:

The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to execute Lease Amendment No. 1 with GP Aviation Services, LLC at Skyhaven Airport on substantially the same terms and conditions as contained in Lease Amendment No. 1; all in accordance with the memorandum of Kim W. Hopper, Airport Manager, dated April 12, 2016 attached hereto.



55 International Drive, Portsmouth, NH 03801

To: David R. Mullen, Executive Director 

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

Re: GP Aviation Services, LLC

Date: April 14, 2016

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On December 1, 2013 GP Aviation Services, LLC entered into a one year lease for the Maintenance Hangar at Skyhaven for \$500.00 a month. The agreement also included two (2) one (1) year options to extend through November 30, 2015. GP Aviation has requested a one year extension of the Lease retroactive from December 1, 2015 through November 30, 2016. PDA has agreed to the extension subject to the ability of either Party to terminate the agreement upon providing 60 days advance written notice. Rent will continue at the \$500.00 per month rate.

At the meeting of the Board scheduled for April 21, 2016, please seek authorization to enter into a one year lease agreement with GP Aviation retroactive from December 1, 2015 through November 30, 2016 subject to the ability of either party to terminate the lease upon providing 60 days advance written notice and otherwise in accordance with the terms and conditions set for in Lease Amendment No. 1 attached hereto.



**LEASE AMENDMENT NO. 1**

LESSOR: Pease Development Authority  
LESSEE: GP Aviation Services, LLC  
PREMISES: Hangar 5 - Skyhaven Airport, Rochester, NH  
LEASE DATE: December 1, 2015

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This Lease Amendment No. 1 made effective December 1, 2015 by and between the above referenced Lessor and Lessee:

WHEREAS, Lessee has requested that its Lease be extended for one additional, and;

WHEREAS, Lessor has agreed to the extension subject to the approval of the Board of Directors of the Pease Development Authority and further subject to the right of Lessor or Lessee to terminate the Lease without cause upon providing sixty (60) days advance written notice.

NOW, THEREFORE, Lessor and Lessee agree for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, that the Lease be amended as set forth below.

1. Article 3 of the Lease is amended to delete paragraph one of Section 3.2 in its entirety and shall be replaced with the following language:

“3.2. Subject to the approval of the Board of Directors of the Pease Development Authority, the Lease is extended for one additional year effective December 1, 2015 and shall terminate on November 30, 2016. Notwithstanding the foregoing either Party may terminate the Lease earlier by providing sixty (60) days advance written notice.

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

[Signature Page Follows]

IN WITNESS WHEREOF, Lessor and Lessee have executed this Lease Amendment No. 1 effective the date first written above.

Lessee: GP Aviation Services, LLC

By: \_\_\_\_\_  
Glen Horne

Its: \_\_\_\_\_

Sublessor: PEASE DEVELOPMENT AUTHORITY

By: \_\_\_\_\_  
David R. Mullen  
Its: Executive Director

## Memorandum

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

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

**Date:** 4/12/2016

**Subj:** Noise Report for January 2016

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We received a total of 6 inquiries for the calendar month of January 2016, which were split evenly between rotor and fixed-wing aircraft.

The three helicopter inquiries were originated by a resident of Portsmouth and all pertained to Seacoast Helicopters. There weren't any indications by Air Traffic Control that Seacoast Helicopters was doing anything other than conducting its normal tours at about 1000'. The resident has stated that he will call every time a helicopter goes over his home.

The three fixed wing inquiries were all military aircraft, both based and non-based, including two KC135Rs, two F16s and a C5. Two of the inquiries originated from Greenland residents and one originated from Portsmouth.

Attached is the Noise Report for January 2016.

# PDA Noise Report Log

For the Period: 01/01/16 to 01/31/16

#	Date	Time	Caller Information	Type	Aircraft	Narratives	Follow Up
1	1/7/2016	14:02	ID number 68 Miller Avenue Portsmouth, NH	ON	Robinson helicopter	Emailled: NOISE COMPLAINT - Red helicopter	Caller has indicated in the past that a call back is unnecessary.
2	1/11/2016	22:35	ID Number 211 Palm Drive Greenland, NH	ON	KC135R	Emailled: Large jet aircraft continually over Greenland in traffic pattern. It is late at night for this.	McDonough spoke with caller on 1/12. The KC135 departed just before 8:00 PM and returned to Portsmouth at 9:15 PM to complete night training requirements.
3	1/14/2016	19:02	ID Number 212 Windsor Green Road Greenland, NH	ON	C5	I would like to make a complaint about how low the aircraft are flying these tankers over our housing. I live on Windsor Green Road in Greenland. I just had an incident where the guy was so low and it was 6:57 PM. They're all coming lower and lower and my daughter, who also lives on Windsor Green said the same thing last week. You can see the lights right in through your windows; that's how low they are. If you could give me a call back, I would appreciate it.	McDonough spoke with caller on 1/15. McDonough explained that the C5 is the largest aircraft in the military inventory which makes it seem lower that it really is. It also has a distinct engine sound that is high pitch bringing attention to it. ATCT has indicated the published heights for the traffic pattern have not changed.
4	1/24/2016	10:41	ID Number 68 Miller Avenue Portsmouth, NH	ON	Robinson helicopter	Emailled: NOISE COMPLAINT - Red helicopter	Caller has indicated in the past that a call back is unnecessary.
5	1/27/2016	7:28	ID Number 213 Middle Road Portsmouth, NH	ON	2 F16s, KC135R	At 07:25 a plane went over my house and rattled everything, and I have antiques. What the heck is going on?	Retro 31 and 32, 2 F-16s, departed Runway 34 at 07:20 followed by a support tanker (Blue 82) a KC135R. The F16s circled back over Greenland to follow the runway heading to catch the KC135. The aircraft did not go over the residence in Portsmouth. The caller did not see the aircraft but thought it was low due to loud noise. McDonough explained the noise was likely due to the F-16s when they turned to follow the runway heading to meet up with the tanker. The caller stated she likes living by the airport and enjoys watching the F16s. She insists it was the tanker flying to low that created the noise.

Tuesday, April 12, 2016

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: 01/01/16 to 01/31/16

#	Date	Time	Caller Information	Type	Aircraft	Narratives	Follow Up
6	1/30/2016	13:40	ID Number 68 Miller Avenue Portsmouth, NH	ON	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter directly over my house, very low, very loud.	Caller has indicated in the past that a call back is unnecessary.

Tuesday, April 12, 2016

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

## Memorandum

**To:** Kim W. Hopper, A.A.E., Airport Manager  
**From:** Sandra McDonough, Airport Operations/Community Liaison *Sm*  
**Date:** 3/9/2016  
**Subj:** Noise Report for February 2016

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The Portsmouth International Airport Community Liaison received a total of 21 inquiries for the calendar month of February 2016: 15 rotor, four fixed wing and two combination of fixed wing and rotor.

All of the helicopter inquiries were associated with Seacoast Helicopters and originated from 4 residences. The 15 inquiries concerning helicopters consist of 11 by one Portsmouth resident, two by a Kittery resident and one each by two separate residents of Portsmouth. The two residents who called multiple times have indicated that they are logging the times the red helicopter goes over or near their home. The two single inquiries had more specific concerns. One noted that the helicopter was flying lower than usual. In this instance, Seacoast Helicopters was hired by a local newspaper company to take photos of a potential site for a parking garage and was flying above FAA standards at approximately 700'. The other inquired because he was trying to sleep during the middle of the day, due to an unexpected emergency, but couldn't due to the helicopter flying during the day.

The four inquiries on fixed-wing aircraft were all related to military aircraft. Three of the four calls originated from a resident of Greenland concerning based KC135s flying after 8:00 PM. The fourth call originated from a Durham resident who was concerned about the noise of non-based military aircraft operated by the Italian Air Force. The Italian Air Force had arrived with four Euro Jets followed by a KC767 support refueler. Due to their very infrequent need to operate at Portsmouth, the Italian Air Force was not

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familiar with the voluntary noise procedures and it is unlikely it would have had much effect due to the needs of their operation. The resident's only concern was that this was going to be a regular event.

The last two inquiries concerned a combination of fixed wing and rotor aircraft. A Portsmouth resident called and emailed his concern regarding the sound of aircraft flying very low. A Seacoast Helicopter R44 was flying a normal tour operation at 1000' while a C185 Amphibian (a single engine piston aircraft), owned by the Maine State Marine Patrol, was on a search and rescue mission over the Piscataqua River. At times the C185 was flying as low as 700'. The helicopter was flying at 1000' but climbed to 1500' a few times to maintain separation between the two aircraft. Both continued shift in the power settings by the R44 and the C185 flying at an altitude of 700' up and down the river contributed to the noise concern in the area at the time of the inquiry.

Attached is the Noise Report for February 2016.

# PDA Noise Control Log

For the Period: 02/01/2016 to 02/29/2016

Call	Date	Time	Caller ID	Location	Aircraft	Narratives	Follow Up
1	2/4/2016	21:23	209 Palm Drive Greenland, NH	Based	KC13SR	Emailed: Large turbojet aircraft low altitude directly over my house.	McDonough returned call on 2/7. McDonough met with the ATCT and confirmed that the aircraft was flying as published. The aircraft have sounded louder due to less ambient noise in the evening. The caller will call back when he is back in town and has a chance to think about it.
2	2/6/2016	14:06	68 Miller Avenue Portsmouth, NH 03801-	Based	R44	Emailed: NOISE COMPLAINT - Red helicopter directly over my house.	Caller has indicated in the past that a call back is unnecessary.
3	2/7/2016	14:38	68 Miller Avenue Portsmouth, NH 03801-	Based	R44	Emailed: NOISE COMPLAINT - Red helicopter, always exactly the same route.	Caller has indicated in the past that a call back is unnecessary.
4	2/7/2016	14:56	68 Miller Avenue Portsmouth, NH 03801-	Based	R44	Emailed: NOISE COMPLAINT - Red helicopter directly over my house, always exactly the same path.	Caller has indicated in the past that a call back is unnecessary.
5	2/7/2016	10:47	68 Miller Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter directly over my house. I guess now he's going to start doing this on Sunday morning?	Caller has indicated in the past that a call back is unnecessary.
6	2/7/2016	13:58	135 Gates Street Portsmouth, NH 03801-	Comb Based and NB	R44, C185 Amphibian	Hi. I'm calling to object to the constant noise of the helicopters and other small aircraft, particularly the helicopter today, super Sunday February 7th. Right now it is 1:57 PM and I have been listening to a helicopter buzzing around and around and around my neighborhood since I was in bed this morning. It is very annoying. I believe it is flying very low. It is very annoying and I'm very angry. I wish I had some recourse other than just being angry. Thank you. Goodbye.	McDonough spoke with the caller 2/8 and again on 2/10 when more information was available. The flying aircraft flying was a Maine State Marine Patrol owned C185 a search and rescue flight in the area for about 2 hours. The aircraft was flying at a low altitude, around 700 feet over the river. The helicopter was flying between 1,000' and 1,500' and keep a safe distance from the area.



# PDA Noise Control Log

For the Period: 02/01/2016 to 02/29/2016

Call Date	Time	Caller ID	Location	Aircraft	Narratives	Follow Up
7	2/7/2016	135	Comb Based and NB	R44, C185 Amphibian	<p>Emailed: Helicopter circling my neighborhood almost incessantly. Sounds very low. I forgot how peaceful my neighborhood can be with fewer flights this winter. It is back big-time today. Makes me very angry.</p>	<p>McDonough spoke with the caller on 2/8 and again on 2/10 when more information was available. The fixing aircraft flying was a Maine State Marine Patrol owned C185 on a search and rescue flight in the area for about 2 hours. The aircraft was flying at a low altitude, around 700 over the river. The helicopter was flying between 1,000' and 1,500' to keep a safe distance from the aircraft.</p>
8	2/9/2016	209	Based	KC135R, Pack 33	<p>Emailed: The late night low approaches of large jet aircraft over and over have to stop please.</p>	<p>On 2/10 McDonough spoke with the caller who stated his main concern the flying after 9:00 PM. McDonough discussed the voluntary noise procedures the Noise Compatibility Committee approve and that pilots have night flying requirements that have to be maintained. The Noise Compatibility Committee is made of residents in the surrounding communities.</p>
9	2/9/2016	209	Based	KC135R	<p>Emailed: Again, large turbojet aircraft directly over my house</p>	<p>On 2/10 McDonough spoke with the caller who stated his main concern the flying after 9:00 PM. McDonough discussed the voluntary noise procedures the Noise Compatibility Committee approve and that pilots have night flying requirements that have to be maintained. The Noise Compatibility Committee is made of residents in the surrounding communities.</p>
10	2/12/2016	68	Based	Robinson helicopter	<p>Emailed: NOISE COMPLAINT - Red helicopter again.</p>	<p>Caller has indicated in the past that a call back is unnecessary.</p>
11	2/14/2016	68	Based	Robinson helicopter	<p>Emailed: NOISE COMPLAINT - Red helicopter directly over my house.</p>	<p>Caller has indicated in the past that a call back is unnecessary.</p>

# PDA Noise Control Log

For the Period: 02/01/2016 to 02/29/2016

Call	Date	Time	Caller ID	Location	Aircraft	Narratives	Follow Up
12	2/14/2016	14:53	68 Miller Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter again.	Caller has indicated in the past that a call back is unnecessary.
13	2/14/2016	12:01	68 Miller Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter again.	Caller has indicated in the past that a call back is unnecessary.
14	2/20/2016	9:38	201 Crockett Neck Rd Kittery, ME 03904-	Based	Robinson helicopter	Lodging a complaint call about the red helicopter making its loop, over our house, again.	McDonough left a message on 2/21 Have not received a response.
15	2/20/2016	13:23	179 Durham Point Rd Durham, NH 03824-	NonBased	4 F-2000 (Typhoon), KC-767	We live in Durham, right across from Pease. We just had four maybe more, jets fly so low that it almost looks like they are landing in our back yard. I can give you tail numbers. Four military jets and now I'm having a larger aircraft come down. The noise is deafening when they are going so low. I'm sitting in my backyard and I cannot hear anything. I don't know what is going on but I haven't been up here in a couple of weeks. If this new I'd like to hear about it.	McDonough returned the call on 2/22. The Italian Air Force arrive on 2/20 with four F-2000 (Typhoon) and a KC767 (B767) refueler. The four fighter jets broke off one at a time and landed followed by the KC767. The Italian Air Force was unaware of our voluntary noise procedures. Caller was pleased that it will not be an everyday occurrence
16	2/20/2016	9:55	68 Miller Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter	Caller has indicated in the past that a call back is unnecessary.
17	2/22/2016	12:00	49 Blue Heron Drive Portsmouth, NH 03801-	Based	Robinson helicopter	The Portsmouth Police called relaying a call they received on a red helicopter flying low over Portsmouth. The Portsmouth resident wanted to see if the helicopter could fly over the water where it might be safer.	On 2/23 McDonough contacted the caller directly to discuss her concerns in greater detail. Search Helicopters had informed McDonough that a newspaper had their company to take photos of a potential site for a parking garage and was flying at a lower altitude than a tour, approximately 700', within the regulations. The caller was given the number to the Flight Standards District Office if she wanted to pursue her safety conc

# PDA Noise Control Log

For the Period: 02/01/2016 to 02/29/2016

Call	Date	Time	Caller ID	Location	Aircraft	Narratives	Follow Up
18	2/26/2016	15:06	201 Crockett Neck Rd Kittery, ME 03904-	Based	Robinson helicopter	"I'm calling regarding the flights of the red helicopter consistently over our property. Just asking that you please vary your flight pattern, even half of a mile. Thank you."	McDonough left a message on 2/21. Have not received a response.
19	2/28/2016	13:36	68 Miller Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter	Caller has indicated in the past that a call back is unnecessary.
20	2/28/2016	13:55	68 Miller Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter directly over my house	Caller has indicated in the past that a call back is unnecessary.
21	2/28/2016	14:14	194 Little Harbor Road Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: Devastated today, dire need of sleep after unexpected emergency over weekend. Cannot sleep due to insidious red helicopters flying over my house, all day long. This must end. Please!	McDonough left a message on 2/29. There has been no response. Seacoast Helicopters indicated that they were flying normal tour flight during the time the call came in. I unknown if there were any other helicopters in the area.

## Memorandum

**To:** Kim W. Hopper, A.A.E., Airport Manager  
**From:** Sandra McDonough, Airport Operations/Community Liaison *sm*  
**Date:** 4/12/2016  
**Subj:** Noise Report for March 2016

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The Portsmouth International Airport Community Liaison received a total of 17 inquiries for the calendar month of March 2016: 12 rotor and five fixed wing.

All of the helicopter inquiries were associated with Seacoast Helicopters and originated from three residences. The 12 inquiries concerning helicopters originated out of Portsmouth with 10 of them coming from one resident. The resident who called multiple times has indicated that he is maintaining a log to record each time the red helicopter goes over or near his home. The second caller, located in a neighborhood southeast of the airfield, thought that the helicopter should have flown closer to the airfield on its departure. The helicopter had been instructed by the ATCT to fly east after departing to the south in order to allow adequate spacing for two large aircraft departing from Runway 16. The third caller noted that the helicopter was flying below 500'. Seacoast helicopter owner, Bruce Cultrera indicated that a standard tour was being conducted and that all tours are flown at an altitude of 1,000'.

The five inquiries on fixed-wing aircraft were all related to military aircraft. A resident out of Newmarket called three times in one hour about the same military KC135R aircraft. She considers these flights to be a safety issue and states it has been going on for months. The Airport Community Liaison has met with ATC and discussed the pattern altitudes for Portsmouth International. ATC has stated that the NLANG fly at or above the minimum altitude and that they would be aware of an aircraft flying below the minimum altitude. The caller has been given the contact information for the FSDO



55 International Drive Portsmouth, NH 03801

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(Flight Standard District Office) in the past to address her safety concerns. A repeat caller from Greenland inquired about two KC135R refueling aircraft flying too low at 9:27 p.m. The caller has expressed concerns in the past about the noise from large jets flying after 8:00 PM. The third inquiry came from a resident of New Hampton who asked if the two military jets flying near their home were based out of Portsmouth. The Airport Community Liaison followed up with Portsmouth's ATC who stated that they would not be aware of any flying outside of the Portsmouth area.

Attached is the Noise Report for March 2016.

# PDA Noise Control Log

For the Period:

03/01/16

to

03/31/16

Call Date	Time	Caller ID	Location	Aircraft	Narratives	Follow Up
1	3/3/2016	68 Miller Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter directly over my house, a lot lower than 1000 feet, VERY LOUD!	Caller has indicated in the past that a call back is unnecessary.
2	3/5/2016	68 Miller Avenue Portsmouth, NH 03801-	Based	Seacoast helicopter	Emailed: NOISE COMPLAINT - Red helicopter.	Caller has indicated in the past that a call back is unnecessary.
3	3/6/2016	68 Miller Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter directly over my house, very LOW and very LOUD.	Caller has indicated in the past that a call back is unnecessary.
4	3/7/2016	209 Palm Drive Greenland, NH	Based	2 KC135R	Emailed: Low flying large jet aircraft	McDonough returned the call on 3/10. The caller indicated that from now on his calls only need to be logged.
5	3/9/2016	211 Old Bristol Road New Hampton, NH 03256	NonBased	unknown	Caller was interested if the two aircraft flying over their home were based at Portsmouth.	McDonough informed the caller that the military aircraft were not based out of Portsmouth. McDonough checked with the supervisor of the Portsmouth Air Traffic Control Tower they were unaware of any flying outside of the Portsmouth
6	3/10/2016	13 Witmer Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Hi. I'm calling to complain about an incident that happened at 12:25. A red helicopter came down the tree line about 150 yards of my house or less, just above treeline. He could have moved over towards the runway or the road.	McDonough left a message on 3/10. McDonough spoke with the caller on 3/22 and explained to the caller that the prevailing winds were out of the south therefore Runway 16 was in use. At the time the helicopters departed, there were two large aircraft departing, first an Airbus A320 and then a C40. The helicopter had to depart to the south also due to the winds and Air Traffic Control to maintain adequate spacing between the large fixed wing aircraft and the helicopter by keeping the helicopter east of the Runway.

# PDA Noise Control Log

For the Period:

03/01/16 to

03/31/16

Call Date	Time	Caller ID	Location	Aircraft	Narratives	Follow Up
7	3/18/2016	68 Miller Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter, always exactly the same route.	Caller has indicated in the past that a call back is unnecessary.
8	3/20/2016	68 Miller Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter, directly over my house, always exactly the same route.	Caller has indicated in the past that a call back is unnecessary.
9	3/20/2016	24 New Castle Ave Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: Red helicopter directly overhead below 500' and banking VERY noisily. THIS IS IN MASSIVE CONTRAVENTION OF PLEASE NOISE CONTROL GUIDELINES. Please get a backbone and deal with this before public or legal pressure forces action. It is not acceptable to disrupt the lives of so many people for the profit of a few.	McDonough spoke with the caller 3/22. The caller expressed his concerns over property values dropping due to the obtrusive helicopter activity over Portsmouth. He holds the PDA responsible for allowing Seacast Helicopters to operate out of Pease. McDonough explained as a Certificated Airpot the PDA is obligated to allow companies who meet the minimum standards to operate out of Portsmouth International at Pease without discriminating due to the type of aircraft they will be operating. McDonough also spoke with Seacast Helicopters who indicated it was a normal tour and tours are operated at 1000'.
10	3/20/2016	68 Miller Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter directly over my house, very LOW and very LOUD.	Caller has indicated in the past that a call back is unnecessary.
11	3/25/2016	68 Miller Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter passed directly over my house, headed NE. Always in the same direction.	Caller has indicated in the past that a call back is unnecessary.
12	3/25/2016	68 Miller Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter passed directly over my house, headed NE. Always the same route.	Caller has indicated in the past that a call back is unnecessary.

# PDA Noise Control Log

For the Period: 03/01/16 to 03/31/16

Call	Date	Time	Caller ID	Location	Aircraft	Narratives	Follow Up
13	3/25/2016	15:28	68 Miller Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter directly over my house, direction SW - 4 trips since noon.	Caller has indicated in the past that a call back is unnecessary.
14	3/25/2016	12:37	68 Miller Avenue Portsmouth, NH 03801-	Based	Robinson helicopter	Emailed: NOISE COMPLAINT - Red helicopter passed directly over my house, headed NE	Caller has indicated in the past that a call back is unnecessary.
15	3/30/2016	20:17	178 Bayview Drive/Lookout Cove Newmarket, NH 03857-	Based	KC135R	Repeat caller wants to change the path of aircraft arriving and departing Portsmouth International so they don't fly over her home.	The caller has been given the number to FSDO (Flight Standards District Office) in the past to contact for a safety concerns. A follow up letter was sent at that time.
16	3/30/2016	20:56	178 Bayview Drive/Lookout Cove Newmarket, NH 03857-	Based	KC135R	Repeat caller wants to change the path of aircraft arriving and departing Portsmouth International so they don't fly over her home.	The caller has been given the number to FSDO (Flight Standards District Office) in the past to contact for a safety concerns. A follow up letter was sent at that time.
17	3/30/2016	20:42	178 Bayview Drive/Lookout Cove Newmarket, NH 03857-	Based	KC135R	Repeat caller wants to change the path of aircraft arriving and departing Portsmouth International so they don't fly over her home.	The caller has been given the number to FSDO (Flight Standards District Office) in the past to contact for a safety concerns. A follow up letter was sent at that time.



MOTION

Director Lamson:

The Pease Development Authority Board of Directors hereby concurs with the recommendation of Vanasse, Hangen, Brustlin, Inc., PDA's transportation consultant, and approves of the implementation of a 4-way stop sign control at the Pease Boulevard/Arboretum Drive/New Hampshire Avenue intersection, subject to the consent of NH DOT; and all in accordance with the memorandum from Maria J. Stowell, P.E., Manager – Engineering, dated April 12, 2016 and attached hereto.

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## MEMORANDUM

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

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

Date: April 12, 2016

Subject: Four-Way Stop at Pease Blvd / Arboretum Dr / NH Ave

In January, PDA contracted with Vanasse Hangen Brustlin, Inc. (VHB), our on call transportation engineer, to perform traffic counts and prepare an analysis of traffic volumes and turning movements for the intersection at Pease Boulevard, Arboretum Drive, and New Hampshire Avenue. The purpose of this study was to determine if the added traffic resulting from the opening of the new Spaulding Turnpike interchange would trigger the need for upgrades to the intersection. By way of background, the 2010 Surface Transportation Master Plan Update (STMPU) anticipated that a signal would be warranted at this intersection by 2020 if the future growth projections were realized.

The results of the January analysis show that warrants for a signal have not been met. However, current traffic volumes do justify the implementation of a four-way stop and a northbound right turn lane. VHB suggested these interim improvements be implemented to increase the overall level of service for the intersection.

At this time, staff is recommending that the intersection be converted to a four-way stop sign control. This recommendation is made after consultation with Town of Newington and City of Portsmouth staff, the NH Air National Guard, and Director Lamson, who chairs the Pease Transportation Committee. All shared the opinion that the four-way stop would increase safety at the intersection. Because the roads at Pease are State roads, we are also seeking agreement from the Commissioner of the NH Department of Transportation (DOT). At this writing, we have a conference call scheduled with Counsel for DOT to determine what information should be submitted in the request for approval. We do anticipate a positive response and we will not proceed without DOT's concurrence.

The City of Portsmouth would provide the materials and labor to effect the change. This includes the installation of new stop signs, advance warning signs, and new pavement markings. Once the four-way stop is established, the intersection will be reevaluated to determine if the northbound right turn lane is necessary.

At this month's Board meeting, please seek Board concurrence for the implementation of a four-way stop at the intersection of Pease Boulevard, Arboretum Drive, and New Hampshire Avenue, subject to consent from DOT, as required.


MOTION


Director Loughlin:

Pursuant to RSA 12-G:8 IV, The Pease Development Authority Board of Directors hereby accepts the donation from Redhook Ale Brewery in observance of Earth Day of up to five trees to be planted on Grafton Drive; all in accordance with the memorandum of Maria J. Stowell, P.E., Manager-Engineering, dated April 7, 2016 attached hereto.

N:\RESOLVES\DonationsRedhook0416.wpd

## MEMORANDUM

To: David R. Mullen, Executive Director 

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

Date: April 7, 2016

Subject: Redhook Tree Donation

Redhook Brewery (Redhook) located at 1 Redhook Way has offered to donate four to five trees to the PDA in observance of Earth Day 2016. Redhook approached the PDA with a goal of reducing carbon dioxide at the Tradeport by planting trees. As trees mature they have the potential to consume approximately 48 pounds of carbon dioxide per year. Redhook has teamed up with the Hodgson Brook Advisory Board (HBAB) and PDA staff to select the location and species of the new trees. The trees will be located along the Grafton Drive multi-use path between Port City Air's driveway and Aviation Avenue. The species selected are Red Maple, Northwood Maple, and River Birch. Airport Operations and the USDA Wildlife Services have reviewed the trees selected for this project in terms of obstructions, wildlife attractants, fruit, insects, habitat, and roosting potential and have determined them to be acceptable for this location. With assistance from the PDA Maintenance Department, Engineering Department, Redhook Staff, HBAB, and volunteers these trees will be planted on Friday, April 22, 2016 to commemorate Earth Day.

At this month's board meeting, please ask the Board to approve this donation by Redhook.

MOTION

Director Preston:

The Pease Development Authority Board of Directors approves of and authorizes OpRock Portsmouth International TRS, LLC ("OpRock") (assigned from Resport, LLC) to expand the existing patio area at 1 International Drive; subject to the stipulations set forth in the memorandum of Maria J. Stowell, P.E., Manager of Engineering dated April 12, 2016 attached hereto.

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## MEMORANDUM

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

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

Date: April 12, 2016

Subject: Residence Inn Patio Expansion at 1 International Drive

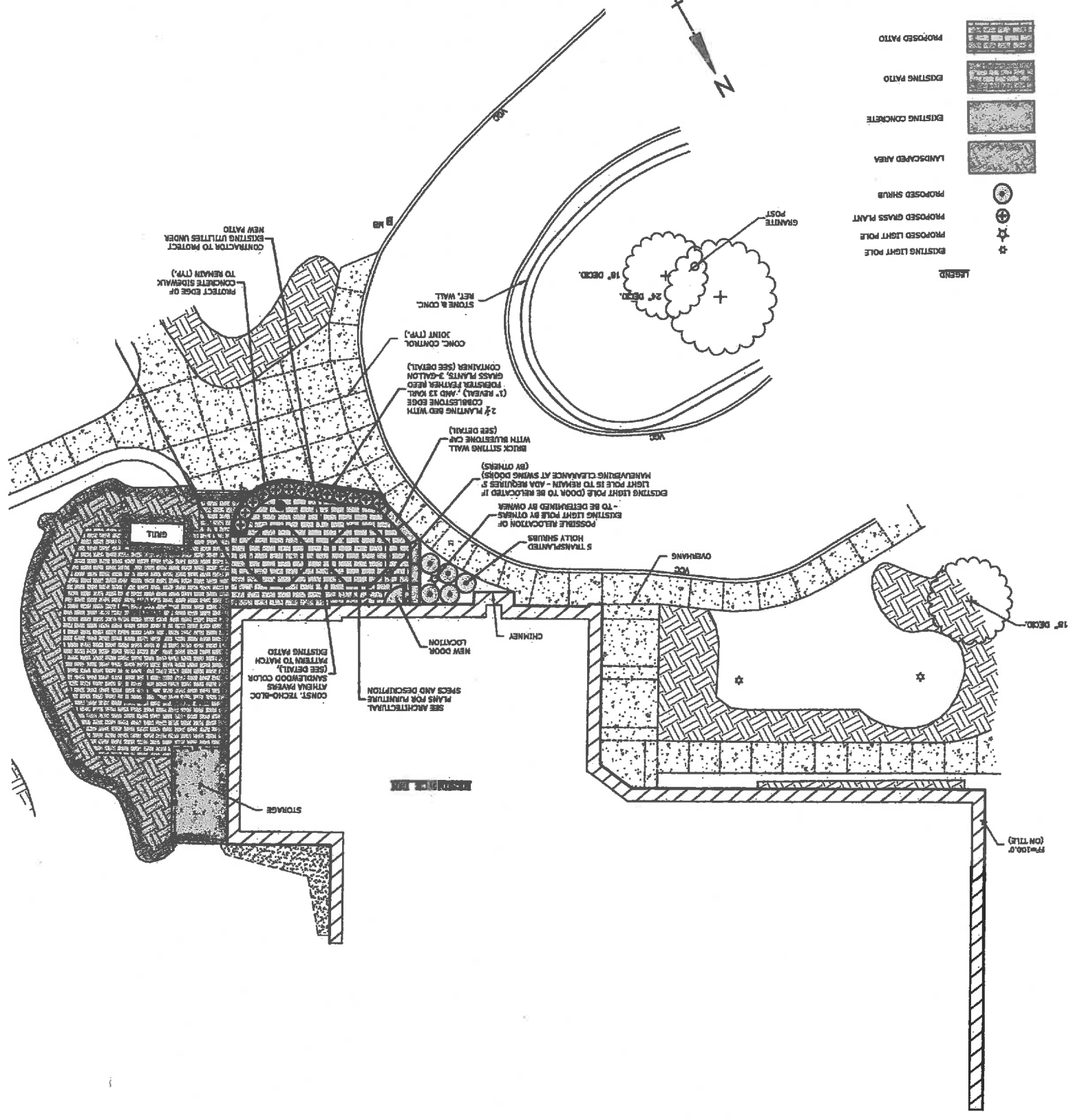
The tenant at 1 International Drive, OpRock Portsmouth International TRS, LLC (OpRock) is requesting approval to expand an existing patio area at the Residence Inn. The patio expansion will be located in the currently grassed area between the existing sidewalk and building located east of the entrance cul-de-sac. Matching pavers would be installed and a small wall with landscaping will be added to define the outdoor space and provide privacy. There will also be two or three exterior wall sconces added to the building exterior to light up this patio addition (plan attached).

PDA staff have assessed the proposal and performed a site visit to understand what, if any impacts there would be to the existing site. At this time PDA staff would recommend that site review approval can be accomplished administratively and the applicant work in conjunction with the City of Portsmouth Inspections and Planning Departments for all necessary permits and approvals, including but not limited to demolition, construction, electrical, food service, and liquor commission. Staff also recommends that any soils removed during the demolition or construction of the patio expansion must remain on the property. Chlordane was used as a pesticide on some of the former Air Force housing units at the site, and unless additional soil testing is conducted to evaluate the current soil conditions any excess soils generated during the project must remain on site.

At this month's board meeting, please ask the Board to approve the request by OpRock to expand the existing patio area at 1 International Drive in accordance with the stipulations outlined in the memo.



- LEGEND**
- EXISTING LIGHT POLE
  - PROPOSED LIGHT POLE
  - PROPOSED GRASS PLANT
  - PROPOSED SHRUB
  - LANDSCAPED AREA
  - EXISTING CONCRETE
  - EXISTING PATIO
  - PROPOSED PATIO



CONTRACT TO PROTECT EXISTING LIGHTS UNDER NEW PATIO  
 CONCRETE SIDEWALK TO REMAIN (TYP.)

STONE & CONC. REF. WALL  
 CONC. CONTROL JOINT (TYP.)  
 24' PLANTING BED WITH BRICK SITTING WALL WITH BLUESTONE CAP (SEE DETAIL)  
 24' PLANTING BED WITH BRICK SITTING WALL WITH BLUESTONE CAP (SEE DETAIL)  
 CONCRETE DOOR (1" REVEAL) - AND 13 WALL ROOSTER FENESTER NEED CONTAINER (SEE DETAIL)

EXISTING LIGHT POLE (DOOR TO BE RELOCATED IF - TO BE DETERMINED BY OWNER - EXISTING LIGHT POLE BY OTHERS - POSSIBLE RELOCATION OF HOLE SHRUBS)

OVERHANG

EXISTING PATIO  
 PATTERN TO MATCH (SEE DETAIL)  
 CONST. TECHO-BLOC SANDWOOD COLOR  
 ATTENA HANDBARS

SEE ARCHITECTURAL PLANS FOR FINISHING SPECS AND DESCRIPTION

NEW DOOR

CHIMNEY

STORAGE

100.0' (ON TYP.)

18' DECID.

MOTION

Director Loughlin:

The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds in the total amount of \$9,112.00 for legal services rendered to the Pease Development Authority by:

1.	Anderson & Kreiger, LLP Through December 31, 2015	\$	237.50
2.	Kutak Rock, LLP* Through November 30, 2015 January 31, 2016	\$	1,377.00 827.50
3.	Sheehan Phinney Bass + Green Through January 31, 2016	\$	<u>6,670.00</u>
		Total	<u>\$9,112.00</u>

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



**ANDERSON**  
**KREIGER**

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

January 15, 2016

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

Reference # 115330 / 1047-4136

In Reference To: Federal Regulatory Advice

**Professional Services**

Hours

Amount

Total Current Billing:	<u>237.50</u>
Previous Balance Due:	0.00
<b>Total Now Due:</b>	<b><u>237.50</u></b>

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

**KUTAK ROCK LLP**

**WASHINGTON, D.C.**

Telephone 202-828-2400

Facsimile 202-828-2488

Federal ID 47-0597598

December 9, 2015

Lynn Hinchee  
Pease Development Authority  
55 International Drive  
Portsmouth, NH 03801

TOTAL FOR SERVICES RENDERED

TOTAL CURRENT AMOUNT DUE

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

**Wire Transfer Remit To:**

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24-690470

Reference: Invoice No. 2125461

Client Matter No. 294603-1

Invoice No. 2125461

294603-1

\$4,455.00

\$4,455.00

**KUTAK ROCK LLP**

**WASHINGTON, D.C.**

Telephone 202-828-2400

Facsimile 202-828-2488

Federal ID 47-0597598

February 12, 2016

Suzanne M. Woodland

Deputy City Attorney

City of Portsmouth

1 Junkins Ave.

Portsmouth, NH 03801

Lynn Hinchee

Pease Development Authority

55 International Drive

Portsmouth, NH 03801

TOTAL HOURS 7.50

TOTAL FOR SERVICES RENDERED

TOTAL CURRENT AMOUNT DUE

**Check Remit To:**

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

**Wire Transfer Remit To:**

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24-690470

Reference: Invoice No. 2145327

Client Matter No. 294603-1

Invoice No. 2145327

294603-1

\$3,375.00

\$3,375.00



SHEEHAN PHINNEY BASS & GREEN PA  
1000 ELM STREET  
P.O. BOX 3701  
MANCHESTER, NH 03105-3701

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Trade Port - General Representation  
-----  
CLIENT/CASE NO. 14713-10167  
BILLING ATTORNEY: Robert P Cheney

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$6,670.00
TOTAL EXPENSES:	\$0.00
TOTAL THIS BILL:	\$6,670.00
PREVIOUS BALANCE:	\$0.00
TOTAL BALANCE DUE:	\$6,670.00

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

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

COPY

PEASE DEVELOPMENT AUTHORITY

PORT COMMITTEE MEETING

THURSDAY, MARCH 17, 2016 @ 8:00 A.M.

1. CALL TO ORDER
2. APPROVE MINUTES OF THE AUGUST 27, 2015 MEETING
3. FINANCIAL REPORT
4. DIVISION DIRECTOR'S REPORT
  - TIGER Application Review, Appledore Marine Engineering Proposal\*
  - NH-DOT Commissioner Site Visit
5. APPROVALS
  - Appledore Marine Engineering Contract Extension\*
  - Barker Wharf Condition Survey\*
6. NEW BUSINESS
  - Presentation by Promote Our Port – Mr. Robert Hassold
7. OLD BUSINESS
8. PUBLIC COMMENT
9. PRESS QUESTIONS
10. ADJOURNMENT

\*Supporting Documentation Attached

MEMORANDUM

To: Pease Development Authority Board of Directors  
 From: David R. Mullen, Executive Director *DM*  
 Date: April 21, 2016  
 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 permits for the following:


<u>Applicant</u>	<u>Number of Permits</u>	<u>Business</u>	<u>Date of Approval</u>
Bayview Marina, LLC	4	Marina	3/11/16
Theresa Cote	1	Shorefront tenant	3/11/16
Esther's Marina, LLC	2	Marina	3/11/16
Charles Felch	1	Shorefront tenant	3/11/16
Great Bay Marina	73	Marina	3/11/16
Great Bay Yacht Club	11	Yacht Club	3/11/16
Hampton River Boat Club	2	Boat Club	3/11/16
Island Club New Castle, Inc.	1	Boat Club	3/11/16
Kittery Point Yacht Club	8	Yacht Club	3/11/16
Lamprey River Marina	6	Marina	3/11/16
Little Bay Marina	4	Marina	3/11/16
Matthew Metivier	1	Shorefront tenant	3/11/16
Mud Cove Boat Yard	1	Shorefront tenant	3/11/16
Dorothy Oliver	1	Shorefront tenant	3/11/16
Portsmouth Yacht Club	14	Yacht Club	3/11/16
Sagamore Landing Homeowners Assn	1	Shorefront Condo	3/11/16
Split Rock Cove Ltd	1	Shorefront tenant	3/11/16
Warpath Family Farm	1	Shorefront tenant	3/11/16
Wentworth by the Sea Dockside Condominium Association	1	Shorefront Condo	3/11/16
Wentworth By the Sea Marina (Pier People LLC)	2	Marina	3/11/16

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.

TO: David Mullen, Executive Director, PDA  
FROM: Geno J. Marconi, Director, DPH   
DATE: March 10, 2016  
RE: Commercial Mooring for Hire Applications

The Pease Development Authority, Division of Ports and Harbors has received applications for previously existing Commercial Mooring for Hire Permits.

I have reviewed the attached paperwork and concur with the local Harbormaster(s) and Chief Harbormaster that the request meets all the requirements of the PDA-DPH Code of Administrative Rules regarding Commercial Mooring for Hire applications. Therefore, I am requesting approval of the applications.

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



## Division of Ports & Harbors Memorandum

To: Captain Geno J. Marconi, Director DPH  
From: Tracy R. Shattuck, Chief H/M *MS*  
Re: Commercial Moorings For Hire  
Date: March 9, 2016

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The following have submitted re-applications for existing Commercial Moorings For Hire. Also listed is the available documentation. I recommend approval.

**Bayview Marina, LLC – 4 moorings (relinquishing 2)**

19 Boston Harbor Rd

Dover, NH 03820

Tax bill, proof of good standing Secretary of State, advertising

On file: tax map, deed, copy of mooring/slip lease agreement, certificate of formation with Secretary of State, map of mooring field, description of public access, copy of IRS EIN form

**Theresa Cote – 1 mooring**

320 Dover Point Road

Dover, NH 03820

Tax bill

On file: tax map, deed, assertion that it is used for an occupying tenant

**Esther's Marina, LLC – 2 moorings**

41 Pickering St

Portsmouth, NH 03801

Tax bill, proof of good standing Secretary of State, advertising

On file: tax map, deed, receipts, Marina lease agreement

Note: requested changing commercial permit #7420 to Commercial for Hire

**Charles W. Felch, Sr – 1 mooring**

23 Worthley Ave

Seabrook, NH 03874

Tax bill

On file: tax map, deed, assertion that it is used for an occupying tenant

**Great Bay Marine – 73 moorings**

PO Box 3127

Portsmouth, NH 03802-3127

Tax bill, proof of good standing Secretary of State, advertising

On file: tax map, deed, statement of hours and public access and services offered,  
Federal form – election by a small business corporation, certificate of membership in  
Marina Operators Association of America, map of mooring field

**Great Bay Yacht Club – 11 moorings**

c/o June Pinkham, Treasurer

PO Box 1644

Dover, NH 03820

Tax bill, proof of good standing Secretary of State, advertising

On file: tax map, deed, copy of by-laws, list of directors and officers, description of  
tackle, chart of mooring field, membership directory (includes description of public  
access, etc)

**Hampton River Boat Club – 2 moorings**

Thomas McNamara

PO Box 901

Hampton, NH 03842

Tax bill, proof of good standing Secretary of State, advertising

On file: tax map, deed, Secretary of State Certificate of Existence, Constitution and  
Bylaws, club Rules and Regulations, slate of officers

**Island Club New Castle, Inc – 1 mooring**

PO Box 282

Newcastle, NH 03854-0282

Tax bill, proof of good standing Secretary of State, advertising

On file: tax map, deed, Secretary of State Certificate of Existence

**Kittery Point Yacht Club – 8 moorings**

PO Box 373

Newcastle, NH 03854

Tax bill, proof of good standing Secretary of State, advertising

On file: tax map, deed, certificate of registration by the Secretary of State, application for  
registration as a non-profit, list of officers

**Lamprey River Marina – 6 moorings**

c/o Lou Gargiulo

3 Holland Way, Suite 201

Exeter, NH 03878-0201

Tax bill, proof of good standing Secretary of State, advertising

On file: brochure, acknowledgement of membership in a trade organization, tax map  
deed, map of mooring field

**Matthew Metivier – 1 mooring**

164 Shattuck Way  
Newington, NH 03801  
Tax bill

On file: tax map, deed, assertion that it is used for an occupying tenant

**Mud Cove Boat Yard – 1 mooring**

Attn: Wayne Semprini, President  
PO Box 336  
Newcastle, NH 03854  
Tax bill, proof of good standing Secretary of State

On file: tax map, deed, assertion that it is used for an occupying tenant

**Dorothy Oliver – 1 mooring**

22 Cedar Point Rd  
Durham, NH 03824  
Tax bill

On file: tax map, deed, assertion that it is used for an occupying tenant

**Portsmouth Yacht Club – 14 moorings**

PO Box 189  
New Castle, NH 03854-0189  
Tax bill, proof of good standing Secretary of State  
On file: tax map, deed, list of officers/directors

**Sagamore Landing Homeowners Association – 1 mooring**

c/o Murat Ergin  
251 Walker Bungalow Rd  
Portsmouth, NH 03801  
On file: tax map, deed, condo association bylaws. Note that each condo owner pays a portion of the taxes for the association, there is no tax bill to the association itself.

**Southend Yacht Club – 1 mooring**

7 Pickering Ave  
Portsmouth NH 03801  
Tax bill, notice of EIN, advertising, Secretary of State  
On file: tax map, deed, list of officers/directors

**Split Rock Cove, Ltd – 1 mooring**

507 State St  
Portsmouth, NH 03801  
Tax bill  
On file: tax map, deed, governing instruments, assertion that it is used for an occupying tenant

**Warpath Family Farm – 1 mooring**

7905 Striped Bridge Road

Hopkinsville KY

Attn: Charles Tarbell, Dustan Knight-Tarbell

Tax Bill, assertion that it is used for occupying tenant.

On file: tax map, deed.

**Wentworth by the Sea Dockside Condominium Association – 1 mooring**

PO Box 2011

Newcastle, NH 03854-2011

On file: tax map, deed, Note that each condo owner pays a portion of the taxes for the association, there is no tax bill to the association itself.

**Wentworth by the Sea Marina (Pier People, LLC) – 2 moorings**

Attn: Spenser Epperson

PO Box 2079

Newcastle, NH 03854-2079

Tax bill, brochure

On file: tax map, deed, statement of rates, certificate of membership International Marina Institute, description of public access and services.

MEMORANDUM

To: Pease Development Authority Board of Directors  
 From: David R. Mullen, Executive Director *DRM*  
 Date: April 21, 2016  
 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 Transferor: Transferee:	No. 7527 Patrick Dugan John Wasson	Commercial Fishing	1/20/16
Rye Harbor Transferor: Transferee:	No. 6914 Lee Schatvet John Heisey	Commercial Fishing	2/17/16
Rye Harbor Transferor: Transferee:	No. 7274 William Wagner Peter Aikens	Commercial Fishing	2/23/16
Seabrook Harbor Transferor: Transferee:	No. 3190 Joseph Jurek Aaron Diamond	Commercial Fishing	2/23/16
Rye Harbor Transferor: Transferee:	No. 379 Leonidas Easton Randell Collins	Commercial Fishing	4/11/16
Seabrook Harbor Transferor: Transferee:	No. 4960 Richard Bettcher Kurt Bettcher	Commercial Fishing	4/11/16

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.



**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: January 19, 2016  
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 #7527, from Patrick Dugan to John Wasson.

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.

January 20, 2016

Patrick Dugan  
260 South Main St  
Seabrook, NH 03874

RE: Request to Transfer Commercial Moorings  
Commercial Mooring No. 7527, Seabrook Harbor, New Hampshire

Dear Mr. Elias:


Please be advised that Pease Development Authority - Division of Ports and Harbors has approved of your request to transfer the above referenced commercial mooring to John Wasson, of 6 Amy Drive Seabrook, NH in connection with the sale of your commercial fishing business, and 25' boat.

You and John Wasson have represented that John Wasson intends to use the mooring for commercial fishing related purposes. Please be advised that the approval to transfer the mooring is subject to the condition that John Wasson will continue to use the mooring for commercial fishing related purposes.

In accordance with the administrative rules which govern the transfer of commercial moorings; "If the holder of a commercial use mooring permit ceases operation of the commercial entity for which the permit was issued, the permit shall lapse." See enclosed copy of Pda 508.01(d). By copy of this letter, John Wasson is being put on notice of this provision.

Thank you for your attention to this matter.

Sincerely,



David R. Mullen  
Executive Director


Enclosure

cc: Geno Marconi, Director PDA-DPH  
John Wasson  
PDA Legal Dept.



**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: February 17, 2016  
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 #6914, from Lee Schatvet to John Heisey.

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.





555 Market Street, Suite 1 Portsmouth, NH 03801

February 17, 2016

Lee Schatvet  
29 Old Rochester Rd  
Dover, NH 03820

RE: Request to Transfer Commercial Moorings  
Commercial Mooring No. 6914, Rye Harbor, New Hampshire

Dear Mr. Schatvet:

Please be advised that Pease Development Authority - Division of Ports and Harbors has approved of your request to transfer the above referenced commercial mooring to John Heisey, of 150 Harbor Rd Rye, NH in connection with the sale of your commercial fishing business, and 40' boat.

You and John Heisey have represented that John Heisey intends to use the mooring for commercial fishing related purposes. Please be advised that the approval to transfer the mooring is subject to the condition that John Heisey will continue to use the mooring for commercial fishing related purposes.

In accordance with the administrative rules which govern the transfer of commercial moorings; "If the holder of a commercial use mooring permit ceases operation of the commercial entity for which the permit was issued, the permit shall lapse." See enclosed copy of Pda 508.01(d). By copy of this letter, John Heisey is being put on notice of this provision.

Thank you for your attention to this matter.

Sincerely,

David R. Mullen  
Executive Director

Enclosure

cc: Geno Marconi, Director PDA-DPH  
John Heisey  
PDA Legal Dept.



**PEASE**  
INTERNATIONAL  
PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

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TO: David Mullen, Executive Director, PDA  
FROM: Geno J. Marconi, Director, DPH *GM*  
DATE: February 23, 2016  
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 #7274, from William Wagner to Peter Aikens.

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.

February 23, 2016

William Wagner  
145 Griffin Road  
Deerfield, NH 03037

RE: Request to Transfer Commercial Moorings  
Commercial Mooring No. 7274, Rye Harbor, New Hampshire

Dear Mr. Wagner:

Please be advised that Pease Development Authority - Division of Ports and Harbors has approved of your request to transfer the above referenced commercial mooring to Peter Aikens, of 1215 Ocean Blvd Rye, NH in connection with the sale of your commercial charter fishing business, and 39' boat.

You and Peter Aikens have represented that Peter Aikens intends to use the mooring for commercial purposes. Please be advised that the approval to transfer the mooring is subject to the condition that Peter Aikens will continue to use the mooring for commercial purposes.

In accordance with the administrative rules which govern the transfer of commercial moorings; "If the holder of a commercial use mooring permit ceases operation of the commercial entity for which the permit was issued, the permit shall lapse." See enclosed copy of Pda 508.01(d). By copy of this letter, Peter Aikens is being put on notice of this provision.

Thank you for your attention to this matter.

Sincerely,



David R. Mullen  
Executive Director


Enclosure

cc: Geno Marconi, Director PDA-DPH  
Peter Aikens  
PDA Legal Dept.



**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: February 23, 2016  
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 #3190, from Joseph Jurek to Aaron Diamond.

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.

February 23, 2016

Joseph Jurek  
8 Annisquam Hts  
Gloucester, MA 01930

RE: Request to Transfer Commercial Moorings  
Commercial Mooring No. 3190, Seabrook Harbor, New Hampshire

Dear Mr. Jurek:

Please be advised that Pease Development Authority - Division of Ports and Harbors has approved of your request to transfer the above referenced commercial mooring to Aaron Diamond of 115 East Holderness Rd in Holderness, NH in connection with the sale of your commercial fishing business.

You and Aaron Diamond have represented that Aaron Diamon intends to use the mooring for commercial purposes. Please be advised that the approval to transfer the mooring is subject to the condition that Aaron Diamond will continue to use the mooring for commercial purposes.

In accordance with the administrative rules which govern the transfer of commercial moorings; "If the holder of a commercial use mooring permit ceases operation of the commercial entity for which the permit was issued, the permit shall lapse." See enclosed copy of Pda 508.01(d). By copy of this letter, Aaron Diamond is being put on notice of this provision.

Thank you for your attention to this matter.

Sincerely,



David R. Mullen  
Executive Director

Enclosure


cc: Geno Marconi, Director PDA-DPH  
Aaron Diamond  
PDA Legal Dept.



**PEASE**  
INTERNATIONAL  
PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

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TO: David Mullen, Executive Director, PDA  
FROM: Geno J. Marconi, Director, DPH   
DATE: April 8, 2016  
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 #379, from Leonidas Eaton to Randell Collins.

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.

April 11, 2016

Leonidas Eaton  
22 South Main St  
Seabrook, NH 03874

RE: Request to Transfer Commercial Moorings  
Commercial Mooring No. 379, Rye Harbor, New Hampshire

Dear Mr. Eaton:

Please be advised that Pease Development Authority - Division of Ports and Harbors has approved of your request to transfer the above referenced commercial mooring to Randell Collins, of 26 Centennial St in Seabrook, NH in connection with the sale of your commercial fishing business, and 31' boat.

You and Randell Collins have represented that Randell Collins intends to use the mooring for commercial fishing related purposes. Please be advised that the approval to transfer the mooring is subject to the condition that Randell Collins will continue to use the mooring for commercial fishing related purposes.

In accordance with the administrative rules which govern the transfer of commercial moorings; "If the holder of a commercial use mooring permit ceases operation of the commercial entity for which the permit was issued, the permit shall lapse." See enclosed copy of Pda 508.01(d). By copy of this letter, Randell Collins is being put on notice of this provision.

Thank you for your attention to this matter.

Sincerely,



David R. Mullen  
Executive Director

Enclosure

cc: Geno Marconi, Director PDA-DPH  
Randell Collins  
PDA Legal Dept.



**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 *GM*  
DATE: April 8, 2016  
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 #4960, from Richard Bettcher to Kurt Bettcher.

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.



April 11, 2016

Richard Bettcher  
95 Lovering Rd  
N Hampton, NH 03862

RE: Request to Transfer Commercial Moorings  
Commercial Mooring No. 4960, Rye Harbor, New Hampshire

Dear Mr. Bettcher:

Please be advised that Pease Development Authority - Division of Ports and Harbors has approved of your request to transfer the above referenced commercial mooring to Kurt Bettcher, of 5 Winterberry Lane in North Hampton, NH in connection with the sale of your commercial fishing business, and 14' boat.

You and Kurt Bettcher have represented that Kurt Bettcher intends to use the mooring for commercial fishing related purposes. Please be advised that the approval to transfer the mooring is subject to the condition that Kurt Bettcher will continue to use the mooring for commercial fishing related purposes.

In accordance with the administrative rules which govern the transfer of commercial moorings; "If the holder of a commercial use mooring permit ceases operation of the commercial entity for which the permit was issued, the permit shall lapse." See enclosed copy of Pda 508.01(d). By copy of this letter, Kurt Bettcher is being put on notice of this provision.

Thank you for your attention to this matter.

Sincerely,



David R. Mullen  
Executive Director

Enclosure

cc: Geno Marconi, Director PDA-DPH  
Kurt Bettcher  
PDA Legal Dept.



55 International Drive, Portsmouth, NH 03801

**MEMORANDUM**

TO: Pease Development Authority Board of Directors  
FROM: Geno Marconi, Division Director  
RE: Contract Reports - Division of Ports and Harbors:  
DATE: April 21, 2016

\*\*\*\*\*

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

1. Project Name: Appledore Marine Engineering, LLC  
PDA Obligation: \$8,800.00  
Board Authority: Director Loughlin  
Summary: Assist the Division of Ports and Harbors in the preparation of the TIGER VIII Grant application.

P:\BOARDMTG\ContractrptDPH042116.wpd



600 State Street, Suite E | Portsmouth New Hampshire 03801

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

March 4, 2016

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

Re: Proposal to Engineering and Planning Services to Assist the Port Director in Preparing a  
TIGER VIII Grant Application for the New Hampshire Port Authority  
Portsmouth, NH  
Appledore Project No. 5802

Dear Captain Marconi:

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

#### **BACKGROUND**

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

### **SCOPE OF SERVICES**

The Scope of Services includes the following tasks:

#### **Task 1: Review of Existing Documentation and Data Collection**

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

#### **Task 2: Economic Analysis**

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

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

#### **Task 3: Development of Economic Analysis Sections and Supplementary Documentation**

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

#### **Task 4: Development and Compilation of TIGER VIII Application**

HDR will work with Appledore Marine Engineering, LLC, and the Port of New Hampshire to update and finalize the TIGER VIII application. The Port will be responsible for submission to USDOT.

### **SCHEDULE**

We will start work on this project immediately after receiving written Notice to Proceed (NTP). We will provide the Port with draft economic analysis results within a few weeks, followed by documentation of the economic analysis and supplementary materials after receiving initial feedback. The application is due on April 29, 2016.

**FEES FOR CONSULTING SERVICES**

Fees for Consulting Services will be on a direct cost lump sum basis. We will bill you monthly based on the percentage of project completion. Fees for Task 1-4 will be \$8,800. Payment will be due within thirty (30) days of invoice.

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

Regards,



Noah J. Elwood, P.E.  
President

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2016

By: \_\_\_\_\_  
Pease Development Authority – Division of Ports and Harbors

**GENERAL PROVISIONS**  
*January - 2016*

**FEES FOR SERVICES**

**1.1 Fees for Engineering Services**

Fees for engineering services are based on the rate table detailed in the proposal. The Rate Table for this Project shall be adjusted on January 1<sup>st</sup> of each year.

Fees for pretrial conferences and expert testimony will be billed at two and one-half (2.5) times the rates detailed in the proposal.

**1.2 Reimbursable Expenses**

Direct, non-salary expenses will be billed at our cost plus ten (10%) percent for overhead. Reimbursable expenses include:

1. Transportation and living expenses incurred for assignments outside the Portsmouth, New Hampshire area.
2. Automobile expenses for personal or company vehicles at the standard mileage rate per IRS Revenue Procedure for travel from our Portsmouth office to the Project and return and for travel at the job in conduct of work. Use of rental cars or trucks.
3. Long distance telephone calls, telegrams and cables.
4. Shipping charges for plans, equipment, etc.
5. Purchase of specialized equipment and rental of equipment from outside vendors.
6. Photographs and video supplies for project records and reproduction of drawings and reports.
7. Computer services provided by outside vendors.
8. Drafting and typing services and other labor provided by outside contract personnel
9. Services of others.

**1.3 Services of Others**

On occasion, we engage the specialized services of individual consultants or other companies to participate in a project. When considered necessary, these firms or other consultants will be used with our approval. The actual cost plus a 10% service charge must be paid prior to release of the consultant's work.

**1.4 Permit Fees**

Permit application fees shall be paid directly by the applicant. All applications shall be forwarded to the applicant for signature and issuance of check for fees.

**PAYMENT TERMS**

**2.1 Invoices**

Invoices for professional engineering services will be submitted once a month and invoices for Services of Others will be submitted upon our receipt of Others invoice for services. Payment will be due within thirty (30) days of invoice date. If CLIENT objects to all or any portion of an invoice, CLIENT shall notify Appledore Marine Engineering, LLC within fifteen (15) calendar days of the invoice date, identify the cause of disagreement and pay when due that portion of the invoice not in dispute.

Interest will be added to accounts in arrears at the rate of one and one-half (1.5%) percent per month (18% per annum) or the maximum rate allowed by law, whichever is less, of the outstanding balance. In the event we engage counsel to collect overdue payments, you will reimburse us for all reasonable attorneys fees and costs of collection.

**2.2 Payment**

If payment is not made within thirty (30) days from invoice date, we may, after giving seven (7) days written notice, suspend services under this Agreement until we have been paid in full for services and expense charges. Suspension of work will cause an adjustment in the schedule of work.

**ON-SITE CONSTRUCTION SERVICES**

**3.1 On-Site Services During Project Construction**

Should our services be provided on the job site during project construction, it is understood that, in accordance with generally accepted construction practices, the Contractor will be solely and completely responsible for working conditions on the job site, including safety of all persons and property during the performance of the work and compliance with OSHA regulations and that these requirements will apply continuously and not be limited to normal working hours. Any monitoring of the Contractor's performance conducted by our personnel is not intended to include review of the adequacy of the Contractor's safety measures in, on, or near the construction site. It is further understood that field services provided by our personnel will not relieve the Contractor of his responsibilities of performing the work in accordance with applicable laws and regulations and with the plans and specifications.

**3.2 Jobsite Safety**

Neither the professional activities of the Consultant, nor the presence of the Consultant or its employees and subconsultants at a construction/project site, shall impose any duty on the Consultant, nor relieve the

**GENERAL PROVISIONS**  
*January - 2016*

General Contractor of its obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending and coordinating the Work in accordance with the Contract Documents and any health or safety precautions required by any regulatory agencies. The Consultant and its personnel have no authority to exercise any control over any construction contractor or its employees in connection with their work or any health or safety programs or procedures. The Client agrees that the General Contractor shall be solely responsible for jobsite and worker safety and warrants that this intent shall be carried out in the Client's contract with the General Contractor.

Since Appledore Marine Engineering has no control over the cost of labor, materials, equipment or services furnished by others or over the Contractor(s) methods of determining prices or over competitive bidding or market conditions, Appledore Marine's opinions of probably Total Project Costs and Construction Costs provided for herein are to be made on the basis of Appledore Marine's professional judgment as an experienced and qualified professional engineer, familiar with the construction industry; but Appledore Marine Engineering cannot and does not guarantee that proposals, bids or actual Total Project or Construction Costs will not vary from opinions of probably cost prepared by Appledore Marine. If You wish greater assurance as to Total Project or Construction Costs, You shall employ an independent cost estimator.

**RIGHT OF ENTRY**

**4.1 Rights of Entry**

Unless otherwise agreed, You will furnish right of entry on the land for us to make the planned investigations. We will take reasonable precautions to minimize damage to the land from our operations, but have not included in our fee the cost of restoration of damage that may result from our operations. Any expense associated with damage restoration will be born by You.

**5.3 Termination**

The obligation to provide further service under this Agreement may be terminated by either party upon seven (7) days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. In the event of any termination, Appledore Marine Engineering will be paid for all services rendered to the date of termination, all Reimbursable Expenses and terminations expenses.

**MISCELLANEOUS**

**5.1 Reuse of Documents**

All documents, including Drawings and Specifications prepared or furnished by Appledore Marine (and Appledore Marine's independent professional associates and consultants) pursuant to this Agreement, are instruments of service in respect to the Project and Appledore Marine Engineering shall retain an ownership and property interest therein whether or not the Project is completed. You may make and retain copies for information and reference in connection with the use and occupancy of the Project by You and others; however, such documents are not intended or represented to be suitable for reuse by You or others on extensions of the Project or any other project. Any reuse without written verification or adaptation by Appledore Marine Engineering for the specific purpose intended will be at your sole risk and without liability or legal exposure to Appledore Marine Engineering or to Appledore Marine's independent professional associates and consultants. You agree to indemnify and hold harmless Appledore Marine Engineering and/or Appledore Marine's independent professional associates and consultants from all claims, damages, losses and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Appledore Marine Engineering to further compensation at rates to be agreed upon by You and Appledore Marine.

**5.4 Controlling Law**

This Agreement is to be governed by the laws of the State of New Hampshire, the principal place of business of Appledore Marine.

**5.5 Successors and Assigns**

**5.5.1** This Agreement binds both you and your partners, successors, and assigns, executors, administrators, and legal representatives.

**5.5.2** Neither You nor Appledore Marine Engineering shall assign, sublet or transfer any rights under or interest in (including, but without limitations, moneys that may become due or moneys that are due) this Agreement without the written consent of the other, except to the extent that any assignment, subletting or transfer is mandated by law or the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent Appledore Marine Engineering from employing such independent professional associates and consultants at Appledore Marine Engineering may deem appropriate to assist in the performance of services hereunder.

**5.2 Opinions of Cost**

**GENERAL PROVISIONS**  
*January - 2016*

5.5.3 Nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than You and Appledore Marine Engineering and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of You and Appledore Marine Engineering and not for the benefit of any other party.

5.6 Dispute Resolution

5.6.1 In an effort to resolve any conflicts that arise during the design and construction of the Project or following the completion of the Project, the Client and Appledore Marine Engineering agree that all disputes between them arising out of or relating to this Agreement or the Project shall first be submitted to nonbinding mediation.

If nonbinding mediation is unsuccessful, all claims, counterclaims, disputes and other matters in question between the parties hereto arising out of or relating to this Agreement or the breach thereof will be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then existing subject to restrictions and limitations stated in paragraphs 5.6.3 and 5.6.4 below. Other than provided in paragraph 5.6.3, this agreement or consent to arbitrate shall be the sole remedy for any disputes, claims or questions, which arise under this Agreement.

5.6.2 Notice of demand for arbitration must be filed in writing with the other parties to this Agreement and with the American Arbitration Association. The demand must be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event may the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

5.6.3 All demands for arbitration and all answering statements thereto which include any monetary claim must contain a statement that the total sum or value in controversy as alleged by the party making such demand or answering statement is not more than \$200,000.00. The arbitrators will not have jurisdiction, power or authority to consider or make findings (except in denial of their own jurisdiction) concerning any claim, counterclaim, dispute or other matter in question where the amount of controversy of any such claim, counter claim, dispute or matter is more than \$200,000.00.

5.6.4 No arbitration arising out of or relating to this Agreement may include, by consolidation, joinder or in any other manner, any person or entity who is not a party to this Agreement.

5.6.5 By written consent signed by all parties to this Agreement and containing a specific reference hereto, the limitations and restrictions contained in paragraphs 5.6.3 and 5.6.4 may be waived in whole or in part as to

any claim, counterclaim, dispute or other matter specifically described in such consent.

5.7 Limitation of Design Professional's Liability

Owner hereby agrees that to the fullest extent permitted by law, Design Professional's total liability to owner for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the project or this Agreement from any cause or causes including but not limited to Design Professional's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed the total amount of \$50,000.00 or the total fee for the services rendered on the Project, whichever is greater.

5.8 Severability and Reformation

Any provision or part thereof of this Agreement held to be void or unenforceable under any law shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the parties. The parties agree that this Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision which comes as close as possible to expressing the intention of the stricken provision.

5.9 Standard of Care

In providing services under this Agreement, the Consultant shall perform in a manner consistent with and limited to that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. Accordingly, the Client should prepare and plan for clarifications and modifications, which may impact both the cost and schedule of the Project.

5.10 Hazardous Materials Indemnity

The Client agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, partners, employees and subconsultants (collectively, Consultant) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of the Consultant.



MOTION


Director Preston:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a Contract extension with Appledore Marine Engineering Services of Portsmouth, New Hampshire, from February 1, 2016 through January 31, 2018 for the purpose of providing on-call marine engineering services to the PDA-Division of Ports and Harbors; all in accordance with the Memorandum of Geno Marconi, Division Director, dated April 11, 2016 attached hereto.

N:\RESOLVES\AppledoreContract0416.wpd

Date: April 11, 2016

To: PDA Board of Directors

From: Geno Marconi, Port Director 

Subject: Appledore Marine Engineering

Appledore Marine Engineering has been providing the Division with "On Call" marine engineering services and have designed and executed many projects for the Division. Those projects include but are not limited to:

- Condition Surveys – all Division facilities
- Design and construction management for the Rye Harbor and Hampton Harbor pier replacements
- Design and construction management of the security dock and launch ramp at the Market Street Marine Terminal
- Design and construction management for the Storm Water Improvement Project at the Market Street Marine Terminal
- Design of the Rehabilitation and Expansion of the Main Wharf at the Market Street Marine Terminal

Currently the Division is in the process of reviewing and submitting a grant application to U.S. DOT for funding under the TIGER 2016 program for the Main Wharf Rehabilitation and Expansion Project. Appledore Marine Engineering is playing a critical part in the application process by reviewing construction costs and through their sub-contractors reviewing the Cost to Benefit section of the application as well as the environmental permits.

Appledore is also involved in the conceptual planning of the Functional Replacement design for the replacement of the Barge Dock area lost to the Sarah Long Bridge Replacement.

With these critical projects underway at the time of the expiration of the Appledore contract with the PDA, the Division of Ports and Harbors request the PDA Board of Directors extend the contract with Appledore Marine Engineering to provide "On Call" Marine Engineering Services for a period of two (2) years beginning February 1, 2016 through January 31, 2018.

MOTION

Director Torr:

The Pease Development Board of Directors authorizes the Executive Director to enter into an agreement with Appledore Marine Engineering, Inc., PDA's marine engineering consultants, in an amount not to exceed \$19,500 for a routine inspection of the Barker Wharf at the Market Street Terminal; subject to the availability of funds and in accordance with the memorandum of Geno Marconi, Division Director, dated April 13, 2016 attached hereto.


N:\RESOLVES\AppledoreBarker0416.wpd



555 Market Street, Suite 1 Portsmouth, NH 03801

DATE: April 13, 2016

TO: Pease Development Authority  
Board of Directors

FROM: Geno Marconi, Director   
Division of Ports and Harbors

RE: Barker Wharf Routine Inspection

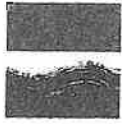
In keeping with industry standards and maintenance practices, the Division of Ports and Harbors conducts regular routine inspections of Division facilities. It has been approximately ten (10) years since the last inspection of the Barker Wharf which is where the Isles of Shoals Steamship Company conducts business. The Division requested a proposal from their "on-call" marine engineering company, Appledore Marine Engineering. The proposal from Appledore is attached for your review and consideration.

The Barker Wharf is a public access area where thousands of people visit each year to board the Isles of Shoals Steamship Company vessels. It is imperative that the condition of that facility is maintained for public safety.

At the March 16, 2016 Division of Ports and Harbors Advisory Council meeting, the Council voted to recommend that the Pease Development Authority Board of Directors approve the proposal. Additionally, at the March 17, 2016 meeting of the Pease Development Authority Port Committee, the Committee also voted to recommend that the Pease Development Authority Board of Directors approve the proposal.

The proposed fee for the routine inspection is Nineteen thousand Five hundred dollars (\$19,500) and will be paid from the Harbor Dredging and Pier Maintenance Fund. The expenditure from the fund was approved by the Capital Budget Overview Committee as required by RSA 12-G and must have final approval by the Pease Development Authority Board of Directors. The current balance of the Harbor Dredging and Pier Maintenance Fund is Four hundred Thirty two thousand Nine hundred Ninety-six dollars and Fifty-seven cents (\$432,996.57).

Therefore, the Division of Ports and Harbors requests that the Pease Development Authority Board of Directors approve the expenditure of Nineteen thousand Five hundred dollars (\$19,500) from the Harbor Dredging and Pier Maintenance Fund for the purpose of conducting a routine inspection of the Barker Wharf by Appledore Marine Engineering as stated in the attached proposal.



# Appledore Marine Engineering, LLC

600 State Street, Suite E | Portsmouth New Hampshire 03801

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

March 2, 2016

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

Re: Proposal to Provide Marine Engineering Services  
**Barker Wharf Routine Inspection**

Dear Captain Marconi:

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

## **BACKGROUND**

The Barker Wharf is predominately constructed of Timber and approximately 30 years old. The facility is used as the main docking facility for the Isles of Shoals Steamship Company, a tenant of the PDA-DPH. Historically deterioration has been addressed with minor maintenance activities, although deterioration of the fender system is increasing and requires more extensive repairs. This inspection is being undertaken to assess the general condition of the wharf structure and provide recommendations for repairs.

## **SCOPE OF SERVICES**

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

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

### *Task 1: Routine Inspection*

This inspection will include a Level I inspection that is limited to outwardly visible defects and relying on sampling small percentages from a Level 2 inspection on 10% of the structure to infer overall structural condition. The Level 1 inspection will involve visual/tactile techniques on 100-percent of the above water and underwater elements, as well as a Level 2, detailed inspection, on approximately 10-percent of the underwater elements. The detailed inspection includes cleaning the element at three (3) elevations to remove loose material and marine growth. For timber elements, we will obtain timber cores to assess the internal condition at discrete locations. The intent of the field inspection is to identify general defects and modes of deterioration, which will be used to provide overall structural condition

assessments and recommendations. Where recommendations are based on sampling on a limited percent of the elements, the findings will be extrapolated to the remainder of the structure to provide budgetary estimate for the anticipated repairs.

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

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

*Task 2: Routine Inspection Report*

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

**SCHEDULE**

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

**FEES FOR CONSULTING SERVICES**

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

Task 1: Field Inspection	\$ 13,000
Task 2: Routine Inspection Report	\$ 6,800
Total Fixed Fee	\$ 19,800

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

Proposal to Provide Marine Engineering Services  
Barker Wharf Routine Inspection  
Page - 3

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

Regards,



Noah J. Elwood, P.E.  
President

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2016

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

MOTION

Director Loughlin:

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

- a. accept a Greater Atlantic Fisheries Disaster Bin 3 State Grant Offer in the total amount of \$12,500 on behalf of the PDA – Division of Ports and Harbors (“DPH”);and
- b. enter into an agreement with the Atlantic States Marine Fisheries Commission and use said funds to: a) purchase one take-out hoist; and b) purchase and install an ice machine for use at the Portsmouth Fish Pier;

all in accordance with the memorandum of Geno J. Marconi, Division Director, dated April 8, 2016 attached hereto.

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Date: April 8, 2016  
To: PDA Board of Directors  
From: Geno Marconi, Port Director *GJM*  
Subject: Fisheries Disaster Grant Acceptance

The Atlantic States Marine Fisheries Commission (ASMFC) has made available to the Pease Development Authority Division of Ports and Harbors (PDA-DPH) \$12,500 to purchase equipment for the Portsmouth Commercial Fish Pier through the Greater Atlantic Fisheries Disaster Bin 3 State Program. The following is the equipment list purchased:

- Ice Machine Condenser - \$8,000: and
- Take-out Hoist - \$4,500

Attached is a copy of the terms and conditions of the proposed agreement between the PDA and ASMFC for your review.

These items are essential to the commercial fishermen and are necessary to maintain the level of services provided to the industry.

Therefore, the Division of Ports and Harbors requests the PDA Board of Directors authorize the Executive Director to execute the agreement with the Atlantic States Marine Fisheries Commission.

**MEMORANDUM OF AGREEMENT  
BETWEEN THE  
THE ATLANTIC STATES MARINE FISHERIES COMMISSION  
AND THE  
PEASE DEVELOPMENT AUTHORITY  
FOR THE  
EXPENDITURE OF GREATER ATLANTIC FISHERIES DISASTER BIN 3 STATE  
PROGRAM FUNDS**

WHEREAS, one of the goals of the Greater Atlantic Fisheries Disaster Bin 3 State Grant Program is to support state-directed efforts designed to address the unique and varied needs of each states' groundfish fishing communities and provide long-term support of NH's small groundfish fishing fleet.

WHEREAS, the Greater Atlantic Fisheries Disaster Bin 3 State Program funds reserved for the State of New Hampshire's groundfish industry represents a partnership between the Atlantic States Marine Fisheries Commission (ASMFC) and the Pease Development Authority (PDA) in which Federal grant funds are to be used to purchase equipment for the Portsmouth Commercial Fish Pier used by the groundfish industry of New Hampshire (NH) as agreed upon by the New Hampshire Fish and Game's (NHFG) Chief of Marine Fisheries (with input from NH's groundfish fishing industry) and the Port Authority's Director of Ports and Harbors and defined by this Memorandum of Agreement (MOA)

NOW THEREFORE ASMFC and PDA-DPH agree as follows:

**I. Contract between ASMFC and PDA-DPH**

1. ASMFC will provide compensation payment in the amount of \$12,500 to purchase the following equipment for the Portsmouth Commercial Fish Pier at 1 Peirce Island, Portsmouth, NH, 03801:
  - a. Ice Machine Condenser - \$8,000; and
  - b. Take-out Hoist - \$4,500.

**III. Other Terms**

- 1) PDA-DPH agrees to purchase the items listed in #1 by June 30, 2016 and will provide ASMFC and NHFG (Attachment A; contacts) copies of the invoices for these items within 30 days following each purchase. Each invoice must include a detailed description and quantity of the items purchased.
- 2) PDA-DPH shall maintain the items purchased listed in 1A-B in accordance with manufacturer recommendations.
- 3) PDA-DPH shall not use grant funds for any items or costs not specified in 1A-B.

- 4) **The ASMFC and NHFG make no representation that it can or will maintain the confidentiality of any information regarding the process and procurement of the equipment. The methodology of the procurement process, correspondence, addenda, memoranda, working papers, or any other medium which discloses any aspect of the procurement process will be considered public information when the decision is made to purchase the equipment.**
- 5) **This MOA is expressly subject to PDA-DPH securing the approval of the Board of Directors of the Pease Development Authority (the Board) associated with entering into an agreement with the ASMFC and the purchase of stated equipment in 1A-B.**
- 6) **The period of this MOA shall be from the date of signatures through June 30, 2016.**

**[Signature Page Follows]**

IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.

ATLANTIC STATES MARINE FISHERIES COMMISSION

By: Laura C. Leach Date: March 2, 2016  
Laura Leach, Director of Finance and Administration, Atlantic States Marine Fisheries Commission

PORSTMOUTH DEVELOPMENT AUTHORITY

By: \_\_\_\_\_ Date: \_\_\_\_\_  
David Mullen, Executive Director, Pease Development Authority

**Attachment A: Contact information**

**Laura Leach**  
Director of Finance and Administration  
Atlantic States Marine Fisheries Commission  
1050 N. Highland Street, Suite 200A-N  
Arlington, VA 22201-2196  
(703)842-0740  
lleach@asmfc.org

**Geno Marconi**  
Director of Ports and Harbors  
Pease Development Authority  
555 Market Street  
Portsmouth, NH 03801  
(603)436-8500  
g.marconi@peasedev.org

**Mark H. Gardner**  
Deputy General Counsel  
Pease Development Authority  
55 International Drive  
Portsmouth, NH 03801  
(603) 766-9288 (Direct line)  
(603) 433-6317 (fax number)  
m.gardner@peasedev.org

**Cheri Patterson**  
Supervisor of Marine Programs  
NH Fish and Game Department  
225 Main Street  
Durham, NH 03824  
(603)868-1095  
Cheri.patterson@wildlife.nh.gov

MOTION

Director Lamson:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute an Extension of Right of Entry with L.W. Morgridge and Son, Inc. for a three year period effective January 1, 2016, to fill tankers with salt water at the Market Street Terminal; all in accordance with the memorandum from Geno J. Marconi, Division Director, dated March 11, 2016 attached hereto.

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**PORTS AND HARBORS**

Date: March 11, 2016  
To: PDA Board of Directors  
From: Geno J. Marconi, Port Director  
Subject: Right of Entry (ROE)  
L.W. Morgridge and Son, Inc.

The Division of Ports and Harbors requests that the PDA Board of Directors approves a Right of Entry (ROE) for L. W. Morgridge and Son, Inc. for the purpose of filling its tankers with salt water at the Market Street Marine Terminal subject to the following Terms and Conditions:

**TERM:** Commencing January 01, 2016 for a term of three (3) years expiring December 31, 2018.

**FEE:** Right of Entry Fee of \$1,000.00.

**INSURANCE:** Minimum insurance coverage, to include Protection and Indemnity Insurance in the amount of \$1,000,000.00 endorsed for piers, docks and gangway coverage. Workers Compensation coverage, Automobile Liability coverage in a minimum amount of \$1,000,000.00 and Commercial General Liability in a minimum amount of \$1,000,000.00, as the same may be required or appropriate in connection with the individual operations of each entity doing business on State property. Coverage amounts and types may change from time to time contingent upon the nature and scope of operations of each entity authorized to conduct business at the Market Street Marine Terminal.

**ADDITIONAL REQUIREMENTS:** All entities issued a Right of Entry are subject to all applicable Administrative Rules and Policies as promulgated by the Pease Development Authority.

**MOTION**

Director Preston:


The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute an Extension of Right of Entry with Lawrence Tank for a three year period effective January 1, 2016, to fill tankers with salt water at the Hampton Harbor Marine Facility; all in accordance with the memorandum from Geno J. Marconi, Division Director, dated March 11, 2016 attached hereto.

N:\RESOLVES\LawrenceRightofEntry0416.wpd





**PORTS AND HARBORS**

Date: March 11, 2016  
To: PDA Board of Directors  
From: Geno J. Marconi, Port Director   
Subject: Right of Entry (ROE)  
Lawrence Tank

The Division of Ports and Harbors requests that the PDA Board of Directors approves a Right of Entry (ROE) for Lawrence Tank for the purpose of filling its tankers with salt water at the Hampton Harbor Marine Facility subject to the following terms and conditions:

I recommend approval of the ROE subject to the following Terms and Conditions:

**TERM:** Commencing January 01, 2016 for a term of three (3) years expiring December 31, 2018.

**FEE:** Right of Entry Fee of \$1,000.00.

**INSURANCE:** Minimum insurance coverage, to include Protection and Indemnity Insurance in the amount of \$1,000,000.00 endorsed for piers, docks and gangway coverage. Workers Compensation coverage, Automobile Liability coverage in a minimum amount of \$1,000,000.00 and Commercial General Liability in a minimum amount of \$1,000,000.00, as the same may be required or appropriate in connection with the individual operations of each entity doing business on State property. Coverage amounts and types may change from time to time contingent upon the nature and scope of operations of each entity authorized to conduct business at the Market Street Marine Terminal.

**ADDITIONAL REQUIREMENTS:** All entities issued a Right of Entry are subject to all applicable Administrative Rules and Policies as promulgated by the Pease Development Authority.

MOTION

Director Torr:

The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to enter into Amendment No. 9 to the Right of Entry for Non-Exclusive Use of Parcel A-2 and Burge Wharf with Star Island Corporation effective April 1, 2016; and on substantially the same terms and conditions as contained in the memorandum from Geno Marconi, Division Director, dated March 11, 2016 attached hereto.

N:\RESOLVES\StarIslandROEAmd0416.wpd



**PEASE**  
INTERNATIONAL

850 Market Street, Suite 1 Portsmouth, NH 03801

PORTS AND HARBORS

Date: March 11, 2016  
To: PDA Board of Directors  
From: Geno Marconi, Port Director *GM*  
Subject: Star Island Right of Entry for Parcel A-2 and Burge Wharf

Star Island Corporation (Star Island), operators of the hotel/conference facilities at the Isles of Shoals, have utilized the parking facilities located on Parcel A-2 and the Burge Wharf at the Market Street Marine Terminal for many years. The facilities have provided a strategic mainland support facility for operations at the island for the transfer of freight and supplies, employees and equipment and refuse.

Therefore, the Division recommends to the PDA Board of Directors, that the **Right of Entry for Non-Exclusive Use of Parcel A-2 and Burge Wharf** be extended for a period of three (3) years based on the following terms and conditions:

**Purpose:** Berthing two (2) corporate vessels and for transporting employees, equipment, refuse and supplies to and from its facilities on Star Island at the Isles of Shoals. Star Island will berth vessels on a permanent basis.

**Term:** A term of three (3) years commencing April 1, 2016 and ending at midnight March 31, 2019.

**Premises:** The use of temporary parking/loading zone and berthing on a portion of the Market Street Marine Terminal as shown on the attached plan.

**Fees:** **Wharfage:** To the extent that any of Star Island's conferees, guests or invitees are transported to Star Island from the Burge Wharf, a wharfage fee of \$1.00 per paying passenger.

**Dockage:** An annual rate of \$9,000.00 (\$100.00/ft) for two vessels, one vessel forty eight (48) feet and one vessel forty two (42) feet, paid in advance in April 1 for the first year. Second and third year to be negotiated.

**Parking Fees:** Star Island shall have the right to utilize the "loading zone" directly adjacent to the Burge Dock for receiving deliveries and discharging persons and materials associated with Star Island operation.

Dumpster: \$500.00 for locating a dumpster and storage shed on the premises payable in advance on April 1 for the first year. Second and third year to be negotiated.

Storage Shed: \$500.00 for locating a storage shed to be shared with Shoals Marine Laboratory for the first year. Second and third year to be negotiated.

**Insurance:** All minimum insurance and indemnifications that may be required and changed by PDA-DPH policy.

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



## STAR ISLAND CORPORATION

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March 15, 2016

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

Dear Geno,

Please consider this letter our formal request to extend the ROE agreement for Burge Wharf dated December 20, 2005. We would like to set up at least another two year extension, from April 1, 2016 to March 31, 2018. However, we would prefer our extension to run for a longer period – through March 31 of 2019, 2020 or 2021 if possible (the longer the better).

Our vessels are the Perseverance (official number 960331, NH 2432 GF, 37 gross tons, 48.2' length, 17.3' breadth) and the Utopia (official number 549353, NH 2486 UP, 17 gross tons, 42' length, 13.2' breadth).

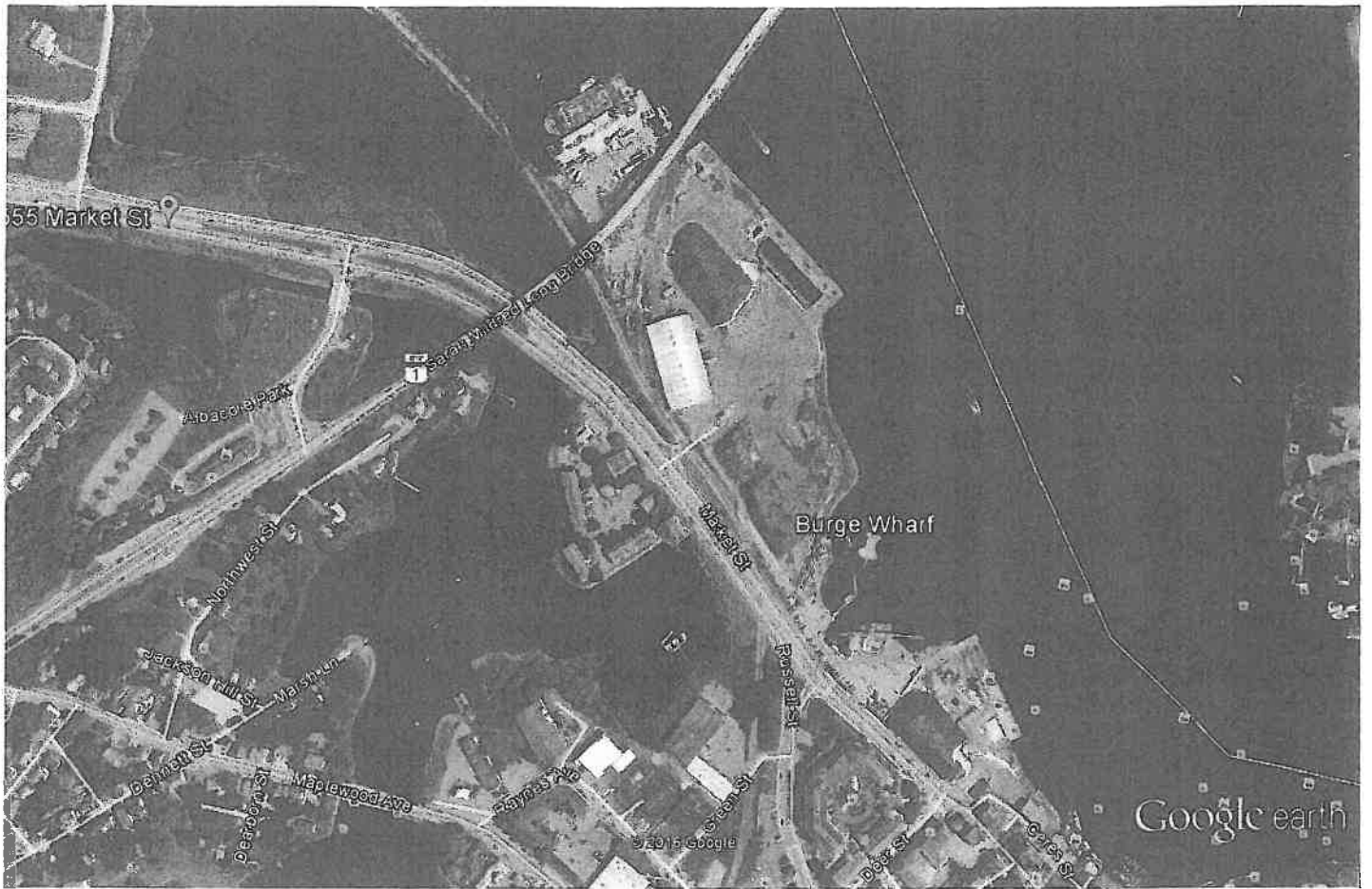
The purpose of both vessels remains transporting freight and nonpaying passengers (staff, volunteers, contractors) between Burge Wharf and Star Island. Additionally, we anticipate carrying a small amount of paying guests ("conferees") aboard the Utopia – this would be limited to people who cannot travel on regularly scheduled runs offered by the Isles of Shoals Steamship Company. As always, we intend to continue to direct all paying passengers coming to Star Island via Portsmouth to scheduled trips offered by the Steamship Company.

Thanks for your help on this matter.

Sincerely,

Joseph W. Watts, IV  
Chief Executive Officer

cc: Kate Mombourquette, Finance  
Jack Farrell, Facilities Director



Google earth





MOTION

Director Preston:


The Pease Development Authority Board of Directors hereby approves of and authorizes the assignment of the Concession Contract issued to Richard Syphers dba Rico's State Pier Lobster Pound to Todd Smith dba Smitty's State Pier Lobster Pound; all in accordance with the memorandum of Geno Marconi, Division Director, dated April 11, 2016 attached hereto.

N:\RESOLVES\ConccssionAssign0416.wpd



**PEASE**  
INTERNATIONAL  
PORTS AND HARBORS

500 Market Street, Suite 1 Portsmouth, NH 03801

Date: April 11, 2016  
To: PDA Board of Directors  
From: Geno Marconi, Port Director   
Subject: Hampton Concession Assignment

The Division has received a request from Richard Syphers, (d.b.a. "Rico's State Pier Lobster Pound"), to assign his Concession Contract for his concession building located at the Hampton Harbor Marine Facility to Todd Smith, (d.b.a. "Smitty's State Pier Lobster Pound"), for the retail sales and storing live lobsters and shellfish associated with his lobster fishing business. Mr. Syphers is selling the business and the building to Mr. Smith. Attached for your review are the following documents:

- Mr. Syphers request letter
- Mr. Smith's request letter
- Existing ROE to Mr. Syphers
- Lot map showing location of lobster pound

Mr. Smith is a commercial fisherman with a valid New Hampshire Landing license and currently holds a commercial mooring permit, issued by the Division

The Division has reviewed the request and recommends to the PDA Board of Directors, the approval of the assignment of the Concession Contract from Mr. Syphers to Mr. Smith.



Richard Syphers 5 Dewey Street Amesbury, MA 01913 978 265 3795

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March 2, 2016

Pease International  
Development Authority  
360 Corporate Drive  
Portsmouth, NH 03801

RE: Sale of State Pier Lobster Pound  
Hampton Harbor

Dear Geno Marconi,

I, Richard Syphers would like to formally inform you that I have put the Lobster Pound business and building up for sale. After many good years of business at the harbor, unfortunately I have decided to sell. We understand any person of interest must be a person of good standings and affiliated with the NH water ways. Currently we have an interested party Todd Smith, a lobsterman with a mooring in Seabrook harbor. He has purchased pier use for Hampton; I feel he would be a good fit, and an asset to the pier.

I would like to thank all of the people from the Port Authority that worked together with me during the years, helping me and my family with the Lobster Pound. We made a lot of great memories; it was really a pleasant and successful experience.

Todd will be in touch with you for the paperwork necessary to move forward.

Please feel free to contact me if you have any question or concerns.

Sincerely,



Richard Syphers

**March 27, 2016**

**Dear Port Authority,**

**I am writing this letter to inform the Port Authority of my intention of a hopeful transfer of the State Pier Lobster Pound from Richard Syphres to myself, Todd Smith. I am a lobsterman of 20+ years, fishing out of Hampton, NH. I am hoping this seasonal business opportunity to own this building will help myself and my family continue to work and bring business to the Hampton State Pier. The business is registered with the State of NH under Rambler Fisheries (DBA Smitty's State Pier Lobster Pound). I am looking to keep the exact same business, a seasonal small retail lobster pound that has existed there for the last 8-10 years, just under different ownership.**

**Sincerely,**



**Todd Smith**

3 23 2016 11:18 AM



55 International Drive, Portsmouth, NH 03801

July 22, 2014

Richard Syphers  
Rico's State Pier Lobster Pound  
5 Dewey Street  
Amesbury, MA 01913

Re: Concession Contract

Dear Mr. Syphers :

Enclosed please find a fully executed copy of the Contract for concession operations at Hampton Marina for your files. Please sign and return the Contract to Pease Development Authority ("PDA") for countersignature.

To date the PDA has not received a certificate of insurance which is in compliance with the terms of Section 28 of the Contract. This contract is not deemed valid until the PDA receives the valid certificate of insurance.

The certificate can be faxed to me at (603) 433-6317 or e-mailed at [j.patterson@peasedev.org](mailto:j.patterson@peasedev.org). Should you have any questions, please do not hesitate to call.

Sincerely,

A handwritten signature in cursive script that reads "Jessica L. Patterson".

Jessica L. Patterson  
Administrative Assistant

:jlp

Enclosure

cc: Mark H. Gardner, Deputy General Counsel  
Irv Canner, Director of Finance  
Division of Ports and Harbors

PEASE DEVELOPMENT AUTHORITY  
DIVISION OF PORTS AND HARBORS

**CONCESSION CONTRACT**

This Concession Contract (the "Contract") effective as of July 1, 2014, between Pease Development Authority, Division of Ports and Harbors, 55 International Drive, Portsmouth, NH 03801, and Rico's State Pier Lobster Pound of 5 Dewey Street, Amesbury, MA 01913 hereinafter called the Concessionaire.

**WITNESSETH:**

1. **RIGHT TO SELL**

Pease Development Authority, Division of Ports and Harbors grants to the Concessionaire the right and privilege to sell items normally associated with a lobster pound at Hampton Harbor Marina, Hampton, NH (the "Premises") in accordance with the terms contained herein.

2. **CONTRACT TERM**

The term of this Contract shall be effective as of July 1, 2014 and continue through June 30, 2017 except as it may be extended or terminated as provided herein.

3. **RENT**

<u>Season</u>	<u>Amount of Rent</u>
July 1, 2014 thru June 30, 2015	\$1,000.00
July 1, 2015 thru June 30, 2016	(Subject to rent adjustment)
July 1, 2016 thru June 30, 2017	(Subject to rent adjustment)

Rent shall be due and payable on or before July 1<sup>st</sup> of each year. Rental payments shall be may payable to "**Pease Development Authority - Division of Ports and Harbors**" and forwarded to Pease Development Authority, 55 International Drive, Portsmouth, NH 03801. Before January 1<sup>st</sup> of each subsequent year of the contract, the Division will conduct a rent review and recommend adjustments as may be appropriate.

4. **CANCELLATION BY CONCESSIONAIRE**

This Contract shall be subject to cancellation, by the Concessionaire, regardless of grounds therefore, by giving Pease Development Authority, Division of Ports and Harbors sixty (60) days written notice of cancellation. In such event rent due hereunder shall be prorated.

5. **CANCELLATION BY PEASE DEVELOPMENT AUTHORITY -  
DIVISION OF PORTS AND HARBORS**

This Contract shall be subject to cancellation, by Pease Development Authority, Division of Ports and Harbors, in the event of the failure of the Concessionaire to perform, keep and observe any of the conditions of the Contract and the failure of the Concessionaire to correct the default or breach

within a time specified by Pease Development Authority, Division of Ports and Harbors, by giving the Concessionaire thirty (30) days written notice of cancellation. This Contract may be canceled immediately by Pease Development Authority, Division of Ports and Harbors in the event Concessionaire engages in any activity which is deemed to compromise public safety and health.

6. **RIGHT TO DECIDE QUESTIONS**

The decision of Pease Development Authority, Division of Ports and Harbors relative to the proper performance of the terms of the Contract shall be final and conclusive on the Parties hereto, and shall be final and conclusive as to each matter not covered in the Contract and specifications that may arise in connection with the privileges granted, and also as to each matter which is not clearly covered herein.

7. **ASSIGNMENT OR SUB-CONTRACT**

This Contract or any of the rights and privileges provided for herein shall not be transferred or assigned by the Concessionaire without first having obtained the written consent of Pease Development Authority, Division of Ports and Harbors to do so.

8. **BUILDINGS, EQUIPMENT AND LOCATIONS**

Pease Development Authority, Division of Ports and Harbors will designate the location where the lobster pound shall be operated, but reserves the right to alter said location when it is determined by Pease Development Authority, Division of Ports and Harbors that the public interest will be better served thereby.

9. **CASUALTY ADJUSTMENT**

In the event the Premises or any part thereof shall be destroyed by fire or unavoidable casualty so that the same shall be thereby rendered unfit for use and habitation, then, and in such case, that portion of the Concessionaire's operation shall be suspended or abated until and if said Premises shall have been placed in proper condition for use by the Concessionaire. Pease Development Authority - Division of Ports and Harbors may terminate this Contract in the event Concessionaire fails to repair or replace the lobster pound within ninety (90) days of a casualty.

10. **CONDITIONS AND SURRENDER OF PROPERTY**

The buildings, lobster pound, shelters, rooms, built-in equipment, and locations or all parts thereof, which are the property of the Concessionaire shall remain the property of the Concessionaire, and upon termination of this Contract by lapse of time or otherwise, the Concessionaire shall remove same from the Premises. Upon the termination of this Contract the Concessionaire may offer for sale to Pease Development Authority, Division of Ports and Harbors at fair market value, any and all buildings and equipment owned by the Concessionaire.

11. **RIGHT TO INSPECT**

The Concessionaire shall allow Pease Development Authority, Division of Ports and Harbors, or such person as may be designated by Pease Development Authority, Division of Ports and Harbors, access to the Premises at all reasonable hours, for the purpose of examining and inspecting said Premises, or for any other purpose as may be required by this Contract. Except in the event of an emergency, Pease Development Authority, Division of Ports and Harbors agrees that such access will not unduly affect the operation of the Concessionaire's business.

12. **UTILITIES**

All utilities shall be the sole responsibility of the Concessionaire.

13. **SANITATION**

The Concessionaire shall be responsible for routine cleaning of all areas of the Premises and equipment where food or merchandise is stored, prepared or sold. Concessionaire shall be responsible for grounds pickup immediately adjacent to concession locations.

Cleaning within this proposal shall mean routine cleaning of walls, floors, windows, fixtures, draperies, blinds, tables, chairs and garbage containers. The term *routine cleaning* shall imply all of the provisions associated with good housekeeping, including supplying materials and supplies that may be necessary to perform this service.

Concessionaire shall be responsible for maintaining high standards of sanitation in accordance with the rules and regulations promulgated by the NH Department of Health and Human Services, Bureau of Food Protection, Pease Development Authority, Division of Ports and Harbors or any other governmental agency having jurisdiction over such matters. The Concessionaire shall be responsible for picking up garbage and rubbish and depositing same at a location designated by Pease Development Authority, Division of Ports and Harbors.

14. **EQUIPMENT MAINTENANCE**

Responsibility for maintaining equipment, including cash registers, shall be that of the Concessionaire. Equipment which wears out during the period of this Contract must be replaced by the Concessionaire but will continue to be the property of the Concessionaire. All equipment furnished to the Concessionaire by Pease Development Authority, Division of Ports and Harbors must be returned to it at the end of term of this Contract in the same condition, ordinary wear and tear excepted.

All additional equipment deemed necessary by the Concessionaire shall be obtained at its own expense. The Concessionaire shall be responsible for all necessary electrical, plumbing, and ventilating installations in accordance with existing Local, State and Federal codes. Sales and service layout areas proposed by the Concessionaire are subject to the approval of Pease Development Authority, Division of Ports and Harbors.

15. **BUILDING AND PLANT**

Building(s) and grounds must be maintained in reasonable condition and appearance subject to the approval of Pease Development Authority, Division of Ports and Harbors.

16. **ITEMS TO BE SOLD**

In all instances, items sold must meet the approval of Pease Development Authority, Division of Ports and Harbors.

17. **MERCHANDISE**

Merchandise offered should be of good quality. Questions on quality will be referred to Pease Development Authority, Division of Ports and Harbors whose judgment in all cases shall be final.

18. **RECYCLABLE AND BIODEGRADABLE SERVING MATERIALS**

The Concessionaire shall utilize serving supplies produced from recyclable or biodegradable materials. Concessionaire shall work out a mutually agreeable solid waste reduction program for solid waste generated by the Concessionaire's operations.

19. **PRICES**

The rates and prices charged for all items sold shall be subject to the review and approval of Pease Development Authority-Division of Ports and Harbors which approval shall not be unreasonably withheld. In approving prices, primary consideration shall be given to the prices charged for similar merchandise furnished or sold outside the areas administered by the particular park area under similar conditions, with due regard being given to such other factors as may be deemed significant. Prices shall be legibly posted by the Concessionaire.

20. **ACCOUNTING METHODS AND PAYMENTS**

**Recording of Sales.** All gross income received by the operator shall be recorded by cash registers. Register tapes shall be available to Pease Development Authority, Division of Ports and Harbors or its agents for audit and inspection purposes. Accountability of meals taxes shall be dealt with or resolved as between the Concessionaire and the State Department of Revenue Administration.

**Accounting Records.** The Concessionaire shall maintain such permanent books of accounts and records, including inventories, sufficient to show specifically the items of total dollar receipts and expense, receipts and disbursements, and other information as will correctly reflect the financial condition and results of operations. The books and records required shall be available at all times for inspection by Pease Development Authority, Division of Ports and Harbors, and such other parties as may be authorized under State law to examine books and records of any department of the State of New Hampshire.

**Audits.** Pease Development Authority, Division of Ports and Harbors shall have authority to audit the Concessionaire's books and records in order to protect the public interest.

Accounting Reports. If requested the Concessionaire will at least annually submit to Pease Development Authority, Division of Ports and Harbors an audited Statement of Profit and Loss for the individual park location no later than sixty (60) days after the end of the operating season.

**21. SIGNS**

All signs and advertising matter must be in good taste and acceptable to Pease Development Authority, Division of Ports and Harbors whose decision will be final in all cases.

**22. PERSONNEL**

Concessionaire shall at all times maintain a staff of employees deemed adequate by Pease Development Authority, Division of Ports and Harbors for efficient operation of the lobster pound.

All employees of the Concessionaires shall wear name badges and be clad in neat and clean uniforms satisfactory to Pease Development Authority, Division of Ports and Harbors. The Concessionaire shall employ only competent and satisfactory persons and whenever Pease Development Authority, Division of Ports and Harbors shall notify the Concessionaire in writing that any person employed on the Premises, in its opinion, is incompetent, disorderly, unsanitary or otherwise unsatisfactory, such conditions shall be corrected, or such person shall be discharged and shall not again be employed without consent of Pease Development Authority, Division of Ports and Harbors. The Concessionaire shall have a competent and responsible supervisor in attendance at all times.

Employment of any elected official of the State of New Hampshire by the Concessionaire is prohibited during the period this Contract is in force.

No one other than the employees of the Concessionaire will be allowed behind counters in the service and sales areas without the approval of both the Concessionaires and Pease Development Authority, Division of Ports and Harbors.

**23. HOURS OF OPERATION**

Dates and hours of operation will be set as a matter of agreement between the Concessionaire and Pease Development Authority, Division of Ports and Harbors. As service to the public is the underlying objective, the decision of Pease Development Authority, Division of Ports and Harbors will be final.

**24. STATUTES, ORDINANCES AND REGULATIONS**

In connection with the performance of this Contract the Concessionaire agrees to comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities, including those of Pease Development Authority, Division of Ports and Harbors, which shall impose any obligation or duty on the Concessionaire; and to procure all necessary licenses and permits required in connection with the operations described herein.



**25. FINAL AUTHORITY**

In order to guarantee the high quality of services and merchandise provided to the public any questions relating to policies, prices, quality, cleanliness and services must be settled to the satisfaction of Pease Development Authority, Division of Ports and Harbors. In making its decisions, Pease Development Authority, Division of Ports and Harbors will be aided by members of its staff, and such other officials of the State of New Hampshire as may be deemed appropriate and necessary.

**26. PERFORMANCE & INDEMNIFICATION**

The Concessionaire agrees to perform and faithfully observe and comply with the conditions, regulations and provisions prescribed herein, and further to indemnify, defend, save and hold harmless the State of New Hampshire and Pease Development Authority, Division of Ports and Harbors, its officers, agents and employees of and from all liability, lien, judgment, costs, damages and expenses of whatsoever kind, including, but not limited to, attorneys fees which may in any way be suffered by the State of New Hampshire and Pease Development Authority, Division of Ports and Harbors or by its said officers, agents, or employees by reason of or in consequent of the operation on the premises by Concessionaire or for or on account of any act or thing done or omitted to be done under the authority, or supposed authority, of this Contract.

**27. RELATION TO STATE**

In the performance of this Contract the Concessionaire is in all respects an independent contractor and is neither an agent nor employee of the State of New Hampshire or Pease Development Authority, Division of Ports and Harbors, and that the State of New Hampshire and Pease Development Authority, Division of Ports and Harbors shall at no time be legally responsible for any negligence or willful acts on the part of said Concessionaire or any of its officers, employees, agents, or members resulting in either personal or property damage to any individual, firm or corporation. Neither the Concessionaire nor any of its officers, employees, agents, or members shall have authority to bind the State of New Hampshire and Pease Development Authority, Division of Ports and Harbors nor are they entitled to any of the benefits, workers' compensation or emoluments provided by the State of New Hampshire and Pease Development Authority, Division of Ports and Harbors to its employees.

The Concessionaires agrees to hold the State of New Hampshire and Pease Development Authority, Division of Ports and Harbors harmless against liability for loss or damage to the Concessionaire's equipment or supplies, or equipment rented or leased by the Concessionaire from others, from any cause whatsoever, while they are located on State property, either during the operating period or while in storage.

**28. INSURANCE**

- A. At the time of the execution of this Contract the Concessionaire shall deposit with Pease Development Authority, Division of Ports and Harbors a certificate of insurance or a thirty (30) day binder evidencing the purchase of a Worker's Compensation Insurance Policy protecting the Parties hereto from loss or damage because of liability that may be incurred by the Concessionaires, the State of New Hampshire and Pease Development Authority, Division of Ports and Harbors or

any of them in the performance of the Contract, when such liability shall be imposed under the Worker's Compensation Act.

- B. At the time of the execution of this Contract the Concessionaire shall deposit with Pease Development Authority, Division of Ports and Harbors a certificate of insurance or a thirty (30) day binder evidencing the purchase of a public liability insurance policy (including products coverage) protecting the Parties hereto from loss or damage because of liability that may be incurred by the State of New Hampshire, Pease Development Authority, Division of Ports and Harbors and the Concessionaire, or any of them in the performance of this Contract, when such liability is imposed on account of injury to or death of a person or persons or property damage. Said policy shall provide for a liability limit on account of each accident resulting in bodily injury or death or property damage to a limit of not less than \$1,000,000 per occurrence, \$2,000,000 aggregate. Said public liability insurance policy shall; (i) name the State of New Hampshire and Pease Development Authority, Division of Ports and Harbors as additional insureds, (ii) provide a waiver of subrogation in favor of the State of New Hampshire and the Pease Development Authority, Division of Ports and Harbors, and (iii) provide that such coverage shall be primary and non-contributing with respect to any coverage, self insured or otherwise, which is maintained by the State of New Hampshire or the Pease Development Authority, Division of Ports and Harbors.
- C. At the time of the execution of this Contract the Concessionaire shall deposit with Pease Development Authority, Division of Ports and Harbors a thirty (30) day binder evidencing the purchase of property insurance coverage against loss or damage by fire and lightning and against loss or damage or other risks embraced by coverage of the type now known as the broad form of extended coverage in an amount not less than 100% of the full replacement value of the buildings, building improvements, improvements to the land, and personal property on the Subleased Premises. The policies of insurance carried in accordance with this Section shall contain a "Replacement Cost Endorsement". Said property damage insurance policy shall name the State of New Hampshire and Pease Development Authority, Division of Ports and Harbors as loss payees, as their interests appear.

Certificates of all required insurance policies must be filed with Pease Development Authority, Division of Ports and Harbors no later than thirty (30) days of the execution of this Contract. All required insurance must remain in force during the term of this Contract. All certificates must contain a provision wherein the insurer agrees that such policies may not be canceled without at least thirty (30) days notice prior written notice provided by registered mail to Pease Development Authority, Division of Ports and Harbors. Furthermore, no insurance may be canceled without the written concurrence of Pease Development Authority, Division of Ports and Harbors. Renewal certificates of all insurance must be on file with Pease Development Authority, Division of Ports and Harbors at least thirty (30) days before policy expiration dates. Failure to comply with the requirements set forth herein may cause a delay in opening for business on schedule or result in the immediate termination of this Contract.

**29. SOVEREIGN IMMUNITY**

No provision of this Contract shall be deemed to constitute or effect a waiver of the sovereign immunity of the State of New Hampshire and no provision of this Contract shall be deemed to constitute or effect a waiver of the sovereign immunity of Pease Development Authority, Division of Ports and Harbors as a body politic and corporate of the State of New Hampshire. The sovereign immunity of the State of New Hampshire is reserved to the State of New Hampshire to the fullest extent allowed under law and the sovereign immunity of Pease Development Authority, Division of Ports and Harbors is reserved to it to the fullest extent allowed under law subject, however, to contractual claims arising under this Contract to the extent such are permitted by New Hampshire NH RSA Ch. 491:8, as the same may be amended.

**30. MEETINGS**

Meetings shall be held when deemed necessary by Pease Development Authority, Division of Ports and Harbors, at a place and time to be agreed upon mutually by Pease Development Authority, Division of Ports and Harbors and the Concessionaire, for the purpose of discussing current operational problems, presentation of official requests for changes in schedules, prices, portions, products, or policies, and other pertinent business which may arise.

The Pease Development Authority, Division of Ports and Harbors will be represented at these meetings by the Director of the Division of Ports and Harbors or his authorized representatives and such subordinate supervisory personnel fully acquainted with field operations, as he shall designate.

The Concessionaire shall be represented, as a minimum by one officer of the company of a corporation, a partner if a partnership, or the owner.

**31. PROVISIONS FOR PROPERTY TAX**

The Concessionaire agrees to hold the State of New Hampshire and Pease Development Authority, Division of Ports and Harbors, harmless with respect to taxes levied against the premises subject to this Contract as a consequence of the application of RSA 72:23 I. The Concessionaire agrees to pay in addition to other payments all properly assessed real and personal property taxes against the premises subject to this Contract in accordance with the provisions of RSA 72:23 I. In the event the Concessionaire shares a larger parcel of land with lessees or other Concessionaires, it shall be obligated to pay only its pro rata share of any such taxes. Failure of the Concessionaire to pay its duly assessed personal and real estate taxes when due shall be cause to terminate said Contract by Pease Development Authority, Division of Ports and Harbors. The Concessionaire shall, in addition reimburse Pease Development Authority, Division of Ports and Harbors for any taxes paid by it pursuant to RSA 72:23 I as a result of the Concessionaire's failure to pay said taxes.

**32. AMENDMENT**

This Contract may be amended only by an instrument in writing signed by both parties hereto.

**33. CONSTRUCTION OF CONTRACT AND TERMS**

This Contract shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns.

**34. RENEWAL**

Subject to Concessionaire's not being in default hereunder, this Agreement may be renewed upon such terms and conditions as may be agreed to by the Parties hereto.

**35. CONDITIONAL OBLIGATION OF THE STATE**

Notwithstanding anything to the contrary contained in this Agreement, it is understood and agreed by the parties hereto that all obligations of the State of New Hampshire and/or Pease Development Authority-Division of Ports and Harbors hereunder, including, without limitation, the continuance of payments or any other obligation hereunder, are contingent upon the availability and continued appropriation of funds by the General Court of New Hampshire and made available for any payments or any other obligation hereunder in excess of such available appropriated funds. In the event of a reduction or termination of said appropriated funds, the State of New Hampshire and/or Pease Development Authority-Division of Ports and Harbors shall have the right to terminate this Agreement by giving the Concessionaire fifteen (15) days advance written notice of such termination, and upon the expiration of the said fifteen (15) days, this Agreement shall terminate.

**36. WAIVER OF BREACH**

No waiver by Pease Development Authority-Division of Ports and Harbors of its right to enforce any provision hereof after default on the part of the Concessionaire shall be deemed a waiver of its right to enforce each and all of the provisions hereof upon any further or other default on the part of the Concessionaire.

**37. ENTIRE AGREEMENT**

This Contract, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating thereto.

**38. PARKING PASSES**

Pease Development Authority-Division of Ports and Harbors will issue seasonal parking passes to employees of the Concessionaire. Parking passes may only be used in connection with activities associated with the operation and management of the lobster pound. The Concessionaire employees must park their vehicles in the general parking area at Hampton Harbor Marina.

PEASE DEVELOPMENT AUTHORITY  
DIVISION OF PORTS AND HARBORS

Date: 7/3/14

Jessica Slatten  
Witness

David R. Mullen  
David R. Mullen, Executive Director

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RICO'S STATE PIER LOBSTER POUND

Date: May 24, 2014

Jamie Sipras  
Witness

Richard Sipras  
Name:  
Title:



State Pier Lobster Pound



MOTION

Director Loughlin:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a Right of Entry with Hampton Harbor Boat Works for the purposes of operating a boat hauling business at the Hampton Harbor Marine Facility, Hampton, NH; all in accordance with the terms and conditions set forth in the memorandum of Geno J. Marconi, Division Director dated April 11, 2016 attached hereto.

N:\RESOLVES\HamptonHarborBoat0416.wpd



Date: April 11, 2016  
To: PDA Board of Directors  
From: Geno Marconi, Port Director *gjm*  
RE: Hampton Harbor Boat Works, Boat Hauling

The Division is in receipt of a request from Mr. James Patnaude (d.b.a. Hampton Harbor Boat Works) requesting a Right of Entry (ROE) to operate a boat hauling business from Hampton Harbor.

Mr. Patnaude's company specializes in hauling, launching and repair of commercial and personally owned marine craft. This business would also enhance winter boat storage at the Hampton Harbor Marine Facility and bring in additional revenue to the Division

Therefore, the Division of Ports and Harbors recommends that the PDA Board of Directors approve the request of Mr. Patnaude for an ROE at Hampton Harbor Marine Facility in accordance with the following Terms and Conditions:

PREMISIS: Hampton Harbor Marine Facility

PURPOSE: Haul and launch vessels at Hampton Harbor

TERM: May 1, 2016 to June 30, 2019

FEE: \$25.00 per haul  
\$25.00 per launch  
For vessels that have secured and paid for winter storage at the Hampton Harbor Marine Facility, the launch/haul fee is waived (included in storage fee)

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



MOTION

Director Lamson:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute a Right of Entry with Captain Leland Stevens dba Coastal Landscaping for marine charter vessel operations located at the Hampton Harbor Marine facility; all in accordance with the terms and conditions set forth in the memo of Geno J. Marconi, Division Director, dated April 11, 2016, and attached hereto.

N:\RESOLVES\ROEStevensCharter0116.wpd



**PEASE**  
INTERNATIONAL

PORTS AND HARBORS

545 Market Street, Suite 1100 Portsmouth, NH 03801

**Date:** April 11, 2016  
**To:** PDA Board of Directors  
**From:** Geno Marconi, Port Director *GM*  
**Subject:** Charter Boat Approval, Hampton Harbor

The Division of Ports and Harbors (DPH) has received a request for a Rights of Entry (ROE) for charter boat an operation located at the Hampton Harbor Marine Facilities from Captain Leland Stevens (d.b.a. Coastal Landscaping). The Division has reviewed Captain Stevens request and recommend the PDA Board of Directors approve an ROE for the following terms and conditions:

**PREMISES:** Hampton Marine Facilities;

**PURPOSE:** Charter boat operations;

**TERM:** May 1, 2016 through June 30, 2017;

**FEE:** Apply for and secure a pier use permit for each vessel;

**INSURANCE:** Minimum insurance coverage, to include Protection and Indemnity Insurance, in the amount of \$1,000,000.00 endorsed for piers, docks and gangway coverage. Workers Compensation coverage, automobile liability coverage in a minimum amount of \$1,000,000.00 and commercial general liability in a minimum amount of \$1,000,000.00, as the same may be required or appropriate in connection with the individual operations of each entity doing business on state property. Coverage amounts and types may change from time to time contingent upon the nature and scope of operations of each entity authorized to conduct business at Rye and Hampton Marine Facilities;

**Additional Requirements:** Entities and individuals issued a Right of Entry are subject to all the applicable Administrative Rules and Policies as promulgated by the Pease Development Authority.



MEMORANDUM

To: Pease Development Authority Board of Directors

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

Date: April 21, 2016

Re: Special Events

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I am pleased to report on the following special events:

1. On Sunday, May 1, 2016, the American Lung Association will hold the "Cycle the Seacoast" bike rally. Funds raised will be used to support the American Lung Association's programs.
2. On Sunday, May 29, 2016, Runner's Alley will host a 5k road race. Funds raised will be used to support the Krempels Brain Injury Foundation's programs.

P:\BOARDMTG\SpecialEvent0416.wpd

COPY

**PEASE DEVELOPMENT AUTHORITY**  
**Monday, April 18, 2016**

**AUDIT COMMITTEE AGENDA**

**Time:** 8:00 AM  
**Place:** 55 International Drive  
Pease International Tradeport  
Portsmouth, New Hampshire 03801

- I. Call to Order (*John Bohenko*)
- II. Acceptance of Meeting Minutes: October 13, 2015 \*
- III. Public Comment
- IV. FY 2016 Audit Engagement (*Mark LaPrade*)
  - A. Engagement Letter \*
  - B. Audit Planning Summary \*
- V. Next Meeting- October 17, 2016
- VI. Directors' Comments
- VII. Adjournment
- VIII. Press Questions

\* Related Materials Attached

**PEASE DEVELOPMENT AUTHORITY  
GOLF COMMITTEE  
Monday, April 18, 2016**


AGENDA

**COPY**

**Time: 8:30 a.m.**  
**Place: 55 International Drive, Pease International Tradeport  
Portsmouth, New Hampshire**

**AGENDA**

- I. Call to Order (Bohenko)
- II. Acceptance of Minutes: September 14, 2015\*
- III. Public Comment
- IV. Old Business
- V. New Business
  - A. Approvals
    - 1. Golf Maintenance – Staffing Positions\* ()
    - 2. Golf Course Fee Rate Structure\* ()
    - 3. Golf Course Aera-Vator Aerator\* ()
    - 4. Golf Course Gas Utility Cart\* ()
  - B. Reports
    - 1. Golf Course Operations
- VI. Upcoming Meetings: Board Meeting April 21, 2016
- VII. Adjournment
- VIII. 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

MOTION

Director Torr:

In accordance with the provisions of Section 3.11 of the Second Amendment to By-Laws of the Pease Development Authority and the recommendation of the Pease Golf Committee, the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to create the position of Assistant Golf Course Superintendent and to immediately fill said position with an appropriately qualified candidate; all in accordance with the memorandum of David R. Mullen, Executive Director, dated April 6, 2016 attached hereto.

N:\RESOLVES\Golf MaintenancePosition0416.wpd



55 International Drive Portsmouth NH 03801

## MEMORANDUM

**To:** PDA Board of Directors

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**From:** David Mullen, Executive Director 

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**Date:** April 6, 2016

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**Re:** Assistant Superintendent- New Position Request

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We are requesting approval to create the full time position of Assistant Golf Course Superintendent, as provided in the attached job description, and to transfer Ryan Caron, into the position. We plan to maintain the position of Greenskeeper Foreman (description attached) and move Dave Beattie, Equipment Operator, into the position.

Ryan Caron is prepared for the role of Assistant Golf Course Superintendent; he has been filling the position of Greenskeeper Foreman since 2009, a year round, benefitted position. In addition to this experience, Ryan has demonstrated his qualifications for the requested Assistant Superintendent position by fulfilling all steps required by the NH Golf Course Superintendents Association and apprenticing under Pease Head Golf Course Superintendent EJ Chea.

With these positions, the organizational structure of the Golf Maintenance Department will change from two managers to three managers:

- Head Golf Course Superintendent: EJ Chea
- Assistant Golf Course Superintendent: Ryan Caron
- Greenskeeper Forman: Dave Beattie

This three-manager structure is necessary to create a reliable, experienced foundation for what we believe will be a larger, less knowledgeable, and more transient workforce for us in the future. This structure is also necessary to fulfill the increased managerial and employee training functions that will be necessary with this evolving workforce.

Due to Affordable Care Act restrictions, seasonal employees, which comprise the majority of the Golf Course's workforce, are no longer allowed to work more than 29 hours per week. More employees will be needed to fill the same number of labor hours. We are competing with other area businesses who are subject to the same regulations for the same labor pool. Often, PDA's wages are lower. In years past, we would have a limited number of employees work full time, and extend some overtime hours to make the package more attractive, which is no longer an option.



Pease Development Authority  
Job Description

Job Title: Assistant Golf Course Superintendent  
Department: Golf Course Maintenance  
Reports to: Head Golf Course Superintendent  
Revision Date: April, 2016  
Status: **Non-Exempt (hourly)**  
Employee Type: Regular Full Time

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**Job Summary**

The Assistant Golf Course Superintendent is responsible for the directing and maintaining the golf course tees, greens, fairways, and other related turf areas. The Assistant GCS will be the lead irrigation supervisor. All projects relating to irrigation will be conducted with the Assistant GCS in a lead role. The Assistant GCS serves in the GCS's capacity during his/her absence.

**Essential Duties and Responsibilities**

- Regularly monitor course and perform or direct activities of workers to maintain course in peak condition (mow, fertilize, irrigate, mulch, prune, aerate, roll, weed, etc.).
- Train and instruct seasonal employees in the operation and maintenance of tools and equipment and ensure the equipment is cleaned, kept in good working order and is refueled after each use.
- Maintain the appearance of all grounds, landscaping, and accessories (flower beds and baskets, fountains, sidewalks, cart paths, parking lot, etc)
- Participate in the construction of greens and tees.
- Perform mixing and application of fertilizers, insecticides, herbicides, or fungicides.

**Additional Duties**

These are less critical or occur with less frequency than the essential functions. List no more than 3-7 additional duties that are important to have the capacity to perform, but occur less frequently.

- Assist with the operation and maintenance of pumps and the irrigation and drainage system.
- Assist in the estimation and requisition of materials, supplies and equipment necessary to perform duties.
- Communicate needs, issues, or trends to the Superintendent
- Provide schedule and work direction for grounds staff in the absence of the Superintendent.
- Provide support to the safety committee, ensure job duties are carried out safely and follow the rules outlined in the safety management program. Perform other duties as assigned



## Essential Behavior Requirements

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

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

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

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

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

## Supervisory Responsibilities

Does this job have supervisory responsibilities? Yes

Equipment Operators, Triplex Mowers & Garners, Greens Helpers

## Minimum Qualifications

### Knowledge/Skills/Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Extensive working knowledge of the equipment, materials, and supplies used in golf course ground maintenance.
- Ability to schedule and supervise maintenance work to achieve the least disruption to the golf course and the most efficient utilization of workers and equipment.
- Ability to establish and maintain effective working relationships with all levels of personnel.
- Ability to prioritize and execute multiple projects simultaneously and the ability to work independently with minimal supervision.
- Must be very safety conscious and diligent in following established safety procedures.
- Ability to work in adverse weather conditions.
- Strong written and verbal communication skills, detail oriented and have the ability to keep detailed, accurate records. Strong computer skills.
- Solid working knowledge in the seeding and maintenance practices for golf course turf; in the proper use of fertilizers and soil conditioners, herbicides and pest control methods and materials; and drainage control methods and irrigation systems.
- Strong working knowledge of safety and environmental rules and regulations surrounding the storage, use, and disposal of landscape chemicals.

- Solid working knowledge in the seeding and maintenance practices for golf course turf; in the proper use of fertilizers and soil conditioners, herbicides and pest control methods and materials; and drainage control methods and irrigation systems.
- Strong working knowledge of safety and environmental rules and regulations surrounding the storage, use, and disposal of landscape chemicals.

**Certificates. Licenses. Registrations**

- State certification or license as a pesticide applicator.
- Membership with the Golf Course Superintendent's Association or PGA or ability to gain membership within a year of hire.
- Must hold valid driver's license from the current state of residence.

**Physical Demands**

How much on-the-job time is spent in following physical activities? Show the amount of time (in %) by checking the appropriate boxes below.

Condition	None	Less than 33%	33% - 66%	Over 66%
Stand	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Use Hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below representing % of time spent.

Condition	None	Less than 33%	33% - 66%	Over 66%
Up to 10 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 lbs	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Work Environment**

How much exposure to the following environmental conditions does this job require? Show the amount of time (in %) by checking the appropriate boxes below.

Condition	None	Less than 33%	33% - 66%	Over 66%
Wet or humid conditions (non-weather)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Work in high or precarious places	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Extreme cold (non-weather)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- X Moderate noises (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.*

*Note: This job description is subject to change.*



## Pease Development Authority Job Description

Job Title: Greenskeeper Foreman  
Department: Golf Course  
Reports to: Golf Course Superintendent  
Revision Date: 4/2016  
Status: **Non-Exempt (hourly)**  
Employee Type: Regular Full Time

### **Job Summary**

The Greenskeeper Foreman is responsible for efficiently and effectively maintaining the landscaping and grounds keeping of the Pease Development Authority (PDA) Golf Course.

### **Essential Duties and Responsibilities**

List the job functions and responsibilities that are essential to the success of the job i.e., those things you cannot live without. List the 3-7 of the most important components of the job first whether performed daily, weekly, monthly or annually ("most important" = those duties that you believe contribute the most to the Pease Development Authority (PDA)).

- Regularly monitor course and perform or direct activities of workers to maintain course in peak condition (mow, fertilize, irrigate, mulch, prune, aerate, roll, weed, etc.).
- Train and instruct seasonal employees in the operation and maintenance of tools and equipment and ensure the equipment is cleaned, kept in good working order and is refueled after each use.
- Maintain the appearance of all grounds, landscaping, and accessories (flower beds and baskets, fountains, sidewalks, cart paths, parking lot, etc)
- Participate in the construction of greens and tees.
- Perform mixing and application of fertilizers, insecticides, herbicides, or fungicides.

### **Additional Duties**

These are less critical or occur with less frequency than the essential functions. List no more than 3-7 additional duties that are important to have the capacity to perform, but occur less frequently.

- Assist with the operation and maintenance of pumps and the irrigation and drainage system.
- Assist in the estimation and requisition of materials, supplies and equipment necessary to perform duties.
- Communicate needs, issues, or trends to the Superintendent.
- Provide schedule and work direction for grounds staff in the absence of the Superintendent.

- Provide support to the safety committee, ensure job duties are carried out safely and follow the rules outlined in the safety management program.
  - Perform other duties as assigned
- 

### **Essential Behavior Requirements**

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

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

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

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

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

---

### **Supervisory Responsibilities**

Does this job have supervisory responsibilities?

No

Choose an item.

### **Minimum Qualifications**

Check off the minimum requirements or qualifications needed to perform the essential job duties below. *Note: do not simply refer to the qualifications of the person currently in the position. What are the actual qualifications needed to perform this job to excellence? They may be the same but try and consider the job versus the person currently in the job.*

---

### **Education and/or Experience**

Select the level of education and/or experience needed to successfully accomplish the essential duties of this job.

AS degree in Agronomy and a minimum of 5 years grounds keeping experience with at least one in a lead or supervisory position or equivalent combination of education and experience.

### **Knowledge/Skills/Abilities**

Select the level of reasoning skills and abilities needed to successfully accomplish the essential duties of this job.

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- Extensive working knowledge of the equipment, materials, and supplies used in golf course ground maintenance.

- Solid working knowledge in the seeding and maintenance practices for golf course turf; in the proper use of fertilizers and soil conditioners, herbicides and pest control methods and materials; and drainage control methods and irrigation systems.
- Strong working knowledge of safety and environmental rules and regulations surrounding the storage, use, and disposal of landscape chemicals.
- Ability to schedule and supervise maintenance work to achieve the least disruption to the golf course and the most efficient utilization of workers and equipment.
- Ability to establish and maintain effective working relationships with all levels of personnel.
- Ability to prioritize and execute multiple projects simultaneously and the ability to work independently with minimal supervision.
- Must be very safety conscious and diligent in following established safety procedures.
- Ability to work in adverse weather conditions.
- Strong written and verbal communication skills, detail oriented and have the ability to keep detailed, accurate records.
- Strong computer skills and knowledge of associated office and industry software.

**Certificates, Licenses, Registrations**

State certification or license as a pesticide applicator.

Membership with the Golf Course Superintendent's Association or PGA or ability to gain membership within a year of hire.

Must hold valid driver's license from the current state of residence.

**Physical Demands**

How much on-the-job time is spent in following physical activities? Show the amount of time (in %) by checking the appropriate boxes below.

Condition	None	Less than 33%	33% - 66%	Over 66%
Stand	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Use Hands to finger, handle or feel	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Taste or smell	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? If so, how much and how often? Check the appropriate boxes below representing % of time spent.

Condition	None	Less than 33%	33% - 66%	Over 66%
Up to 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Up to 25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Up to 50 lbs	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>

Up to 100 lbs	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 lbs	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Work Environment**

How much exposure to the following environmental conditions does this job require? Show the amount of time (in %) by checking the appropriate boxes below.

Condition	None	Less than 33%	33% - 66%	Over 66%
Wet or humid conditions (non-weather)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Work in high or precarious places	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Fumes or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X
Extreme cold (non-weather)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input type="checkbox"/>	X	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	X	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Very quiet (examples: forest trail, isolation booth for hearing test)
- Quiet (examples: library, private office)
- Moderate noises (examples: business office with computers and printers, light traffic)
- X Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

**Additional Information:**

Click to enter info: Include any other information that will aid in the preparation of an accurate description of this job.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.*

Questionnaire prepared by:

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

Title: \_\_\_\_\_

Basis for knowledge of job:

- Hold job now
- Supervise job



Other, explain: \_\_\_\_\_

MOTION

Director Lamson:

In accordance with the provisions of Section 3.11 of the Second Amendment to By-Laws of the Pease Development Authority and the recommendation of the Pease Golf Committee, the PDA Board of Directors hereby confirms and approves of the Executive Director's decision to create and fill the position of Temporary Golf Shop Manager; all in accordance with the memorandum of David R. Mullen, Executive Director, dated April 6, 2016 attached hereto.

N:\RESOLVES\Golf ProShopPosition0416.wpd



55 International Drive Portsmouth NH 03801

## MEMORANDUM

**To:** PDA Board of Directors

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**From:** David Mullen, Executive Director *DM*

---

**Date:** April 6, 2016

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**Re:** Request Temporary Golf Shop Manager

---

This is a request to confirm the hiring of Victor Stone as a full time temporary benefitted Golf Shop Manager for calendar year 2016. Mr. Stone started work on March 18, 2016 and is expected to work full time through the end of the golf season or on or about December 31, 2016.

In analyzing labor hours for golf course employees, it came to our attention that under the State's guidelines for the interpretation of the Affordable Care Act (ACA) the hours he worked triggered his eligibility for benefits. PDA staff are actively working to ensure compliance with ACA guidelines and to avoid the risk of incurring ACA penalties for non-compliance. That said, Victor Stone is an employee the Golf Course would like to retain on a temporary full time benefitted basis as he is an experienced and reliable Golf Shop employee.

Due to ACA restrictions, seasonal employees, which comprise the majority of the Golf Course's workforce, are no longer allowed to work more than 29 hours per week. In years past the Golf Course has employed a PGA General Manager, PGA Head Professional, and a PGA Assistant Professional on a full time year round basis with benefits in addition to two limited part time Golf Shop Managers (non-benefitted), and two seasonal limited part time Golf Shop Managers (non-benefitted) working full time hours for six months in order to have full management coverage and to meet the demands of organized events as well as the daily play.

We have been working with HR to try and fill the Golf Shop Manager gaps within the new ACA guidelines, but have not been successful. We are requesting approval to create the full time temporary benefitted position of Golf Shop Manager so the Golf Shop operation is fully staffed, and in place for the beginning of our summer season which starts Monday, May 2.

MOTION

Director Preston:

In accordance with the recommendation of the Pease Golf Committee, the Pease Development Authority Board of Directors hereby approves of and authorizes the Pease Golf Course to implement rate increases for:

- a) Annual Passes;
- b) Daily Fees; and
- c) Golf Simulators;

The rate increases will be made effective May 2, 2016; all in accordance with the memorandum from David R. Mullen, Executive Director, dated April 6, 2016 attached hereto.

N:\RESOLVES\Golf Rates0416.wpd



55 International Drive Portsmouth NH 03801

## MEMORANDUM

**To:** PDA Board of Directors

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**From:** David Mullen, Executive Director *DM*

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**Date:** April 14, 2016

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**Re:** Request to Increase Golf Course Rates

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Due to the need to increase wages for entry level employees and the upward trend in the cost of providing benefits for full time employees at the Golf Course, PDA needs to implement the rate increases reflected in the attached slide effective May 2, 2016. This recommendation is partially being driven by the reality that the Golf Course is having an extremely difficult time attracting workers at entry level wages which have been historically offered to such employees in the past. Additionally, Pease Golf Course's rates have been set below the level of many of its competitors which has had an impact on the financial resources the Golf Course has had to attract qualified employees to assist in running the facility.

On June 20, 2013 and at the recommendation of the PDA Golf Committee, the Board of Directors authorized staggered rate increases at the Golf Course for daily fees, annual passes, and simulator rates. Daily fee increases and Simulator fee increases were approved for 2014 and 2017. Annual Pass rate increases were approved for 2014 and 2018. All the previously approved rates are reflected in the attached slide with the exception of the Annual Pass rates. We are requesting a higher increase to the Annual Pass rates as well so that there is no revenue deficit in trying to fully cover the increase wage and benefits costs. If after the implementing the proposed rate increase there is a revenue shortfall Golf Course personnel will look at the proposed capital budget and decrease it as needed to achieve the projected net revenue return to the PDA.

At the April 21, 2016 meeting, please ask the Board to authorize the Golf Course to implement the proposed rates set forth in the "Key Planning Assumptions" attached hereto.

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

Attachment

MOTION

Director Loughlin:

In accordance with the recommendation of the Pease Golf Committee, the PDA Board of Directors hereby approves of and authorizes the Executive Director to enter into a contract with Turf Products Corp., for the purchase of a 2016 tow behind turf aera-vator for use by the PDA Golf Maintenance Department in a total amount not to exceed \$16,706; all in accordance with the memorandum from Scott D. DeVito, PGA General Manager, dated April 12, 2016 attached hereto.

N:\RESOLVES\Golf aeravatort0416.wpd

## MEMORANDUM

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

From: Scott DeVito, PGA General Manager *SD*

Date: April 12, 2016

Subject: Request to Purchase a Tow Behind Turf Aera-vator

This is a request to purchase a 2016 Tow Behind Turf Aera-vator. The Tow Behind Turf Aera-vator is a new attachment for the Diesel Tractor purchased in 2015. The Tow Behind Aera-vator will be used by the golf course maintenance department to repair winter and water damaged areas. This piece of equipment has the ability to turn over compacted soil while slicing new seed into the damaged areas.

The Engineering Department advertised a Request for Bids for this equipment. Bids were opened on April 12<sup>th</sup> with only one bid being received. This piece of equipment will be purchased from Turf Products Corp. The total cost of the equipment is \$16,706.00. The funds will be taken from the FY2016 Golf Course CIP Budget.

At next week's meeting, please ask the Board to approve an expenditure of \$16,706.00 to purchase the Tow Behind Turf Aera-vator from Turf Products Corp.

Thank you for your consideration.

MOTION

Director Torr:

In accordance with the recommendation of the Pease Golf Committee, the PDA Board of Directors hereby approves of and authorizes the Executive Director to enter into a contract with Five Star Golf Cars, LLC, for the purchase of a 2016 gas utility cart with safety cage for use by the Pease Golf Course in a total amount not to exceed \$10,885.00; all in accordance with the memorandum from Scott D. DeVito, PGA General Manager, dated April 12, 2016 attached hereto.

N:\RESOLVES\Golf utilitycart0416.wpd



## MEMORANDUM

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

From: Scott DeVito, PGA General Manager *SD*

Date: April 12, 2016

Subject: Request to Purchase a Gas Utility Cart with Safety Cage

This is a request to purchase a 2016 Gas Utility Cart with Safety Cage. This equipment will be replacing a 2007 Gas Utility Cart with Safety Cage.

The Engineering Department advertised a Request for Bids for this equipment. Bids were opened on April 12<sup>th</sup> with only one bid being received. This piece of equipment will be purchased from Five Star Golf Cars, LLC. The total cost of the equipment is \$10,885.00. The funds will be taken from the FY2016 Golf Course CJP Budget.

At next week's meeting, please ask the Board to approve an expenditure of \$10,885.00 to purchase the Gas Utility Cart with Safety Cage from Five Star Golf Cars, LLC

Thank you for your consideration.

**FY 2016 FINANCIAL REPORT  
FOR THE EIGHT MONTH PERIOD  
ENDING FEBRUARY 29, 2016**



**BOARD OF DIRECTORS' MEETING  
APRIL 21, 2016**

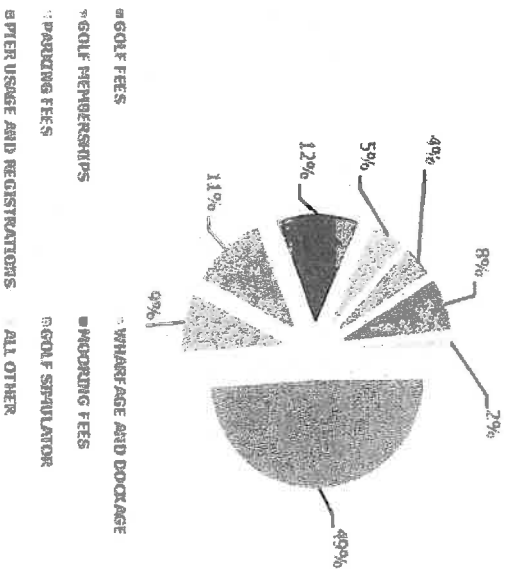




# CONSOLIDATED OPERATING REVENUES FOR THE EIGHT MONTH PERIOD ENDING FEBRUARY 29, 2016 AND FEBRUARY 28, 2015

(\$ 000's)

## FEE REVENUES YEAR TO DATE



	YEAR TO DATE	YEAR TO DATE	CURRENT YEAR	PRIOR YEAR	YEAR TO YEAR	CURRENT YEAR
	ACTUAL	BUDGET	VARIANCE	TO DATE ACTUAL	YEAR VARIANCE	YEAR BUDGET
RENTAL OF FACILITIES	6,400	6,234	166	6,086	314	9,395
FEE REVENUES (SEE CHART)	1,786	1,641	145	1,797	(11)	2,746
FUEL SALES (SEE CHART)	578	841	(263)	701	(123)	1,095
CONCESSION REVENUE	220	189	31	198	222	293
GOLF MERCHANDISE	128	99	29	112	16	180
ALL OTHER - NET	259	297	(38)	230	29	410
<b>TOTAL</b>	<b>9,371</b>	<b>9,301</b>	<b>70</b>	<b>9,124</b>	<b>247</b>	<b>14,119</b>

## FUEL ANALYSIS

	ACTUAL SALES	BUDGETED SALES	SALES VARIANCE	ACTUAL COGS	BUDGETED COGS	COGS VARIANCE
SKYHAVEN AIRPORT	76	66	10	66	58	8
PORTSMOUTH FISH PIER	313	503	(190)	234	473	(239)
RYE HARBOR	92	134	(42)	72	128	(56)
HAMPTON HARBOR	97	138	(41)	73	130	(57)
<b>TOTAL</b>	<b>578</b>	<b>841</b>	<b>(263)</b>	<b>445</b>	<b>789</b>	<b>(344)</b>





# CONSOLIDATED OTHER OPERATING EXPENSES FOR THE EIGHT MONTH PERIOD ENDING FEBRUARY 29, 2016 AND FEBRUARY 28, 2015

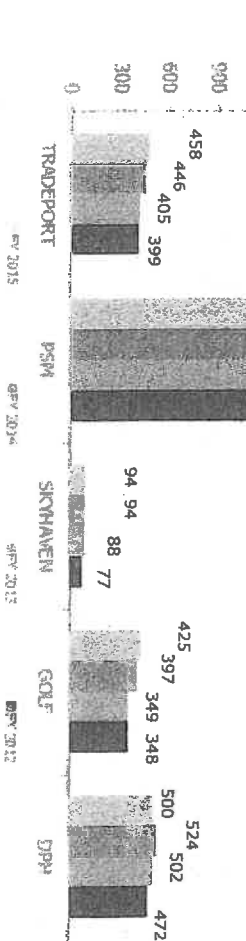
(\$ 000's)

UTILITIES	YEAR TO	YEAR TO	PRIOR	CURRENT	PROFESSIONAL SERVICES	YEAR TO	YEAR TO	PRIOR	CURRENT
	DATE ACTUAL	DATE BUDGET	YEAR TO DATE ACTUAL	YEAR BUDGET		DATE ACTUAL	DATE BUDGET	YEAR TO DATE ACTUAL	YEAR BUDGET
ELECTRICITY	316	303	300	508	LEGAL	15	90	13	136
WASTE DISPOSAL	73	61	76	92	INFORMATION TECHNOLOGY	44	51	59	77
NATURAL GAS AND OIL	34	66	63	106	AUDIT	50	58	55	65
PROPANE	28	42	38	63	ALL OTHER - NET	15	41	12	72
WATER	<u>106</u>	<u>49</u>	<u>89</u>	<u>73</u>		<u>124</u>	<u>240</u>	<u>139</u>	<u>350</u>
	<b>557</b>	<b>521</b>	<b>566</b>	<b>842</b>					

## KWH CONSUMPTION ANALYSIS BY BUSINESS UNIT

TOTAL KWH	YEAR TO	YEAR TO	FY YTD KWH			
	DATE ACTUAL	DATE BUDGET	2016	2015	2014	2014
2,214	2,095	1,837	281	317	325	325
			1,408	1,501	1,421	1,421
			63	63	66	66
			284	279	263	263
			326	366	390	390
			<u>2,362</u>	<u>2,546</u>	<u>2,465</u>	<u>2,465</u>

ALL OTHER	YEAR TO	YEAR TO	PRIOR	CURRENT
	DATE ACTUAL	DATE BUDGET	YEAR TO DATE ACTUAL	YEAR BUDGET
FUEL	445	789	625	1,019
COAST TROLLEY	52	80	46	120
GOLF MERCHANDISE	89	73	74	153
GOLF CART LEASE	<u>41</u>	<u>47</u>	<u>52</u>	<u>64</u>
	<b>627</b>	<b>989</b>	<b>797</b>	<b>1,356</b>



# CONSOLIDATED NONOPERATING (INCOME) EXPENSE FOR THE EIGHT MONTH PERIOD ENDING FEBRUARY 29, 2016 AND FEBRUARY 28, 2015

(\$ 000's)

	YEAR TO	YEAR	PRIOR	CURRENT	
	DATE	TO DATE	YEAR TO	YEAR	
	ACTUAL	BUDGET	DATE	BUDGET	
			ACTUAL		INTEREST EXPENSE
INTEREST EXPENSE	33	47	91	71	YEAR TO DATE
					FISCAL BUDGET
INTEREST INCOME AND OTHER	(2)	(3)	(2)	(4)	PROVIDENT BANK
					CITY OF PORTSMOUTH
(GAIN) / LOSS ON SALE OF ASSETS	-	-	(1)	-	TOTAL
	<u>31</u>	<u>44</u>	<u>88</u>	<u>67</u>	

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 FEBRUARY 29, 2016

(\$ 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	1,171	(241)	903	27	27
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 DRAIN RESTORA (FAA #54)	07-03-12	105	97	99	(8)	91	-	-
PSM AIRPORT MARKING AND SIGNAGE (FAA #55)	08-28-12	448	414	422	(31)	391	-	-
PSM RUNWAY DEMAND LENGTH ANALYSIS (SBG 1601)	04-16-13	78	74	78	(4)	74	-	-
PSM ASR CONSTRUCTION PROJECT (SBG 1602)	04-16-13	2,150	2,044	1,859	(94)	1,765	-	-
PSM PAVEMENT AND DRAINAGE (SBG 1603)	11-06-13	1,310	1,244	1,163	(58)	1,105	-	-
PSM OBSTRUCTION REMOVAL / PERMIT/DESIGN		-	-	2	(2)	-	-	-
PSM RUNWAY 16-34 PRE-DESIGN		-	-	2	(2)	-	-	-
PSM TERMINAL BATHROOM RENOVATIONS		-	-	35	(35)	-	-	-
PSM OBSTRUCTION MITIGATION DESIGN (FAA #49)	05-23-11	318	318	318	-	318	-	-
DPH PORT SECURITY SERVERS		18	18	18	-	-	18	18
SKYHAVEN RUNWAY 15-33 (SBG 05-2012)	06-18-14	3,790	3,601	3,381	(319)	3,059	3	-
SKYHAVEN TAXILANE PAV AND DRAIN (SBG 06-2012)		-	-	46	(3)	8	35	-
SKYHAVEN RUN DESIGN AND RECON (SBG 04-2012)	09-04-13	567	539	524	(26)	495	3	-

174

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# SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF FEBRUARY 29, 2016

(\$ 000's)

PROJECT NAME	BALANCE AT 06-30-15	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 02-29-16
<b>PORTSMOUTH AIRPORT</b>					
ASR CONSTRUCTION PROJECT (SBG 1602)	1,691	168	-	168	1,859
PAVEMENT AND DRAINAGE RESTORATION (SBG 1603)	1,110	53	-	53	1,163
OBSTRUCTION MITIGATION DESIGN (FAA #49)	283	35	318	(283)	-
RUNWAY DEMAND AND LENGTH ANALYSIS (SBG 1601)	76	2	-	2	78
AIRFIELD MARKING AND SIGNAGE (FAA #55)	12	-	12	(12)	-
PSM SIGN ENTRANCE	5	27	32	(5)	-
PSM TERMINAL BATHROOM RENOVATIONS (FAA- TBD)	11	24	-	24	35
PSM OBSTRUCTION PERMITTING AND DESIGN (FAA-TBD)	2	-	-	-	2
PSM RUNWAY 16-34 PRE-DESIGN (FAA- TBD)	2	-	-	-	2
PSM ATCT PARTIAL DEMO AND REROOFING	-	12	12	-	-
TRANE COMPRESSOR REPLACEMENT	-	12	-	12	12
	<u>3,192</u>	<u>333</u>	<u>374</u>	<u>(41)</u>	<u>3,151</u>

# SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF FEBRUARY 29, 2016 (CONTINUED):

(\$ 000's)

PROJECT NAME	BALANCE AT 06-30-15	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 02-29-16
<b>SKYHAVEN AIRPORT</b>					
RUNWAY 15-33 RECONSTRUCT-MARKING AND SIGNAGE (SBG 05-2012)	3,358	23	-	23	3,381
RUNWAY DESIGN AND RECONSTRUCTION (SBG 04-2012)	508	16	-	16	524
TAXILANE PAVEMENT AND DRAINAGE (SBG 05-2012)	11	35	-	35	46
	<u>3,877</u>	<u>74</u>	<u>-</u>	<u>74</u>	<u>3,951</u>
<b>MAINTENANCE</b>	=	=	=	=	=
<b>ADMINISTRATION</b>	=	=	=	=	=

# SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF FEBRUARY 29, 2016 (CONTINUED):

(\$ 000's)

PROJECT NAME	BALANCE	CURRENT	TRANSFER TO	NET CURRENT	BALANCE
	AT 06-30-15	YEAR EXPENDITURES	PLANT IN SERVICE	YEAR CHANGE	AT 02-29-16
<b>GOLF COURSE</b>					
CLUBHOUSE EXPANSION (DESIGN ONLY)	53	11	-	11	64
GOLF WEBSITE UPGRADE	6	2	8	(6)	-
CLUBHOUSE KITCHEN MODIFICATIONS	-	244	244	-	-
CLUBHOUSE EQUIPMENT	-	2	2	-	-
CONCRETE FUEL PAD	-	16	16	-	-
	<u>59</u>	<u>275</u>	<u>270</u>	<u>5</u>	<u>64</u>

# SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF FEBRUARY 29, 2016 (CONTINUED):

(\$ 000's)

TRADEPORT	PROJECT NAME	BALANCE AT 06-30-15	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 02-29-16
	ROUNDABOUT- BUILDING #90	8	(8)	-	(8)	-
	CORPORATE DRIVE SIDEWALK AND LIGHTING	-	4	4	-	-
	STREET LIGHT REPLACEMENT	-	117	-	117	117
		<u>8</u>	<u>113</u>	<u>4</u>	<u>109</u>	<u>117</u>

# SUMMARY OF CONSTRUCTION WORK IN PROGRESS AS OF FEBRUARY 29, 2016 (CONTINUED):

(\$ 000's)

PROJECT NAME	BALANCE	CURRENT	TRANSFER TO	NET CURRENT	BALANCE
	AT 06-30-15	YEAR EXPENDITURES	PLANT IN SERVICE	YEAR CHANGE	AT 02-29-16
<b>DIVISION OF PORTS AND HARBORS</b>					
WATER QUALITY IMPROVEMENT	1,923	2	-	2	1,925
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	-	8	8	8	-
UPGRADE PORT SECURITY SERVERS	-	18	-	18	18
HAMPTON VIDEO SURVEILLANCE RENOVATIONS	-	25	-	25	25
	<u>4,068</u>	<u>72</u>	<u>2,166</u>	<u>(2,104)</u>	<u>1,974</u>
TOTAL	<u>11,204</u>	<u>867</u>	<u>2,814</u>	<u>(1,947)</u>	<u>9,256</u>

# LONG TERM LIABILITIES

## AS OF FEBRUARY 29, 2016

(\$ 000's)

DEBT HOLDER / INTEREST RATE	CURRENT PORTION	LONG TERM PORTION	TOTAL AMOUNT DUE
CITY OF PORTSMOUTH- WATER POLLUTION CONTROL NOTE @ 4.50%	116	349	465
TENANT ADVANCES (LONZA)	-	-	-
<b>TOTAL</b>	<b><u>116</u></b>	<b><u>349</u></b>	<b><u>465</u></b>

### SCHEDULE OF DEBT SERVICE REPAYMENT

FISCAL YEAR	CITY OF PORTSMOUTH @ 4.50%
2016	116
2017	116
2018	116
2019	116
2020	117
	581
PAID IN FY 2016	<u>116</u>
<b>TOTAL</b>	<b><u>581</u></b>



# STATEMENT OF OPERATIONS FOR THE EIGHT MONTH PERIOD ENDING FEBRUARY 29, 2016 PORTSMOUTH AIRPORT

(\$ 000's)

	OPERATING REVENUES	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	FISCAL YEAR BUDGET	PRIOR YEAR TO DATE ACTUAL
FACILITIES RENT	398	395	566	374	
CARGO AND HANGARS	134	108	161	102	
CONCESSION REVENUES	16	8	13	11	
FEE REVENUES	14	11	167	9	
ALL OTHER	38	33	50	37	
	<b>600</b>	<b>555</b>	<b>957</b>	<b>533</b>	

### ENPLANEMENT DATA

	44,820	43,282
MARKETING AND PROMOTION	14	16
ALL OTHER	1,569	1,857
OPERATING INCOME	(969)	(1,302)

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
OPERATING REVENUES	12,071											
OPERATING EXPENSES												
OPERATING INCOME												
NONOPERATING (INCOME) AND EXPENSE												
DEPRECIATION												
NET OPERATING INCOME												

YEAR TO DATE **2016** **2015** **2014**  
 12,071 7,030 5,414



	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE	FISCAL YEAR BUDGET	PRIOR YEAR TO DATE ACTUAL
OPERATING REVENUES	600	555	45	957	533
OPERATING EXPENSES	630	625	5	949	569
PERSONNEL SERVICES AND BENEFITS	602	898	(296)	1,303	809
BUILDINGS AND FACILITIES MAINTENANCE	109	112	(3)	168	117
GENERAL AND ADMINISTRATIVE	214	206	8	368	205
UTILITIES	-	-	-	-	-
PROFESSIONAL SERVICES	14	16	(2)	24	12
MARKETING AND PROMOTION	1,569	1,857	(288)	2,812	1,712
ALL OTHER	(969)	(1,302)	333	(1,855)	(1,179)
OPERATING INCOME	-	-	-	-	-
NONOPERATING (INCOME) AND EXPENSE	-	-	-	-	-
DEPRECIATION	2,548	2,400	148	3,600	2,562
NET OPERATING INCOME	(3,517)	(3,702)	185	(5,455)	(3,741)

# STATEMENT OF OPERATIONS FOR THE EIGHT MONTH PERIOD ENDING FEBRUARY 29, 2016 SKYHAVEN AIRPORT

(\$ 000's)

OPERATING REVENUES	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	FISCAL YEAR BUDGET	PRIOR YEAR TO DATE ACTUAL
CARGO AND HANGARS	94	93	144	86
FUEL SALES	76	66	120	42
ALL OTHER	1	1	1	1
	<b>171</b>	<b>160</b>	<b>265</b>	<b>129</b>
OPERATING REVENUES	171	160	265	129
OPERATING EXPENSES				
PERSONNEL SERVICES AND BENEFITS	31	26	5	34
BUILDINGS AND FACILITIES MAINTENANCE	53	75	(22)	113
GENERAL AND ADMINISTRATIVE UTILITIES	22	23	(1)	35
PROFESSIONAL SERVICES	17	25	(8)	37
MARKETING AND PROMOTION	4	3	1	5
ALL OTHER- FUEL	66	58	8	102
OPERATING INCOME	193	210	(17)	332
NONOPERATING (INCOME) AND EXPENSE	(22)	(50)	28	(67)
DEPRECIATION	143	200	(57)	290
NET OPERATING INCOME	(165)	(250)	85	(357)
	<b>(165)</b>	<b>(250)</b>	<b>85</b>	<b>(357)</b>

(\$ 000's)

NET CASH FLOW	OPERA	CAPITAL EXPEND	DEBT REPAY	GRANT FUNDS	TOTAL
FY 2016	(22)	(74)	-	327	231
FY 2015	(109)	(3,392)	-	2,834	(667)
FY 2014	(68)	(557)	-	450	(175)
FY 2009- FY 2013	(507)	(528)	(100)	319	(816)
	<b>(706)</b>	<b>(4,551)</b>	<b>(100)</b>	<b>3,930</b>	<b>(1,427)</b>

(\$ 000's)

GALLONS OF FUEL SOLD	CURRENT MONTH	YEAR TO DATE	TOTAL YEAR	YTD AVE PRICE
FY 2016	641	18,520	18,520	4.12
FY 2015	78	7,772	15,831	5.46



# STATEMENT OF OPERATIONS FOR THE EIGHT MONTH PERIOD ENDING FEBRUARY 29, 2016 GOLF COURSE

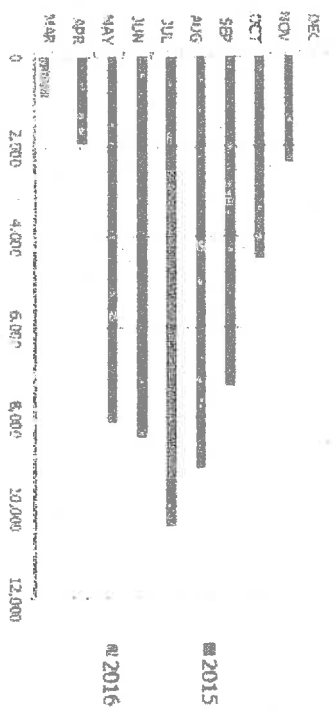
(\$ 000's)

	YEAR TO	YEAR TO	YEAR TO	FISCAL	PRIOR YEAR		YEAR TO	YEAR TO	FISCAL	PRIOR
	DATE	DATE	DATE	YEAR	TO DATE		TO DATE	DATE	DATE	YEAR
	ACTUAL	BUDGET	VARIANCE	BUDGET	ACTUAL		ACTUAL	BUDGET	BUDGET	DATE
<b>OPERATING REVENUES</b>	<b>1,489</b>	<b>1,260</b>	<b>229</b>	<b>2,043</b>	<b>1,352</b>					
CONCESSION REVENUES						200	173	272		178
FEE REVENUES										
GOLF FEES	876	713	1,140		799					
MEMBERSHIPS	205	191	320		180					
SIMULATOR	78	78	116		79					
GOLF LESSONS	7	6	15		9					
						1,166	988	1,591		1,067
MERCHANDISE AND OTHER	123	99	180		107					
	<b>1,489</b>	<b>1,260</b>	<b>2,043</b>		<b>1,352</b>					
<b>OPERATING EXPENSES</b>										
PERSONNEL SERVICES AND BENEFITS	569	621	52	915	617					
BUILDINGS AND FACILITIES MAINTENANCE	218	234	(16)	363	223					
GENERAL AND ADMINISTRATIVE	111	106	5	155	105					
UTILITIES	154	100	54	150	138					
PROFESSIONAL SERVICES	8	6	2	9	7					
MARKETING AND PROMOTION	31	37	(6)	55	39					
ALL OTHER	131	120	11	218	126					
	<b>1,222</b>	<b>1,224</b>	<b>(2)</b>	<b>1,866</b>	<b>1,255</b>					
<b>OPERATING INCOME</b>	<b>267</b>	<b>36</b>	<b>231</b>	<b>177</b>	<b>97</b>					
NONOPERATING (INCOME) AND EXPENSE	-	-	-	-	-					
DEPRECIATION	265	259	6	392	261					
<b>NET OPERATING INCOME</b>	<b>2</b>	<b>(223)</b>	<b>225</b>	<b>(215)</b>	<b>(163)</b>					
						<b>11</b>	<b>139</b>	<b>65</b>	<b>52</b>	<b>267</b>

BUSINESS UNIT ANALYSIS	PRO SHOP	COURSE OPERA	FOOD / BEV	SIM	TOTAL
OPERATING REVENUES	128	1,083	200	78	1,489
OPERATING EXPENSES (EXCLUDING DEPRECIATION)	117	944	135	26	1,222
NET OPERATING INCOME	11	139	65	52	267

# KEY GOLF COURSE BENCHMARKING DATA AS OF MARCH 31, 2016

### ROUNDS OF GOLF PLAYED (SEASON)



	2016 YTD	2015 SEASON
ROUNDS PLAYED	871	44,942
RAIN DAYS	23	58

	GOLF SIMULATOR REVENUES		BAR AND GRILL GROSS SALES	
	FY 2015	FY 2016	FY 2015	FY 2016
JULY	\$ -	\$ -	\$ 164,577	\$ 176,459
AUGUST	-	-	168,895	185,715
SEPTEMBER	-	345	157,632	166,667
OCTOBER	2,102	2,726	113,012	113,551
NOVEMBER	12,929	10,176	72,858	70,077
DECEMBER	16,600	14,417	95,487	105,175
JANUARY	25,580	24,246	71,415	84,682
FEBRUARY	21,984	26,504	67,945	81,582
MARCH	25,425	17,720	84,329	97,403
APRIL	13,439	-	97,307	-
MAY	-	-	160,133	-
JUNE	927	-	169,876	-
TOTAL	\$ 118,986	\$ 96,134	\$ 1,423,466	\$ 1,081,311



	2016 YTD ROUNDS		CLUB / COURSE FUNCTIONS		FY 2015		FY 2015 YTD		FY 2016 YTD	
MEMBER	405	405	TOURNAMENT PLAY	41,222	28,860	172,152	127,738	39,169	110,925	
NONMEMBER	466	466	LEAGUES	122,494	86,609	122,494	86,609	78,799	78,799	
TOTAL	871	871	FOOD AND ROOM FEES	230,824	182,988	230,824	182,988	192,597	192,597	

# STATEMENT OF OPERATIONS FOR THE EIGHT MONTH PERIOD ENDING FEBRUARY 29, 2016 PORT AUTHORITY OF NEW HAMPSHIRE (UNRESTRICTED)

(\$ 000's)

	YEAR TO	YEAR TO	YEAR TO	FISCAL	PRIOR YEAR	OPERATING REVENUES	YEAR TO	YEAR TO	FISCAL	PRIOR YEAR		
	DATE ACTUAL	DATE BUDGET	DATE VARIANCE	YEAR BUDGET	TO DATE ACTUAL		DATE ACTUAL	DATE BUDGET	YEAR BUDGET	TO DATE ACTUAL		
OPERATING REVENUES	1,551	1,874	(323)	2,654	1,795							
OPERATING EXPENSES												
PERSONNEL SERVICES AND BENEFITS	702	788	(86)	1,188	774	FACILITY RENTALS	434	318	537	357		
BUILDINGS AND FAC AND MAINTENANCE	85	158	(73)	225	93	CONCESSION REVENUE	5	7	9	9		
GENERAL AND ADMINISTRATIVE	124	65	59	97	70	FEE REVENUE						
UTILITIES	83	75	8	114	108	MOORING FEES	220	223	335	223		
PROFESSIONAL SERVICES	13	12	1	18	15	PARKING	89	105	142	95		
MARKETING AND PROMOTION	1	1	-	2	1	REGISTRATIONS	71	72	165	66		
ALL OTHER - FUEL	380	731	(351)	917	589	WHARF / DOCK	156	186	250	277		
	1,388	1,830	(442)	2,561	1,650	FUEL SALES	536	586	892	661		
OPERATING INCOME	163	44	119	93	145	ALL OTHER	502	775	975	658		
NONOPERATING (INCOME) AND EXPENSE	-	-	-	-	-	TOTAL	74	188	241	110		
DEPRECIATION	429	384	46	576	404		1,551	1,874	2,654	1,795		
NET OP INCOME	(266)	(340)	74	(483)	(259)							
						BUSINESS UNIT ANALYSIS						
						OPERATING REVENUES	147	168	330	614	291	1
						OPERATING EXPENSES (EXCLUDING DEPRECIATION)	143	118	299	254	278	296
						NET OP INC	4	50	31	360	13	(295)

# STATEMENT OF OPERATIONS FOR THE EIGHT MONTH PERIOD ENDING FEBRUARY 29, 2016 PORT AUTHORITY OF NEW HAMPSHIRE (RESTRICTED)

(\$ 000's)

	YEAR TO DATE		YEAR TO DATE		FISCAL YEAR		PRIOR YEAR		FOREIGN TRADE ZONE	YEAR TO DATE		YEAR TO DATE		FISCAL YEAR		PRIOR YEAR		
	ACTUAL	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	TO DATE	ACTUAL		ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	TO DATE	ACTUAL
HARBOR DREDGING																		
OPERATING REVENUES	75	60	15		102		65		OPERATING REVENUES	6	3	3		5		15		
OPERATING EXPENSES									OPERATING EXPENSES									
PERSONNEL SERVICES AND BENEFITS	-	-	-		-		-		PERSONNEL SERVICES AND BENEFITS	-	-	-		-		-		
BUILDINGS AND FACILITIES MAINTENANCE	272	-	272		-		21		BUILDINGS AND FACILITIES MAINTENANCE	-	-	-		-		-		
GENERAL AND ADMINISTRATIVE	14	-	14		-		-		GENERAL AND ADMINISTRATIVE	-	-	-		2		-		
UTILITIES	-	-	-		-		-		UTILITIES	-	-	-		-		-		
PROFESSIONAL SERVICES	-	-	-		-		-		PROFESSIONAL SERVICES	-	-	-		-		-		
MARKETING AND PROMOTION	-	-	-		-		-		MARKETING AND PROMOTION	4	6	(2)		8		5		
ALL OTHER	-	-	-		-		-		ALL OTHER	-	-	-		-		-		
OPERATING INCOME	286	60	286		102		21		OPERATING INCOME	4	6	(2)		10		5		
NONOPERATING (INCOME) AND EXPENSE	(211)	-	(271)		-		44		NONOPERATING (INCOME) AND EXPENSE	2	(3)	5		(5)		10		
DEPRECIATION	25	8	17		13		9		DEPRECIATION	-	-	-		-		-		
NET OPERATING INCOME	(236)	52	(288)		89		35		NET OPERATING INCOME	2	(3)	5		(5)		10		

**STATEMENT OF OPERATIONS FOR THE EIGHT MONTH**  
**PERIOD ENDING FEBRUARY 29, 2016**  
**PORT AUTHORITY OF NEW HAMPSHIRE (RESTRICTED)**  
 (CONTINUED)

(\$ 000's)

REVOLVING LOAN FUND	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE VARIANCE	FISCAL YEAR BUDGET	PRIOR YEAR ACTUAL TO DATE
------------------------	---------------------------	---------------------------	-----------------------------	--------------------------	---------------------------------

**REVOLVING LOAN FUND RECONCILIATION**

BALANCE AT 02-29-2016	BALANCE AT 06-30-2015	BALANCE AT 06-30-2014
--------------------------	--------------------------	--------------------------

**CASH BALANCES**

GENERAL FUNDS	257	330	158
RESTRICTED FUNDS	45	43	43
	<u>302</u>	<u>373</u>	<u>201</u>

**LOANS  
OUTSTANDING**

CURRENT	40	115	126
LONG TERM	820	666	809
	<u>860</u>	<u>781</u>	<u>935</u>
	<u>1,162</u>	<u>1,154</u>	<u>1,136</u>

CAPITAL UTILIZATION RATE- % (*)	74.0	70.3	85.5
---------------------------------------	------	------	------

FUND EXCESS (DEFICIENCY)- % (**)	(1.0)	(4.7)	10.5
--	-------	-------	------

OPERATING REVENUES	23	24	(1)	36	25
OPERATING EXPENSES	-	-	-	-	-
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-
BUILDINGS AND FACILITIES MAINTENANCE	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	1	-	1	-	-
UTILITIES	-	-	-	-	-
PROFESSIONAL SERVICES	16	15	1	22	11
MARKETING AND PROMOTION	-	-	-	-	-
ALL OTHER	-	-	-	-	-
OPERATING INCOME	<u>17</u>	<u>15</u>	<u>2</u>	<u>22</u>	<u>11</u>
NONOPERATING (INCOME) AND EXPENSE	6	9	(3)	14	14
DEPRECIATION	-	-	-	-	-
NET OPERATING INCOME	<u>5</u>	<u>9</u>	<u>(3)</u>	<u>14</u>	<u>14</u>

(\*) EXCLUDES SEQUESTERED FUNDS.



# PEASE DEVELOPMENT AUTHORITY STATEMENT OF NET POSITION (EXCLUDING PORT AUTHORITY OF NEW HAMPSHIRE)

(\$ 000's)

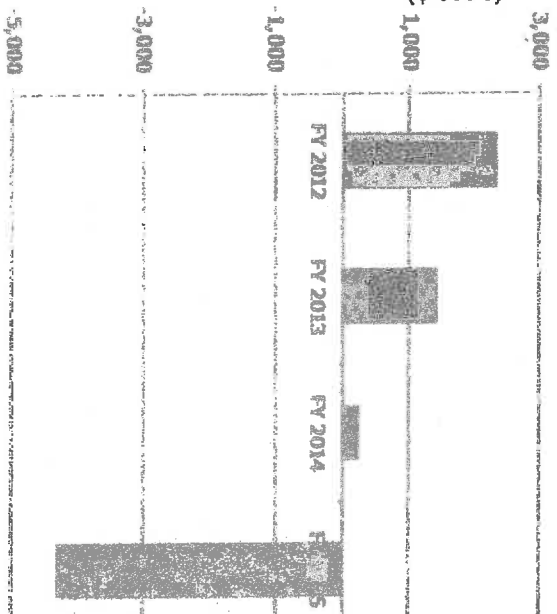
## DISCUSSION AND ANALYSIS

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	FEB 29 2016	JUN 30 2015	FEB 29 2016
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
CASH AND EQUIVALENTS	974	898	1,319	1,871
ACCOUNTS RECEIVABLE- NET	1,633	388	568	223
OTHER ASSETS	410	425	293	283
<b>TOTAL CURRENT ASSETS</b>	<b>3,017</b>	<b>1,711</b>	<b>2,180</b>	<b>2,377</b>
<b>RESTRICTED ASSETS</b>				
CASH AND EQUIVALENTS	-	-	-	-
ACCOUNTS RECEIVABLE- NET	-	-	2,913	2,913
<b>TOTAL RESTRICTED ASSETS</b>	<b>-</b>	<b>-</b>	<b>2,913</b>	<b>2,913</b>
<b>CAPITAL ASSETS</b>				
LAND, BUILDINGS AND EQUIPMENT	54,512	51,708	373	373
CONSTRUCTION IN PROCESS (PAGES #10-#14)	7,136	7,282	60,499	58,302
<b>TOTAL ASSETS</b>	<b>61,648</b>	<b>58,990</b>	<b>63,592</b>	<b>63,592</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<b>333</b>	<b>333</b>	<b>(4,311)</b>	<b>(3,396)</b>
<b>TOTAL NET POSITION</b>	<b>333</b>	<b>333</b>	<b>56,188</b>	<b>54,906</b>
<b>LIABILITIES</b>				
<b>CURRENT LIABILITIES</b>				
ACCOUNTS PAYABLE			1,319	1,871
ACCOUNTS PAYABLE- CONSTRUCTION			568	223
UNEARNED REVENUE			293	283
REVOLVING LOC FACILITY			2,750	-
CURRENT PORTION- LT LIABILITIES			129	116
<b>TOTAL CURRENT LIABILITIES</b>			<b>5,059</b>	<b>2,493</b>
<b>NONCURRENT LIABILITIES</b>				
NET PENSION LIABILITY			2,913	2,913
OTHER LT LIABILITIES			465	349
<b>TOTAL LIABILITIES</b>			<b>8,437</b>	<b>5,755</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
PENSION			373	373
<b>NET POSITION</b>			<b>373</b>	<b>373</b>
<b>NET INVESTMENT IN CAPITAL ASSETS</b>			<b>60,499</b>	<b>58,302</b>
<b>RESTRICTED FOR:</b>				
REVOLVING LOAN FUND			-	-
HARBOR DREDGING			-	-
FOREIGN TRADE ZONE			-	-
UNRESTRICTED			(4,311)	(3,396)
<b>TOTAL NET POSITION</b>			<b>56,188</b>	<b>54,906</b>



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

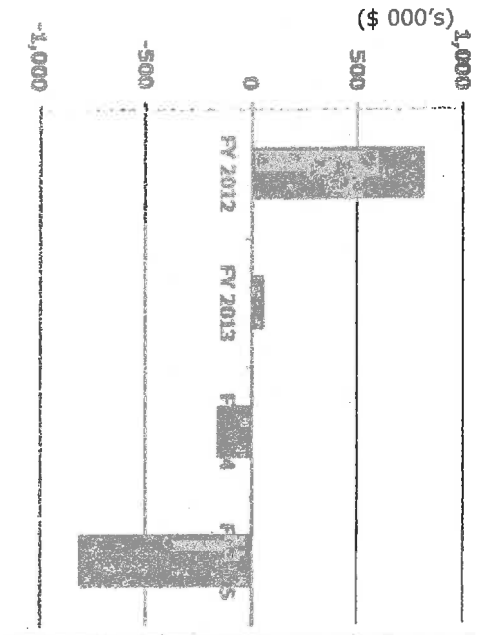
(\$ 000's)

## 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



	JUN 30 2015	FEB 29 2016	JUN 30 2015	FEB 29 2016
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
CASH AND EQUIVALENTS	283	566	375	290
ACCOUNTS RECEIVABLE- NET	266	91	16	-
OTHER ASSETS	61	25	249	259
<b>TOTAL CURRENT ASSETS</b>	<b>610</b>	<b>682</b>	-	-
<b>RESTRICTED ASSETS</b>				
CASH AND EQUIVALENTS	-	-	774	774
ACCOUNTS RECEIVABLE- NET	-	-	-	-
<b>TOTAL RESTRICTED ASSETS</b>	<b>-</b>	<b>-</b>	<b>774</b>	<b>774</b>
<b>CAPITAL ASSETS</b>				
LAND, BUILDINGS AND EQUIPMENT	7,914	9,140	1,414	1,323
CONSTRUCTION IN PROCESS (PAGES #10-#14)	3,583	1,949	99	99
<b>TOTAL ASSETS</b>	<b>11,497</b>	<b>11,089</b>	<b>1,414</b>	<b>1,323</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>				
PENSION	80	80	(807)	(561)
<b>TOTAL NET POSITION</b>	<b>12,107</b>	<b>11,771</b>	<b>10,574</b>	<b>10,528</b>
<b>LIABILITIES</b>				
<b>CURRENT LIABILITIES</b>				
ACCOUNTS PAYABLE			375	290
ACCOUNTS PAYABLE- CONSTRUCTION			16	-
UNEARNED REVENUE			249	259
REVOLVING LOC FACILITY			-	-
CURRENT PORTION- LT LIABILITIES			-	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>640</b>	<b>549</b>	<b>640</b>	<b>549</b>
<b>NONCURRENT LIABILITIES</b>				
NET PENSION LIABILITY			774	774
OTHER LT LIABILITIES			-	-
<b>TOTAL LIABILITIES</b>	<b>774</b>	<b>774</b>	<b>774</b>	<b>774</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
PENSION			99	99
<b>NET POSITION</b>				
NET INVESTMENT IN CAPITAL ASSETS			11,481	11,089
<b>RESTRICTED FOR:</b>				
REVOLVING LOAN FUND			-	-
HARBOR DREDGING			-	-
FOREIGN TRADE ZONE			-	-
UNRESTRICTED			(807)	(561)
<b>TOTAL NET POSITION</b>	<b>10,574</b>	<b>10,528</b>	<b>10,574</b>	<b>10,528</b>

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

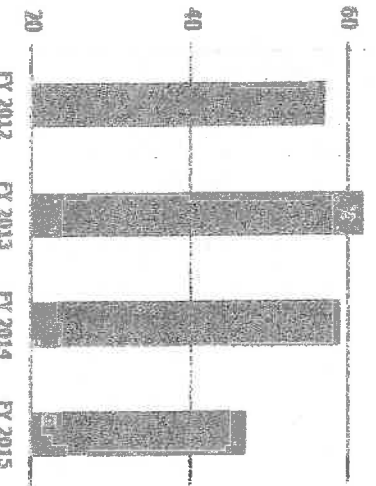
(\$ 000's)

## 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 2015	FEB 29 2016	JUN 30 2015	FEB 29 2016
<b>ASSETS</b>			<b>LIABILITIES</b>	
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>	
CASH AND EQUIVALENTS	-	-	ACCOUNTS PAYABLE	8
ACCOUNTS RECEIVABLE- NET	-	-	ACCOUNTS PAYABLE- CONSTRUCTION	-
OTHER ASSETS	-	-	UNEARNED REVENUE	-
<b>TOTAL CURRENT ASSETS</b>	<b>=</b>	<b>=</b>	REVOLVING LOC FACILITY	-
<b>RESTRICTED ASSETS</b>			<b>CURRENT PORTION- LT LIABILITIES</b>	
CASH AND EQUIVALENTS	54	50	<b>TOTAL CURRENT LIABILITIES</b>	<b>8</b>
ACCOUNTS RECEIVABLE- NET	-	-	<b>NONCURRENT LIABILITIES</b>	
<b>TOTAL RESTRICTED ASSETS</b>	<b>54</b>	<b>50</b>	NET PENSION LIABILITY	-
<b>CAPITAL ASSETS</b>			OTHER LT LIABILITIES	-
LAND, BUILDINGS AND EQUIPMENT	-	-	<b>TOTAL LIABILITIES</b>	<b>8</b>
CONSTRUCTION IN PROCESS (PAGES #10-#14)	-	-	<b>DEFERRED INFLOWS OF RESOURCES</b>	
<b>TOTAL ASSETS</b>	<b>54</b>	<b>50</b>	NET POSITION	-
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			NET INVESTMENT IN CAPITAL ASSETS	-
PENSION	-	-	RESTRICTED FOR:	
			REVOLVING LOAN FUND	-
			HARBOR DREDGING	46
			FOREIGN TRADE ZONE	-
			UNRESTRICTED	-
			<b>TOTAL NET POSITION</b>	<b>46</b>



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

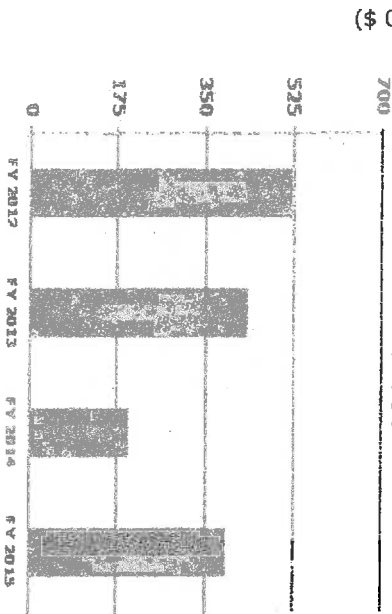
(\$ 000's)

## DISCUSSION AND ANALYSIS

CONTINUED FINANCIAL OBLIGATION TO SUPPORT UNREIMBURSED CAPITAL PROJECTS FOR PORT OPERATIONS.

■	FY 2011- HAMPTON HARBOR	\$ 140
■	FY 2012- SEABROOK / HAMPTON	200
■	FY 2013- TURNING BASIN	90
■	FY 2014- TURNING BASIN	98
■	FY 2015	
■	GROUND TRUCK SCALE	120
■	GENERAL PIER REPAIRS	50
■	SEABROOK / HAMPTON	13
■	NH DES PERMIT	6
■	FY 2016	
■	BOAT REMOVAL	18
■	ROOF REPAIRS	8
■	NH DES PERMIT	7
■	ELECTRIC HOIST	4

### NET RESTRICTED POSITION AT JUNE 30



	JUN 30 2015	FEB 29 2016	JUN 30 2015	FEB 29 2016
<b>ASSETS</b>				
<b>CURRENT ASSETS</b>				
CASH AND EQUIVALENTS	-	-		
ACCOUNTS RECEIVABLE- NET	-	-		
OTHER ASSETS	-	-		
<b>TOTAL CURRENT ASSETS</b>	<u>-</u>	<u>-</u>		
<b>RESTRICTED ASSETS</b>				
CASH AND EQUIVALENTS	448	417		
ACCOUNTS RECEIVABLE- NET	206	-		
<b>TOTAL RESTRICTED ASSETS</b>	<u>654</u>	<u>417</u>		
<b>CAPITAL ASSETS</b>				
LAND, BUILDINGS AND EQUIPMENT	199	686		
CONSTRUCTION IN PROCESS (PAGES #10-#14)	487	25		
<b>TOTAL ASSETS</b>	<u>1,340</u>	<u>1,128</u>		
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	<u>-</u>	<u>-</u>		
<b>LIABILITIES</b>				
<b>CURRENT LIABILITIES</b>				
ACCOUNTS PAYABLE	263	-		
ACCOUNTS PAYABLE- CONSTRUCTION	-	-		
UNEARNED REVENUE	-	-		
REVOLVING LOC FACILITY	-	-		
CURRENT PORTION- LT LIABILITIES	-	-		
<b>TOTAL CURRENT LIABILITIES</b>	<u>263</u>	<u>253</u>		
<b>NONCURRENT LIABILITIES</b>				
NET PENSION LIABILITY	-	-		
OTHER LT LIABILITIES	-	-		
<b>TOTAL LIABILITIES</b>	<u>263</u>	<u>253</u>		
<b>DEFERRED INFLOWS OF RESOURCES</b>				
PENSION	-	-		
<b>NET POSITION</b>				
NET INVESTMENT IN CAPITAL ASSETS	686	711		
RESTRICTED FOR:				
REVOLVING LOAN FUND	-	-		
HARBOR DREDGING	391	164		
FOREIGN TRADE ZONE	-	-		
UNRESTRICTED	-	-		
<b>TOTAL NET POSITION</b>	<u>1,077</u>	<u>975</u>		

(\$ 000's)

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

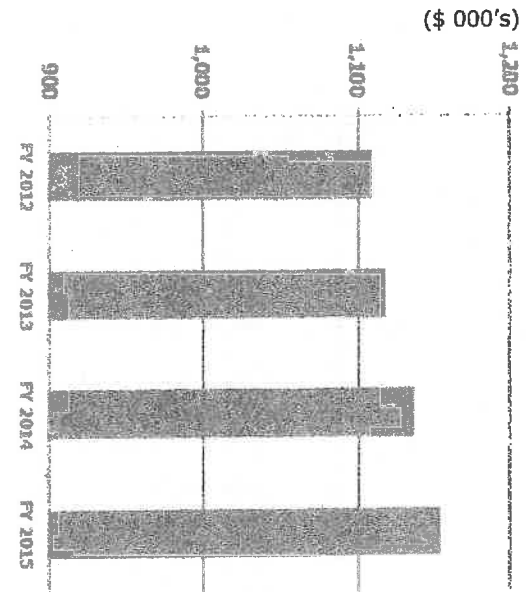
(\$ 000's)

## DISCUSSION AND ANALYSIS

STEADY STATE WITH NO INDICATION OF ANY FINANCIAL CHALLENGES RELATIVE TO THE FUND BALANCE.

CURRENT ECONOMIC ENVIRONMENT DOES HOWEVER CHALLENGE THE DEMAND FOR FUTURE LOANS AND POTENTIALLY, REPAYMENT OF CURRENT LOANS OUTSTANDING.

### NET RESTRICTED POSITION AT JUNE 30



	JUN 30 2015	FEB 29 2016		JUN 30 2015	FEB 29 2016
<b>ASSETS</b>			<b>LIABILITIES</b>		
<b>CURRENT ASSETS</b>			<b>CURRENT LIABILITIES</b>		
CASH AND EQUIVALENTS	-	-	ACCOUNTS PAYABLE	1	104
ACCOUNTS RECEIVABLE- NET	-	-	ACCOUNTS PAYABLE- CONSTRUCTION	-	-
OTHER ASSETS	-	-	UNEARNED REVENUE	-	-
TOTAL CURRENT ASSETS	-	-	REVOLVING LOC FACILITY	-	-
			CURRENT PORTION - LT LIABILITIES	-	-
<b>RESTRICTED ASSETS</b>			TOTAL CURRENT LIABILITIES	<u>1</u>	<u>104</u>
CASH AND EQUIVALENTS	373	302	<b>NONCURRENT LIABILITIES</b>		
ACCOUNTS RECEIVABLE- NET	781	961	NET PENSION LIABILITY	-	-
TOTAL RESTRICTED ASSETS	<u>1,154</u>	<u>1,263</u>	OTHER LT LIABILITIES	-	-
<b>CAPITAL ASSETS</b>			TOTAL LIABILITIES	<u>1</u>	<u>104</u>
LAND, BUILDINGS AND EQUIPMENT	-	-	<b>DEFERRED INFLOWS OF RESOURCES</b>		
CONSTRUCTION IN PROCESS (PAGES #10-#14)	-	-	PENSION	-	-
<b>TOTAL ASSETS</b>	<u>1,154</u>	<u>1,263</u>	<b>NET POSITION</b>		
			NET INVESTMENT IN CAPITAL ASSETS	-	-
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			RESTRICTED FOR:		
PENSION	-	-	REVOLVING LOAN FUND	1,153	1,159
			HARBOR DREDGING	-	-
			FOREIGN TRADE ZONE	-	-
			UNRESTRICTED	-	-
			<b>TOTAL NET POSITION</b>	<u>1,153</u>	<u>1,159</u>

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

**BOARD OF DIRECTORS' MEETING  
APRIL 21, 2016**



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# PEASE DEVELOPMENT AUTHORITY CASH FLOW SUMMARY OVERVIEW (EXCLUDING DIVISION OF PORTS AND HARBORS) APRIL 1, 2016 TO DECEMBER 31, 2016

(\$ 000's)

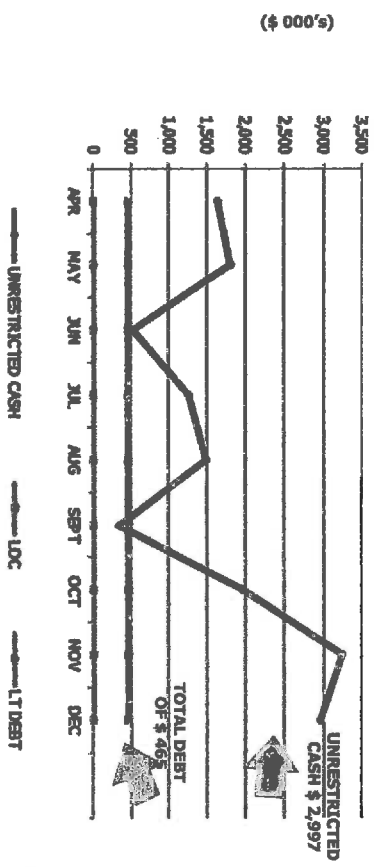
(\$ 000's)	AMOUNT
<b>OPENING FUND BALANCE</b>	<b>840</b>
<b>SOURCES OF FUNDS</b>	
TRADEPORT TENANTS	6,704
GRANT AWARDS (SEE PAGE #9)	4,869
GOLF COURSE FEE AND CONCESSION REVENUES	1,450
PORTSMOUTH AIRPORT	420
SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES	161
MUNICIPAL SERVICE FEE (COP)- NET	25
EXTERNAL BANK WORKING CAPITAL- NET	-
	<u>13,629</u>
<b>USES OF FUNDS</b>	
CAPITAL EXPENDITURES- GRANT (SEE PAGE #5)	5,085
PERSONNEL SERVICES AND BENEFITS	4,360
OPERATING EXPENSES	1,050
CAPITAL EXPENDITURES- NON GRANT (SEE PAGES #6-#9)	977
LONG TERM DEBT RETIREMENT	-
	<u>11,472</u>
<b>NET CASH FLOW</b>	<b>2,157</b>
<b>CLOSING FUND BALANCE</b>	<b>2,997</b>

**DISCUSSION**

THE PDA WILL CONTINUE TO NEED TO FURTHER UTILIZE IT'S 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 03-31-2016	BALANCE AT 06-30-2015
PDA UNRESTRICTED	798	871
PDA DESIGNATED	42	65
<b>TOTAL</b>	<b>840</b>	<b>936</b>



# PEASE DEVELOPMENT AUTHORITY

## STATEMENT OF CASH FLOW (EXCLUDING THE DIVISION OF PORTS AND HARBORS)

### APRIL 1, 2016 TO DECEMBER 31, 2016

(\$ 000's)

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>OPENING FUND BALANCE</b>	<b>840</b>	<b>1,655</b>	<b>1,817</b>	<b>565</b>	<b>1,295</b>	<b>1,537</b>	<b>372</b>	<b>2,040</b>	<b>3,331</b>	<b>840</b>
<b>SOURCES OF FUNDS</b>										
TRADEPORT TENANTS	1,071	565	570	1,075	585	590	1,078	585	585	6,704
GRANT AWARDS (SEE PAGE #9)	45	-	239	214	475	110	1,650	1,536	600	4,869
MUNICIPAL SERVICE FEE	355	210	210	355	210	210	355	210	210	2,325
GOLF COURSE	75	175	215	225	235	200	185	100	40	1,450
PORTSMOUTH AIRPORT	50	45	45	50	45	45	50	45	45	420
SKYHAVEN AIRPORT	18	21	23	12	12	23	18	18	16	161
WORKING CAPITAL RLOC- NET	-	-	-	-	-	-	-	-	-	-
<b>USE OF FUNDS</b>										
PERSONNEL SERVICES AND BENEFITS	475	445	575	575	575	435	415	415	450	4,360
CAPITAL- GRANT RELATED (SEE PAGE #5)	185	197	481	232	402	1,763	1,117	663	45	5,085
CAPITAL- NONGRANT (SEE PAGES #6-#9)	19	102	233	284	228	25	36	-	50	977
MUNICIPAL SERVICE FEE	-	-	1,150	-	-	-	-	-	1,150	2,300
OPERATING EXPENSES	120	110	115	110	115	120	100	125	135	1,050
LONG TERM DEBT RETIREMENT (SEE PAGES#10)	-	-	-	-	-	-	-	-	-	-
NET CASH FLOW	799	854	2,554	1,201	1,320	2,343	1,668	1,203	1,830	13,772
CLOSING FUND BALANCE	1,655	1,817	565	1,295	1,537	372	2,040	3,331	2,997	2,997

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

(\$ 000's)

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>GRANT REIMBURSEMENT</b>										
<b>PORTSMOUTH AIRPORT</b>										
AIR NATIONAL GUARD TAXIWAY ALPHA**	-	-	50	50	100	1,400	1,000	600	-	3,200
OBSTRUCTION MITIGATION- PHASE II	2	50	15	15	80	15	25	25	15	242
IDENTIFICATION MANAGEMENT SYSTEM	-	-	50	87	72	32	32	28	30	331
ASR CONSTRUCTION (SBG 1602)	10	5	200	5	50	10	-	-	-	280
PAVEMENT AND DRAINAGE (SBG 1603)	-	5	100	10	25	6	-	-	-	146
BATHROOM RENOVATIONS	15	2	2	2	75	300	60	10	-	466
	22	62	417	169	402	1,763	1,117	663	45	4,665
<b>SKYHAVEN AIRPORT</b>										
<b>RUNWAY CONSTRUCTION</b>										
TAXILANE PAVEMENTS (DESIGN)	100	100	50	50	-	-	-	-	-	300
RUNWAY DESIGN	8	15	8	8	-	-	-	-	-	39
	158	135	64	63	-	-	-	-	-	420
<b>TOTAL GRANT</b>	<b>185</b>	<b>197</b>	<b>481</b>	<b>232</b>	<b>402</b>	<b>1,763</b>	<b>1,117</b>	<b>663</b>	<b>45</b>	<b>5,085</b>

NOTE:  
\*\* PENDING BOARD APPROVAL

**PEASE DEVELOPMENT AUTHORITY  
CAPITAL EXPENDITURES (EXCLUDING THE DIVISION OF PORTS AND HARBORS)  
APRIL 1, 2016 TO DECEMBER 31, 2016 (CONTINUED):**

(\$ 000's)

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b><u>NONGRANT REIMBURSEMENT</u></b>										
<b>TRADEPORT</b>										
STORM WATER TREATMENT **	-	-	-	50	-	-	-	-	-	50
UNDERGROUND STREET LIGHTING	5	-	-	-	-	-	-	-	-	5
DRAINAGE DITCHES **	-	-	-	-	20	-	-	-	-	20
SURFACE TRANSPORTATION PLAN **	-	20	-	-	-	-	-	-	-	20
	5	20	-	50	20	-	-	-	-	95

NOTE:  
\*\* PENDING BOARD APPROVAL

**PEASE DEVELOPMENT AUTHORITY  
CAPITAL EXPENDITURES (EXCLUDING THE DIVISION OF PORTS AND HARBORS)  
APRIL 1, 2016 TO DECEMBER 31, 2016 (CONTINUED)**

(\$ 000'S)

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>NONGRANT REIMBURSEMENT</b>										
<b>SKYHAVEN AIRPORT</b>	:	:	:	:	:	:	:	:	:	:
<b>ADMINISTRATION</b>										
COMPUTERS / PRINTERS / SOFTWARE / SERVERS / TELECOMMUNICATIONS **	:	:	15	:	:	:	6	:	:	21
<b>GOLF COURSE</b>										
RANGE CART WITH CAGE **	-	-	-	16	-	-	-	-	-	16
TRACTOR **	-	-	-	18	-	-	-	-	-	18
DEBRIS BLOWER **	-	-	-	-	8	-	-	-	-	8
	:	:	:	34	8	:	:	:	:	42

NOTE:  
\*\* PENDING BOARD APPROVAL

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

(CONTINUED):

(\$ 000's)

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>NONGRANT REIMBURSEMENT (CONTINUED):</b>										
<b>PORTSMOUTH AIRPORT</b>										
AIRFIELD RUNWAY RELAMPING (LED) **	-	-	78	-	-	-	-	-	-	78
ROOF REPLACEMENT TERMINAL BUILDING **	10	10	10	200	200	25	30	-	-	485
REEROOFING OF HUT # 7 AND #8 **	-	-	50	-	-	-	-	-	-	50
SECURITY ACCESS ENHANCEMENTS	4	=	10	=	=	=	=	=	=	14
<b>MAINTENANCE</b>	14	10	148	200	200	25	30	=	=	622
<b>MAINTENANCE</b>										
HVAC SYSTEM UPGRADE- 7 LEE STREET **	-	-	35	-	-	-	-	-	-	35
STEEL PLOW / SANDER **	-	7	-	-	-	-	-	-	-	7
FORKLIFT REPLACEMENT **	-	-	25	-	-	-	-	-	-	25
BUILDING INFRASTRUCTURE **	-	-	-	-	-	-	-	-	-	50
75 ROCHESTER- FIRE ALARM **	-	-	10	-	-	-	-	-	-	10
VEHICLE FLEET REPLACEMENT **	=	65	=	=	=	=	=	=	=	65
	=	22	20	=	=	=	=	=	=	192
<b>TOTAL NONGRANT</b>	<b>19</b>	<b>102</b>	<b>233</b>	<b>284</b>	<b>228</b>	<b>25</b>	<b>36</b>	<b>=</b>	<b>50</b>	<b>977</b>

NOTE:  
\*\* PENDING BOARD APPROVAL

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

(\$ 000's)

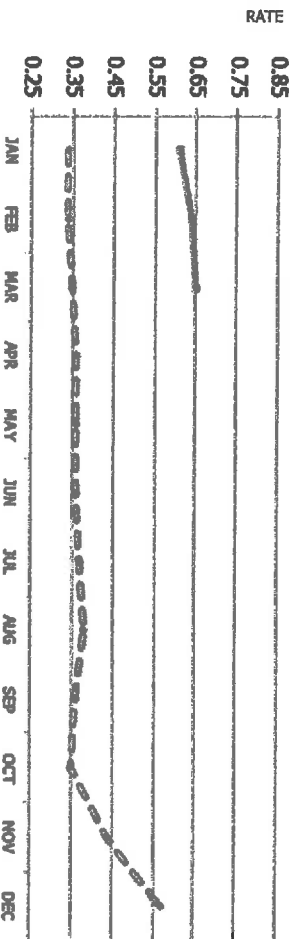
	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>PORTSMOUTH AIRPORT</b>										
AIR NATIONAL GUARD TAXIWAY ALPHA	-	-	-	-	100	-	1,500	1,000	600	3,200
OBSTRUCTION MITIGATION - PHASE II	45	-	-	47	-	-	105	-	-	197
IDENTIFICATION MANAGEMENT SYSTEM**	-	-	-	-	130	-	-	99	-	229
ASR CONSTRUCTION (SBG 1602)	-	-	-	-	245	-	-	62	-	307
PAVEMENT AND DRAINAGE (SBG 1603)	-	-	-	95	-	-	40	-	-	135
BATHROOM RENOVATIONS	-	-	-	-	-	-	-	375	-	375
<b>SKYHAVEN AIRPORT</b>										
RUNWAY CONSTRUCTION	-	-	190	-	-	95	-	-	-	285
TAXILANE PAVEMENTS	-	-	-	72	-	-	5	-	-	77
RUNWAY DESIGN	-	-	22	-	-	15	-	-	-	37
<b>TRADEPORT</b>										
MULTI USE PATH (GRAFTON DRIVE SECTION ONLY)	-	-	27	-	-	-	-	-	-	27
<b>TOTAL GRANT</b>	<b>45</b>	<b>0</b>	<b>239</b>	<b>214</b>	<b>475</b>	<b>110</b>	<b>1,650</b>	<b>1,536</b>	<b>600</b>	<b>4,869</b>

# PEASE DEVELOPMENT AUTHORITY CREDIT FACILITIES AND OUTSTANDING DEBT ANALYSIS

(\$ 000's)

	<b>THE PROVIDENT BANK (RLOC)</b>
<b>AMOUNT OF ORIGINAL CREDIT FACILITY</b>	5,000
<b>AMOUNT AVAILABLE</b>	5,000
<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

	BALANCE		MATURITY DATE	INTEREST RATE %
	OUTSTANDING DEBT ANALYSIS	AT		
THE PROVIDENT BANK (RLOC)	-	2,750	12-31-2016	3.11
CITY OF PORTSMOUTH	465	581	12-31-2020	4.50
<b>WEIGHTED AVERAGE</b>	<b>4.50</b>	<b>3.14</b>		



# DIVISION OF PORTS AND HARBORS

## CASH FLOW SUMMARY OVERVIEW *(EXCLUDING RESTRICTED FUNDS)*

### APRIL 1, 2016 TO DECEMBER 31, 2016

(\$ 000's)

AMOUNT	(\$ 000's)
<b>OPENING FUND BALANCE</b>	<b>575</b>
<b>SOURCES OF FUNDS</b>	
FACILITY RENTALS	486
REGISTRATIONS / WHARFAGE	360
FUEL SALES	240
PARKING FEES AND CONCESSIONS	137
MOORING FEES	30
	<b>1,253</b>
<b>USES OF FUNDS</b>	
PERSONNEL SERVICES AND BENEFITS	754
OPERATING EXPENSES	559
FUEL PROCUREMENT	223
CAPITAL EXPENDITURES	35
ALL OTHER	-
	<b>1,571</b>
<b>NET CASH FLOW</b>	<b>(318)</b>
<b>CLOSING FUND BALANCE</b>	<b>257</b>

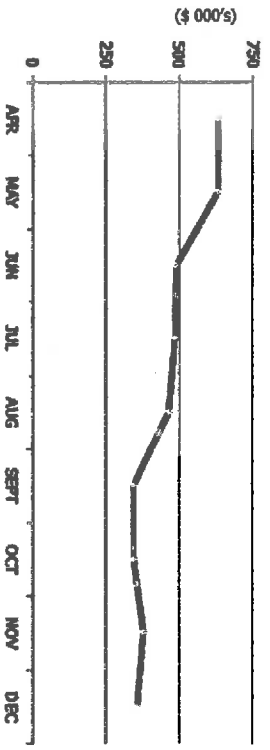
#### DISCUSSION

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) CONTINUED CONTAINMENT OF EMPLOYEE OVERTIME.

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

\$ 252 LOAN AMORTIZATION PERIOD AND INTEREST RATE ASSOCIATED WITH HB 25-FN-A (PISCATAQUA RIVER TURNING BASIN), HAS YET TO BE DETERMINED.

#### PROJECTED UNRESTRICTED CASH BALANCES



TOTAL FUND BALANCES	BALANCE AT 03-31-2016	BALANCE AT 06-30-2015
UNRESTRICTED FUNDS	575	321
HARBOR DREDGING	426	449
FOREIGN TRADE ZONE	47	54
REVOLVING LOAN FUND	223	373
<b>TOTAL</b>	<b>1,271</b>	<b>1,197</b>



**DIVISION OF PORTS AND HARBORS**  
**STATEMENT OF CASH FLOW- UNRESTRICTED FUNDS**  
**APRIL 1, 2016 TO DECEMBER 31, 2016**

(\$ 000'S)

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>OPENING FUND BALANCE</b>	<b>575</b>	<b>633</b>	<b>632</b>	<b>491</b>	<b>488</b>	<b>465</b>	<b>346</b>	<b>344</b>	<b>382</b>	<b>575</b>
<b>SOURCES OF FUNDS</b>										
FACILITY RENTALS	55	53	54	55	53	54	55	53	54	486
CONCESSION REVENUES	-	3	5	2	2	2	1	-	-	15
MOORING FEES	20	10	-	-	-	-	-	-	-	30
REGISTRATIONS / WHARFAGE	70	20	10	10	25	25	15	85	100	360
PARKING FEES	5	15	20	21	23	18	15	5	-	122
FUEL SALES	25	30	30	30	30	25	25	25	20	240
	<u>175</u>	<u>131</u>	<u>119</u>	<u>118</u>	<u>133</u>	<u>124</u>	<u>111</u>	<u>168</u>	<u>174</u>	<u>1,253</u>
<b>USE OF FUNDS</b>										
PERSONNEL SERVICES AND BENEFITS	40	40	160	47	47	170	45	40	165	754
BUILDINGS AND FACILITIES	30	25	20	25	25	23	20	25	20	213
GENERAL AND ADMINISTRATIVE	9	12	10	9	11	10	10	9	11	91
UTILITIES	15	12	42	12	15	17	15	18	29	175
PROFESSIONAL SERVICES	-	15	-	-	10	-	-	15	40	80
FUEL PROCUREMENT	23	28	28	28	28	23	23	23	19	223
CAPITAL EXPENDITURES AND OTHER	-	-	-	-	20	-	-	-	15	35
	<u>117</u>	<u>132</u>	<u>260</u>	<u>121</u>	<u>156</u>	<u>243</u>	<u>113</u>	<u>130</u>	<u>299</u>	<u>1,571</u>
<b>NET CASH FLOW</b>	<b>58</b>	<b>(1)</b>	<b>(141)</b>	<b>(3)</b>	<b>(23)</b>	<b>(119)</b>	<b>(2)</b>	<b>38</b>	<b>(125)</b>	<b>(318)</b>
<b>CLOSING FUND BALANCE</b>	<b>633</b>	<b>632</b>	<b>491</b>	<b>488</b>	<b>465</b>	<b>346</b>	<b>344</b>	<b>382</b>	<b>257</b>	<b>257</b>

# DIVISION OF PORTS AND HARBORS

## STATEMENT OF CASH FLOW- HARBOR DREDGING FUND

### APRIL 1, 2016 TO DECEMBER 31, 2016

(\$ 000's)

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>OPENING FUND BALANCE</b>	<u>426</u>	<u>430</u>	<u>439</u>	<u>431</u>	<u>432</u>	<u>443</u>	<u>451</u>	<u>441</u>	<u>448</u>	<u>426</u>
<b>SOURCES OF FUNDS</b>										
PIER USAGE FEES	7	9	8	6	8	7	9	7	5	66
REGISTRATIONS	1	1	1	1	1	1	1	1	1	9
FUEL FLOWAGE FEES	1	2	3	3	3	2	2	3	2	21
<b>USE OF FUNDS</b>										
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-	-	-	-	-	-
BUILDINGS AND FACILITIES	3	1	-	3	1	-	-	2	-	10
GENERAL AND ADMINISTRATIVE	2	-	-	2	-	-	2	-	-	6
UTILITIES	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	2	-	4	-	2	-	2	-	10
ALL OTHER	-	-	20	-	-	-	20	-	-	40
<b>NET CASH FLOW</b>	4	3	20	9	1	2	22	4	-	66
<b>CLOSING FUND BALANCE</b>	<u>430</u>	<u>439</u>	<u>431</u>	<u>432</u>	<u>443</u>	<u>451</u>	<u>441</u>	<u>448</u>	<u>456</u>	<u>456</u>



# DIVISION OF PORTS AND HARBORS STATEMENT OF CASH FLOW- REVOLVING LOAN APRIL 1, 2016 TO DECEMBER 31, 2016

(\$ 000's)

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>OPENING FUND BALANCE</b>	<b>178</b>	<b>192</b>	<b>132</b>	<b>146</b>	<b>160</b>	<b>174</b>	<b>189</b>	<b>203</b>	<b>217</b>	<b>178</b>
<b>SOURCES OF FUNDS</b>										
LOAN REPAYMENTS	13	13	13	13	13	13	13	13	13	117
INTEREST INCOME-LOANS	3	3	3	3	3	3	3	3	3	27
INTEREST INCOME- FUND BALANCE	-	1	-	-	-	-	1	-	-	2
	<u>16</u>	<u>17</u>	<u>16</u>	<u>16</u>	<u>16</u>	<u>17</u>	<u>16</u>	<u>16</u>	<u>16</u>	<u>146</u>
<b>USE OF FUNDS</b>										
NEW LOANS ISSUED	-	75	-	-	-	-	-	-	-	75
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-	-	-	-	-	-
BUILDINGS AND FACILITIES	-	-	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	-	-	-	-	-	-	-	-	-	-
UTILITIES	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	2	2	2	2	2	2	2	2	2	18
ALL OTHER	-	-	-	-	-	-	-	-	-	-
	<u>2</u>	<u>77</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>93</u>
NET CASH FLOW	14	(60)	14	14	14	14	15	14	14	53
<b>CLOSING FUND BALANCE</b>	<b>192</b>	<b>132</b>	<b>146</b>	<b>160</b>	<b>174</b>	<b>189</b>	<b>203</b>	<b>217</b>	<b>231</b>	<b>231</b>

NOTE:  
1) EXCLUDES SERQUESTERED FUND BALANCE OF \$45.

# PEASE DEVELOPMENT AUTHORITY

## CAPITAL IMPROVEMENT PLAN

**FY 2016 - FY 2022**

*(EXCLUDING THE DIVISION OF PORTS AND HARBORS)*

**BOARD OF DIRECTORS' MEETING  
APRIL 21, 2016**

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" UNRESTRICTED CASH AND INVESTMENTS	11
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" NET CASH FLOW	13
<b>APPENDIX- BUSINESS UNIT CAPITAL PROJECT REQUESTS</b>	
" PORTSMOUTH AIRPORT	
" SKYHAVEN AIRPORT	
" TRADEPORT	
" GOLF COURSE	

# SUMMARY FINDINGS...

\$ (000,000)

THE CURRENT UPDATE TO THE CAPITAL IMPROVEMENT PLAN HAS IDENTIFIED PROJECT REQUESTS THAT TOTAL \$44,723. THE OVERRIDING EMPHASIS IN PROJECTED SPENDING IS TOWARD INFRASTRUCTURE ACTIVITIES AT THE PSM, SKYHAVEN AND THE TRADEPORT.

	GRANT FUNDED	INTERNALLY FUNDED	TOTAL
INFRASTRUCTURE	28,621	9,611	38,232
EQUIPMENT	1,610	1,908	3,518
FACILITIES	2,448	525	2,973
	<u>32,679</u>	<u>12,044</u>	<u>44,723</u>

### KEY SENSITIVITIES INCLUDE:

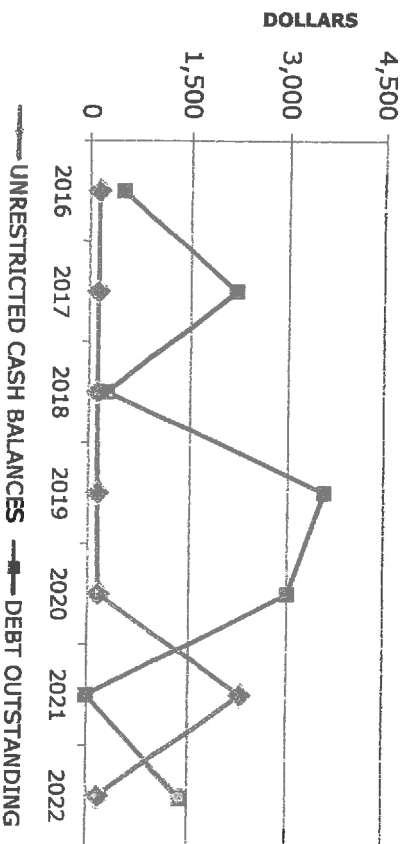
- EXTERNAL BORROWING CAPACITY
- PDA GRANT FUNDING MATCH AT 5.0%
- AIR NATIONAL GUARD FUNDING- PSM RUNWAY
- BLOCK GRANT 2014- PSM GRANT FUNDING
- TRAFFIC FLOW STUDY
- FUTURE TRADEPORT REVENUE STREAMS
- ALLEGIAN AIRLINES- CONTINUED OPERATING SUCCESS
- PROJECTED NET OPERATING INCOME (EXCLUDES DPH)
- INTEREST RATE AND INFLATION ENVIRONMENT

PROJECT JUSTIFICATION WAS DIRECTED TOWARD REQUESTS THAT ARE IN SUPPORT OF HEALTH AND SAFETY, REGULATORY COMPLIANCE, REDUCTION IN OPERATING COSTS, ASSET PRESERVATION AND OR REVENUE ENHANCEMENT.

PROPOSED PROJECT REQUESTS WILL REQUIRE AN EXTENSION OF THE \$5,000 WORKING CAPITAL LINE OF CREDIT NOW HELD THROUGH THE PROVIDENT BANK WHICH EXPIRES ON DECEMBER 31, 2016.

THE PDA IS CURRENTLY EXPLORING SECURING LONG TERM FINANCING, TARGETED TOWARD TRADEPORT INTERSECTION IMPROVEMENTS, WITH THE FULL FAITH AND CREDIT OF THE STATE OF NEW HAMPSHIRE.

### PROJECTED UNRESTRICTED CASH BALANCES AND DEBT OUTSTANDING



# CAPITAL PROJECT REQUESTS...

\$ (000's)

THE MORE SIGNIFICANT **GRANT FUNDED** CAPITAL PROJECTS, WHICH TOTAL **\$32,679**, INCLUDE:

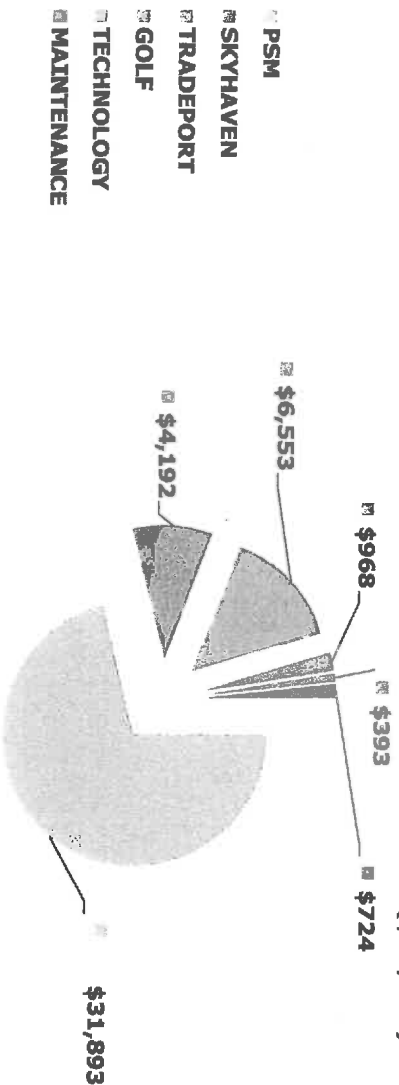
- RUNWAY DESIGN AND RECONSTRUCTION (PSM)
- AIR NATIONAL GUARD TAXI WAY (PSM)
- TAXI LANE PAVEMENT AND DRAINAGE (DAW)
- APRON AND TIE DOWN RENOVATIONS (DAW)
- SNOW REMOVAL EQUIPMENT (PSM AND DAW)

THE 5% COST SHARING IMPACT (CASH FLOW) TO THE PDA FOR PROPOSED GRANT FUNDED PROJECT REQUESTS THROUGH FY 2022 ARE ESTIMATED AT \$1,475.

THE MORE SIGNIFICANT **INTERNALLY FUNDED** CAPITAL PROJECTS, WHICH TOTAL **\$12,044** INCLUDE:

- TRADEPORT INTERSECTION IMPROVEMENTS
- PSM TERMINAL RENOVATIONS
- OIL WATER SEPARATOR REPLACEMENT
- GOLF COURSE EQUIPMENT REPLACEMENT
- SOLAR PANEL FARM (PSM)
- BUILDING INFRASTRUCTURE
- STORMWATER TREATMENT
- VEHICLE REPLACEMENTS
- PAY FOR PARKING FACILITY

## BUSINESS UNIT CONCENTRATION (\$44,723)



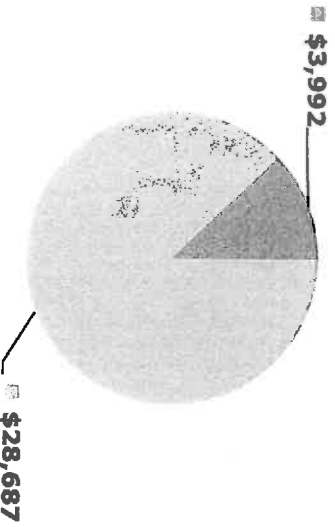


# PROJECTED CAPITAL EXPENDITURES...

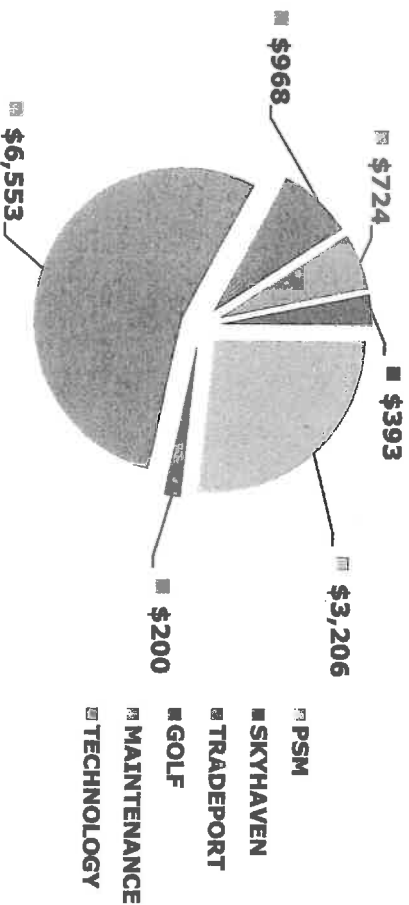
\$ (000's)

FISCAL YEAR	INFRASTRUCTURE	EQUIPMENT	FACILITIES	TOTAL
2016 TO GO	1,227	146	500	1,873
2017	4,385	252	893	5,530
2018	1,210	701	810	2,721
2019	10,085	345	60	10,490
2020	9,985	354	150	10,489
2021	5,920	297	550	6,767
2022	5,420	1,423	10	6,853
	<b>38,232</b>	<b>3,518</b>	<b>2,973</b>	<b>44,723</b>

## GRANT FUNDED PROJECTS (\$32,679)



## INTERNALLY FUNDED PROJECTS (\$12,044)



# GRANT FUNDED CAPITAL PROJECT REQUESTS...

in (000's)

PROJECT DESCRIPTION	FY 2016 TO GO	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
<b>PORTSMOUTH INTERNATIONAL AIRPORT</b>								
RUNWAY DESIGN AND RECONSTRUCTION	50	40	410	9,000	9,500	3,000	-	22,000
AIR NATIONAL GUARD- TAXI WAY	200	3,000	-	-	-	-	-	3,200
SNOW REMOVAL EQUIPMENT	-	-	-	-	-	-	1,110	1,110
ASR MITIGATION- DESIGN AND CONSTRUCTION	430	-	-	-	-	-	-	430
TERMINAL RESTROOM RENOVATIONS	21	493	-	-	-	-	-	514
OBSTRUCTION REMOVAL	234	50	750	-	-	-	-	1,034
IDENTIFICATION MANAGEMENT SYSTEM	200	200	-	-	-	-	-	400
	<u>1,135</u>	<u>3,782</u>	<u>1,160</u>	<u>9,000</u>	<u>9,500</u>	<u>3,000</u>	<u>1,110</u>	<u>28,687</u>

# GRANT FUNDED CAPITAL PROJECT REQUESTS

(CONTINUED)

\$ (000's)

PROJECT DESCRIPTION	FY 2016 TO GO	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
<b>SKYHAVEN AIRPORT</b>								
TAXILANE PAVEMENT AND DRAINAGE	171	500	500	-	-	-	-	1,171
SOUTH APRON CONSTRUCTION	-	-	-	-	200	915	-	1,115
SNOW REMOVAL EQUIPMENT	-	-	500	-	-	-	-	500
SRE BUILDING EXPANSION	-	-	-	-	-	500	-	500
WILDLIFE FENCE	-	-	-	-	80	300	-	380
TERMINAL APRON DESIGN	-	-	-	-	-	-	300	300
RUNWAY 15-33 DESIGN AND RECONSTRUCTION	26	-	-	-	-	-	-	26
	<u>197</u>	<u>500</u>	<u>1,000</u>	<u>-</u>	<u>280</u>	<u>1,715</u>	<u>300</u>	<u>3,992</u>
<b>TOTAL GRANT FUNDED</b>	<b>1,332</b>	<b>4,282</b>	<b>2,160</b>	<b>9,000</b>	<b>9,780</b>	<b>4,715</b>	<b>1,410</b>	<b>32,679</b>

# INTERNALLY FUNDED CAPITAL PROJECT REQUESTS....

\$ (000's)

PROJECT DESCRIPTION	FY 2016 TO GO	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
<b>TRADEPORT</b>								
INTERSECTION IMPROVEMENTS	65	250	50	250	130	1,600	3,145	5,490
OIL WATER SEPARATOR REPLACEMENT	-	50	250	250	-	-	-	550
SIDEWALKS- PEDESTRIAN FACILITTES	-	-	-	-	75	75	75	225
AIRPORT HIGHWAYS SIGNAGE	-	50	-	-	-	-	-	50
TRAFFIC MONITORING STUDY	15	-	-	50	-	-	-	65
UNDERGROUND STREET LIGHTING	40	-	-	-	-	-	-	40
WATER TOWER LOGO	33	-	-	-	-	-	-	33
DITCH MAINTENANCE	20	-	-	20	-	-	-	40
ALL OTHER	5	40	-	15	-	-	-	100
	<u>178</u>	<u>390</u>	<u>300</u>	<u>585</u>	<u>205</u>	<u>1,675</u>	<u>3,220</u>	<u>6,553</u>
<b>MAINTENANCE</b>								
BUILDING INFRASTRUCTURE	-	50	-	-	50	50	50	200
VEHICLE REPLACEMENT	-	42	42	45	89	87	48	353
FIRE ALARM REPLACEMENT	10	-	-	-	-	-	-	10
LED LIGHTING- PSM RUNWAY	68	-	-	-	-	-	-	68
OFFICE WALL HEATERS- 7 LEE ST	35	-	-	-	-	-	-	35
ALL OTHER	32	-	10	-	-	-	17	59
	<u>145</u>	<u>92</u>	<u>52</u>	<u>45</u>	<u>139</u>	<u>137</u>	<u>115</u>	<u>724</u>

CAPITAL IMPROVEMENT PLAN  
APRIL 2016

# INTERNALLY FUNDED CAPITAL PROJECT REQUESTS

(CONTINUED)

\$ (000's)

PROJECT DESCRIPTION	FY 2016 TO GO	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
<b>PORTSMOUTH INTERNATIONAL AIRPORT</b>								
TERMINAL RENOVATIONS	-	-	-	-	-	-	1,500	1,500
SOLAR PANEL FARM	-	-	-	500	-	-	-	500
NEW TERMINAL ROOF (OLD SECTION)	55	400	-	-	-	-	-	455
PAY FOR PARKING	-	-	-	-	-	-	400	400
GROUND TRANSPORTATION BUSES	-	-	-	-	-	-	100	100
TERMINAL LED LIGHTING	-	50	-	-	-	-	-	50
REROOFING- HUT 7 AND 8	50	-	-	-	-	-	-	50
NEW TERMINAL CARPETING	-	25	-	-	-	-	-	25
ALL OTHER	51	-	20	-	55	-	-	126
	<b>156</b>	<b>475</b>	<b>20</b>	<b>500</b>	<b>55</b>	<b>-</b>	<b>2,000</b>	<b>3,206</b>
<b>SKYHAVEN AIRPORT</b>								
HANGAR 5 ROOFING	-	-	-	-	100	-	-	100
SOLAR PANEL FARM	-	-	-	-	-	30	-	30
AIRFIELD RELAMPING	-	-	-	25	-	-	-	25
REROOFING- TERMINAL BUILDING	-	25	-	-	-	-	-	25
SRE BOILER REPLACEMENT	-	-	-	-	-	10	-	10
TERMINAL PARKING LOT	-	-	-	-	-	-	10	10
	<b>-</b>	<b>25</b>	<b>-</b>	<b>25</b>	<b>100</b>	<b>40</b>	<b>10</b>	<b>200</b>

# INTERNALLY FUNDED CAPITAL PROJECT REQUESTS

(CONTINUED)

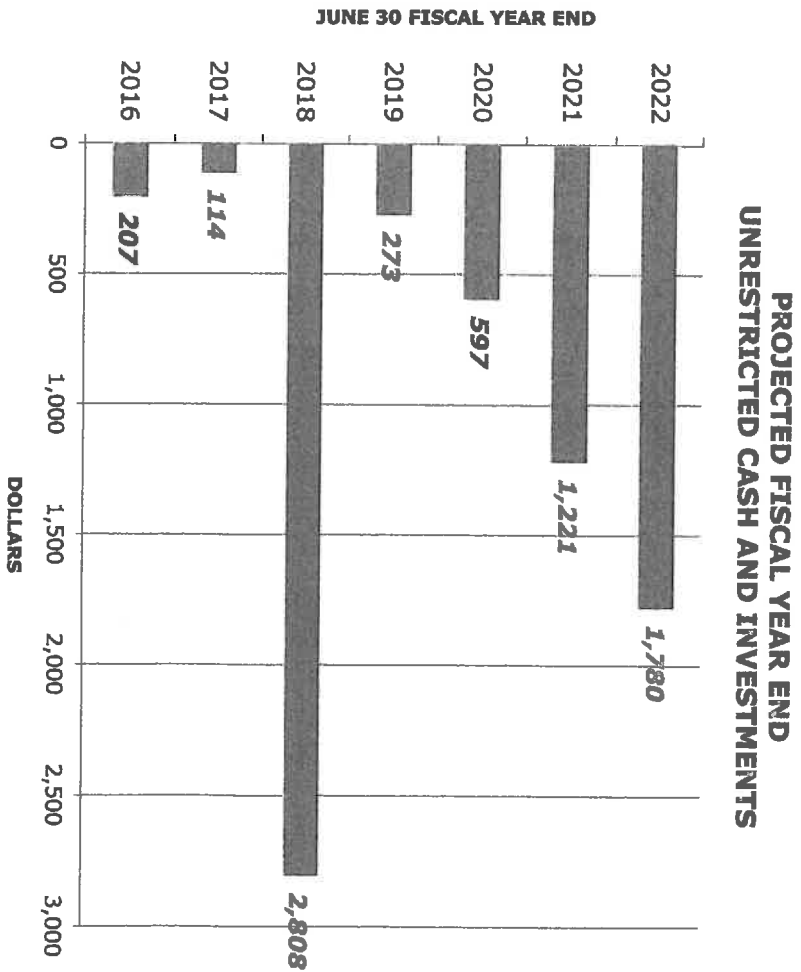
\$ (000'S)

PROJECT DESCRIPTION	FY 2016 TO GO	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
<b>GOLF COURSE</b>								
COURSE EQUIPMENT	11	80	110	105	90	55	30	481
PATIO UPGRADE	-	-	60	60	-	-	-	120
COURSE TEEING AREAS	-	-	-	-	50	50	-	100
CLUBHOUSE EQUIPMENT	-	50	-	-	10	15	-	75
ONE TON DUMP TRUCK	-	-	-	-	-	-	60	60
POND FILL (AIR FORCE)	-	50	-	-	-	-	-	50
SIMULATOR EQUIPMENT / UPGRADE	-	30	-	-	-	-	-	30
ALL OTHER	17	-	-	-	35	-	-	52
<b>TECHNOLOGY</b>								
COMPUTERS AND SERVERS	33	50	19	100	25	60	8	295
MAIN SERVER REPLACEMENT	-	-	-	70	-	-	-	70
HIGH SPEED INTERNET ACCESS- GOLF	-	5	-	-	-	-	-	5
ALL OTHER	3	-	-	-	-	20	-	23
<b>TOTAL INTERNALLY FUNDED</b>	<b>542</b>	<b>1,247</b>	<b>561</b>	<b>1,490</b>	<b>709</b>	<b>2,052</b>	<b>5,443</b>	<b>12,044</b>

# PROJECTED FY 2016-FY 2022 UNRESTRICTED CASH AND INVESTMENTS....

\$ (000's)

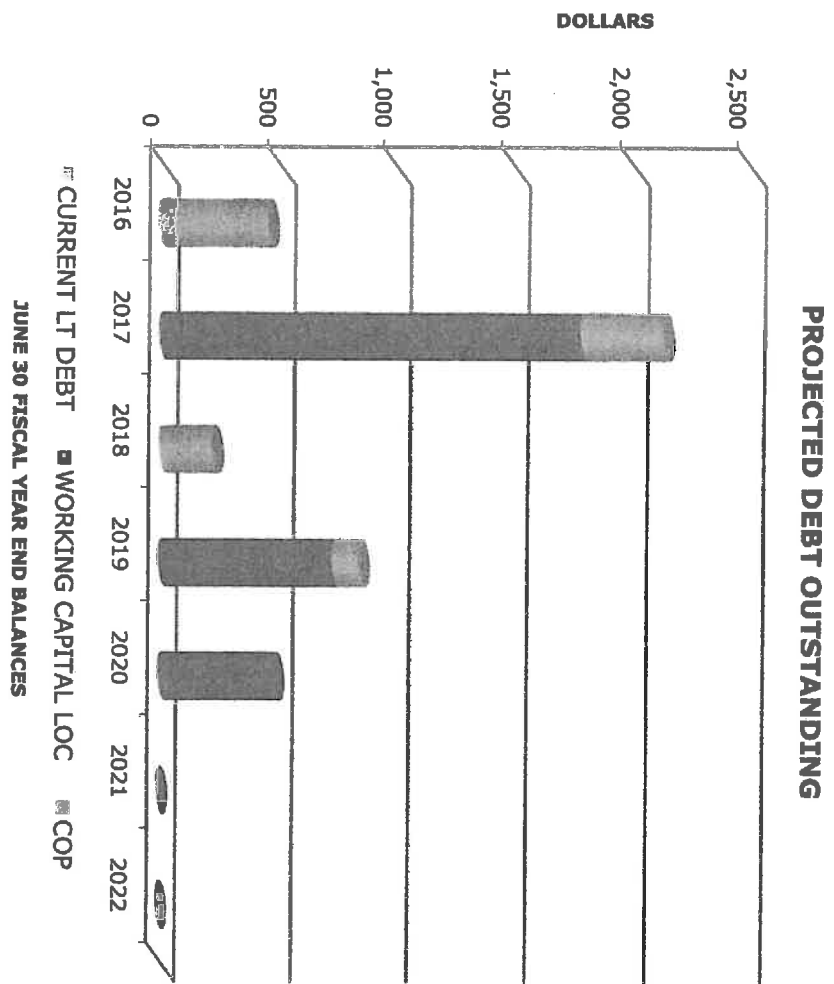
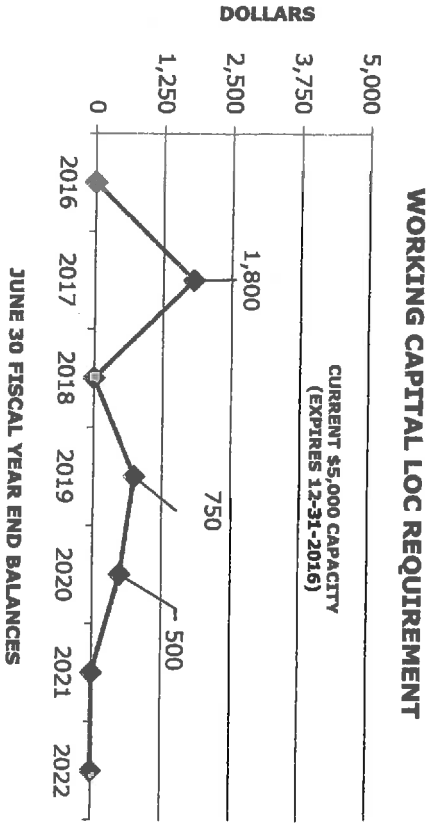
	AMOUNT
<b>CASH AND INVESTMENTS- FEBRUARY 29, 2016</b>	<b>765</b>
NET OPERATING INCOME- EXCLUDING DEPRECIATION	16,219
<b>FINANCING ACTIVITIES</b>	
GRANT FUNDING	30,120
NEW WORKING CAPITAL- LOC	2,550
CAPITAL EXPENDITURES	
GRANT FUNDED PROJECTS	(32,679)
INTERNALLY FUNDED PROJECTS	(12,044)
DEBT AND INTEREST PAYMENTS- NET OF INTEREST INCOME	(3,151)
NET FINANCING ACTIVITIES	1,015
<b>CASH AND INVESTMENTS- JUNE 30, 2022</b>	<b>1,780</b>



# PROJECTED FY 2016-FY 2022 OUTSTANDING DEBT ANALYSIS...

\$ (000's)

	AMOUNT
<b>DEBT OUTSTANDING- FEBRUARY 29, 2016</b>	<b>465</b>
<b>FINANCING ACTIVITIES</b>	
NEW WORKING CAPITAL- LOC	2,550
DEBT REPAYMENT	-
STATE OF NEW HAMPSHIRE	-
CITY OF PORTSMOUTH (COP)	(465)
WORKING CAPITAL- LOC REPAYMENT	(2,550)
NET FINANCING ACTIVITIES	(465)
<b>DEBT OUTSTANDING- JUNE 30, 2022</b>	<b>-</b>





# PROJECTED FY 2016-FY 2022 NET CASH FLOW...

(\$ (000'S))

	FY 2016 TO GO	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
<b>NET CASH PROVIDED FROM OPERATIONS</b>	1,200	2,506	2,550	2,381	2,463	2,568	2,551	16,219
<b>FINANCING ACTIVITIES</b>								
<b>FUNDING SOURCES:</b>								
CONTRIBUTED CAPITAL- FAA AND OTHER	112	1,322	4,793	4,977	8,740	5,319	4,857	30,120
NEW WORKING CAPITAL- LOC	-	1,800	-	750	-	-	-	2,550
<b>FUNDING REQUIREMENTS:</b>								
GRANT FUNDED CAPITAL PROJECTS	(1,332)	(4,282)	(2,160)	(9,000)	(9,780)	(4,715)	(1,410)	(32,679)
INTERNALLY FUNDED CAPITAL PROJECTS	(542)	(1,247)	(561)	(1,490)	(709)	(2,052)	(5,443)	(12,044)
WORKING CAPITAL LOC- REPAYMENT	-	-	(1,800)	-	(250)	(500)	-	(2,550)
LONG TERM BANK DEBT REPAYMENT	-	-	-	-	-	-	-	-
CITY OF PORTSMOUTH DEBT REPAYMENT	-	(116)	(116)	(116)	(117)	-	-	(465)
INTEREST EXPENSE- NET	4	(76)	(12)	(37)	(23)	4	4	(136)
NET FINANCING ACTIVITIES	(1,758)	(2,599)	144	(4,916)	(2,139)	(1,944)	(1,992)	(15,204)
<b>NET CASH FLOW</b>	(558)	(93)	2,694	(2,535)	324	624	559	1,015
<b>CASH AND INVESTMENTS AT BEGINNING OF PERIOD</b>	765	207	114	2,808	273	597	1,221	765
<b>CASH AND INVESTMENTS AT END OF PERIOD</b>	<b>207</b>	<b>114</b>	<b>2,808</b>	<b>273</b>	<b>597</b>	<b>1,221</b>	<b>1,780</b>	<b>1,780</b>



# APPENDIX



PEASE DEVELOPMENT AUTHORITY  
 CAPITAL IMPROVEMENT PLAN- DRAFT  
 FY 2016 - FY 2022

PROJECTED CAPITAL EXPENDITURES- NONGRANT	CIP 06/30/15	FY 2016 YTD	TRANSFER TO PLANT	CP AT 01/31/16	CUM EXP TO DATE	FY 2016 TO GO	FY 2017 PROJ	FY 2018 PROJ	FY 2019 PROJ	FY 2020 PROJ	FY 2021 PROJ	FY 2022 PROJ	TOTAL
GOLF COURSE													
PESTICIDE SPRAYER						10,885				60,000			60,000
RANGE CART WITH CAGE									65,000				10,885
FAIRWAY MOWERS							50,000						50,000
POND FILL FROM AIR FORCE								60,000	60,000				120,000
PATIO UPGRADE							10,000						10,000
DEBRIS BLOWER (PRO FORCE)								40,000	40,000				80,000
TRIPLE GREENS MOWER													25,000
GREEN TEE AERATOR										30,000			15,000
WALKING GREEN MOWERS						16,706							15,000
TRACTOR AERIVATOR										15,000			15,000
BALL MACHINE										10,000			10,000
CLUBHOUSE EQUIPMENT										50,200			50,200
COURSE TEEING AREAS		1,778	1,778		9,176		50,000						75,000
SIMULATOR UPGRADES / EQUIPMENT										10,000			10,000
ONE TON DUMP TRUCK					32,886		30,000			50,200			100,000
LARGE UTILITY													30,000
GREENS ROLLER													60,000
GEO THERMAL PUMPS								20,000					20,000
TRIM MOWERS										20,000			20,000
ROUGH MOWER													50,000
TRAP MACHINE							70,000						70,000
KITCHEN EXPANSION													15,000
CLUBHOUSE EXPANSION		52,854		230,399	230,399								
FUEL TANKS- CONCRETE SURFACING					64,009								
WEBSITE		5,675			15,964								
SUPER 500 TURF SWEEPER					10,550								
					33,295								
	58,529	297,466	61,587	294,408	396,279	27,591	210,000	170,000	165,000	185,000	120,000	90,000	967,591

PEASE DEVELOPMENT AUTHORITY  
 CAPITAL IMPROVEMENT PLAN- DRAFT  
 FY 2016 - FY 2022

	CP	FY 2016	TRANSFER TO	CP AT	CUM EXP	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	TOTAL
	09/30/15	YTD	PLANT	04/30/16	TO DATE	TO GO	PROJ	PROJ	PROJ	PROJ	PROJ	PROJ	
<b>SKYHAVEN</b>													
AIRPLANE WASH RACK	-	-	-	-	-	-	-	-	-	-	-	-	100,000
HANGAR # 5 ROOF- RENOVATIONS	-	-	-	-	-	-	25,000	-	-	100,000	-	-	25,000
REROOF TERMINAL BUILDING	-	-	-	-	-	-	-	-	-	-	10,000	-	10,000
TERMINAL PARKING LOT	-	-	-	-	-	-	-	-	-	-	10,000	-	10,000
SRE BOILER REPLACEMENT	-	-	-	-	-	-	-	-	25,000	-	-	-	25,000
AIRFIELD RELAMPING- LED	-	-	-	-	-	-	-	-	-	-	30,000	-	30,000
SOLAR PANEL FARM	-	-	-	-	-	-	-	-	-	-	-	-	30,000
	-	-	-	-	-	-	25,000	-	25,000	100,000	40,000	10,000	200,000
<b>PORTSMOUTH INTERNATIONAL AIRPORT</b>													
NEW CARPETTING	-	-	-	-	-	-	25,000	-	-	-	-	-	25,000
PAY FOR PARKING	-	-	-	-	-	-	-	-	-	-	-	-	400,000
GROUND TRANSPORTATION BUSES	-	-	-	-	-	-	-	-	-	-	-	-	100,000
TERMINAL LIGHTING- LED	-	-	-	-	-	-	50,000	-	-	-	-	-	50,000
HONEYWELL SERVER UPGRADE	-	-	-	-	-	-	-	-	-	35,000	-	-	35,000
PRODIGE OPERATIONS SYSTEM	-	-	-	-	-	-	-	-	-	-	-	-	6,000
SECURITY SYSTEM READERS	-	-	-	-	-	-	-	-	-	-	-	-	10,000
VAISALA UPGRADE / SERVER REPLACEMENT	-	-	-	-	-	-	-	-	-	-	-	-	20,000
SOLAR PANEL FARM	-	-	-	-	-	-	-	-	500,000	-	-	-	500,000
CROSS MATCH REPLACEMENT	-	-	-	-	-	-	-	-	-	20,000	-	-	20,000
REROOF HLTT 7 AND 8	-	-	-	-	-	-	-	-	-	-	-	-	50,000
NORTH WEATHER STATION GENERATOR	-	-	-	-	-	-	-	-	-	-	-	-	35,000
NEW ROOF AT TERMINAL (OLD SECTION)	-	-	-	-	-	-	-	-	-	-	-	-	400,000
TERMINAL RENOVATIONS	-	11,434	11,434	-	11,434	-	-	-	-	-	-	-	11,434
TRANE COMPRESSOR REPLACEMENT	-	7,250	7,250	-	7,250	-	-	-	-	-	-	-	7,250
MONROE 11 FOOT PLOW	-	-	-	-	-	-	-	-	-	-	-	-	1,500,000
	-	18,684	18,684	-	18,684	-	475,000	20,000	500,000	55,000	-	2,000,000	3,206,000

PEASE DEVELOPMENT AUTHORITY  
 CAPITAL IMPROVEMENT PLAN- DRAFT  
 FY 2016 - FY 2022

TRADEPORT	CIP 09/30/15	FY 2016 YTD	TRANSFER TO PLANT	CIP AT 01/31/16	CUM EXP TO DATE	FY 2016 TO GO	FY 2017 PROJ	FY 2018 PROJ	FY 2019 PROJ	FY 2020 PROJ	FY 2021 PROJ	FY 2022 PROJ	TOTAL
INTERSECTION COST ESTIMATING	-	-	-	-	-	19,900	-	-	-	-	-	-	19,900
INTERSECTION- PEASE / ARBORVITUM IMPROV	-	-	-	-	-	45,000	250,000	-	-	-	1,270,000	-	1,400,000
INTERSECTION- PEASE / ARBORVITUM	-	-	-	-	-	-	-	50,000	250,000	130,000	1,270,000	-	300,000
INTERSECTION- DURHAM / NH INTERIM IMPROV	-	-	-	-	-	-	-	-	-	-	-	100,000	100,000
INTERSECTION- DURHAM / NH	-	-	-	-	-	-	-	-	-	-	-	-	-
INTERSECTION- NH / EXETER	-	-	-	-	-	-	-	-	-	-	-	-	-
INTERSECTION- GRATON / CORPORATE	-	-	-	-	-	-	-	-	-	-	110,000	-	990,000
INTERSECTION- INTERNATIONAL / MANCHESTER	-	-	-	-	-	-	-	-	-	-	-	50,000	50,000
INTERSECTION- GRATON / AVIATION	-	-	-	-	-	-	-	-	-	-	-	125,000	125,000
INTERSECTION- GRATON / GOLF COURSE	-	-	-	-	-	-	-	-	-	-	220,000	-	1,890,000
STORMWATER TREATMENT	-	-	-	-	-	-	-	-	-	-	-	-	-
TERMINAL SIGN GUIDES (ROADWAYS)	-	-	-	-	-	5,000	-	-	-	-	-	-	5,000
UNDERGROUND STREET LIGHTING	-	-	-	-	-	-	-	-	-	-	-	-	-
ARBORVITUM DRIVE GUARD RAIL	-	84,450	-	84,450	84,450	40,550	40,000	-	-	-	-	-	40,550
ARBORVITUM DRIVE GUARD RAIL	-	-	-	-	-	-	-	-	-	-	-	-	-
SIDEWALKS- PEDESTRIAN FACILITIES	-	-	-	-	-	-	50,000	-	-	75,000	75,000	-	225,000
AIRPORT HIGHWAY SIGNS	-	-	-	-	-	-	-	-	-	-	-	-	-
TRAFFIC MONITORING	-	-	-	-	-	15,000	-	-	50,000	-	-	-	65,000
DITCH MAINTENANCE	-	-	-	-	-	20,000	-	-	35,000	-	-	-	55,000
OIL WATER SEPARATION REPLACEMENT	4,939	27,006	31,945	31,945	31,945	-	50,000	250,000	250,000	-	-	-	550,000
AIRPORT EXETER STREET ENTRANCE SIGN	7,935	-	3,506	7,935	7,935	-	-	-	-	-	-	-	-
ROUNDABOUT- BUILDING #90	-	3,506	-	-	23,375	-	-	-	-	-	-	-	-
CORP DRIVE SIDEWALKS AND LIGHTING	-	-	-	-	-	33,000	-	-	-	-	-	-	33,000
WATER TOWER LOGO	-	-	-	-	-	-	-	-	-	-	-	-	-
	12,874	114,962	35,451	92,385	147,705	177,550	390,000	300,000	585,000	205,000	1,675,000	3,220,000	6,552,550

PEASE DEVELOPMENT AUTHORITY  
 CAPITAL IMPROVEMENT PLAN - DRAFT  
 FY 2016 - FY 2022

	CIP 06/30/15	FY 2016 YTD	TRANSFER TO PLANT	CIP AT 01/31/16	CUM EXP TO DATE	FY 2016 TO GO	FY 2017 PROJ	FY 2018 PROJ	FY 2019 PROJ	FY 2020 PROJ	FY 2021 PROJ	FY 2022 PROJ	TOTAL
<b>MAINTENANCE</b>													
VEHICLE REPLACEMENT - MAINTENANCE	-	-	-	-	-	-	42,000	42,000	45,000	42,500	43,000	50,000	264,500
UPGRADE OFFICE WALL HEATERS- 7 LEE STREET	-	-	-	-	-	35,000	-	-	-	-	-	-	35,000
ACETATE HOLDING TANK	-	-	-	-	-	-	-	10,000	-	-	-	-	10,000
FORKLIFT REPLACEMENT	-	-	-	-	-	25,000	-	-	-	-	-	-	25,000
MOWER REPLACEMENT	-	-	-	-	-	-	-	-	-	-	-	17,000	17,000
BUILDING INFRASTRUCTURE	-	-	-	-	-	-	50,000	-	-	50,000	-	-	150,000
FIRE ALARM- 75 ROCHESTER	-	-	-	-	-	10,000	-	-	-	-	-	-	10,000
TAXIWAY RELIGHTING- LEOS	-	-	-	-	-	68,380	-	-	-	-	-	-	68,380
AIRPORT OPS- VEHICLE REPLACEMENT	-	-	-	-	-	-	-	-	-	46,100	-	-	46,100
SCHMIDT FRONT MOUNTED BROOD (PD 36)	-	34,750	34,750	-	34,750	-	-	-	-	-	-	-	34,750
JOHN DEERE BUCKET LOADER	-	7,722	7,722	-	7,722	-	-	-	-	-	-	-	7,722
HYDRAULIC MOTOR	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>ADMINISTRATIVE</b>													
COMPUTERS AND PRINTERS	-	42,472	42,472	-	42,472	144,880	92,000	52,000	45,000	138,500	137,100	114,900	724,480
MAIN SERVERS	-	-	-	-	-	32,500	50,000	19,000	100,000	25,000	59,750	8,500	294,850
COMPUTER SOFTWARE	-	-	-	-	-	3,200	-	-	70,000	-	20,150	-	70,000
HIGH SPEED INTERNET ACCESS- GOLF	-	-	-	-	-	-	5,000	-	-	-	-	-	23,350
	-	-	-	-	-	35,800	55,000	19,000	170,000	25,000	79,900	8,500	5,000
<b>TOTAL NONGRANT PROJECTS</b>	<b>71,403</b>	<b>473,584</b>	<b>158,194</b>	<b>386,793</b>	<b>605,140</b>	<b>541,821</b>	<b>1,287,000</b>	<b>561,000</b>	<b>1,480,000</b>	<b>708,500</b>	<b>2,052,000</b>	<b>3,443,400</b>	<b>12,043,821</b>





MOTION

Director Lamson:

The Pease Development Authority Board of Directors approves of and accepts the proposed FY2017 Operations and Maintenance ("O&M") Budget and FY 2018 – FY 2020 O&M Forecast in substantially the same form as attached hereto.

N:\RESOLVES\BudgetOM0416.wpd



**PEASE DEVELOPMENT AUTHORITY  
PROPOSED FY 2017 OPERATING BUDGET  
AND FY 2018 - FY 2020 FORECAST**



**PEASE DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS' MEETING  
APRIL 21, 2016**

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• UNRESTRICTED FUNDS	55-57
• HARBOR DREDGING	58-60
• FOREIGN TRADE ZONE	61-62
• REVOLVING LOAN FUND	63-64

# EXECUTIVE OVERVIEW

\$ (000's)

THE PDA OPERATES WITHIN ITS OWN REVENUE STREAMS AND DERIVES NO FUNDING FROM THE STATE OTHER THAN FOR CAPITAL IMPROVEMENTS AT THE DIVISION OF PORTS AND HARBORS.

PROPOSED FY 2017 OPERATING REVENUES OF \$14,250 IS AN INCREASE OF \$267 (1.9%) VERSUS THAT OF THE PROJECTED FY 2016 YEAR END ACTUALS. THE PRIMARY VARIANCES INCLUDE:

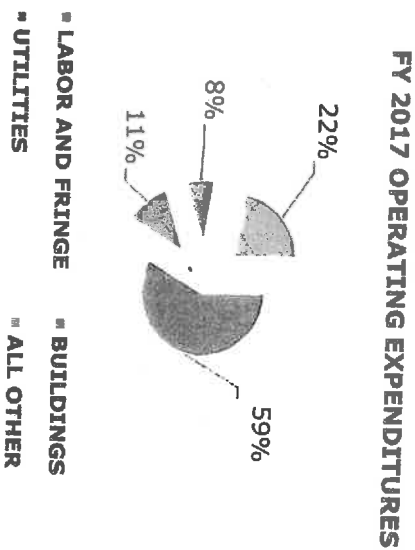
	\$ CHANGE	% CHANGE
FACILITIES RENTAL	129	1.3
GOLF COURSE FEES / MERCHANDISE	71	3.7
CONCESSION REVENUES	27	8.7
ALL OTHER- NET	40	-
	<b>267</b>	<b>1.9</b>

PROPOSED FY 2017 OPERATING EXPENDITURES, OF \$11,565 IS AN INCREASE OF \$478 (4.3%) VERSUS THAT OF THE PROJECTED FY 2016 YEAR END ACTUALS. PRIMARY VARIANCES INCLUDE:

	\$ CHANGE	% CHANGE
LABOR AND FRINGE BENEFITS	278	4.3
MARKETING AND PROMOTION	151	76.6
INTEREST EXPENSE- NET	66	287.0
ALL OTHER- NET	(17)	-
	<b>478</b>	<b>4.3</b>



■ FACILITIES RENTAL  
 ■ GOLF RELATED  
 ■ FUEL  
 ■ ALL OTHER



■ LABOR AND FRINGE  
 ■ BUILDINGS  
 ■ UTILITIES  
 ■ ALL OTHER

# EXECUTIVE OVERVIEW

(CONTINUED):

\$ (000's)

➔ THERE IS POTENTIAL FOR SEVERAL OPERATING BUDGET ISSUES THAT NEED TO BE FURTHER VETTED INCLUDING:

- DPH REPLACEMENT REVENUES- STATE OF MAINE DOT CONTRACT EXPIRATION (DECEMBER 2017)
- GRILL 28 LEASE- GROSS REVENUE PROJECTIONS
- ESTABLISHMENT OF FUNDING RESERVE TO MEET UNFUNDED PENSION LIABILITY
- DPH DEBT REPAYMENT TO STATE OF NEW HAMPSHIRE- PISCATAQUA TURNING BASIN (HB 25-FN-A)
- MONITORING / LIMITING IMPACT OF THE AFFORDABLE CARE ACT- GOLF, DPH AND SNOW PERSONNEL.
- PSM RUNWAY RECONSTRUCTION COST SHARING- GRANT DESIGN IN APRIL 2017

➔ KEY OPERATIONAL ACTIVITIES AND INITIATIVES TO BE UNDERTAKEN INCLUDE:

- MAINTAINING AND EXPANDING CURRENT COMMERCIAL AIRLINES SERVICES
- SUCCESSION PLANNING AND ORGANIZATIONAL ALIGNMENT
- ACHIEVEMENT OF ANNUAL 10,000 ENPLANEMENTS AT PSM
- EXTENSION OF REVOLVING LINE OF CREDIT FACILITY WITH PROVIDENT BANK
- SEEK PERMANENT LONG TERM FINANCING FROM STATE OF NEW HAMPSHIRE
- TRANSPORTATION TRAFFIC FLOW STUDY UPDATE
- DEVELOPMENT OF A PREVENTIVE MAINTENANCE WORK SCHEDULE- GENERATORS
- DEVELOPMENT OF AN INTERNAL STUDY FOR PARKING LOT MAINTENANCE AND RENOVATIONS
- SERVICE CONTRACT RENEGOTIATIONS- INFORMATION TECHNOLOGY

# EXECUTIVE OVERVIEW

(CONTINUED)

\$ (000's)

## FUNDING IMPLICATIONS

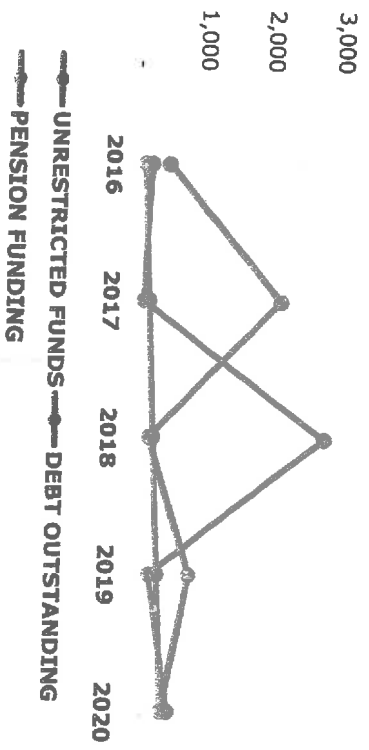
- NET OPERATING INCOME LEVELS, EXCLUDING THE DPH, WILL BE SUFFICIENT TO MEET PROPOSED NON-GRANT RELATED CAPITAL PROJECTS AND LONG TERM DEBT SERVICE LEVELS. HOWEVER, TO FUND GRANT RELATED CAPITAL PROJECTS, THE PDA WILL NEED TO SEEK EXTERNAL FINANCING.

	FY 2016 ESTIMATE	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
<b>NET OPERATING INCOME (PDA ONLY)</b>	<b>3,043</b>	<b>2,506</b>	<b>2,550</b>	<b>2,381</b>	<b>2,463</b>
PROPOSED NON-GRANT CAPITAL PROJECTS	(1,016)	(1,247)	(561)	(1,490)	(709)
DEBT SERVICE LEVELS (COP + PROVIDENT)	(116)	(116)	(116)	(116)	(117)
UNFUNDED PENSION LIABILITY	(100)	(100)	(100)	(100)	(100)
CHANGES IN WORKING CAPITAL - NET	(50)	15	18	(21)	12
<b>NET FUNDING POSITION</b>	<b>1,761</b>	<b>1,058</b>	<b>1,791</b>	<b>654</b>	<b>1,549</b>

- PDA HAS A \$ 5,000 REVOLVING LOAN FUND CREDIT FACILITY WITH THE PROVIDENT BANK SCHEDULED TO EXPIRE DECEMBER 31, 2016.

### EXTERNAL BORROWING RATE ASSUMPTIONS:

- FY 2017 3.00 %
- FY 2018 3.25
- FY 2019 3.50
- FY 2020 3.50



\$ (000's)

# KEY PLANNING ASSUMPTIONS

## STAFFING, WAGE AND BENEFIT ESCALATION

- NO INCREMENTAL PERMANENT STAFFING IS PROPOSED FROM CURRENT AUTHORIZED LEVELS OTHER THAN 2 FULL TIME PERSONNEL WITHIN GOLF COURSE OPERATIONS. (SEE AFFORDABLE CARE ACT DISCUSSION PAGE #7).
- EMPLOYEE ANNUAL SALARY MERIT INCREASES **CAPPED AT 2.00%** FOR ALL ELIGIBLE EMPLOYEES.
- FRINGE BENEFIT RATES** HAVE YET TO BE APPROVED BY THE STATE. FOR BUDGETING PURPOSES, THE FOLLOWING RATES, AS A PERCENTAGE OF ELIGIBLE WAGES, HAVE BEEN INCORPORATED:

	FY 2016 (ACTUAL)	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
HEALTH INSURANCE	25.26%	26.50%	27.00%	27.50%	28.00%
RETIREMENT					
GROUP I	12.66	12.93	13.20	13.47	13.75
GROUP II (POLICE)	26.38	28.00	28.50	29.00	29.50
DENTAL	1.52	1.55	1.57	1.58	1.60
LIFE INSURANCE	0.95	0.96	0.97	0.98	0.99

# KEY PLANNING ASSUMPTIONS

(CONTINUED)

\$ (000's)

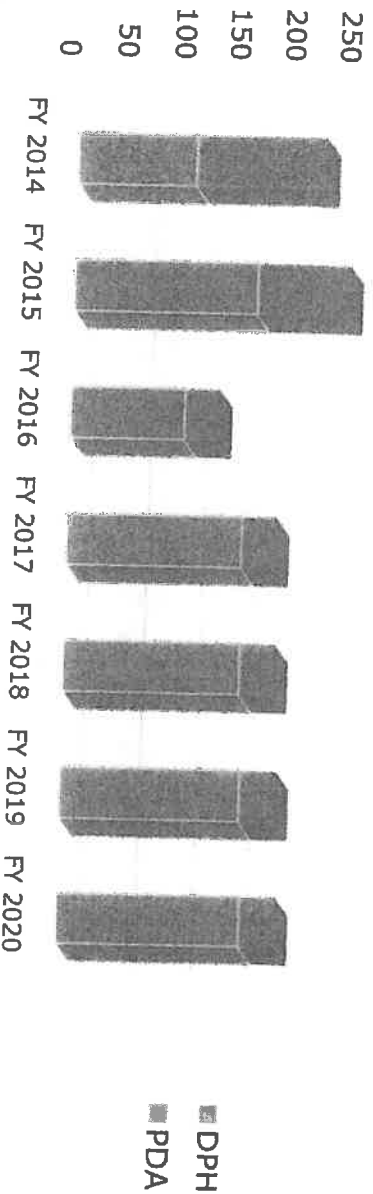
## STAFFING, WAGE AND FRINGE BENEFIT ESCALATION (CONTINUED)

IMPACT OF THE AFFORDABLE CARE ACT TO THE PDA IS BEING ACTIVELY MANAGED. THE PROPOSED FY 2017 BUDGET HAS INCORPORATED INCREMENTAL PERMANENT / TEMPORARY STAFFING (2 POSITIONS) WITHIN GOLF COURSE OPERATIONS. ONGOING REVIEW FOR DPH AND SNOW SEASON PERSONNEL.

REQUESTED BUDGET DOES NOT MAKE ANY PROVISIONS FOR POSSIBLE CHANGES IN THE MINIMUM HOURLY WAGE. PRIMARY IMPACT TOWARD SEASONAL EMPLOYEES WOULD BE AT THE GOLF COURSE AND PORT FACILITIES.

THE PDA CONTINUES TO AGGRESSIVELY MONITOR OVERTIME COSTS. ALTHOUGH A VARIABLE COST, INFLUENCED BY SNOW FALL AND WHARFAGE AND DOCKAGE ACTIVITIES, AS A PERCENTAGE OF DIRECT PAYROLL, THE PDA / DPH AVERAGES APPROXIMATELY 4.0% ANNUALLY.

### OVERTIME COSTS



PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

\$ (000's)

# KEY PLANNING ASSUMPTIONS

(CONTINUED)

## PORTSMOUTH INTERNATIONAL AIRPORT

- WILL CONTINUE TO BE A "NO FEE" AIRPORT RELATIVE TO PASSENGER PARKING, FACILITIES FEES, WAIVING OF LANDING, FUEL FLOWAGE FEES, ETC.
- CONTINUED MARKETING FINANCIAL COMMITMENT TO ATTRACT NEW AIRLINE(S) AND CONTINUATION OF CONSULTANT CONTRACT (DAN FORTNAM).
- ACCEPTANCE OF LAW ENFORCEMENT OFFICER PROGRAM (LEO) APPLICATION. COST REIMBURSEMENT TOWARD CITY OF PORTSMOUTH SECURITY COVERAGE.
- ANNUAL PSM ENPLACEMENTS ARE PROJECTED TO EXCEED 10,000.
- POTENTIAL DELAY IN RECONSTRUCTION OF RUNWAY 16-34 PROJECT AND CAPITAL COST SHARING OF RENOVATIONS WITH FAA AND OR NATIONAL GUARD. IF DELAYED, THE IMPACT COULD BE INCREMENTAL MAINTENANCE COSTS.



\$ (000's)

# KEY PLANNING ASSUMPTIONS

(CONTINUED)

## SKYHAVEN AIRPORT

- FY 2017 AND FY 2016 ONE MONTH HANGAR RATE WAIVER ISSUED TO ACCOMMODATE FOR CONSTRUCTION ACTIVITIES AND LIMITED ACCESS TO RUNWAY.
- NO CHANGES IN CURRENT HANGAR AND OR TIE DOWN RATES.
- BUDGETING FOR **100% OCCUPANCY** FOR PLANE HANGARS.
- FUEL SALES ARE PROJECTED AT 24,000 GALLONS PER FISCAL YEAR AT A PRICE OF \$5.00 PER GALLON.

# KEY PLANNING ASSUMPTIONS

(CONTINUED)

\$ (000's)

## TRADEPORT

- CURRENT **ELECTRICITY SUPPLY RATE** (\$0.068) WHICH COMMENCED APRIL 1, 2016 IS SCHEDULED TO EXPIRE APRIL 28, 2017. FUTURE YEAR ELECTRICITY CONSUMPTION PROJECTED AT 3.4 TO 3.7 MILLION KWH.
- DEPARTMENT OF STATE FUNDING- REVENUE STREAM COMMENCED IN OCTOBER 2014, AT THE NET RATE OF \$5.75 / PER SQUARE FOOT FOR 60 MONTHS. FOR THE SUBSEQUENT FIVE YEAR PERIOD, COMMENCING OCTOBER 2019, THE NEW NET RATE WILL INCREASE 4.3% TO \$6.00 PER SQUARE FOOT.
- LONZA'S CURRENT ANNUAL "**IRON PARCEL**" \$ 50 OPTION, SCHEDULED TO EXPIRE IN FY 2016, WILL CONTINUE THROUGH JUNE 30, 2020.
- LONZA FUNDING- BUILDING A (101 INTERNATIONAL DRIVE)- CURRENT LEASE AGREEMENT EXPIRES ON JUNE 30, 2016. HAVE ASSUMED GENERAL ESCALATION TO APPROXIMATELY \$535 IN BUILDING RENT.
- GREAT BAY COMMUNITY COLLEGE
  - TEN YEAR CPI ADJUSTMENT TO GROUND RENT- JULY 1, 2018
  - BALANCE OF OPTION AGREEMENT PAYMENT- JUNE 17, 2018
- PEASE REHAB, LLC
  - RIGHT OF FIRST REFUSAL OPTION NOT EXTENDED PAST FY 2016
  - CASH COLLATERAL PLEDGE AND SECURITY AGREEMENT- FIVE YEAR TRUE-UP (NEURO-REHAB ASSOCIATES)
- ANNUAL FUNDING SUPPORT TO **COAST TROLLEY** INCREASED BY 16% TO \$140 DUE TO INCREMENTAL SERVICES ASSOCIATED WITH THE AMERICANS WITH DISABILITY ACT.

# KEY PLANNING ASSUMPTIONS

(CONTINUED)

## GOLF COURSE

PHASED INCREASE TO CURRENT GOLF COURSE FEE STRUCTURE- MEMBERSHIPS, SIMULATORS AND PUBLIC PLAY WAS PRESENTED TO GOLF COMMITTEE IN 2013. PROPOSED FY 2017 BUDGET INCORPORATES THE FOLLOWING PUBLIC PLAY RATE STRUCTURE COMMENCING IN 2016:

NONMEMBER PLAY			MEMBER PLAY		
	CURRENT RATES	PROPOSED RATES		CURRENT RATES	PROPOSED RATES
<b>WEEKDAY</b>					
9 HOLE	\$ 27	\$ 29	ADULT	\$ 1,500	\$ 1,600
18 HOLE	46	48	STUDENT	600	700
SENIOR 9 HOLE	21	22	JUNIOR	300	400
SENIOR 18 HOLE	34	36	SENIOR	1,300	1,400
ADULT TWILIGHT 18 HOLE	35	35	<b>FULL WEEK</b>		
<b>WEEKEND</b>					
9 HOLE	\$ 30	\$ 32	ADULT	\$ 1,800	\$ 1,900
18 HOLE	50	52	STUDENT	600	700
ADULT TWILIGHT 18 HOLE	35	35	JUNIOR	300	400
<b>CART FEES</b>					
9 HOLE	\$ 10	\$ 11	<b>SIMULATOR</b>		
18 HOLE	16	17	WEEKDAY / HOURLY	\$ 32	\$ 34
TWILIGHT	10	10	WEEKEND / HOURLY	37	39

\$ (000's)

# KEY PLANNING ASSUMPTIONS (CONTINUED)

## GOLF COURSE (CONTINUED):

PROJECTED GRILL 28 GROSS RESTAURANT SALES HAVE MAINTAINED THE CURRENT FEE STRUCTURE OF 16.5% THROUGH OCTOBER 2016 AND 17.0% THEREAFTER. AMENDMENT # 3 EXTENDS CONTRACT THROUGH OCTOBER 31, 2019 WITH ONE YEAR OPTION.

2,300									
2,100									
1,900									
1,700									
1,500									
1,300									
	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020				

## ROUNDS OF GOLF PLAYED:

	2016 SEASON (ESTIMATED)	2017 SEASON BUDGET	2018 SEASON FORECAST	2019 SEASON FORECAST	2020 SEASON FORECAST
ANNUAL PASS	15,633	15,000	15,500	16,000	16,500
PUBLIC PLAY	36,477	35,000	35,500	36,000	37,000
TOTAL	52,110	50,000	51,000	52,000	53,500

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# KEY PLANNING ASSUMPTIONS

(CONTINUED)

\$ (000's)

## DIVISION OF PORTS AND HARBORS

- ONGOING INTERNAL DISCUSSIONS RELATIVE TO **REPLACEMENT REVENUES** AT THE CONTRACT COMPLETION WITH THE STATE OF MAINE DEPARTMENT OF TRANSPORTATION (DECEMBER 2017).
- SECURITY OPERATIONS REMAIN IN-HOUSE DURING THE BUDGET PERIOD WITH NO INCREMENTAL STAFFING FROM CURRENT AUTHORIZED LEVELS.
- REDUCTION IN OVERTIME AND SEASONAL PERSONNEL LABOR HOURS CONTINUES TO BE ACTIVELY MANAGED.
- NO RESERVES HAVE BEEN ESTABLISHED FOR A POTENTIAL WORKERS COMPENSATION SETTLEMENT AGREEMENTS. CURRENTLY EXPLORING TRANSITIONING FROM SELF INSURANCE.
- WITH CAPITAL BUDGET OVERVIEW COMMITTEE APPROVAL, HARBOR DREDGING FUND CONTINUES TO PROVIDE FUNDING SUPPORT TO MEET EMERGING REPAIRS AND MAINTENANCE NEEDS.
- REVOLVING LOAN FUND IS AUTHORIZED TO ACCESS SEQUESTERED FUNDS TO MEET ESCALATING LOAN DEMAND.

\$ (000's)

# KEY PLANNING ASSUMPTIONS (CONTINUED)

## DIVISION OF PORTS AND HARBORS (CONTINUED):

FUELING OPERATIONS ARE EXPECTED TO GENERATE APPROXIMATELY \$ 45 IN NET CASH FLOW PER FISCAL YEAR, REPRESENTING A 6% MARK-UP.

	FY 2015 (ACTUAL)	FY 2016 ESTIMATED	FY 2017 FORECAST	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
<b>GROSS SALES</b>						
PORTSMOUTH FISH PIER	512	470	470	470	470	470
HAMPTON HARBOR	145	140	140	140	140	140
RYE HARBOR	170	140	140	140	140	140
	<u>827</u>	<u>750</u>	<u>750</u>	<u>750</u>	<u>750</u>	<u>750</u>

# COMPOSITE BUDGET PROJECTIONS

\$ (000's)

	CURRENT FY 2016 FORECAST	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
<b>OPERATING REVENUES</b>	<b>13,983</b>	<b>14,250</b>	<b>14,417</b>	<b>14,662</b>	<b>14,899</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS (SEE PAGES #25 - #27)	5,469	5,807	5,961	6,111	6,306
BUILDING AND FACILITIES (SEE PAGE #28)	2,430	2,321	2,341	2,381	2,353
GENERAL ADMINISTRATION (SEE PAGE #29)	737	722	732	746	757
UTILITIES (SEE PAGE #30)	908	884	882	912	909
PROFESSIONAL SERVICES (SEE PAGE #31)	208	223	220	225	224
MARKETING AND PROMOTION (SEE PAGE #32)	197	348	353	287	288
OTHER OPERATING EXPENSES (SEE PAGE #33)	1,115	1,171	1,184	1,189	1,193
<b>OPERATING INCOME</b>	<b>11,064</b>	<b>11,476</b>	<b>11,673</b>	<b>11,851</b>	<b>12,031</b>
DEPRECIATION	2,919	2,774	2,744	2,811	2,868
INTEREST EXPENSE (SEE PAGE #34)	5,848	6,031	6,010	5,999	6,705
INTEREST INCOME AND OTHER	26	92	10	237	220
	(3)	(3)	(3)	(4)	(4)
<b>NET OPERATING INCOME</b>	<b>(2,952)</b>	<b>(3,346)</b>	<b>(3,273)</b>	<b>(3,421)</b>	<b>(4,053)</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL, 2016

# COMPOSITE BUDGET PROJECTIONS

(EXCLUDING DIVISION OF PORTS AND HARBORS)

\$ ('000's)

	CURRENT FY 2016 FORECAST	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
<b>OPERATING REVENUES</b>	<b>11,520</b>	<b>11,750</b>	<b>11,916</b>	<b>12,118</b>	<b>12,338</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	4,429	4,771	4,931	5,061	5,237
BUILDING AND FACILITIES	1,992	2,105	2,124	2,162	2,130
GENERAL ADMINISTRATION	520	570	581	590	601
UTILITIES	752	730	725	752	746
PROFESSIONAL SERVICES	162	174	175	176	177
MARKETING AND PROMOTION	188	338	343	277	278
OTHER OPERATING EXPENSES	410	466	479	484	488
	<b>8,453</b>	<b>9,154</b>	<b>9,358</b>	<b>9,502</b>	<b>9,652</b>
<b>OPERATING INCOME</b>	<b>3,067</b>	<b>2,596</b>	<b>2,558</b>	<b>2,616</b>	<b>2,681</b>
DEPRECIATION	5,199	5,387	5,368	5,359	6,073
INTEREST EXPENSE	26	92	10	237	220
INTEREST INCOME AND OTHER	(2)	(2)	(2)	(2)	(2)
<b>NET OPERATING INCOME</b>	<b>(2,156)</b>	<b>(2,881)</b>	<b>(2,818)</b>	<b>(2,978)</b>	<b>(3,610)</b>



# COMPOSITE OPERATING REVENUES

\$ (000's)

	CURRENT				
	FY 2016 FORECAST	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
<b>RENTAL OF FACILITIES</b>					
FACILITIES (PAGES #19-#21)	9,222	9,304	9,385	9,545	9,689
HANGARS (PAGE #22)	267	291	302	304	304
	<b>9,489</b>	<b>9,595</b>	<b>9,687</b>	<b>9,849</b>	<b>9,993</b>
<b>FEE REVENUES</b>					
AVIATION FEES	126	140	140	140	140
FUEL FLOWAGE	24	24	24	24	24
GOLF FEES	1,320	1,357	1,387	1,418	1,450
GOLF SIMULATORS	100	119	119	121	123
GOLF MEMBERSHIPS	312	320	326	336	365
GOLF LESSONS	15	15	15	15	15
MOORING FEES	325	335	340	342	345
PARKING	111	116	118	120	120
PIER USAGE FEES	80	82	85	85	85
REGISTRATIONS	176	177	183	188	193
WHARFAGE AND DOCKAGE	225	225	225	230	230
	<b>2,814</b>	<b>2,910</b>	<b>2,962</b>	<b>3,019</b>	<b>3,090</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

\$ (000's)

# COMPOSITE OPERATING REVENUES (CONTINUED)

	CURRENT FY 2016 FORECAST	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
<b>FUEL SALES</b> (PAGE #23)	860	870	870	870	870
<b>CONCESSION REVENUES</b>	310	337	357	375	393
<b>INTEREST INCOME</b>	37	37	36	35	35
<b>OTHER REVENUES</b>					
GOLF MERCHANDISE	190	196	200	206	209
ALL OTHER (PAGE #24)	283	307	308	311	312
	<u>473</u>	<u>503</u>	<u>508</u>	<u>517</u>	<u>521</u>
	<u>13,983</u>	<u>14,250</u>	<u>14,417</u>	<u>14,662</u>	<u>14,899</u>

# RENTAL OF FACILITIES FACILITIES

\$ (000's)

	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
LONZA BIOLOGICS				
US DEPARTMENT OF STATE	1,171	1,195	1,213	1,231
222 INTERNATIONAL, LLC	672	672	672	692
KANERD DEVELOPMENT, LLC	519	527	535	543
STATE OF MAINE - DOT (NOTE #1)	485	492	500	507
75 NEW HAMPSHIRE, LLC	467	117	-	-
INTERNATIONAL ASSOC OF PRIVACY PROF	397	403	409	415
SIG SAUER, INC	358	362	419	426
REDHOOK BREWERY, INC.	332	332	332	337
FARLEY WHITE PEASE, LLC	279	283	287	292
PIONEER NEW HAMPSHIRE, LLC	263	263	265	269
SPYGLASS DEVELOPMENT, LLC	240	244	248	251
273 CORPORATE DRIVE, LLC	239	243	246	250
100 INTERNATIONAL	183	186	189	191
RESPORT, LLC	176	179	181	184
MORTON SALT COMPANY	174	176	179	182
	108	110	111	113

# RENTAL OF FACILITIES

(CONTINUED)

\$ (000's)

	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
NH RETAIL CENTER / 25,29 RETAIL	183	186	189	192
GREAT BAY COMMUNITY COLLEGE	166	192	192	192
119 INTERNATIONAL GROUP	154	155	156	158
PLANE SENSE	153	156	158	160
FREEDOM RING COMMUNICATIONS	145	146	148	150
PIONEER INTERNATIONAL	144	146	148	150
FISHER SCIENTIFIC INTERNATIONAL	137	137	139	141
TOWER HILL DEVELOPMENT LLC	137	139	141	143
THIRTY INTERNATIONAL	134	136	139	140
PEASE REHAB, LLC.	132	132	132	132
325 CORPORATE DRIVE	124	125	127	129
CASTLEROCK, INC	108	109	111	113
ONE NEW HAMPSHIRE	97	98	100	101
TWO INTERNATIONAL GROUP	95	96	97	99
GALILEO RMF, LLC	88	89	90	92
SEACOAST NEWSPAPERS	86	87	89	90

# RENTAL OF FACILITIES

(CONTINUED)

\$ (000's)

	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
PORT CITY AIR	124	124	126	128
SHAINES AND MCEACHERN	86	86	86	86
DISCOVERY CHILD ENRICHMENT	78	79	80	81
PORTMARMOCK, LLC	78	80	81	82
MARTINS POINT HEALTH CENTER	67	67	67	67
KINGSBARN, LLC	66	66	66	66
BARNPORT LLC	61	61	62	63
CINTHESYS REAL ESTATE LLC	56	56	56	5754
249 CORPORATE DRIVE	54	54	54	54
GEORGIA PACIFIC	46	47	48	49
ALL OTHERS (NOTE #1)	442	752	877	891
	<b>9,304</b>	<b>9,385</b>	<b>9,545</b>	<b>9,689</b>

**NOTE:**  
 1. COMMENCING IN FY 2018, "ALL OTHER" INCLUDES UNIDENTIFIED REVENUE TO REPLACE CURRENT REVENUES ASSOCIATED WITH THE STATE OF MAINE DOT CONTRACT WHICH EXPIRES IN DECEMBER 2017.

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
 APRIL 2016

# RENTAL OF FACILITIES HANGARS

\$ (000's)

	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
SKYHAVEN AIRPORT	130	139	139	139
PORT CITY AIR, INC	134	134	134	134
HANGAR FOUR CONDO ASSOCIATION-PSM	10	10	10	10
HANGAR THREE CONDO ASSOCIATION- PSM	7	7	8	8
HANGAR TWO CONDO ASSOCIATION-PSM	6	6	7	7
HANGAR ONE CONDO ASSOCIATION- PSM	4	6	6	6
	<b>291</b>	<b>302</b>	<b>304</b>	<b>304</b>

# FUEL SALES

\$ (000's)

	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
PORTSMOUTH FISH PIER	470	470	470	470
HAMPTON HARBOR	140	140	140	140
RYE HARBOR	140	140	140	140
SKYHAVEN AIRPORT	120	120	120	120
	<u>870</u>	<u>870</u>	<u>870</u>	<u>870</u>

\$ (000's)

# OTHER REVENUES

	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
PORTSMOUTH, RYE AND HAMPTON HARBOR - ROE	59	60	60	60
LONZA "IRON PARCEL" OPTION	50	50	50	50
C&J TRAILWAYS - EXETER STREET	28	28	29	29
ALL OTHER	170	170	172	173
	<b>307</b>	<b>308</b>	<b>311</b>	<b>312</b>



# STAFFING PLAN

\$ (000's)

	SALARIED BENEFITTED POSITIONS	HOURLY BENEFITTED POSITIONS	TOTAL	TOTAL	TOTAL
			AT 07-01-16	AT 07-01-15	AT 07-01-14
PORTSMOUTH AIRPORT	3	8	11	10	10
SKYHAVEN	-	-	-	-	-
ENGINEERING	3	1	4	4	4
MAINTENANCE / RESOURCE MANAGEMENT	2	16	18	18	18
GOLF OPERATIONS (NOTE #4)	3	5	8	6	6
EXECUTIVE DIRECTOR (NOTE #2)	1	1	2	3	3
LEGAL (NOTE #2 AND #3)	3	1	4	3	4
FINANCE (NOTE #3)	2	3	5	5	4
DIVISION OF PORTS AND HARBORS	1	9	10	11	11
	<b>18</b>	<b>44</b>	<b>62</b>	<b>60</b>	<b>60</b>

## PROJECTED SEASONAL / PART TIME (NON-BENEFITTED) HOURLY SUPPORT:

HOURLY LABOR	GOLF	DPH	MAINT	PSM	DAW
2015	25,364	9,014	6,273	3,831	940
2016	24,500	8,700	6,500	3,500	675
2017	25,500	8,700	7,000	3,500	650
2018	25,500	8,700	7,000	3,500	650
2019	25,500	8,700	7,000	3,500	650
2020	25,500	8,700	7,000	3,500	650

- NOTE:
- STAFF POSITIONS NOTED ABOVE DO NOT REFLECT INTERNAL ALLOCATIONS OF LABOR SUCH AS A) THE FINANCE / LEGAL GROUPS SUPPORT TO ALL BUSINESS UNITS B) ENGINEERING SUPPORT TO THE GOLF COURSE, SKYHAVEN AND OR THE DIVISION OF PORTS AND HARBORS, ETC.
  - REFLECTS THE TRANSFER OF HUMAN RELATIONS MANAGER FROM EXECUTIVE DIRECTOR TO LEGAL EFFECTIVE JULY 1, 2016.
  - REFLECTS THE TRANSFER OF IT SYSTEM ADMINISTRATOR FROM LEGAL TO FINANCE EFFECTIVE JULY 1, 2015.
  - INCLUDES TWO PROPOSED BENEFITTED HOURLY POSITIONS ONE BEING A TEMPORARY POSITION THROUGH CALENDAR YEAR 2016.

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016



# COMPOSITE WAGES AND FRINGE BENEFITS

\$ (000's)

	CURRENT FY 2016 FORECAST	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
<b>WAGES</b>					
PERMANENT LABOR	3,676	3,816	3,871	3,948	4,027
NON-BENEFITTED LABOR	643	650	672	685	699
OVERTIME	<u>141</u>	<u>175</u>	<u>177</u>	<u>181</u>	<u>186</u>
LESS TRANSFER OUT	4,460	4,641	4,720	4,814	4,912
	(771)	(725)	(715)	(725)	(700)
	<u>3,689</u>	<u>3,916</u>	<u>4,005</u>	<u>4,089</u>	<u>4,212</u>
<b>FRINGE BENEFITS</b>					
HEALTH CARE	940	969	1,031	1,069	1,114
RETIREMENT	417	459	470	486	501
FICA	341	355	360	368	375
WORKERS COMP \ OTHER	207	226	208	211	217
DENTAL AND LIFE INSURANCE	<u>95</u>	<u>100</u>	<u>102</u>	<u>105</u>	<u>108</u>
LESS TRANSFER OUT	2,000	2,109	2,171	2,239	2,305
	(220)	(218)	(215)	(217)	(210)
	<u>1,780</u>	<u>1,891</u>	<u>1,956</u>	<u>2,022</u>	<u>2,095</u>
	<b>5,469</b>	<b>5,807</b>	<b>5,961</b>	<b>6,111</b>	<b>6,306</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# COMPOSITE BUILDING AND FACILITIES

\$ (000's)

	CURRENT FY 2016 FORECAST	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
WAGE \ BENEFIT TRANSFER	991	943	930	942	910
SNOW REMOVAL	286	297	326	331	337
GASOLINE AND DIESEL	119	153	156	160	162
CLEANING CONTRACT	89	91	92	95	97
CONTRACT SERVICES	69	74	89	90	94
VEGETATION CONTROL	48	66	66	66	66
HVAC REPAIRS	56	66	68	68	70
SECURITY	84	64	66	67	68
EQUIPMENT PARTS	42	61	62	63	65
AIRFIELD MAINTENANCE	71	53	56	55	58
EQUIPMENT RENTAL	40	42	43	43	44
ENGINEERING SERVICES	41	39	40	40	41
LANDSCAPING	19	38	37	39	40
ENVIRONMENTAL TESTING	20	30	30	30	30
ELECTRICAL PARTS	25	28	29	29	29
HARBOR DREDGING	252	-	-	-	-
ALL OTHER	250	276	251	263	242
	<b>2,430</b>	<b>2,321</b>	<b>2,341</b>	<b>2,381</b>	<b>2,353</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# COMPOSITE GENERAL AND ADMINISTRATIVE

\$ (000's)

	CURRENT FY 2016 FORECAST	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
INSURANCE	142	149	152	155	158
TELEPHONES AND COMMUNICATIONS	127	134	137	140	142
BANK FEES	73	61	62	64	65
SUPPLIES	53	52	53	55	56
DUES, SUBSCRIPTIONS AND REGISTRATIONS	37	42	43	44	44
COMPUTER EXPENSES	50	37	38	38	39
TAXES IN LIEU- MSF	30	30	30	30	30
TRAVEL AND MILEAGE	22	32	32	32	33
POSTAGE AND PRINTING	24	25	26	26	27
PROFESSIONAL DEVELOPMENT	18	22	24	23	25
EQUIPMENT UNDER \$5,000	12	21	18	19	19
OFFICE EQUIPMENT RENTAL	26	30	31	31	32
STATE OF NH INDIRECT COST ALLOCATION	59	20	20	20	20
ALL OTHER	64	67	66	69	67
	<b>737</b>	<b>722</b>	<b>732</b>	<b>746</b>	<b>757</b>

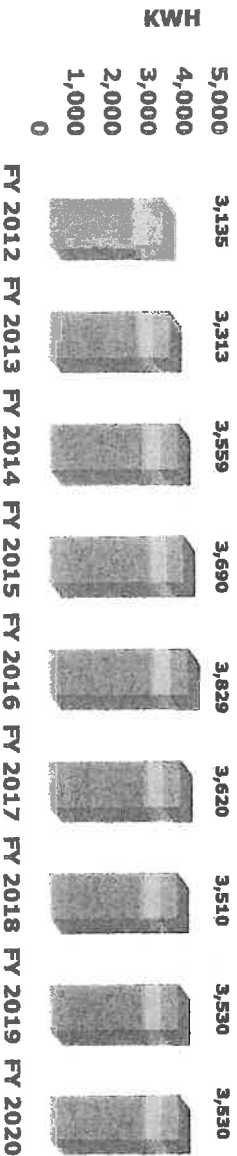
PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# COMPOSITE UTILITIES

\$ (000's)

	CURRENT FY 2016 FORECAST	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
ELECTRICITY	485	449	458	463	475
WASTE DISPOSAL	126	138	123	144	126
WATER	143	129	130	130	130
NATURAL GAS	96	103	105	107	109
PROPANE	56	62	63	65	66
HEATING OIL	2	3	3	3	3
	<b>908</b>	<b>884</b>	<b>882</b>	<b>912</b>	<b>909</b>

## HISTORICAL ELECTRICITY KWH CONSUMPTION



TRADEPORT PSM SKY GOLF DPH

FORECAST

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# COMPOSITE PROFESSIONAL SERVICES

\$ (000's)

	CURRENT FY 2016 FORECAST	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
INFORMATION TECHNOLOGY	67	77	75	79	77
AUDIT	73	73	73	73	75
LEGAL	45	50	50	50	50
ALL OTHER	23	23	22	23	22
	<b>208</b>	<b>223</b>	<b>220</b>	<b>225</b>	<b>224</b>

\$ (000's)

# COMPOSITE MARKETING AND PROMOTION

	CURRENT FY 2016 FORECAST	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
COMMISSIONS	22	68	68	-	-
ADVERTISING	26	25	24	26	24
ALL OTHER	149	255	261	261	264
	<b>197</b>	<b>348</b>	<b>353</b>	<b>287</b>	<b>288</b>



# COMPOSITE OTHER OPERATING EXPENSES

\$ (000's)

	CURRENT FY 2016 FORECAST	FY 2017 BUDGET	FY 2018 FORECAST	FY 2019 FORECAST	FY 2020 FORECAST
FUEL	799	807	807	807	807
GOLF MERCHANDISE	148	153	156	161	163
COAST TROLLEY	105	140	140	140	140
GOLF CART LEASE	63	71	81	81	83
	<b>1,115</b>	<b>1,171</b>	<b>1,184</b>	<b>1,189</b>	<b>1,193</b>

\$ (000's)

# COMPOSITE INTEREST EXPENSE

SOURCE OF FINANCING	CURRENT	FY 2017	FY 2018	FY 2019	FY 2020
	FY 2016 FORECAST	BUDGET	FORECAST	FORECAST	FORECAST
THE PROVIDENT BANK (NOTE #1)	5	76	-	232	219
CITY OF PORTSMOUTH	21	16	10	5	1
	<b>26</b>	<b>92</b>	<b>10</b>	<b>237</b>	<b>220</b>

**NOTE:** 1) CURRENT \$ 5 MILLION LOC WITH THE PROVIDENT BANK IS SCHEDULED TO MATURE ON DECEMBER 31, 2016. KEY ASSUMPTION IS THAT SUCH CREDIT FACILITY WILL BE ALLOWED TO ROLL-OVER FOR A PERIOD UP TO FIVE YEARS.



# **BUSINESS UNIT ANALYSIS**

# PORTSMOUTH AIRPORT

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	<b>916</b>	<b>960</b>	<b>942</b>	<b>927</b>	<b>936</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	963	1,007	1,041	1,067	1,094
BUILDING AND FACILITIES	1,216	1,247	1,242	1,251	1,223
GENERAL ADMINISTRATION	146	145	147	150	153
UTILITIES	367	344	330	356	342
PROFESSIONAL SERVICES	-	-	-	-	-
MARKETING AND PROMOTION	19	19	19	19	19
OTHER OPERATING EXPENSES	-	-	-	-	-
	<b>2,712</b>	<b>2,762</b>	<b>2,779</b>	<b>2,843</b>	<b>2,831</b>
<b>OPERATING INCOME</b>	<b>(1,796)</b>	<b>(1,802)</b>	<b>(1,837)</b>	<b>(1,916)</b>	<b>(1,895)</b>
DEPRECIATION	3,700	3,800	3,750	3,750	4,500
INTEREST EXPENSE	-	-	-	-	-
INTEREST INCOME AND OTHER	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>(5,496)</b>	<b>(5,602)</b>	<b>(5,587)</b>	<b>(5,666)</b>	<b>(6,395)</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# OPERATING REVENUES- PORTSMOUTH AIRPORT

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>RENTAL OF FACILITIES</b>					
FACILITIES	576	585	568	551	559
HANGARS	137	161	163	165	165
	<u>213</u>	<u>246</u>	<u>231</u>	<u>216</u>	<u>224</u>
<b>FEE REVENUES</b>					
AVIATION FEES	126	140	140	140	140
FUEL FLOWAGE	15	16	16	16	16
PARKING	1	2	2	1	1
PIER USAGE FEES	-	-	-	-	-
REGISTRATIONS	-	-	-	-	-
ALL OTHER	-	-	-	-	-
<b>CONCESSION REVENUES</b>					
	<u>141</u>	<u>156</u>	<u>156</u>	<u>156</u>	<u>157</u>
	<u>12</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>8</u>
<b>OTHER REVENUES</b>					
ALL OTHER	45	51	48	51	50
	<u>916</u>	<u>960</u>	<u>942</u>	<u>927</u>	<u>936</u>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# SKYHAVEN AIRPORT

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	<b>241</b>	<b>251</b>	<b>260</b>	<b>260</b>	<b>260</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	45	46	47	48	49
BUILDING AND FACILITIES	87	85	81	80	74
GENERAL ADMINISTRATION	26	36	37	37	37
UTILITIES	30	32	32	33	34
PROFESSIONAL SERVICES	4	5	5	5	5
MARKETING AND PROMOTION	-	-	-	-	-
OTHER OPERATING EXPENSES	94	102	102	102	102
	<b>286</b>	<b>306</b>	<b>304</b>	<b>305</b>	<b>301</b>
<b>OPERATING INCOME</b>	<b>(45)</b>	<b>(55)</b>	<b>(44)</b>	<b>(46)</b>	<b>(41)</b>
DEPRECIATION	240	290	290	290	285
INTEREST EXPENSE	-	-	-	-	-
INTEREST INCOME AND OTHER	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>(285)</b>	<b>(345)</b>	<b>(334)</b>	<b>(336)</b>	<b>(326)</b>

# OPERATING REVENUES- SKYHAVEN AIRPORT

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>RENTAL OF FACILITIES</b>					
HANGARS	130	130	139	139	139
<b>FUEL SALES</b>					
	110	120	120	120	120
<b>OTHER REVENUES</b>					
ALL OTHER	1	1	1	1	1
	<b>241</b>	<b>251</b>	<b>260</b>	<b>260</b>	<b>260</b>

# SKYHAVEN AIRPORT- NET CASH FLOW

\$ ('000's)

	PRIOR PERIODS	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE	CUMLA SINCE INGP
<b>NET OPERATING INCOME</b>	<b>(684)</b>	<b>(45)</b>	<b>(55)</b>	<b>(44)</b>	<b>(46)</b>	<b>(41)</b>	<b>(915)</b>
<b>CAPITAL ADDITIONS</b>							
TAXILANE PAVEMENT- DESIGN	(508)	(42)	-	-	-	-	(550)
TAXILANE PAVEMENT- CONSTRUCTION	(3,358)	(21)	-	-	-	-	(3,379)
TAXILANE PAVEMENT / DRAINAGE DESIGN	(11)	(189)	-	-	-	-	(200)
TAXILANE PAVEMENT / DRAINAGE CONSTRUCTION	-	-	(500)	(500)	-	-	(1,000)
DUPONT PROPERTY	(377)	-	-	-	-	-	(377)
HANGAR 5 ROOF RENOVATIONS	-	-	-	-	-	(100)	(100)
REROOF TERMINAL BUILDING	-	-	(25)	-	-	-	(25)
AIRFIELD RELAMPING	-	-	-	-	(25)	-	(25)
SOUTH APRON CONSTRUCTION	-	-	-	-	-	(200)	(200)
ROTARY FLOW	-	-	-	(500)	-	-	(500)
OTHER MISCELLANEOUS	(223)	-	-	-	-	(80)	(303)
	(4,477)	(252)	(525)	(1,000)	(25)	(380)	(6,659)
<b>ALL OTHER</b>							
DEBT REPAYMENT- STATE OF NEW HAMPSHIRE	(100)	-	-	-	-	-	(100)
GRANT FUNDING AWARDS	3,603	327	211	950	950	190	6,231
<b>NET CASH FLOW</b>	<b>(1,658)</b>	<b>30</b>	<b>(369)</b>	<b>(94)</b>	<b>879</b>	<b>(231)</b>	<b>(1,443)</b>





# GOLF OPERATIONS (COMPOSITE)

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	<b>2,225</b>	<b>2,331</b>	<b>2,391</b>	<b>2,458</b>	<b>2,541</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	876	934	958	980	1,003
BUILDING AND FACILITIES	295	325	339	351	356
GENERAL ADMINISTRATION	139	157	161	164	166
UTILITIES	210	212	216	212	217
PROFESSIONAL SERVICES	8	9	10	11	10
MARKETING AND PROMOTION	40	41	48	49	52
OTHER OPERATING EXPENSES	211	224	237	243	246
<b>OPERATING INCOME</b>	<b>1,779</b>	<b>1,902</b>	<b>1,969</b>	<b>2,010</b>	<b>2,050</b>
DEPRECIATION	446	429	422	448	491
INTEREST EXPENSE	363	389	388	382	378
INTEREST INCOME	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>83</b>	<b>40</b>	<b>34</b>	<b>66</b>	<b>113</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# OPERATING REVENUES GOLF OPERATIONS

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>FEE REVENUES</b>					
GOLF FEES	1,320	1,357	1,387	1,418	1,450
GOLF SIMULATORS	100	119	119	121	123
GOLF MEMBERSHIPS	312	320	326	336	365
GOLF LESSONS	15	15	15	15	15
	<u>1,747</u>	<u>1,811</u>	<u>1,847</u>	<u>1,890</u>	<u>1,953</u>
<b>CONCESSION REVENUES</b>	<b>288</b>	<b>324</b>	<b>344</b>	<b>362</b>	<b>379</b>
<b>OTHER REVENUES</b>					
MERCHANDISE	190	196	200	206	209
ALL OTHER	-	-	-	-	-
	<u>2,225</u>	<u>2,331</u>	<u>2,391</u>	<u>2,458</u>	<u>2,541</u>

# GOLF OPERATIONS- NET CASH FLOW

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE	FIVE YEAR TOTAL
<b>NET OPERATING INCOME (EXCLUDING DEPRECIATION)</b>	<b>446</b>	<b>429</b>	<b>422</b>	<b>448</b>	<b>491</b>	<b>2,236</b>
<b>CAPITAL ADDITIONS</b>						
KITCHEN EXPANSION	230	-	-	-	-	230
PESTICIDE SPRAYER	-	-	-	-	60	60
FAIRWAY MOWERS	-	-	-	-	65	65
POND FILL - AIR FORCE	-	50	-	-	-	50
SIMULATOR EQUIPMENT	-	30	-	-	-	30
PATTO UPGRADE	-	-	60	60	-	120
CLUBHOUSE EQUIPMENT	2	50	-	-	10	62
COURSE TEEING AREAS	-	-	-	-	50	50
ROUGH MOWER	-	70	-	-	-	70
TRACTOR AERIVATOR	20	-	-	-	-	20
WALKING GREENS MOWER	-	-	-	-	-	30
TRIPLEX GREENS MOWER	-	-	40	40	-	80
TRIM MOWERS	-	-	50	-	-	50
GEO THERMAL PUMPS	-	-	20	-	-	20
GREENS ROLLER	-	10	-	-	15	25
ALL OTHER	85	-	-	-	-	85
	337	210	170	165	185	1,067
<b>NET CASH FLOW</b>	<b>109</b>	<b>219</b>	<b>252</b>	<b>283</b>	<b>306</b>	<b>1,169</b>



PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# GOLF COURSE

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	<b>1,647</b>	<b>1,692</b>	<b>1,728</b>	<b>1,769</b>	<b>1,830</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	820	880	901	922	944
BUILDING AND FACILITIES	209	245	248	258	255
GENERAL ADMINISTRATION	116	129	131	133	135
UTILITIES	133	125	127	128	130
PROFESSIONAL SERVICES	4	4	6	6	6
MARKETING AND PROMOTION	26	22	29	29	32
OTHER OPERATING EXPENSES	63	71	81	81	83
<b>OPERATING INCOME</b>	<b>1,371</b>	<b>1,476</b>	<b>1,523</b>	<b>1,557</b>	<b>1,585</b>
DEPRECIATION	340	365	365	360	355
INTEREST EXPENSE	-	-	-	-	-
INTEREST INCOME AND OTHER	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>(64)</b>	<b>(149)</b>	<b>(160)</b>	<b>(148)</b>	<b>(110)</b>

# FOOD AND BEVERAGE

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	<b>288</b>	<b>324</b>	<b>344</b>	<b>362</b>	<b>379</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	15	14	15	15	16
BUILDING AND FACILITIES	73	66	77	79	87
GENERAL ADMINISTRATION	14	16	17	18	18
UTILITIES	73	82	84	79	82
PROFESSIONAL SERVICES	2	2	2	2	2
MARKETING AND PROMOTION	5	9	9	10	10
OTHER OPERATING EXPENSES	-	-	-	-	-
<b>OPERATING INCOME</b>	<b>182</b>	<b>189</b>	<b>204</b>	<b>203</b>	<b>215</b>
DEPRECIATION	106	135	140	159	164
INTEREST EXPENSE	18	18	17	17	17
INTEREST INCOME AND OTHER	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>88</b>	<b>117</b>	<b>123</b>	<b>142</b>	<b>147</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# PRO SHOP

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	<b>190</b>	<b>196</b>	<b>200</b>	<b>206</b>	<b>209</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	15	16	17	17	17
BUILDING AND FACILITIES	7	7	7	7	7
GENERAL ADMINISTRATION	5	8	9	9	9
UTILITIES	3	4	4	4	4
PROFESSIONAL SERVICES	1	2	1	2	1
MARKETING AND PROMOTION	5	5	5	5	5
OTHER OPERATING EXPENSES	148	153	156	162	163
	<b>184</b>	<b>196</b>	<b>199</b>	<b>206</b>	<b>206</b>
<b>OPERATING INCOME</b>	<b>6</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>3</b>
DEPRECIATION	-	-	-	-	-
INTEREST EXPENSE	-	-	-	-	-
INTEREST INCOME AND OTHER	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>6</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>3</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# SIMULATORS

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	<b>100</b>	<b>119</b>	<b>119</b>	<b>121</b>	<b>123</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	26	24	25	26	26
BUILDING AND FACILITIES	6	7	7	7	7
GENERAL ADMINISTRATION	4	4	4	4	4
UTILITIES	1	1	1	1	1
PROFESSIONAL SERVICES	1	1	1	1	1
MARKETING AND PROMOTION	4	5	5	5	5
OTHER OPERATING EXPENSES	-	-	-	-	-
<b>OPERATING INCOME</b>	<b>42</b>	<b>42</b>	<b>43</b>	<b>44</b>	<b>44</b>
DEPRECIATION	58	77	76	77	79
INTEREST EXPENSE	5	6	6	5	6
INTEREST INCOME AND OTHER	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>53</b>	<b>71</b>	<b>70</b>	<b>72</b>	<b>73</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# TRADEPORT

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	<b>8,138</b>	<b>8,208</b>	<b>8,323</b>	<b>8,473</b>	<b>8,601</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	-	-	-	-	-
BUILDING AND FACILITIES	348	389	403	418	414
GENERAL ADMINISTRATION	51	47	47	48	49
UTILITIES	146	145	147	150	152
PROFESSIONAL SERVICES	-	-	-	-	-
MARKETING AND PROMOTION	20	68	68	-	-
OTHER OPERATING EXPENSES	105	140	140	140	140
<b>OPERATING INCOME</b>	<b>670</b>	<b>769</b>	<b>785</b>	<b>736</b>	<b>735</b>
DEPRECIATION	800	816	850	850	825
INTEREST EXPENSE	-	-	-	-	-
INTEREST INCOME AND OTHER	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>6,668</b>	<b>6,603</b>	<b>6,668</b>	<b>6,867</b>	<b>7,021</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016



# OPERATING REVENUES- TRADEPORT

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>RENTAL OF FACILITIES</b>					
FACILITIES	8,000	8,062	8,175	8,324	8,450
<b>INTEREST INCOME</b>	-	-	-	-	-
<b>OTHER REVENUES</b>					
ALL OTHER	138	146	148	149	151
	<b>8,138</b>	<b>8,208</b>	<b>8,323</b>	<b>8,473</b>	<b>8,601</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# EXECUTIVE DIRECTOR

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	=	=	=	=	=
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS (SEE NOTE #1)	410	319	330	338	346
BUILDING AND FACILITIES	4	5	5	5	5
GENERAL ADMINISTRATION	24	30	27	28	29
UTILITIES	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-
MARKETING AND PROMOTION	104	201	202	202	202
OTHER OPERATING EXPENSES	-	-	-	-	-
	<b>542</b>	<b>555</b>	<b>564</b>	<b>573</b>	<b>582</b>
<b>OPERATING INCOME</b>	<b>(542)</b>	<b>(555)</b>	<b>(564)</b>	<b>(573)</b>	<b>(582)</b>
DEPRECIATION	-	-	-	-	-
INTEREST EXPENSE	-	-	-	-	-
INTEREST INCOME AND OTHER	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>(542)</b>	<b>(555)</b>	<b>(564)</b>	<b>(573)</b>	<b>(582)</b>

NOTE:  
1. REDUCTION IN GOING FORWARD WAGES AND BENEFITS REFLECTS TRANSFER OF HUMAN RELATIONS MANAGER TO LEGAL EFFECTIVE JULY 1, 2016. (SEE PAGE # 50)

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# LEGAL

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	=	=	=	=	=
<b>OPERATING EXPENSES</b>	=	=	=	=	=
WAGES AND BENEFITS (SEE NOTE #1)	452	550	561	573	585
BUILDING AND FACILITIES	-	-	-	-	-
GENERAL ADMINISTRATION	16	20	21	21	21
UTILITIES	-	-	-	-	-
PROFESSIONAL SERVICES	45	50	50	50	50
MARKETING AND PROMOTION	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-
<b>OPERATING INCOME</b>	<b>513</b>	<b>620</b>	<b>632</b>	<b>644</b>	<b>656</b>
DEPRECIATION	(513)	(620)	(632)	(644)	(656)
INTEREST EXPENSE	-	-	-	-	-
INTEREST INCOME AND OTHER	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>(513)</b>	<b>(620)</b>	<b>(632)</b>	<b>(644)</b>	<b>(656)</b>

**NOTE:**

1. INCREASE IN GOING FORWARD WAGES AND BENEFITS REFLECTS TRANSFER OF HUMAN RELATIONS MANAGER FROM EXECUTIVE DIRECTOR EFFECTIVE JULY 1, 2016. (SEE PAGE # 49)

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# ENGINEERING

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	=	=	=	=	=
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	405	416	431	442	453
BUILDING AND FACILITIES	10	15	15	15	15
GENERAL ADMINISTRATION	10	14	16	15	17
UTILITIES	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-
MARKETING AND PROMOTION	3	3	3	3	3
OTHER OPERATING EXPENSES	-	-	-	-	-
	<u>428</u>	<u>448</u>	<u>465</u>	<u>475</u>	<u>488</u>
<b>OPERATING INCOME</b>	<b>(428)</b>	<b>(448)</b>	<b>(465)</b>	<b>(475)</b>	<b>(488)</b>
DEPRECIATION	-	-	-	-	-
INTEREST EXPENSE	-	-	-	-	-
INTEREST INCOME AND OTHER	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>(428)</b>	<b>(448)</b>	<b>(465)</b>	<b>(475)</b>	<b>(488)</b>

# FINANCE

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	=	=	=	=	=
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	472	465	484	496	509
BUILDING AND FACILITIES	4	4	4	4	4
GENERAL ADMINISTRATION	72	73	74	76	77
UTILITIES	-	-	-	-	-
PROFESSIONAL SERVICES	105	110	110	110	113
MARKETING AND PROMOTION	-	2	-	2	-
OTHER OPERATING EXPENSES	-	-	-	-	-
<b>OPERATING INCOME</b>	<b>653</b>	<b>654</b>	<b>672</b>	<b>688</b>	<b>703</b>
DEPRECIATION	(652)	(654)	(672)	(688)	(703)
INTEREST EXPENSE	55	52	52	50	50
INTEREST INCOME AND OTHER	25	92	10	237	219
NET OPERATING INCOME	(1)	(2)	(2)	(2)	(2)
	<b>(730)</b>	<b>(796)</b>	<b>(732)</b>	<b>(973)</b>	<b>(970)</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# MAINTENANCE

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	=	=	=	=	=
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	804	1,011	1,081	1,116	1,196
BUILDING AND FACILITIES	28	35	36	37	37
GENERAL ADMINISTRATION	35	50	51	52	53
UTILITIES	1	1	1	1	1
PROFESSIONAL SERVICES	-	-	-	-	-
MARKETING AND PROMOTION	3	3	3	3	3
OTHER OPERATING EXPENSES	-	-	-	-	-
	<b>871</b>	<b>1,100</b>	<b>1,172</b>	<b>1,209</b>	<b>1,290</b>
<b>OPERATING INCOME</b>	<b>(871)</b>	<b>(1,100)</b>	<b>(1,172)</b>	<b>(1,209)</b>	<b>(1,290)</b>
DEPRECIATION	40	40	38	36	35
INTEREST EXPENSE	-	-	-	-	-
INTEREST INCOME AND OTHER	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>(911)</b>	<b>(1,140)</b>	<b>(1,210)</b>	<b>(1,245)</b>	<b>(1,325)</b>

# DIVISION OF PORTS AND HARBORS UNRESTRICTED FUNDS

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	<b>2,316</b>	<b>2,351</b>	<b>2,349</b>	<b>2,392</b>	<b>2,410</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	1,040	1,036	1,030	1,050	1,070
BUILDING AND FACILITIES	167	167	167	168	173
GENERAL ADMINISTRATION	202	150	150	155	155
UTILITIES	156	154	157	160	163
PROFESSIONAL SERVICES	23	26	23	26	24
MARKETING AND PROMOTION	1	2	2	2	2
OTHER OPERATING EXPENSES	705	705	705	705	705
<b>OPERATING INCOME</b>	<b>2,293</b>	<b>2,240</b>	<b>2,234</b>	<b>2,266</b>	<b>2,292</b>
DEPRECIATION	23	111	115	126	118
INTEREST EXPENSE	610	606	604	602	595
INTEREST INCOME AND OTHER	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>(587)</b>	<b>(495)</b>	<b>(489)</b>	<b>(476)</b>	<b>(477)</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# OPERATING REVENUES UNRESTRICTED FUNDS

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>RENTAL OF FACILITIES</b>					
FACILITIES	641	652	637	665	675
<b>FEE REVENUES</b>					
PARKING	110	114	116	119	119
MOORING FEES	325	335	340	342	345
REGISTRATIONS	170	170	175	180	185
WHARFAGE AND DOCKAGE	225	225	225	230	230
	830	844	856	871	879
<b>FUEL SALES</b>	750	750	750	750	750
<b>CONCESSION REVENUES</b>	5	6	6	6	6
<b>OTHER REVENUES</b>					
ALL OTHER	90	99	100	100	100
	<b>2,316</b>	<b>2,351</b>	<b>2,349</b>	<b>2,392</b>	<b>2,410</b>



# DIVISION OF PORTS AND HARBORS

## UNRESTRICTED FUNDS- NET CASH FLOW

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPENING FUND BALANCE</b>	<b>283</b>	<b>298</b>	<b>389</b>	<b>471</b>	<b>343</b>
<b>NET OPERATING INCOME</b>	<b>(587)</b>	<b>(495)</b>	<b>(489)</b>	<b>(476)</b>	<b>(477)</b>
<b>ADJUSTMENTS</b>					
DEPRECIATION	610	606	604	602	595
ACCOUNTS PAYABLE- NET	-	-	-	-	-
<b>FUNDS PROVIDED BY OPERATIONS</b>	<b>23</b>	<b>111</b>	<b>115</b>	<b>126</b>	<b>118</b>
<b>CAPITAL ADDITIONS</b>					
WATER QUALITY IMPROVEMENT	(1)	-	-	-	-
SECURITY TRAINING (GRANT)	(18)	-	-	-	-
BARKER WHARF INSPECTION	-	(20)	-	-	-
PFP INSPECTION	-	-	(25)	-	-
WAREHOUSE ROOF REPLACEMENT	-	-	-	(250)	(18)
COMPUTERS AND OTHER	(7)	(12)	(8)	(4)	(2)
<b>OTHER REVENUES</b>					
GRANT AWARDS	18	12	-	-	-
<b>NET CASH FLOW</b>	<b>15</b>	<b>91</b>	<b>82</b>	<b>(128)</b>	<b>98</b>
<b>CLOSING FUND BALANCE</b>	<b>298</b>	<b>389</b>	<b>471</b>	<b>343</b>	<b>441</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# DIVISION OF PORTS AND HARBORS HARBOR DREDGING

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	<b>104</b>	<b>107</b>	<b>110</b>	<b>110</b>	<b>111</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	-	-	-	-	-
BUILDING AND FACILITIES	272	50	50	50	50
GENERAL ADMINISTRATION	13	-	-	-	-
UTILITIES	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-
	<b>285</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>OPERATING INCOME</b>	<b>(181)</b>	<b>57</b>	<b>60</b>	<b>60</b>	<b>61</b>
DEPRECIATION	40	38	37	37	37
INTEREST EXPENSE	-	-	-	-	-
INTEREST INCOME AND OTHER	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>(121)</b>	<b>19</b>	<b>23</b>	<b>23</b>	<b>24</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# OPERATING REVENUES HARBOR DREDGING

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>RENTAL OF FACILITIES</b>					
FACILITIES	-	-	-	-	-
HANGARS	=	=	=	=	=
<b>FEE REVENUES</b>					
FUEL FLOWAGE	9	8	8	8	8
PIER USAGE FEES	80	82	85	85	85
REGISTRATIONS	6	7	8	8	8
STATE OF NH APPROPRIATION	-	-	-	-	-
<b>OTHER REVENUES</b>	95	97	100	100	101
ALL OTHER	9	10	10	10	10
	<b>104</b>	<b>107</b>	<b>110</b>	<b>110</b>	<b>111</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
APRIL 2016

# DIVISION OF PORTS AND HARBORS HARBOR DREDGING- NET CASH FLOW

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPENING FUND BALANCE</b>	<b>449</b>	<b>432</b>	<b>439</b>	<b>449</b>	<b>459</b>
<b>NET OPERATING INCOME</b>	<b>(221)</b>	<b>19</b>	<b>23</b>	<b>23</b>	<b>24</b>
<b>ADJUSTMENTS</b>					
DEPRECIATION	40	38	37	37	37
ACCOUNTS PAYABLE- NET	(25)	-	-	-	-
<b>FUNDS PROVIDED BY OPERATIONS</b>	<b>(206)</b>	<b>57</b>	<b>60</b>	<b>60</b>	<b>61</b>
<b>CAPITAL ADDITIONS</b>					
TRUCK SCALE	(40)	-	-	-	-
CONDENSER REPLACEMENT	(8)	-	-	-	-
CHAIN FALL	(4)	-	-	-	-
OTHER MISCELLANEOUS	-	50	50	50	50
<b>FUNDS TRANSFER</b>					
STAE OF NEW HAMPSHIRE	241	-	-	-	-
<b>OTHER REVENUES</b>					
	-	-	-	-	-
<b>NET CASH FLOW</b>	<b>(17)</b>	<b>7</b>	<b>10</b>	<b>10</b>	<b>11</b>
<b>CLOSING FUND BALANCE</b>	<b>432</b>	<b>439</b>	<b>449</b>	<b>459</b>	<b>470</b>



PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
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# DIVISION OF PORTS AND HARBORS FOREIGN TRADE ZONE


\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	5	5	5	5	5
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	-	-	-	-	-
BUILDING AND FACILITIES	-	-	-	-	-
GENERAL ADMINISTRATION	1	1	1	1	1
UTILITIES	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-
MARKETING AND PROMOTION	8	8	8	8	8
OTHER OPERATING EXPENSES	-	-	-	-	-
<b>OPERATING INCOME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
DEPRECIATION	(4)	(4)	(4)	(4)	(4)
INTEREST EXPENSE	-	-	-	-	-
INTEREST INCOME AND OTHER	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>(4)</b>	<b>(4)</b>	<b>(4)</b>	<b>(4)</b>	<b>(4)</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
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# DIVISION OF PORTS AND HARBORS FOREIGN TRADE ZONE- NET CASH FLOW

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
OPENING FUND BALANCE	54	50	46	42	38
NET OPERATING INCOME	(4)	(4)	(4)	(4)	(4)
ADJUSTMENTS					
DEPRECIATION	-	-	-	-	-
ACCOUNTS PAYABLE- NET	-	-	-	-	-
FUNDS PROVIDED BY OPERATIONS	(4)	(4)	(4)	(4)	(4)
CAPITAL ADDITIONS	-	-	-	-	-
FUNDS TRANSFER	-	-	-	-	-
OTHER REVENUES	=	=	=	=	=
 NET CASH FLOW	(4)	(4)	(4)	(4)	(4)
CLOSING FUND BALANCE	<u>50</u>	<u>46</u>	<u>42</u>	<u>38</u>	<u>34</u>

# DIVISION OF PORTS AND HARBORS REVOLVING LOAN FUND

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPERATING REVENUES</b>	<b>37</b>	<b>37</b>	<b>36</b>	<b>35</b>	<b>35</b>
<b>OPERATING EXPENSES</b>					
WAGES AND BENEFITS	-	-	-	-	-
BUILDING AND FACILITIES	-	-	-	-	-
GENERAL ADMINISTRATION	1	1	1	1	1
UTILITIES	-	-	-	-	-
PROFESSIONAL SERVICES	22	22	21	21	21
MARKETING AND PROMOTION	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-
<b>OPERATING INCOME</b>	<b>24</b>	<b>23</b>	<b>22</b>	<b>23</b>	<b>23</b>
DEPRECIATION	14	14	14	13	13
INTEREST EXPENSE	-	-	-	-	-
INTEREST INCOME AND OTHER	-	-	-	-	-
<b>NET OPERATING INCOME</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>13</b>

PROPOSED FY 2017 OPERATING BUDGET AND FY 2018 - FY 2020 FORECAST  
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# DIVISION OF PORTS AND HARBORS REVOLVING LOAN FUND- NET CASH FLOW

\$ (000's)

	CURRENT FY 2016 FORECAST	PROPOSED FY 2017 BUDGET	FY 2018 ESTIMATE	FY 2019 ESTIMATE	FY 2020 ESTIMATE
<b>OPENING FUND BALANCE</b>	<b>373</b>	<b>305</b>	<b>294</b>	<b>373</b>	<b>346</b>
<b>NET OPERATING INCOME</b>	14	14	14	13	13
<b>ADJUSTMENTS</b>					
DEPRECIATION	-	-	-	-	-
ACCOUNTS PAYABLE- NET	=	=	=	=	=
<b>FUNDS PROVIDED BY OPERATIONS</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>13</b>	<b>13</b>
<b>LOAN ACTIVITY</b>					
NEW LOANS	(252)	(200)	(100)	(200)	(100)
LOAN REPAYMENTS	170	175	165	160	150
<b>FUNDS TRANSFER</b>					
<b>NET CASH FLOW</b>	<b>(68)</b>	<b>(11)</b>	<b>79</b>	<b>(27)</b>	<b>63</b>
<b>CLOSING FUND BALANCE</b>	<b>305</b>	<b>294</b>	<b>373</b>	<b>346</b>	<b>409</b>