

PEASE DEVELOPMENT AUTHORITY
Thursday, November 15, 2018

PUBLIC AGENDA

Time: 8:00 a.m.

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

AGENDA

- I. Call to Order
- II. Acceptance of Meeting Minutes:
 1. Public Hearings – October 18, 2018*
 2. Board Meeting – October 18, 2018*
- III. Public Comment
- IV. Old Business
 - A. Approvals
 1. 160 Corporate Drive, LLC – Lease Amendment* (Allard)
- V. Golf Committee*
- VI. Finance Committee*
 - A. Reports
 1. Operating Result for Three Month Period Ending September 30, 2018*
 2. Nine Month Cash Flow Projections to July 31, 2019*
 3. EDA Annual Filing – Revolving Loan Fund at June 30, 2018*
 - B. Approvals
 1. Investment Guidelines* (Lamson)
 2. Provident Bank – Revolving Line of Credit Extension* (Loughlin)
- VII. Licenses/ROE/Easements/Rights of Way
 - A. Approvals
 1. Lonza Biologics, Inc. – Parking License Extension* (Bohenko)
- VIII. Leases
 - A. Approvals
 1. Port City Aircraft Repair, LLC – Universal Agreement* (Torr)
- IX. Contracts/Agreements
 - A. Reports*
 1. Kyocera Copier Contract
 2. AutoCAD Subscription Renewal

- B. Approvals
 - 1. Fred C. Church, Inc. – PDA Workers Compensation Coverage* (Levesque)

X. Executive Director’s Reports/Approvals

- A. Reports
 - 1. Golf Course Operations
 - 2. Airport Operations
 - a) PSM
 - b) Skyhaven Airport
 - c) Noise Line Report*

- B. Approvals
 - 1. Bills for Legal Services* (Bohenko)

XI. Division of Ports and Harbors

- A. Reports
 - 1. Port Committee Meeting*
 - 2. Port Advisory Council – Amendments to By-Laws*
 - 3. Granite Sate Minerals, Inc. – License Extension*
 - 4. Expenditure Report*
 - a) Storage Shed Purchase
 - b) Emergency Roof Repair
 - c) Generator Connection

- B. Approvals
 - 1. Appledore Marine Engineering, LLC – Rye Harbor Riprap Repair* (Torr)

XII. New Business

XIII. Upcoming Meetings

Board of Directors December 20, 2018 (Annual Meeting)

All Meetings begin at 8:00 a.m. unless otherwise posted.

XIV. Directors’ Comments

XV. Non-Public Session* (Allard)

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| <ul style="list-style-type: none">1. Leasing of Property;2. Litigation |
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XVI. Vote of Confidentiality* (Loughlin)

XVII. Adjournment

XVIII. Press Questions

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

**PEASE DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING/PUBLIC HEARINGS
MINUTES**

Thursday, October 18, 2018

Presiding: Kevin H. Smith, Chairman
Present: Peter J. Loughlin, Vice Chairman; Robert A. Allard, Treasurer; John P. Bohenko; Margaret F. Lamson and Neil Levesque
Absent: Franklin G. Torr
Attending: David R. Mullen, Pease Development Authority (“PDA”) Executive Director; Lynn M. Hinchee, PDA Deputy Executive Director and General Counsel; April Keane, Office Executive/Accounting, KOALD Design; John Chagnon, Engineer, AMBIT Engineering; Austin Pietschman, Director of Operations, Port City Air, Inc.; PDA staff members; members of the public.

I. Call to Order

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

II. Public Hearings

Chairman Smith opened the public hearings:

This is a Public Hearing of the Pease Development Authority Board of Directors acting pursuant to NH RSA 12-G:13 and Chapters 300, 400 and 500 of the Pease Development Authority Zoning Ordinance, Site Plan Regulations and Subdivision Regulations to receive comment and render a decision on three applications:

A. KOALD Design (“KOALD”)

1. **The first is the application submitted by KOALD Design, applicant for property located at 47 Durham Street, requesting a Special Exception as allowed in Part 303-A.02(b), “Uses of buildings or structures planned for demolition, removal or reconstruction that are compatible with permitted uses and provided the use shall not extend beyond the time such demolition, removal or reconstruction is planned to be undertaken.” The applicant designs and manufactures industrial food processing machinery and plans to use the building for office, manufacturing, assembly/testing, and warehouse.**

47 Durham Street is located within the Airport Industrial Zone in the City of Portsmouth and is shown on Portsmouth Tax Map 317 Lot 1.

April Keane, co-owner of KOALD Design, explained its operations which is the beginning to end of line integration. Ms. Keane further explained that using Land O’Lakes (“LOL”), a major customer, as an example, KOALD would visit the LOL site, assess what is needed to create or improve its operations, design and manufacture the necessary equipment. Ms. Keane stated that KOALD does outsource some of the manufacturing but the design and some assembly is done in-house. KOALD currently has approximately 10 employees but anticipates that figure to be higher in the near future and that the larger building will allow them to expand the business. KOALD is currently in a building that has approximately 2,500 s.f. and the 47 Durham Street location is approximately 6,000 s.f.

Mr. Mullen reported that the FAA has granted its approval of KOALD's use. Ms. Stowell reported that the Zoning Adjustment and Appeals Committee ("ZAA") met, found no exceptions or conditions and approved to recommend to the Board of Directors that the Board approve KOALD's application for the special exception.

There were no public comments.

Director Bohenko moved and Director Allard seconded that **Having duly scheduled, noticed and held a public hearing on KOALD Design's application for a Special Exception, the PDA Board of Directors approves the application.** Discussion: None. Disposition: Resolved by unanimous 6/0 votes for; motion carried.

B. Port City Air, Inc.

Chairman Smith stated that the following two applications will be reviewed together:

- 1. The application for lot line change submitted by Port City Air, applicant for property located at 104 Grafton Drive, to increase the area of the lease parcel from 4.73 acres to 5.29 acres. The increase will be taken from the unsubdivided lot area of the Pease Development Authority.**
- 2. The application for site review submitted by Port City Air, applicant for property located at 104 Grafton Drive, to construct a 1,950 square foot building addition to the east side of the existing building to house offices, storage, a restroom and other work spaces. In addition, the applicant proposes an employee/client parking area located off the entrance driveway and a new parking pad near the fuel farm for fuel trucks.**

104 Grafton Drive is located in the Airport Industrial Zone within the City of Portsmouth and is shown on Portsmouth Tax Map 309, Lot 5.

John Chagnon from Ambit Engineering explained the applications and the expansion project. Port City Air, Inc. ("PCA") wants to add 24,377 s.f. to its existing lease area. The expansion allows for the addition to the existing building, an additional concrete paved area for fuel trucks and a new parking area on the north side of the building for additional employee parking.

In response to Vice-Chairman Loughlin's question about the location of the existing parking area being the old tarmac, Mr. Chagnon stated there is some old concrete that is fenced to PCA along its lease line and could be the old tarmac. In response to Vice-Chairman Loughlin's question about whether the location was the pre-Pease runway, Mr. Mullen stated he did not believe it was but that on the other side of Hangar 205, there appears to be an old runway.

In response to Director Lamson's question asking for clarification of the PDA Technical Review Committee ("TRC") Note regarding the guy wire pole, Mr. Chagnon explained the location of a guy wire on the right side of the parking field along the paved area and that the wire is in the paved area but both will be relocated.

In response to Director Lamson's question asking for confirmation that the sewer connection will be revised to the standard set by the TRC, Ms. Stowell reported that the TRC reviewed the technical connections and there were six conditions that came out of the TRC meeting, four of which pertained to revisions to the drawings which have been done and two were post-construction conditions which include the maintaining the stormwater system and the containment system of the fuel farm. Ms. Stowell stated

she was satisfied that PCA met all of the conditions set forth by the TRC. In response to Director Lamson's question that Ms. Stowell was satisfied with the stormwater system, Ms. Stowell stated she was.

There were no public comments.

Director Lamson moved and Director Allard seconded that **Having duly scheduled, noticed and held a public hearing on Port City Air's Lot Line Change Application, the PDA Board of Directors resolves as follows: To approve Port City Air's Application as recommended by the Technical Review Committee.** Discussion: None. Disposition: Resolved by unanimous 6/0 votes for; motion carried.

Director Allard moved and Director Lamson seconded that **Having duly scheduled, noticed and held a public hearing on Port City Air's application for Site Review, the PDA Board of Directors resolves as follows: To approve the site review application as recommended by the Technical Review Committee with the TRC's conditions as stated in the October 11, 2018 letter to the applicant.** Discussion: None. Disposition: Resolved by unanimous 6/0 votes for; motion carried.

III. Adjournment

Director Bohenko moved and Director Allard seconded to **adjourn the Public Hearing session of the Board meeting.** Discussion: None. Disposition: Resolved by unanimous 6/0 vote for; motion carried. Meeting adjourned at 8:15 a.m.

Respectfully submitted,



David R. Mullen
Executive Director

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

Thursday, October 18, 2018

Presiding: Kevin H. Smith, Chairman
Present: Peter J. Loughlin, Vice Chairman; Robert A. Allard, Treasurer; John P. Bohenko; Margaret F. Lamson; and Neil Levesque
Absent: Franklin G. Torr
Attending: David R. Mullen, Pease Development Authority (“PDA”) Executive Director; Lynn M. Hinchee, PDA Deputy Executive Director and General Counsel; PDA staff members; members of the public.

I. Call to Order

Chairman Smith called the meeting to order at 10:33 a.m. in the Board conference room on the Pease International Tradeport at 55 International Drive, Portsmouth, New Hampshire.

II. Acceptance of Minutes: September 20, 2018

Director Bohenko moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby accepts the minutes of the September 20, 2018 Board meeting.** Discussion: Vice-Chairman Loughlin made an amendment to the motion to accept the minutes by attaching a written statement of Ken Latchaw’s testimony at the September 20, 2018 meeting. Director Lamson seconded the amendment. Vice-Chairman Loughlin commented that, although the minutes comply with the law and are not to be a transcript, Mr. Latchaw felt his testimony would be clearer by including the statement. Chairman Smith stated that the PDA does not do verbatim minutes although the PDA minutes are thorough and very well done. Chairman Smith further stated that in the future any speaker providing testimony could bring a written statement for the record. Chairman Smith took a vote on the amended minutes. Disposition: Resolved by 5/1 vote for; Director Levesque opposed the amendment to the minutes. Director Allard moved and Director Bohenko seconded to accept the minutes as amended. Disposition: Resolved by 6/0 vote for; the motion to approve the minutes as amended was carried.

III. Public Comments

There were no public comments.

IV. Old Business

1. Request for Rehearing – PDA Zoning Ordinance Part 319

Chairman Smith provided information regarding applications by Seacoast Helicopters, LLC (“Seacoast”) and the regulations pertaining to Rehearing and Appeal.

Chairman Smith stated that on September 20, 2018, the Board approved with conditions Seacoast’s plan to construct a new facility on the North Ramp. Since then, the Board has received two Requests for Rehearing regarding that approval – one from the Town of Newington (“TON”) and one from Seacoast. The Board’s procedures for considering Requests for Rehearing are set out in Part 319 of the Land Use Controls (“LUC”) of the Pease Development Authority.

Chairman Smith further stated that both Requests for Rehearing were timely received by the Board within 20 calendar days of the Board’s decision on September 20 in accordance with Section 319.01 of the

PDA LUC. Section 319.02 states that a Request for Rehearing must set forth every ground upon which the person or entity filing the Request claims the decision of the Board is unlawful or unreasonable. Both of the Requests received by the Board have been made available to each member of the Board in advance of today's meeting. Section 319.03 states that the Board may grant a rehearing if, in the Board's opinion, good reason for the requested rehearing is set forth in the submitted Requests. If the Request for Rehearing is granted, the Board must hold the rehearing within 30 calendar days according to Section 319.04.

The Board may also deny the Request for Rehearing. As a third option, the Board may, in this case, also suspend its September 20 decision pending further consideration upon such terms and conditions as the Board may prescribe.

Section 319.03 states that the Board must take one of these three actions – grant, deny or suspend – within 10 calendar days of receipt of those Requests. The Board can meet this timeline by taking action on these Requests for Rehearing at the October 18, 2018 meeting.

a) Town of Newington

Chairman Smith stated that the TON requests the Board to grant a rehearing and require Seacoast Helicopters to produce an acoustic study of the potential noise impacts from Seacoast Helicopters' due to its relocation to the North Ramp. Alternatively, the TON has requested the Board to grant a rehearing and impose three additional conditions, if, upon rehearing, the Board again approves the relocation site plan. Those three conditions are as follows:

- (a) The operations of Seacoast be limited such that the Board has the power to review and re-assess noise impacts should Seacoast wish to expand its operations at a later date;
- (b) The flight operations of Seacoast be limited such that its helicopters be precluded from hovering over Welsh Cove; and,
- (c) Seacoast construct a noise wall to mitigate noise generated by its operations.

Director Lamson moved and Director Bohenko seconded **that the PDA Board of Directors grant a rehearing by the Town of Newington as presented by the TON Board of Selectmen and its legal department.** Discussion: In response to Vice-Chairman Loughlin's request for clarification by PDA staff of the three items requested in the Request for Rehearing, Chairman Smith stated that the Board action is to grant, deny or suspend the Board's previous action and not discuss the substantive issues. Vice-Chairman Loughlin stated that he did not believe there was a basis for rehearing. In response to Director Lamson's question whether to wait for the rehearing to discuss the noise impact to the Town of Newington, Chairman Smith stated it would be appropriate then. Disposition: Resolved by roll call vote: 4 opposed (Directors Levesque, Allard, Vice-Chairman Loughlin and Chairman Smith); and 2 for (Directors Bohenko and Lamson); motion denied.

Chairman Smith requested a motion in the affirmative and Ms. Hinchee stated that there are two other alternatives and would be appropriate for a Board member to make a motion for one of those two alternatives. Chairman Smith requested a recess to discuss but withdrew the request. Director Allard moved and Chairman Smith seconded **that the PDA Board of Directors deny the request for rehearing by the Town of Newington.** Discussion: Director Lamson disagreed and that by denying the rehearing, it is not being a good neighbor with the Town of Newington. Disposition: Resolved by roll call vote: 4 for (Directors Levesque, Allard, Vice-Chairman Loughlin and Chairman Smith); and 2 opposed (Directors Bohenko and Lamson); motion to deny is carried.

b) Seacoast Helicopters, LLC

Chairman Smith stated that on September 20 the Board approved with certain conditions Seacoast's proposed site plan for a new facility on a portion of the North Ramp. Seacoast now requests the Board to conduct a rehearing in order to amend its existing approval to accept its proposed two-phase sewer connection plan in place of the current requirement that any wastewater discharge be connected to the Tradeport's sewer system at the time the facility is constructed. In support of its request, Seacoast states that the PDA acted in bad faith and imposed an unreasonable condition by rejecting Seacoast's request for a two-phase sewer connection plan.

Director Allard moved and Director Levesque seconded **that the Seacoast Helicopters' request for Rehearing be denied.** Discussion: None. Disposition: Resolved by unanimous roll call vote 6/0 for; motion carried.

2. Housing Task Force Study Committee

Chairman Smith stated that in accordance with the September resolution of the Pease Development Authority Board of Directors to empower the Chairman to formulate a study committee to examine establishing housing at Pease International Tradeport, and in accordance with the provisions of Article III, Section 3.9 of the Pease Development Authority By-Laws, I hereby propose:

The Pease Development Authority hereby establishes a Residential Housing Study Committee to investigate, review and advise the Pease Development Authority with respect to the feasibility of permitting a residential use at Pease International Tradeport and to perform such other functions and duties as may be delegated to it from time to time by the Chairman.

The Committee shall consist of up to nine voting members. For purposes of Phase I of the investigation as described below, the Chairman will defer the appointment of two of the five Chairman's appointments to allow the opportunity to identify additional areas of expertise which may be valuable to the Committee.

The voting membership of the Committee shall be as follows:

1. One member of the Pease Development Authority Board of Directors, appointed by the PDA Chairman, which member shall be the Chairman of the Residential Housing Study Committee.
2. One member of the Portsmouth City Council, appointed by the Mayor of Portsmouth, New Hampshire.
3. One member representing the Town of Newington, New Hampshire, appointed by the Selectmen.
4. One member representing the Town of Greenland, New Hampshire, appointed by the Selectmen.
5. One member representing the business/commercial tenants of the Pease International Tradeport, appointed by the PDA Chairman.
6. One member representing the aeronautical tenants of the Pease International Tradeport, appointed by the PDA Chairman.

7. One member representing the planning department of the City of Portsmouth appointed by the City Manager.
8. [Reserved appointment by the PDA Chairman.]
9. [Reserved appointment by the PDA Chairman.]

In addition to the voting members of the Study Committee, the PDA Chairman will appoint two non-voting ex-officio members of the PDA Staff.

The initial ex-officio membership of the Committee shall be: Maria J. Stowell, Engineering Manager and Mark H. Gardner, Deputy General Counsel.

David R. Mullen, Executive Director and Lynn Hinchee, General Counsel shall be available to work with the Study Committee as requested on an as needed basis.

On or before June 1, 2019, the Study Committee shall prepare for the PDA Board of Directors a report of its Phase 1 investigation, to include all deliberations and recommendations.

At a minimum, the Phase 1 investigation shall include:

1. The identification of a parcel of property at Pease on which housing is, in the Study Committee's opinion, appropriate for rezoning. For purposes of any following phase of investigation, the parcel identification should list required approvals or modifications or waivers to existing federal, state or PDA statutes, rules and regulations.
2. The identification of the type of housing recommended for the identified parcel, to include size, affordability, density, ownership restrictions. In the event the parcel identified is leased to a third party PDA tenant, identification of the proposed relationship of the PDA tenant to its residential subtenants.
3. The identification of environmental concerns to include review and analysis of future information or studies to assess the requirements of the Federal Facilities Agreement by and between the Air Force, EPA and NHDES; Deed Restrictions and Institutional Controls; community concerns with respect to emerging contaminants; concerns with respect to the current clean up standard and open restoration sites; traffic; noise; required transportation improvements, etc., and the recommendations for any additional study.
4. Proposed budget and scope of work for a Phase 2 investigation by the Study Committee, over the six month period from July 1, 2019 through December 31, 2019.

The Study Committee shall meet at the call of either the Committee Chair, or the PDA Chairman. Additionally, meetings of the Study Committee shall be called by the PDA Chairman within thirty (30) days of the written request of any two voting members of the Study Committee if no other Study Committee meeting is scheduled within that time period.

Director Bohenko moved and Director Lamson seconded that **In accordance with the provisions of Article III, Section 3.9 of the Pease Development Authority By-Laws, the PDA Board of Directors hereby designates an Ad-Hoc Advisory Committee to be known as the Residential Housing Study Committee to investigate, review and advise the Pease Development Authority with respect to the**

feasibility of permitting a residential use at Pease International Tradeport and to perform such other functions and duties as may be delegated to it from time to time by the Chairman. The initial membership of the Residential Housing Study Committee and its purpose shall be set forth in the attached memorandum dated October 12, 2018. All meetings of the Residential Housing Study Committee shall be subject to the provisions of NH RSA 91-A and the By-Laws. Discussion: Director Lamson thanked the Chairman. Chairman Smith thanked PDA staff for their assistance. **Disposition:** Resolved by unanimous vote 6/0 for; motion carried.

V. Audit Committee

Director Bohenko reported that the Audit Committee met on October 11, 2018. The results were a clean audit with no specific management recommendation. The Committee voted to accept the audit and recommend acceptance by the Board. Director Lamson commented that the audit was well done and a big help to staff. Director Bohenko stated that if people get an opportunity to review the audit, to look at the management analysis and summary and to pay attention to the footnotes throughout the audit report. Director Bohenko further pointed out the only issue being the unfunded liability relative to OPEB (Other Post Employment Benefits).

VI. Finance Committee Report

A. Financial Reports

1. Operating Results for Two Month Period Ending August 31, 2018

Irv Canner, PDA Director of Finance, reported on the status of PDA finances for the two month period ending August 31, 2018. The operating revenues are up slightly by about 2% and the operating costs are down by about 1.5%. The key drivers for the increase in revenues are fuel sales. The fee underruns are due to timing assumed for the implementation of pay for parking. It was assumed in the operating budget that the pay for parking would kick off in July and PDA is \$87,000 behind operation. It is anticipated pay for parking will be implemented by January 2019. The increase in All Other-Net is because options are not budgeted and a couple of options have been exercised in this fiscal year so far.

Operating expenses are under budget with no significant variances. Direct payroll in terms of benefit and employees is up about 1.9%. The amount for non-benefitted employees is up about \$20,000 which is more of a timing issue with seasonal employees. Staff total 140 total employees as of September 27th and the number of employees for the next payroll is 126. This is currently one open benefitted position under Maintenance. The total number of filled benefitted positions between PDA and the Division of Ports and Harbors (“DPH”) is 59.

The overall expenses are under budget early in the fiscal year. The expenses under All Other category is over budget by \$113,000 which is associated with the cost of fuel. Fuel sales are approximately \$144,000 and the fuel expenses (cost of goods sold) are \$121,000.

Mr. Canner reviewed the Balance Sheet, and pointed out a few items that came from the audit including the pension and OPEB liability of \$13.2 million: \$8.2 million associated with OPEB and \$5 million associated with pension. The net position of unrestricted funds is a deficit number of \$7.6 million. In FY18, PDA had to recognize the OPEB liability which drove PDA to a deficit of \$8.2 million. Health care costs and stock market performance drive the net position. The Audit Committee suggested a stabilization fund to put money aside to address some of the liability. Cash balances are up by approximately 5% to \$300,000 which is driven by the operating income number from the income statement of \$1.3 million. The Accounts Payable decreased by \$1.3 million from June and the Construction in Process numbers were up \$200,000.

Mr. Canner discussed the individual business units. At the end of August, Portsmouth International Airport at Pease (“PSM”) had approximately 70,000 enplanements versus about 80,000 last year at this time.

The overall current year budget is intact and cumulative funding deficit for Skyhaven Airport (“DAW”) is approximately \$2.1 million.

The heavy emphasis of where PDA derives its operating income is from operations at the Tradeport. Overall, on a cumulative basis, the operating income is \$1.3 million of which \$1.7 million is derived from the Tradeport.

The Golf Course was ahead year to date by 4% in operating revenues primarily driven by non-member play golf fees. Rounds of golf played are up by about 2% with a heavy emphasis on member play of 12,000 versus just over 11,700 last year.

Revenues are up slightly on the unrestricted side of the DPH and operating expenses are up with fuel costs over budget by \$104,000 and fuel sales are by about \$138,000.

2. Nine Month Cash Flow Projections to June 30, 2019

Mr. Canner reviewed PDA cash flow projections for the nine month period ending June 30, 2019 including sources of funds for grant funded and non-grant funded projects. On October 1, 2018, there was approximately \$6.2 million in the PDA account and by June 30, 2019, there will be approximately \$2.8 million which is a decrease by about 50%-60%. The primary driver is money rolled out for the PSM terminal expansion. The capital expenditures for non-grant related projects will total \$4.6 million and the terminal expansion represents \$3.5 million of that amount. There currently is no grant money reimbursement to offset this expenditure. If the funding mechanism stays as anticipated, the Revolving Line of Credit (“RLOC”) will be utilized. The RLOC expires at the end of December 2018. The interest rate has increased by 50% from 2016 and is now at 4.96%.

DPH cash flow is relatively stable. The rate structure may potentially increase beginning in 2019.

B. Approvals

1. Certified Financial Statements

Director Lamson moved and Director Allard seconded that **In accordance with the recommendation of the Pease Development Authority Audit Committee, the PDA Board of Directors accepts receipt of the certified Annual Financial Statement for the years ended June 30, 2017 and 2018 and the Uniform Guidance Audit of Federal Awards for the year ended June 30, 2018, both attached in draft form; all as otherwise prepared and submitted by PDA’s independent auditor Berry, Dunn, McNeill and Parker, LLC; and further authorizes the Executive Director to forward the certified Financial Statements to the State of New Hampshire when final for inclusion in the Comprehensive Annual Financial Report.** Discussion: None. Disposition: Resolved by unanimous vote 6/0 for; motion carried.

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

A. Approvals

1. Jalbert Leasing, Inc. dba C & J Bus Lines – ROE

Director Allard moved and Director Lamson seconded that **The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to complete**

negotiations and to execute a Right of Entry (“ROE”) with Jalbert Leasing, Inc. d/b/a C & J Bus Lines (“C & J”) of Portsmouth, NH substantially for the purpose of parking C & J customer vehicles. The ROE is effective from November 1, 2018 through April 30, 2019 with one six-month option to extend to October 31, 2019, which option is subject to the approval of the Executive Director; substantially in accordance with the draft Right of Entry dated October 3, 2018, attached hereto. Discussion: None. Disposition: Resolved by unanimous vote 6/0 for; motion carried.

VIII. Leases

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

A. Reports

1. 75 New Hampshire, LLC – MMG Insurance Company

Mr. Mullen reported that 75 New Hampshire, LLC entered into a sublease with MMG Insurance Company (“MMG”) for 5,000 square feet within the leased premises at 85 New Hampshire Avenue, for a period of 10 years, with one (1) five-year option to extend. MMG will use the premises for office and related uses. Director Lamson approved the sublease.

2. Two International Group, L.L.C. – Nvest Financial Group, LLC

Mr. Mullen reported that Two International Group, L.L.C. entered into a sublease with Nvest Financial Group, LLC (“Nvest”) for 2,948 square feet within the leased premises at 2 International Drive, for a period of 10 years effective after the issuance of a Certificate of Occupancy. Nvest will use the premises for office and related uses. Director Lamson approved the sublease.

3. 100 International, LLC – Law Office of William A. Trafidlo, P.L.L.C.

Mr. Mullen reported that 100 International, LLC entered into a sublease with Law Office of William A. Trafidlo, P.L.L.C. (“LOWT”) for 1,132 square feet within the leased premises at 100 International Drive, for a period of five years commencing November 1, 2018. LOWT will use the premises for professional office and related uses. Director Lamson approved the sublease.

4. International Association of Privacy Professionals – 75 Rochester Avenue

Mr. Mullen reported that International Association of Privacy Professionals (“IAPP”) which has been a tenant of 75 Rochester Avenue, exercised its final option for Unit 1. IAPP increased its space unit by unit over the last few years and now have a total of 55,064 s.f. Mr. Mullen stated that IAPP is the largest privacy professional association in the world and that it may double in size in the next five to seven years.

B. Approvals

1. Thermo Fisher Scientific, Inc. – Lease Amendment No. 5

Director Bohenko moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to complete negotiations with Thermo Fisher Scientific, Inc. (“Fisher”) and to execute a lease extension for the premises located at 23 Hampton Street (Hangar 215); substantially in accordance with the memorandum from David R. Mullen, Executive Director, dated October 10, 2018 and attached hereto.** Discussion: None. Disposition: Resolved by unanimous vote 6/0 for; motion carried.

2. **Allegiant Air, LLC – Terminal Lease and Airfield Operating Agreement Amendment No. 5**

Director Levesque moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to execute Amendment No. 5 to the Terminal Lease and Airfield Operating Agreement with Allegiant Air, LLC (“Allegiant”) for the premises located at 42 Aviation Avenue; substantially in accordance with the memorandum from Paul E. Brean, Airport Director, dated October 10, 2018 and attached hereto. Discussion: None. Disposition: Resolved by unanimous vote 6/0 for; motion carried.**

3. **Frontier Airlines – Terminal Lease and Airfield Operating Agreement**

Vice-Chairman Loughlin moved and Director Levesque seconded that **The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to complete negotiations with Frontier Airlines, Inc. (“Frontier”) and to execute a Terminal Lease and Operating Agreement; substantially in accordance with the memorandum from Paul E. Brean, Airport Director, dated October 10, 2018 and attached hereto to include a cooperative marketing agreement in an amount not to exceed \$135,000. Discussion: None. Disposition: Resolved by unanimous vote 6/0 for; motion carried.**

4. **TCV Albany, Inc. dba FirstLight Fiber – Lease**

Director Lamson moved and Director Allard seconded that **The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to complete negotiations with TVC Albany, Inc. d/b/a FirstLight Fiber (“TVC”) and to execute a lease for the premises located at 77 Aviation Avenue; substantially in accordance with the memorandum from David R. Mullen, Executive Director, dated October 10, 2018 and attached hereto. Discussion: None. Disposition: Resolved by unanimous vote 6/0 for; motion carried.**

IX. Contracts/Agreements

In accordance with the “Delegation to Executive Director: Consent, Approval and Execution of License Agreements,” David Mullen, PDA Executive Director, reported the following:

A. Reports

1. **ADB Safegate – Additional Funding**

PDA contracted with ADB Safegate for the overage in cost due to miscommunication of the unit price of five custom fabricated signs. The expenditure of \$4,299.53 was approved by Vice-Chairman Loughlin.

B. Approvals

1. **Piscataqua Landscaping and Tree Service, LLC – Landscaping and Snow Removal Contract**

Director Allard moved and Director Bohenko seconded that **The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into a contract with Piscataqua Landscaping and Tree Service, LLC (“Piscataqua”) for the purpose of providing landscaping and snow removal services at Pease International Tradeport for an initial period of three (3) years with two options of one (1) year each, which options are exercisable at the sole discretion of the PDA Executive Director; all in accordance with the memorandum of Paul E. Brean, Airport**

Director, dated October 10, 2018. Discussion: None. Disposition: Resolved by unanimous vote 6/0 for; motion carried.

2. Electricity Provider

Director Bohenko moved and Director Levesque seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to complete negotiations and to enter into a contract with Capital Energy, Inc. for the supply of electrical power for the 24 month period effective on or about November 1, 2018 through October 31, 2020 at the fixed price of \$0.07794 per kWh; all in accordance with the memorandum of Irving Canner, Director of Finance, dated October 17, 2018, attached hereto.** Discussion: None. Disposition: Resolved by unanimous vote 6/0 for; motion carried.

X. Executive Director's Reports/Approvals

A. Reports

1. Golf Course Operations

E.J. Chea, Head Superintendent of the Pease Golf Course ("Golf Course") reported on the activities at the Golf Course. The Golf Course had another great year and is now in transition to the off-season work. There are currently 50 teams registered for the simulator league. There is a new update to the simulator software which is the Golf National course. The Golf Course hosted several events including the Mid-Amateur Senior Match Play Event sponsored by the New Hampshire Golf Association and the Golf Course was awarded a plaque by the NHGA. The Golf Course also hosted the Division II High School State Golf Championships this year and the New Hampshire PGA Pro Senior events. The Golf Course was awarded the Best of the Seacoast Golf Course award for 2018. The new bridge on No. 6 has held up and there are no issues.

2. Airport Operations

Paul E. Brean, Airport Director, reported on aviation activities.

a. PSM

There were 1,500 scheduled enplanements and 2,500 charter enplanements for the month of September. In September, there were 900,000 gallons of fuel sold which equates to just under \$20,000 for the month. There was \$3,000 in revenue for aircraft parking fees for long-term aircraft. Delta Airlines will be picking up troop flights and will run almost daily over the next two month period.

Mr. Brean reported that PSM had its annual check in with Allegiant Airlines ("Allegiant"). The reaction by Allegiant to Frontier Airlines ("Frontier") operating out of PSM is that Allegiant will be doubling down its operations at PSM. Allegiant stated that due to the phasing of 20 MD80 aircraft this month, there could be a drop in service to some of its airports but PSM was directly told that it is performing so well that Allegiant is adding frequency at PSM but not elsewhere. Allegiant flights to Punta Gorda will be doubled providing daily services from February through May. Allegiant will go from three to six days of service to Sanford/Orlando. In response to Director Bohenko's question regarding the age of the aircraft, Mr. Brean stated that Allegiant is receiving new Airbuses from the factory but still has some Airbus aircraft that are six years old. Allegiant will return for a third season with flights to Myrtle Beach in the spring. Both Punta Gorda and Sanford flights were recognized by Allegiant as being in the top five reverse market routes. People who do not reside in New Hampshire are buying tickets on those flights and using PSM as a gateway resulting in an influx of the leasing of rental cars. Mr. Brean further reported that Allegiant has a corporate philosophy to get customers that are in cold climates to warm leisure areas.

Mr. Brean stated that PSM staff and Frontier continue to work together to get ready for the December 6 kickoff. The local TSA has been working with PSM to prepare for the screening of passengers and baggage screening for these flights.

Mr. Brean reported that since the announcement of Frontier, there has been an interest in small advertising campaigns at PSM which has been stagnant since 2008.

There are now new ads on the terminal walls. Mr. Brean complimented Port City Air, Inc. ("PCA") on the recent arrival of 30 aircraft, 25 of which were F-16s, from McIntyre Air Force Base in South Carolina that stopped at PSM during Hurricane Michael. PCA assisted the flight crews, mechanics, and all the personnel of the aircraft to find accommodations and generally assist them all in the timeframe of two hours. PCA continues to attract large scale military movements due to its increased handling capabilities.

b. Skyhaven Airport

Mr. Brean did not report on activities at DAW for September.

c. Noise Line Report

There were a total of 16 noise inquiries at PSM during the month of September. There were 14 inquiries regarding rotor wing activities originating from two residences in Portsmouth relating to Seacoast Helicopter activities. The Miller Avenue residence accounted for 13 inquiries and a Ruth Street residence accounted for one inquiry. There was one inquiry regarding fixed wing activities from a Haven Road residence in Portsmouth which pertained to a small aircraft flying a banner which was not based at PSM. There was one noise inquiry originated in Newington which was not related to aircraft.

B. Approvals

1. Bills for Legal Services

Vice-Chairman Loughlin moved and Director Lamson seconded that **The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds up to \$842.05 for the following legal services rendered through August 31, 2018 to the Pease Development Authority:**

1. Kutak Rock LLP		
General	<u>\$842.05*</u>	<u>\$842.05</u>
Total		<u>\$842.05</u>

*The balance will be paid by the City of Portsmouth. Discussion: None. Disposition: Resolved by unanimous vote 6/0 for; motion carried.

XI. Division of Ports and Harbors

Geno J. Marconi, Division Director, reported on Division activities, and the approvals sought before the Board represent the current business at the Division of Ports and Harbors ("DPH").

A. Reports

1. Port Advisory Council

Mr. Marconi reported that the Port Advisory Council (“PAC”) met on October 10, 2018 and that the approved minutes of the previous meeting are included for the Board’s information. At the meeting, Mr. Reynolds gave a short presentation on the proposed Market Street gateway project showing the configurations and DPH entryway.

2. Commercial Mooring Transfer

Mr. Marconi reported that in accordance with the “Delegation to Executive Director: Consent, Approval and Execution of Mooring Permit Transfers,” a commercial mooring was transferred for:

	<u>Permit</u>	<u>Business</u>	<u>Date of Approval</u>
Seabrook Harbor	No. 1882	Commercial Fishing	09/24/18
Transferor:	Arthur Frasca		
Transferee:	Todd Smith		

3. PC Connection, Inc. – ROE

Mr. Marconi reported that in accordance with the “Delegation to Executive Director: Consent, Approval and Execution of Charter Boat Right of Entry,” Mr. Mullen approved the ROE for PC Connection, Inc. Mr. Marconi explained that this ROE is for the purpose of filming a promotional video at Rye Harbor.

4. Boston Line & Service Co., Inc. – ROE

Mr. Marconi reported that in accordance with the “Delegation to Executive Director: Consent, Approval and Execution of Charter Boat Right of Entry,” Mr. Mullen approved the ROE for Boston Line & Service Co., Inc. Mr. Marconi explained that this ROE is for the purpose of utilizing the facilities at Hampton Harbor by Seabrook Nuclear Power Plant to inspect the cooling tunnels.

B. Approvals

1. Pda Rules 400 – Readoption

Director Lamson moved and Vice-Chairman Loughlin seconded that **In accordance with the provisions of 12-G:42 X (b), the PDA Board of Directors hereby approves of the Final Proposal - Fixed Text for readoption of Administrative Rules Chapter Pda 400, as attached hereto, and authorizes the Division Director to take any necessary or recommended action in accordance with RSA 541-A:12, in furtherance of this matter. Discussion: None. Disposition: Resolved by unanimous vote 6/0 for; motion carried.**

2. Juliet Marine Systems, Inc. – ROE

Director Levesque moved and Vice-Chairman Loughlin seconded that **The Pease Development Authority Board of Directors hereby approves of and consents to the Right of Entry (“ROE”) with Juliet Marine Systems, Inc. (“Juliet”) for the use of the facilities at the Market Street Terminal for the purpose of hauling out of the water by crane, storing and loading onto a ship, a 60’ vessel; all in accordance with the memorandum of Geno J. Marconi, Division Director, dated October 9, 2018, attached hereto. Discussion: In response to Vice-Chairman Loughlin’s question for an explanation of**

what the ROE is for, Mr. Marconi stated that a ROE was appropriate for this type of project because of the unknown factors such as timing and that this activity required a formal ROE. Disposition: Resolved by unanimous vote 6/0 for; motion carried.

3. FEMA Grant Acceptance

Director Bohenko moved and Vice-Chairman Loughlin seconded that **The Pease Development Authority Board of Directors hereby authorizes the Executive Director:**

- (1) **to accept on behalf of the PDA-Division of Ports and Harbors, a Federal Emergency Management Agency (“FEMA”) grant offer in the amount of \$209,171.00 for security fencing, lighting, training, and emergency generators;**
- (2) **to seek authorization from the Capital Budget Overview Committee to release and use \$68,504.00 of Harbor Dredge/Pier Maintenance funds for PDA’s required matching share of the grant; and**
- (3) **to execute such other documents and/or agreements as are necessary or appropriate to secure the grant offer.**

all in accordance with the memorandum of Geno Marconi, Division Director, dated October 16, 2018 attached hereto. Discussion: Mr. Marconi reported that in the last few years, Deputy Chief Harbor Master Grant Nichols, in consultation with other PDA staff, has been doing the writing for the grants for the DPH port security and has been successful. Disposition: Resolved by unanimous vote 6/0 for; motion carried.

XII. New Business

There was no new business.

XIII. Upcoming Meetings

Chairman Smith reported that the following meetings will be held:

Port Committee	Thursday, November 1, 2018 (55 Market Street)
Golf Committee	Tuesday, November 13, 2018
Finance Committee	Tuesday, November 13, 2018 at 8:30 a.m.
Board of Directors	Thursday, November 15, 2018

All meetings begin at 8:00 a.m. unless otherwise posted.

XIV. Directors’ Comments

Director Bohenko extended his thanks to Chairman Smith for bringing forward the housing committee. Director Lamson concurred, stating that she will send the committee criteria to the Town of Newington and asked to whom the TON designee should send the name of the designee, Chairman Smith suggested that the information be sent to Mr. Mullen and Ms. Hinchee.

Chairman Smith thanked the Board for its patience and diligence given the September meeting.

XV. Non-Public Session

Director Allard moved and Director Bohenko seconded that **The Pease Development Authority Board of Directors will enter non-public session pursuant to:**

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

Note: Roll Call Vote Required. Discussion: None. Disposition: Resolved by unanimous vote; motion carried. The Board entered into non-public session at 12:23 p.m. The Board returned to public session at 12:45 a.m.

XVI. Vote of Confidentiality

Vice-Chairman Loughlin moved and Director Bohenko seconded that **Resolved, pursuant to NH RSA 91-A:3, Paragraph III, the Pease Development Authority Board of Directors hereby determines that the divulgence of information discussed and decisions reached in the non-public session of its October 18, 2018 meeting related to:**

1. **Leasing**

would, if disclosed publically, a) render the proposed actions ineffective; and b) affect adversely the reputation of any person other than a member of the public body itself; and agrees that the minutes of said meeting be held confidential until, in the opinion of a majority of the Board of Directors, the aforesaid circumstances no longer apply. **Note: This motion requires 5 Affirmative Votes.** Discussion: None. Disposition: Resolved by unanimous roll call vote for; motion carried.

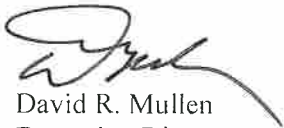
XVII. Adjournment

Director Bohenko moved and Vice-Chairman Loughlin seconded to **adjourn the Board meeting.** Discussion: None. Disposition: Resolved by unanimous vote for; motion carried. Meeting adjourned at 12:48 p.m.

XVIII. Press Questions

There were no questions from members of the press.

Respectfully submitted,



David R. Mullen
Executive Director

MOTION

Director Allard:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to complete negotiations and to enter into a Lease Amendment with 160 Corporate Drive, LLC for the premises located at 160 Corporate Drive on substantially similar terms and conditions set forth in the Memorandum of David R. Mullen, PDA Executive Director, dated November 1, 2018, attached hereto.

N:\RESOLVES\2018\Lease-160CorpAmd 1118.docx



PEASE
INTERNATIONAL

DEVELOPMENT
AUTHORITY

35 International Drive, Portsmouth, NH 03801

MEMORANDUM

To: Pease Development Authority Board of Directors
From: David R. Mullen, Executive Director *DM*
Re: 160 Corporate Drive, LLC
Date: November 1, 2018

In the course of preparing the site for the development of the Revision Military, LTD (“Revision”) facility at 160 Corporate Drive, Chad Kageleiry, the developer, encountered some issues with the condition of the soil. In short, Chad has had to undertake additional work to remove and replace 1,900 +/- cubic yards of soil to ensure a sound footing to pour a foundation and slab for the Revision building.

When PDA enters into a ground lease, a developer is typically given a 9-month rent-free period to commence and complete construction. In this instance, 160 Corporate Drive, LLC’s lease provides that ground area rent will commence on the earlier to occur of the following: occupancy or May 1, 2019.

Due to the unforeseen circumstances encountered on this site, it is my recommendation that the Board approve an amendment to the 160 Corporate Drive, LLC lease to extend the ground area rent grace period to the earlier to occur of the following: occupancy or August 1, 2019. The site has 8.67 usable acres and the ground area rent of \$16,500 per acre equals \$143,055 year or \$11,921.25 month. If the Board approves of the 3-month extension, such would result in a \$35,763.75 ground area rent credit to 160 Corporate Drive, LLC.

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TAKING YOU THERE

PH: 603-433-6038

FAX: 603-427-0433

WWW.PEASEDEV.ORG

PEASE DEVELOPMENT AUTHORITY
Tuesday, November 13, 2018

GOLF COMMITTEE
AGENDA

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

COPY

AGENDA

- I. Call to Order
- II. Acceptance of Meeting Minutes: June 18, 2018*
- III. Public Comment
- IV. Old Business
 - A. Reports
 - 1. Clubhouse and Dining Room Enhancements
 - 2. Patio Update
- V. New Business
 - A. Reports
 - 1. Teesnap Point of Sales/Tee Time Reservation/Marketing Platform*
 - 2. Revised Capital Improvement Schedule*
 - 3. Golf Genius Premier Package Online Scoring/Registration*
 - B. Approvals
 - 1. Kitchen Cooking Line Improvements* (Allard)
- VI. Public Comment
- VII. Upcoming Meetings

Finance Committee	November 13, 2018 @ 8:30 a.m.
Board of Directors	November 15, 2018

All meetings begin at 8:00 a.m. unless otherwise posted.

- VIII. Adjournment
- IX. 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

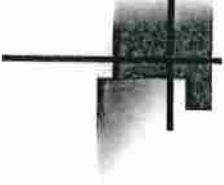
FINANCE COMMITTEE AGENDA

Time: 8:30 A.M.
Place: 55 International Drive
Pease International Tradeport
Portsmouth, NH 03801

- I. Call to Order (*Allard*)
- II. Acceptance of Committee Meeting Minutes: June 18, 2018*
- III. Public Comment
- IV. Reports (*Canner*)
 1. Operating Results- Three Month Period Ending September 30, 2018 *
 2. Nine Month Cash Flow Projections through July 31, 2019 *
 3. EDA Annual Filing- Revolving Loan Fund at June 30, 2018 *
- V. Committee Recommendations to the Board of Directors
 1. Extension of the Revolving Line of Credit- Provident Bank*+ (*Lamson*)
 2. Investment Guidelines *+ (*Bohenko*)
- VI. Next Committee Meeting- TBD
- VII. Director's Comments
- VIII. Adjournment
- IX. Press Questions

* Related Materials Attached.

+ Proposed Motion



FY 2019 FINANCIAL REPORT FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2018



**FINANCE COMMITTEE MEETING
NOVEMBER 13, 2018**



CONSOLIDATED STATEMENT OF REVENUES AND EXPENSES 2

FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2018

(\$ 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	CURRENT YEAR BUDGET
OPERATING REVENUES <i>(PAGE #3)</i>	<u>4,601</u>	<u>4,564</u>	<u>37</u>	<u>15,224</u>
OPERATING EXPENSES				
PERSONNEL SERVICES AND BENEFITS <i>(PAGE #4 AND #5)</i>	1,435	1,455	(20)	5,903
BUILDINGS AND FACILITIES MAINTENANCE	517	616	(99)	2,482
GENERAL AND ADMINISTRATIVE <i>(PAGE #6)</i>	304	306	(2)	1,207
UTILITIES <i>(PAGE #6)</i>	115	161	(46)	712
PROFESSIONAL SERVICES <i>(PAGE #6)</i>	88	138	(50)	911
MARKETING AND PROMOTION	43	70	(27)	315
ALL OTHER <i>(PAGE #6)</i>	<u>520</u>	<u>334</u>	<u>186</u>	<u>1,033</u>
OPERATING INCOME	<u>3,022</u>	<u>3,080</u>	<u>(58)</u>	<u>12,563</u>
	<u>1,579</u>	<u>1,484</u>	<u>95</u>	<u>2,661</u>
NONOPERATING (INCOME) AND EXPENSE <i>(PAGE #7)</i>	(8)	33	(41)	130
DEPRECIATION	<u>1,458</u>	<u>1,610</u>	<u>(152)</u>	<u>6,437</u>
NET OPERATING INCOME	<u>129</u>	<u>(159)</u>	<u>288</u>	<u>(3,906)</u>

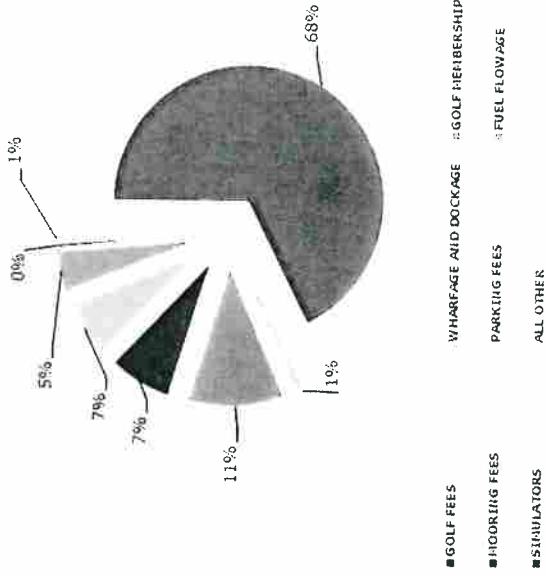
- BUDGET VARIANCE ANALYSIS**
- **OPERATING REVENUES-
HIGHER BY 0.8 % ...**
 - TIMING DIFFERENCES ASSOCIATED WITH RENTAL OF FACILITIES, OFFSET BY INCREASES IN:
 - GOLF FEES- ESCALATION IN NONMEMBER ROUNDS PLAYED
 - CONCESSION REVENUES FROM HIGHER GRILL 28 SALES
 - PAY FOR PARKING DEFERRED UNTIL JANUARY 2019
 - DPH AND DAW FUEL SALES
 - **OPERATING COSTS-
LOWER BY 1.9 %...**
 - DPH AND DAW FUEL EXPENSE HIGHER TO OFFSET FUEL SALES.
 - HEALTH INSURANCE PRELIMINARY RATE STRUCTURE MODIFIED- OPEB IMPACT
 - COMPREHENSIVE FY 2018 YEAR END CUT-OFF FOR EXPENSES
 - BENEFITED EMPLOYEE OVERTIME IN SUPPORT OF INCREASED ENPLANEMENTS AND WATERFRONT ACTIVITIES LESS THAN ANTICIPATED.

CONSOLIDATED OPERATING REVENUES FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2018

(\$ 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VAR	CURRENT YEAR BUDGET
RENTAL OF FACILITIES	2,508	2,558	(50)	9,968
FEE REVENUES <i>(SEE PIE CHART)</i>	1,180	1,414	(234)	3,603
FUEL SALES <i>(SEE TABLE BELOW)</i>	454	267	187	704
CONCESSION REVENUE	114	121	(7)	400
GOLF MERCHANDISE	96	92	4	235
ALL OTHER- NET	<u>249</u>	<u>112</u>	<u>137</u>	<u>314</u>
	4,601	4,564	37	15,224

FEE REVENUES YEAR TO DATE



	ACTUAL SALES	BUDGETED SALES	BUDGET VARIANCE	ACTUAL COGS	BUDGETED COGS	BUDGETS VARIANCE
PORTSMOUTH FISH PIER	209	152	57	168	98	70
RYE HARBOR	86	26	60	70	25	45
HAMPTON HARBOR	137	73	64	111	67	44
SKYHAVEN AIRPORT	22	16	6	30	13	17
	<u>454</u>	<u>267</u>	<u>187</u>	<u>379</u>	<u>203</u>	<u>176</u>

CONSOLIDATED PERSONNEL SERVICES AND BENEFITS FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2018

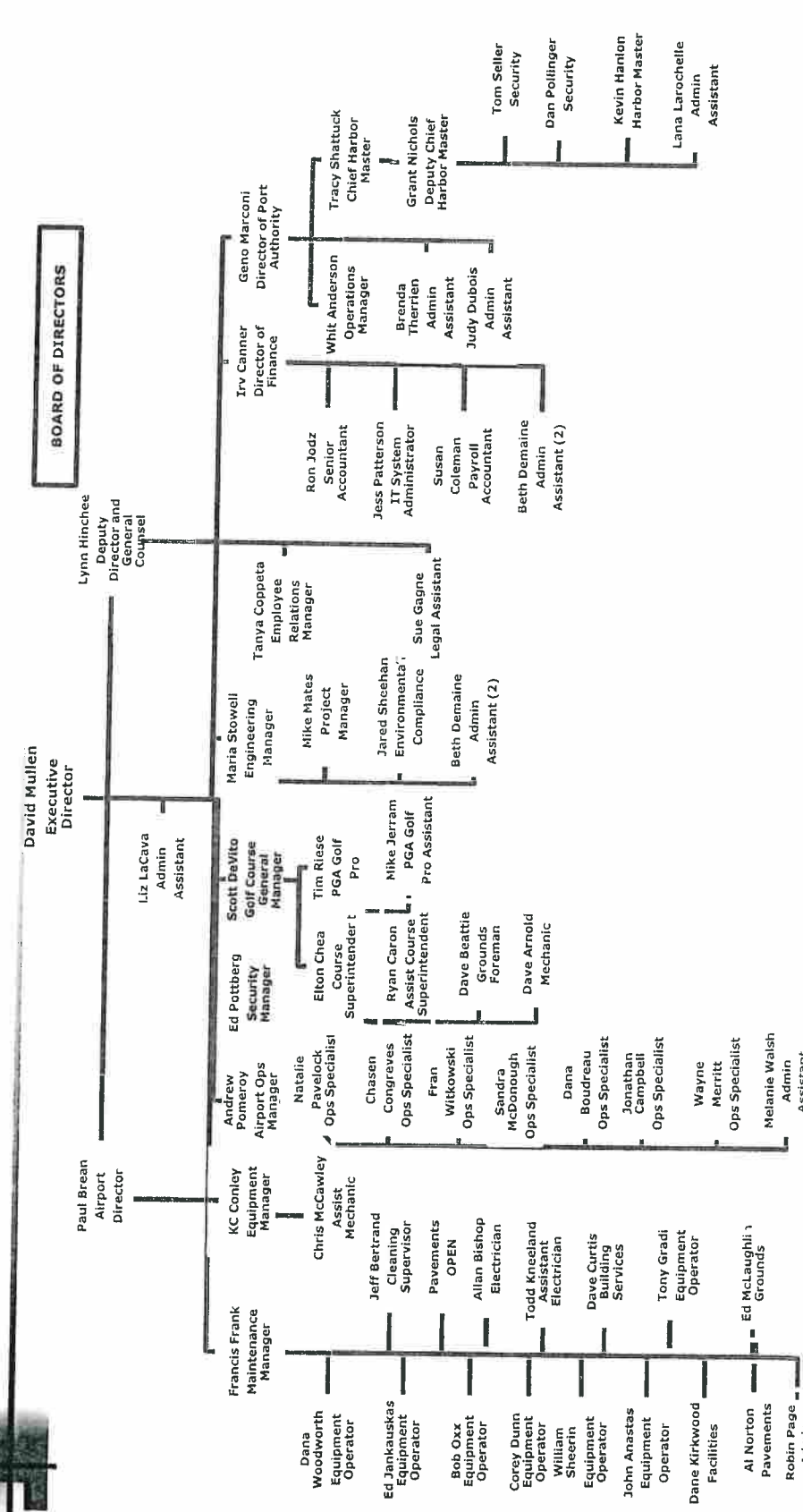
(\$ 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	CURRENT YEAR BUDGET
PERSONNEL SERVICES				
BENEFITTED	908	934	(26)	3,667
NONBENEFITTED	214	194	20	759
OVERTIME	48	62	(14)	236
ACCRUED VACATION/ SICK	8	-	8	-
	<u>1,178</u>	<u>1,190</u>	<u>(12)</u>	<u>4,662</u>
CHARGE OUT	<u>(162)</u>	<u>(106)</u>	<u>56</u>	<u>(368)</u>
	<u>1,016</u>	<u>1,084</u>	<u>(68)</u>	<u>4,294</u>
FRINGE BENEFITS				
HEALTH INSUR	282	256	26	1,026
RETIREMENT	160	120	40	605
DENTAL INSURANCE	16	16	-	63
LIFE INSURANCE	9	6	3	25
	<u>467</u>	<u>398</u>	<u>69</u>	<u>1,719</u>
CHARGE OUT	<u>(48)</u>	<u>(27)</u>	<u>(21)</u>	<u>(110)</u>
	<u>419</u>	<u>371</u>	<u>48</u>	<u>1,609</u>
	<u>1,435</u>	<u>1,455</u>	<u>(20)</u>	<u>5,903</u>

CURRENT STAFF ANALYSIS (FILLED POSITIONS) AS OF OCTOBER XX, 2018

	SAL/ BEN	HR/ BEN	HR/ NON	SE	TOTAL
EXECUTIVE	1.0	1.0	-	-	2.0
MAINTENANCE	-	18.0	-	-	18.0
PORTSMOUTH AIRPORT	3.0	8.0	5.0	-	16.0
SKYHAVEN	-	-	3.0	-	3.0
GOLF COURSE	3.0	4.0	-	-	-
ENGINEERING	3.0	0.5	-	-	3.5
LEGAL / HUMAN RESOURCES	1.0	2.0	1.0	-	4.0
FINANCE	2.0	2.5	-	-	4.5
PORT AUTHORITY	1.0	9.0	11.0	-	-
	<u>14.0</u>	<u>45.0</u>	<u>20.0</u>		

PEASE DEVELOPMENT AUTHORITY ORGANIZATION CHART- CURRENT



TOTAL BENEFITED POSITIONS	FILLED	OPEN
PDA	49	1
DIVISION OF PORTS AND HARBORS	10	-

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

CONSOLIDATED OTHER OPERATING EXPENSES FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2018

(\$ 000's)

<i>UTILITIES</i>	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	CURRENT YEAR BUDGET	<i>PROFESSIONAL SERVICES</i>	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	CURRENT YEAR BUDGET
ELECTRICITY	83	96	(13)	394	LEGAL	59	108	(49)	750
WATER	20	15	(5)	117	INFORMATION TECHNOLOGY	13	17	(4)	69
WASTE DISPOSAL	24	24	(10)	96	EXTERNAL AUDIT	-	5	(5)	60
NATURAL GAS AND OIL	3	17	(14)	70	ALL OTHER- NET	16	8	8	32
PROPANE	5	9	(4)	35					
	<u>115</u>	<u>161</u>	<u>(46)</u>	<u>712</u>		<u>88</u>	<u>138</u>	<u>(50)</u>	<u>911</u>

<i>ADMINISTRATIVE AND GENERAL</i>	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	CURRENT YEAR BUDGET	<i>ALL OTHER</i>	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	CURRENT YEAR BUDGET
FICA	86	93	(7)	357	FUEL	379	203	176	653
INSURANCE	47	46	1	168	GOLF MERCHANDISE	64	69	(5)	175
TELEPHONE / COMMUNICATIONS	25	26	(1)	104	COAST TROLLEY	23	19	4	120
WORKERS' COMPENSATION	16	19	(3)	75	GOLF CART LEASE	54	43	11	85
BANK FEES	20	29	(9)	81					
ALL OTHER-NET	<u>110</u>	<u>93</u>	<u>17</u>	<u>422</u>		<u>520</u>	<u>334</u>	<u>186</u>	<u>1,033</u>
	<u>304</u>	<u>306</u>	<u>(2)</u>	<u>1,207</u>					

CONSOLIDATED NONOPERATING (INCOME) EXPENSE FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2018

(\$ 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	CURRENT YEAR BUDGET	INTEREST EXPENSE	YEAR TO DATE	FISCAL BUDGET
INTEREST EXPENSE	3	37	(34)	148	PROVIDENT BANK- RLOC	-	138
INTEREST INCOME AND OTHER	(11)	(4)	7	(18)	CITY OF PORTSMOUTH	3	10
	(8)37	33	(41)	130	TOTAL	3	148

CONSOLIDATED STATEMENTS OF NET POSITION

(\$ 000's)

ASSETS	SEP 30 2018	JUN 30 2018	SEP 30 2018	JUN 30 2018
CURRENT ASSETS				
CASH AND EQUIVALENTS	6,965	6,134	1,832	1,593
ACCOUNTS RECEIVABLE- NET	1,311	2,058	1,065	2,423
OTHER ASSETS	435	500	349	681
TOTAL CURRENT ASSETS	8,711	8,692	207	207
RESTRICTED ASSETS				
CASH AND EQUIVALENTS	494	489	3,453	4,904
ACCOUNTS RECEIVABLES- NET	1,148	1,153	13,225	13,225
TOTAL RESTRICTED ASSETS	1,642	1,642	740	828
CAPITAL ASSETS				
LAND, BUILDINGS AND EQUIPMENT	64,326	65,029	2,612	2,612
CONSTRUCTION IN PROCESS (PAGES #10-#12)	1,767	2,027	64,796	64,400
TOTAL ASSETS	66,093	67,056	1,192	1,198
DEFERRED OUTFLOWS OF RESOURCES	76,446	77,390	187	180
PENSION / OPEB	1,753	1,753	4	10
			(8,010)	(8,214)
TOTAL NET POSITION	1,753	1,753	58,169	57,574
LIABILITIES				
CURRENT LIABILITIES				
ACCOUNTS PAYABLE				
ACCOUNTS PAYABLE- CONSTRUCTION				
UNEARNED REVENUE				
REVOLVING LOC FACILITY				
CURRENT PORTION- LT LIABILITIES				
TOTAL CURRENT LIABILITIES			3,453	4,904
NONCURRENT LIABILITIES				
NET PENSION / OPEB LIABILITY				
OTHER LT LIABILITIES (PAGE #13)				
TOTAL LIABILITIES			17,418	18,957
DEFERRED INFLOWS OF RESOURCES				
PENSION / OPEB				
NET POSITION				
NET INVESTMENT IN CAPITAL ASSETS				
RESTRICTED FOR:				
REVOLVING LOAN FUND				
HARBOR DREDGING				
FOREIGN TRADE ZONE				
UNRESTRICTED				
TOTAL NET POSITION			58,169	57,574
CASH AND EQUIVALENTS AT SEPTEMBER 30, 2018				
UNRESTRICTED				
RESTRICTED				
TOTAL			1,082	494
GENERAL FUNDS				
GENERAL FUNDS				
TENANT ESCROW				
PEASE DEVELOPMENT AUTHORITY				
GENERAL FUNDS				
TENANT ESCROW				
DIVISION OF PORTS AND HARBORS				
GENERAL FUNDS				
HARBOR MANAGEMENT				
HARBOR DREDGING				
REVOLVING LOAN- FISHERY FUND				
FOREIGN TRADE				
TOTAL			6,965	494

SUMMARY OF INTERGOVERNMENTAL RECEIVABLES AS OF SEPTEMBER 30, 2018

(\$ 000's)

PROJECT NAME	APPROVAL DATE	TOTAL PROJECT	GRANT AWARD	EXPENDED TO DATE	PDA SHARE	RECEIVED TO DATE	BALANCE DUE PDA	AMOUNT SUBMITTED
PSM OBSTRUCTION DESIGN (SBG 04-2014)	04-25-14	333	316	304	(15)	289	-	-
PSM SECURITY IDENTIFICATION MANAGEMENT SYSTEM (SBG 05-2016)	03-21-16	392	373	392	(20)	372	-	-
PSM TERMINAL BATHROOM RENOVATIONS (AIP 56)	04-21-16	546	519	536	(27)	509	-	-
PSM RUNWAY 16-34 DESIGN (AIP 58)	05-18-17	1,265	885	762	(31)	406	325	155
PSM OBSTRUCTION REMOVAL / CONSTRUCTION (AIP 60)	05-18-17	1,130	1,074	893	(109)	782	2	-
PSM TERMINAL PLANNING STUDY (AIP 61)	05-18-17	393	373	351	(17)	332	2	-
PSM- AIR NATIONAL GUARD TAXIWAY PROJECT	-	2,500	2,500	2,440	(116)	2,321	3	-
PSM RUNWAY REIMBUR AGREEMENT (AIP 59)	08-23-17	931	885	34	(2)	29	3	-
PSM TERMINAL BUILDING EXPANSION	11-01-18	1,730	1,644	725	-	-	-	-
DAW SNOW REMOVAL EQUIP (SBG 08-2017)	05-18-17	503	478	495	(25)	7	463	-
DAW TAXILANE PAVEMENT AND DRAINAGE CONSTRUCTION (SBG 07-2016)	09-22-16	1,830	1,738	1,466	(103)	1,363	-	-
DPH UPGRADE PORT SECURITY AND SOFTWARE	-	59	59	47	(2)	-	45	-
DPH BUILD GRANT APPLICATION	-	-	-	13	-	-	13	13
DPH FUNCTIONAL REPLACEMENT- BARGE DOCK	-	-	-	196	-	196	-	-
							856	168

SUMMARY OF CONSTRUCTION WORK IN PROGRESS

(\$ 000's)

PROJECT NAME	BALANCE AT 06-30-18	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 09-30-18
PORTSMOUTH AIRPORT					
RUNWAY 16-34 DESIGN (AIP 58)	661	101	-	101	762
TERMINAL PLANNING STUDY (AIP 61)	351	-	(351)	(351)	-
TERMINAL BUILDING EXPANSION	725	-	-	-	725
REPLACE TERMINAL RTU'S	180	-	(180)	(180)	-
OBSTRUCTION REMOVAL- CONSTRUCTION	2	1	1	1	3
PAY FOR PARKING PROJECT	-	10	-	10	10
TERMINAL CARPETING	=	<u>21</u>	<u>(21)</u>	=	=
	<u>1,919</u>	<u>136</u>	<u>(555)</u>	<u>(419)</u>	<u>1,500</u>

SUMMARY OF CONSTRUCTION WORK IN PROGRESS

(CONTINUED):

(\$ 000's)

<u>PROJECT NAME</u>	BALANCE AT 06-30-18	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 09-30-18
SKYHAVEN AIRPORT	=	=	=	=	=
TRADEPORT	-	-	-	-	-
GOLF COURSE					
TORO TOP DRESSING BRUSH	-	3	(3)	-	-
GR3150 GREENS MOWERS	-	74	(74)	-	-
GM 3500 TRIM MOWER	-	<u>32</u>	<u>(32)</u>	-	-
	-	<u>109</u>	<u>(109)</u>	-	-
ADMINISTRATION					
WEBSITE REDESIGN PROJECT	29	10	<u>(39)</u>	<u>(29)</u>	-
MAINTENANCE	-	-	-	-	-

SUMMARY OF CONSTRUCTION WORK IN PROGRESS

(CONTINUED):

(\$ 000's)

PROJECT NAME	BALANCE AT 06-30-18	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 09-30-18
DIVISION OF PORTS AND HARBORS (DPH)					
FASTLANE GRANT APPLICATION	11	-	-	-	11
UPGRADE PORT SECURITY AND SOFTWARE	47	-	-	-	47
FUNCTIONAL REPLACEMENT- BARGE DOCK	21	175	-	175	196
BUILD GRANT APPLICATION	-	13	-	13	13
	<u>79</u>	<u>188</u>	-	<u>188</u>	<u>267</u>
TOTAL	<u>2,027</u>	<u>443</u>	<u>(703)</u>	<u>(260)</u>	<u>1,767</u>

LONG TERM LIABILITIES AS OF SEPTEMBER 30, 2018

(\$ 000's)

SCHEDULE OF LONG TERM LIABILITY REPAYMENT

	CURRENT PORTION	LONG TERM PORTION	TOTAL AMOUNT DUE
STATE OF NEW HAMPSHIRE POST RETIREE HEALTH CARE PROGRAM	91	273	364
DPH- DEPARTMENT OF ARMY	-	252	252
CITY OF PORTSMOUTH- WATER POLLUTION CONTROL NOTE @ 4.50%	116	116	232
ACCRUED SICK LIABILITY	-	99	99
	207	740	947

FISCAL YEAR	CITY OF PORTSMOUTH	STATE OF NEW HAMPSHIRE
2019	116	91
2020	116	91
2021	-	91
2022	-	91
2023	-	<u>91</u>
	232	455
PAID IN FY 2019	-	<u>(91)</u>
	232	364

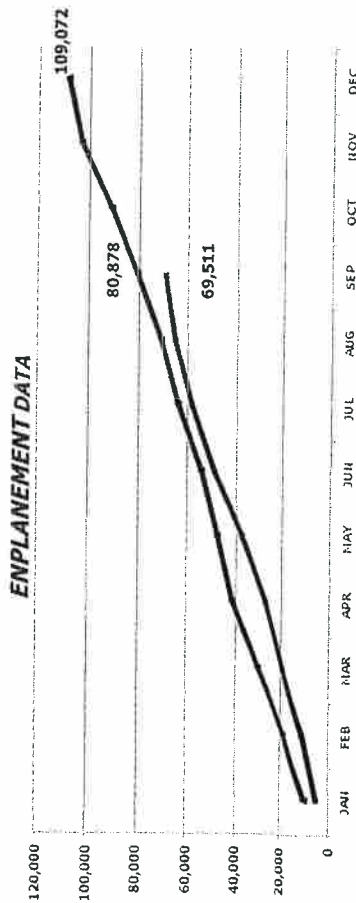
STATEMENT OF OPERATIONS FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2018 PORTSMOUTH AIRPORT

(\$ 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	FISCAL YEAR BUDGET
OPERATING REVENUES	<u>265</u>	<u>495</u>	(230)	<u>1,539</u>
OPERATING EXPENSES				
PERSONNEL SERVICES AND BENEFITS	258	211	47	837
BUILDINGS AND FACILITIES MAINTENANCE	249	200	49	970
GENERAL AND ADMINISTRATIVE	80	65	15	259
UTILITIES	53	79	(26)	317
PROFESSIONAL SERVICES	1	-	1	-
MARKETING AND PROMOTION	20	11	9	43
ALL OTHER	-	-	-	-
OPERATING INCOME	(396)	(71)	(325)	(887)
NONOPERATING (INCOME) AND EXPENSE				
DEPRECIATION	840	976	(136)	3,900
NET OPERATING INCOME	(1,236)	(1,047)	(189)	(4,787)

OPERATING REVENUES	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	FISCAL YEAR BUDGET
FACILITIES RENTAL	201	200	1	811
CONCESSION REVENUES	4	18	(14)	72
FEE REVENUES	55	272	(217)	634
ALL OTHER	5	5	-	22
	<u>265</u>	<u>495</u>	<u>(230)</u>	<u>1,539</u>

— 2017 — 2018

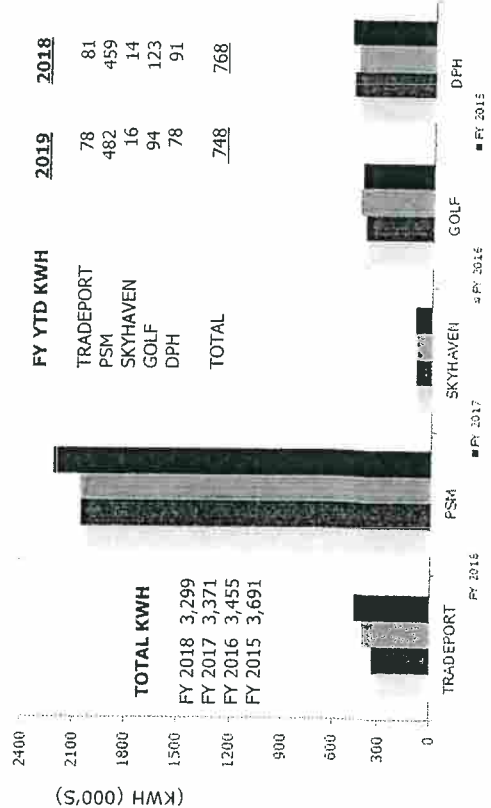


STATEMENT OF OPERATIONS FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2018 TRADEPORT

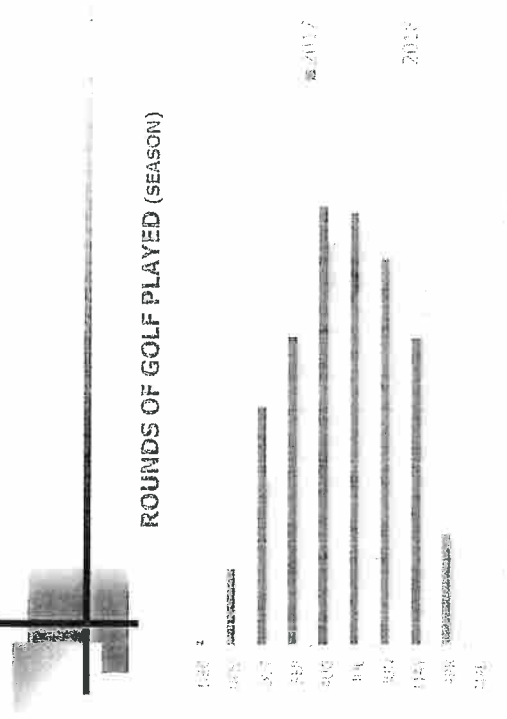
(\$ 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	FISCAL YEAR BUDGET
OPERATING REVENUES	2,353	2,262	91	8,557
RENTAL OF FACILITIES	2,183	2,194	(11)	8,378
ALL OTHER	170	68	102	179
	2,353	2,262	91	8,557
OPERATING EXPENSES				
PERSONNEL SERVICES AND BENEFITS	-	-	-	-
BUILDINGS AND FACILITIES MAINTENANCE	46	121	(75)	483
GENERAL AND ADMINISTRATIVE	11	12	(1)	48
UTILITIES	16	27	(11)	108
PROFESSIONAL SERVICES	-	-	-	-
MARKETING AND PROMOTION	1	-	1	-
ALL OTHER	23	179	(82)	120
	97	179	(82)	759
OPERATING INCOME	2,256	2,083	173	7,798
NONOPERATING (INCOME) AND EXPENSE	-	-	-	-
DEPRECIATION	190	213	(23)	850
NET OPERATING INCOME	2,066	1,870	196	6,948

KWH CONSUMPTION ANALYSIS BY BUSINESS UNIT



KEY GOLF COURSE BENCHMARKING DATA AS OF OCTOBER 31, 2018



	2018 YTD	2017 YTD	2018	2017
ROUNDS PLAYED	50,636	51,297	53,234	
RAIN DAYS	56	49	52	

2018 MEMBER / NONMEMBER ROUNDS (SEASON)



	FY 2019	FY 2018		FY 2019	FY 2018
GOLF SIMULATOR REVENUES			GRILL 28 GROSS SALES		
JULY	\$ 331	\$ 253	JULY	\$ 208,701	\$ 195,199
AUGUST	485	992	AUGUST	221,334	210,451
SEPTEMBER	479	251	SEPTEMBER	188,411	178,766
OCTOBER	5,292	3,135	OCTOBER	-	156,482
NOVEMBER	-	14,913	NOVEMBER	-	98,447
DECEMBER	-	18,951	DECEMBER	-	115,699
JANUARY	-	23,260	JANUARY	-	100,736
FEBRUARY	-	23,406	FEBRUARY	-	95,902
MARCH	-	23,198	MARCH	-	86,828
APRIL	-	10,006	APRIL	-	127,356
MAY	-	841	MAY	-	194,537
JUNE	-	97	JUNE	-	248,212
	\$ 6,582	\$ 119,353		\$ 618,446	\$ 1,808,615

2018 ROUNDS- SEASON			2017 ROUNDS- SEASON		
MEMBER	13,631		MEMBER	13,482	
NONMEMBER	37,005		NONMEMBER	37,815	
TOTAL	50,636		TOTAL	51,297	

CLUBS/ COURSE FUNCTIONS	FY 2019 YTD	FY 2018 YTD
GROUPS 12-40	33,088	26,442
TOURNAMENT PLAY	123,825	126,586
LEAGUES	37,731	38,332
FOOD AND ROOM FEES	119,171	122,019

STATEMENT OF OPERATIONS FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2018 PORT AUTHORITY OF NEW HAMPSHIRE (UNRESTRICTED)

(\$ 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	FISCAL YEAR BUDGET
OPERATING REVENUES	<u>760</u>	<u>673</u>	87	<u>2,294</u>
OPERATING EXPENSES				
PERSONNEL SERVICES AND BENEFITS	310	270	40	1,084
BUILDINGS AND FAC AND MAINTENANCE	32	50	(18)	192
GENERAL AND ADMINISTRATIVE	44	46	(2)	215
UTILITIES	20	26	(6)	103
PROFESSIONAL SERVICES	1	4	(3)	18
MARKETING AND PROMOTION	2	-	2	1
ALL OTHER - FUEL	349	190	159	602
	<u>758</u>	<u>586</u>	<u>172</u>	<u>2,215</u>
OPERATING INCOME	<u>2</u>	<u>87</u>	(85)	79
NONOPERATING (INCOME) AND EXPENSE	(1)	-	(1)	(2)
DEPRECIATION	154	178	24	708
NET OP INCOME	<u>(151)</u>	<u>(91)</u>	(60)	(627)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	FISCAL YEAR BUDGET
OPERATING REVENUES	95	134	(39)	647
FACILITY RENTALS				
CONCESSION REVENUE	-	2	(2)	4
FEE REVENUE				
MOORING FEES	85	87	(2)	350
PARKING	79	54	25	116
REGISTRATIONS	-	38	(38)	150
WHARF / DOCK	<u>11</u>	<u>84</u>	<u>(73)</u>	<u>335</u>
FUEL SALES	<u>175</u>	<u>263</u>	<u>(88)</u>	<u>951</u>
ALL OTHER	433	251	182	640
	57	23	34	52
TOTAL	<u>760</u>	<u>673</u>	87	2,294

BUSINESS UNIT ANALYSIS	HAMPTON HARBOR	RYE HARBOR	PORTSMOUTH FISH PIER	MARKET STREET	HARBOR MANAG	ADMIN
OPERATING REVENUES	189	139	216	128	87	1
OPERATING EXPENSES (EXCLUDING DEPRECIATION)	160	100	186	91	122	99
OPERATING INCOME	<u>29</u>	<u>39</u>	<u>30</u>	<u>37</u>	<u>(35)</u>	<u>(98)</u>

STATEMENT OF OPERATIONS FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2018 PORT AUTHORITY OF NEW HAMPSHIRE (RESTRICTED)

(\$ 000's)

FOREIGN TRADE ZONE	YEAR TO	YEAR TO	YEAR TO	HARBOR DREDGING	YEAR TO	YEAR TO	FISCAL	
	DATE ACTUAL	DATE BUDGET	DATE BUDGET		DATE ACTUAL	DATE BUDGET	YEAR BUDGET	
			CURRENT YEAR VARIANCE			CURRENT YEAR VARIANCE		
OPERATING REVENUES	-	-	-	OPERATING REVENUES	19	17	2	100
OPERATING EXPENSES				OPERATING EXPENSES				
PERSONNEL SERVICES AND BENEFITS	-	-	-	PERSONNEL SERVICES AND BENEFITS	-	-	-	-
BUILDINGS AND FACILITIES MAINTENANCE	-	-	-	BUILDINGS AND FACILITIES MAINTENANCE	4	19	(15)	60
GENERAL AND ADMINISTRATIVE	4	-	4	GENERAL AND ADMINISTRATIVE	-	2	(2)	4
UTILITIES	-	-	-	UTILITIES	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	PROFESSIONAL SERVICES	-	-	-	-
MARKETING AND PROMOTION	2	2	-	MARKETING AND PROMOTION	-	-	-	-
ALL OTHER	-	-	-	ALL OTHER	-	-	-	-
	6	2	4		4	21	(17)	64
OPERATING INCOME	(6)	(2)	4	OPERATING INCOME	15	(4)	19	36
NONOPERATING (INCOME) AND EXPENSE	-	-	-	NONOPERATING (INCOME) AND EXPENSE	-	-	-	-
DEPRECIATION	-	-	-	DEPRECIATION	19	17	2	70
NET OPERATING INCOME	(6)	(2)	(4)	NET OPERATING INCOME	(4)	(21)	17	(34)

STATEMENT OF OPERATIONS FOR THE THREE MONTH PERIOD ENDING SEPTEMBER 30, 2018 PORT AUTHORITY OF NEW HAMPSHIRE (RESTRICTED)

(CONTINUED)

(\$ 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	FISCAL YEAR BUDGET
REVOLVING LOAN FUND				
OPERATING REVENUES	<u>11</u>	<u>11</u>	-	<u>44</u>
OPERATING EXPENSES				
PERSONNEL SERVICES AND BENEFITS	-	-	-	-
BUILDINGS AND FACILITIES MAINTENANCE	7	-	7	-
GENERAL AND ADMINISTRATIVE	-	-	-	-
UTILITIES	-	-	-	-
PROFESSIONAL SERVICES	9	8	1	32
MARKETING AND PROMOTION	-	-	-	-
ALL OTHER	-	-	-	-
OPERATING INCOME	<u>16</u> <u>(5)</u>	<u>8</u> <u>3</u>	<u>8</u> <u>(8)</u>	<u>12</u>
NONOPERATING (INCOME) AND EXPENSE				
DEPRECIATION	-	-	-	-
NET OPERATING INCOME	<u>(5)</u>	<u>3</u>	<u>(8)</u>	<u>12</u>

	BALANCE AT 09-30-2018	BALANCE AT 06-30-2018
CASH BALANCES		
GENERAL FUNDS	50	48
SEQUESTERED FUNDS	-	-
LOANS OUTSTANDING	<u>50</u>	<u>48</u>
CURRENT	148	142
LONG TERM	996	1,010
	<u>1,144</u>	<u>1,152</u>
	<u>1,194</u>	<u>1,200</u>
CAPITAL UTILIZATION RATE- % (*)	<u>95.8</u>	<u>96.0</u>
FUND EXCESS (DEFICIENCY)- % (*)	<u>20.8</u>	<u>21.0</u>

(*) EXCLUDES SEQUESTERED FUNDS.

PEASE DEVELOPMENT AUTHORITY STATEMENT OF NET POSITION (EXCLUDING PORT AUTHORITY OF NEW HAMPSHIRE)

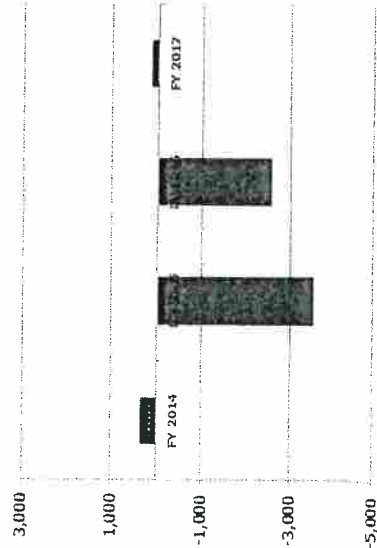
(\$ 000's)

	SEP 30 2018	JUN 30 2018 (A)	SEP 30 2018	JUN 30 2018 (A)
ASSETS			LIABILITIES 1,340	
CURRENT ASSETS			CURRENT LIABILITIES	
CASH AND EQUIVALENTS	5,881	5,197	ACCOUNTS PAYABLE	1,457
ACCOUNTS RECEIVABLE- NET	1,238	2,547	ACCOUNTS PAYABLE- CONSTRUCTION	1,052
OTHER ASSETS	402	454	UNEARNED REVENUE	172
TOTAL CURRENT ASSETS	7,521	8,198	REVOLVING LOC FACILITY	-
RESTRICTED ASSETS			CURRENT PORTION- LT LIABILITIES	178
CASH AND EQUIVALENTS	-	-	TOTAL CURRENT LIABILITIES	2,859
ACCOUNTS RECEIVABLES- NET	-	-	NONCURRENT LIABILITIES	
TOTAL RESTRICTED ASSETS	-	-	NET PENSION LIABILITY	3,952
CAPITAL ASSETS			OTHER LT LIABILITIES	445
LAND, BUILDINGS AND EQUIPMENT	54,808	55,335	TOTAL LIABILITIES	7,196
CONSTRUCTION IN PROCESS (PAGES #10-#14)	1,497	1,947	DEFERRED INFLOWS OF RESOURCES	
TOTAL ASSETS	56,305	57,282	PENSION	233
DEFERRED OUTFLOWS OF RESOURCES			NET POSITION	
PENSION	927	927	NET INVEST IN CAPITAL ASSETS	55,020
TOTAL ASSETS	63,826	65,480	RESTRICTED FOR:	
DEFERRED OUTFLOWS OF RESOURCES			REVOLVING LOAN FUND	-
PENSION	927	927	HARBOR DREDGING	-
			FOREIGN TRADE ZONE	-
			UNRESTRICTED	2,304
			TOTAL NET POSITION	57,324
				57,448

DISCUSSION AND ANALYSIS

- CONTINUED FINANCIAL OBLIGATION TO SUPPORT NONGRANT RELATED CAPITAL PROJECTS AND DEBT REPAYMENT.
- ACCRUED PENSION LIABILITY FOR JUNE 30, 2018 REDUCED BY \$504
- REVENUE ESCALATION / CPI HAS BEEN EXCEEDED BY COST ESCALATION RELATIVE TO PERSONNEL SERVICES AND BENEFITS.

**NET UNRESTRICTED POSITION
AT JUNE 30**



NOTE:
A) SUBJECT TO FINAL AUDIT REVIEW.

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

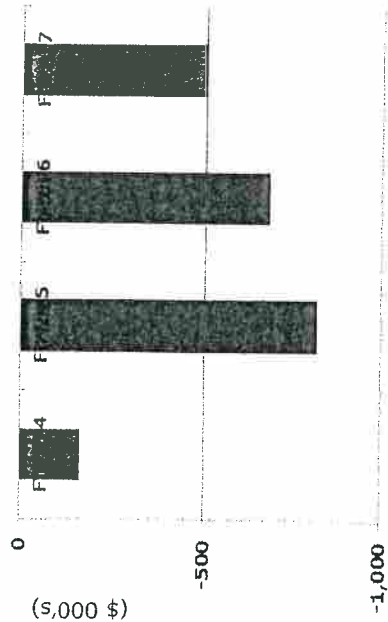
(\$ 000's)

	SEP 30 2018	JUN 30 2018 (A)	SEP 30 2018	JUN 30 2018 (A)
ASSETS				
CURRENT ASSETS				
CASH AND EQUIVALENTS	1,084	936		
ACCOUNTS RECEIVABLE- NET	72	199		
OTHER ASSETS	33	48		
TOTAL CURRENT ASSETS	1,189	1,183		
RESTRICTED ASSETS				
CASH AND EQUIVALENTS	-	-		
ACCOUNTS RECEIVABLES- NET	-	-		
TOTAL RESTRICTED ASSETS	-	-		
CAPITAL ASSETS				
LAND, BUILDINGS AND EQUIPMENT	8,747	8,902		
CONSTRUCTION IN PROCESS (PAGES #10-#14)	267	79		
TOTAL ASSETS	9,014	8,981		
DEFERRED OUTFLOWS OF RESOURCES	10,203	10,164		
PENSION	229	229		
LIABILITIES				
CURRENT LIABILITIES				
ACCOUNTS PAYABLE	376	265		
ACCOUNTS PAYABLE- CONSTRUCTION	13	-		
UNEARNED REVENUE	177	271		
REVOLVING LOC FACILITY	-	-		
CURRENT PORTION- LT LIABILITIES	29	29		
TOTAL CURRENT LIABILITIES	595	565		
NONCURRENT LIABILITIES				
NET PENSION LIABILITY	1,034	1,034		
OTHER LT LIABILITIES	103	131		
TOTAL LIABILITIES	1,732	1,730		
DEFERRED INFLOWS OF RESOURCES				
PENSION	64	64		
NET POSITION	9,001	8,351		
NET INVEST IN CAPITAL ASSETS				
RESTRICTED FOR: REVOLVING LOAN FUND	-	-		
HARBOR DREDGING	-	-		
FOREIGN TRADE ZONE	-	-		
UNRESTRICTED	(365)	248		
TOTAL NET POSITION	8,636	8,599		

DISCUSSION AND ANALYSIS

- CONTINUED FINANCIAL OBLIGATION TO SUPPORT UNREIMBURSED CAPITAL PROJECTS AND ACCRUED PENSION LIABILITY.
- \$ 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 WHILE \$0.9 MILLION HAS BEEN ABSORBED BY UNRESTRICTED FUND BALANCES.

NET UNRESTRICTED POSITION AT JUNE 30



NOTE:
A) SUBJECT TO FINAL AUDIT REVIEW.

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

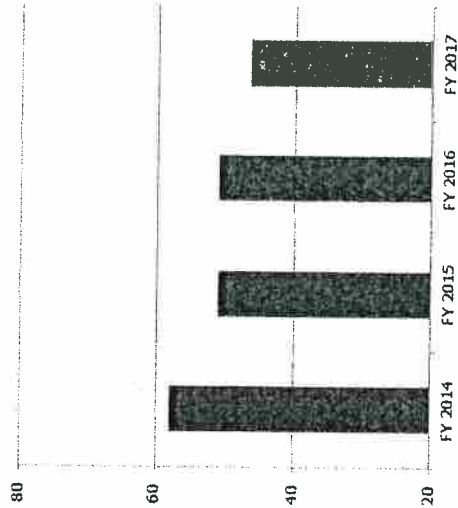
(\$ 000's)

	SEP 30 2018	JUN 30 2018	SEP 30 2018	JUN 30 2018
ASSETS				
CURRENT ASSETS				
CASH AND EQUIVALENTS	-	-	-	-
ACCOUNTS RECEIVABLE- NET	-	-	-	-
OTHER ASSETS	-	-	-	-
TOTAL CURRENT ASSETS	-	-	-	-
RESTRICTED ASSETS				
CASH AND EQUIVALENTS	4	10	4	10
ACCOUNTS RECEIVABLES- NET	-	-	-	-
TOTAL RESTRICTED ASSETS	4	10	4	10
CAPITAL ASSETS				
LAND, BUILDINGS AND EQUIPMENT	-	-	-	-
CONSTRUCTION IN PROCESS (PAGES #10-#14)	-	-	-	-
TOTAL ASSETS	4	10	4	10
DEFERRED OUTFLOWS OF RESOURCES				
PENSION	-	-	-	-
LIABILITIES				
CURRENT LIABILITIES				
ACCOUNTS PAYABLE	-	-	-	-
ACCOUNTS PAYABLE- CONSTRUCTION	-	-	-	-
UNEARNED REVENUE	-	-	-	-
REVOLVING LOC FACILITY	-	-	-	-
CURRENT PORTION- LT LIABILITIES	-	-	-	-
TOTAL CURRENT LIABILITIES	-	-	-	-
NONCURRENT LIABILITIES				
NET PENSION LIABILITY	-	-	-	-
OTHER LT LIABILITIES	-	-	-	-
TOTAL LIABILITIES	-	-	-	-
DEFERRED INFLOWS OF RESOURCES				
PENSION	-	-	-	-
NET POSITION				
NET INVEST IN CAPITAL ASSETS	-	-	-	-
RESTRICTED FOR:				
REVOLVING LOAN FUND	-	-	-	-
HARBOR DREDGING	-	-	-	-
FOREIGN TRADE ZONE	4	10	4	10
UNRESTRICTED	-	-	-	-
TOTAL NET POSITION	4	10	4	10

DISCUSSION AND ANALYSIS

- CURRENTLY EXPLORING ACCELERATED MARKETING PLAN TO ATTRACT POTENTIAL VENDORS.

**NET RESTRICTED POSITION
AT JUNE 30**



(\$,000 \$)

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

(\$ 000's)

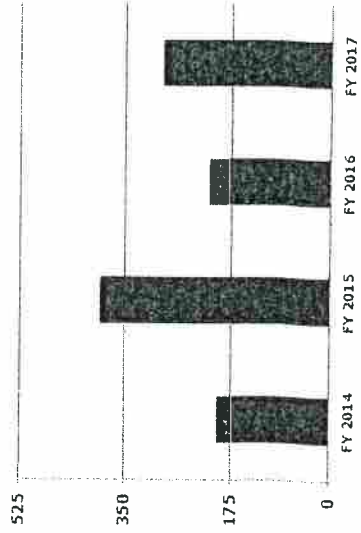
	SEP 30 2018	JUN 30 2018	SEP 30 2018	JUN 302018
ASSETS				
CURRENT ASSETS				
CASH AND EQUIVALENTS	-	-	-	-
ACCOUNTS RECEIVABLE- NET	-	-	3	8
OTHER ASSETS	-	-	-	-
TOTAL CURRENT ASSETS	-	-	3	8
RESTRICTED ASSETS				
CASH AND EQUIVALENTS	440	431	440	431
ACCOUNTS RECEIVABLES- NET	3	1	3	1
TOTAL RESTRICTED ASSETS	443	432	443	432
CAPITAL ASSETS				
LAND, BUILDINGS AND EQUIPMENT	774	793	774	784
CONSTRUCTION IN PROCESS (PAGES #10-#14)	-	-	-	-
TOTAL ASSETS	1,217	1,225	1,217	1,225
DEFERRED OUTFLOWS OF RESOURCES				
PENSION	-	-	-	-
TOTAL NET POSITION	961	964	961	964
LIABILITIES				
CURRENT LIABILITIES				
ACCOUNTS PAYABLE	-	-	-	-
ACCOUNTS PAYABLE- CONSTRUCTION	-	-	3	8
UNEARNED REVENUE	-	-	-	-
REVOLVING LOC FACILITY	-	-	-	-
CURRENT PORTION- LT LIABILITIES	-	-	-	-
TOTAL CURRENT LIABILITIES	-	-	3	8
NONCURRENT LIABILITIES				
NET PENSION LIABILITY	253	253	253	253
OTHER LT LIABILITIES	-	-	-	-
TOTAL LIABILITIES	253	253	256	261
DEFERRED INFLOWS OF RESOURCES				
PENSION	-	-	-	-
NET POSITION				
NET INVEST IN CAPITAL ASSETS	774	793	774	784
RESTRICTED FOR: REVOLVING LOAN FUND	-	-	-	-
HARBOR DREDGING	187	180	187	180
FOREIGN TRADE ZONE UNRESTRICTED	-	-	-	-
TOTAL NET POSITION	961	964	961	964

DISCUSSION AND ANALYSIS

CONTINUED FINANCIAL OBLIGATION TO SUPPORT UNREIMBURSED CAPITAL PROJECTS OR REPAIRS AND MAINTENANCE FOR PORT OPERATIONS. FOR FY 2018:

- VESSEL SERVICE POWER REPLAC 94
- RYE STORM DAMAGE 36
- PFP FISH PIER INSPECTION 25
- PFP ELECTRICAL DESIGN 21
- SECURITY LIGHTING UPGRADE 15
- PFP ICE COMPRESSOR REPAIR 9
- ALL OTHER 41

**NET RESTRICTED POSITION
AT JUNE 30**



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

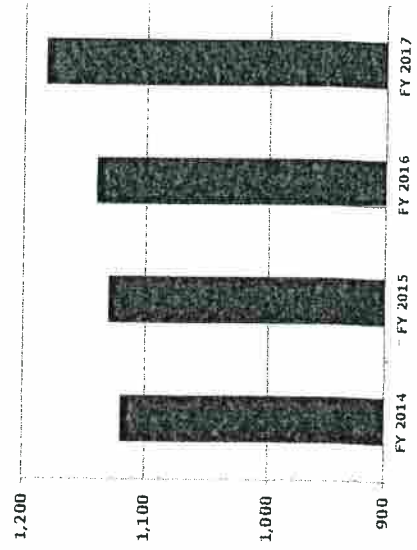
(\$ 000's)

	SEP 30 2018	JUN 30 2018	SEP 30 2018	JUN 30 2018
ASSETS				
CURRENT ASSETS				
CASH AND EQUIVALENTS	-	-	-	-
ACCOUNTS RECEIVABLE- NET	-	-	-	-
OTHER ASSETS	-	-	-	-
TOTAL CURRENT ASSETS	-	-	-	-
RESTRICTED ASSETS				
CASH AND EQUIVALENTS	50	48	50	48
ACCOUNTS RECEIVABLE- NET	1,145	1,152	1,145	1,152
TOTAL RESTRICTED ASSETS	<u>1,195</u>	<u>1,200</u>	<u>1,195</u>	<u>1,200</u>
CAPITAL ASSETS				
LAND, BUILDINGS AND EQUIPMENT	-	-	-	-
CONSTRUCTION IN PROCESS (PAGES #10-#14)	-	-	-	-
TOTAL ASSETS	<u>1,195</u>	<u>1,200</u>	<u>1,195</u>	<u>1,200</u>
DEFERRED OUTFLOWS OF RESOURCES				
PENSION	-	-	-	-
LIABILITIES				
CURRENT LIABILITIES				
ACCOUNTS PAYABLE	3	-	3	2
ACCOUNTS PAYABLE- CONSTRUCTION	-	-	-	-
UNEARNED REVENUE	-	-	-	-
REVOLVING LOC FACILITY	-	-	-	-
CURRENT PORTION- LT LIABILITIES	-	-	-	-
TOTAL CURRENT LIABILITIES	<u>3</u>	<u>-</u>	<u>3</u>	<u>2</u>
NONCURRENT LIABILITIES				
NET PENSION LIABILITY	-	-	-	-
OTHER LT LIABILITIES	-	-	-	-
TOTAL LIABILITIES	<u>3</u>	<u>-</u>	<u>3</u>	<u>2</u>
DEFERRED INFLOWS OF RESOURCES				
PENSION	-	-	-	-
NET POSITION				
NET INVEST IN CAPITAL ASSETS	-	-	-	-
RESTRICTED FOR:				
REVOLVING LOAN FUND	1,192	1,198	1,192	1,198
HARBOR DREDGING	-	-	-	-
FOREIGN TRADE ZONE	-	-	-	-
UNRESTRICTED	-	-	-	-
TOTAL NET POSITION	<u>1,192</u>	<u>1,198</u>	<u>1,192</u>	<u>1,198</u>

DISCUSSION AND ANALYSIS

- IN JULY 2018, EDA AWARDS PDA WITH INITIAL RISK RATING OF "A" (HIGHEST).
- STEADY STATE WITH NO INDICATION OF ANY FINANCIAL CHALLENGES RELATIVE TO THE FUND BALANCE.
- CURRENT REGULATORY CLIMATE DOES HOWEVER POTENTIALLY CHALLENGE THE DEMAND FOR FUTURE LOANS AND POTENTIALLY, REPAYMENT OF CURRENT LOANS OUTSTANDING.

**NET RESTRICTED POSITION
AT JUNE 30**



CASH FLOW PROJECTIONS FOR THE NINE MONTH PERIOD ENDING JULY 31, 2019



**FINANCE COMMITTEE MEETING
NOVEMBER 13, 2018**

PEASE DEVELOPMENT AUTHORITY CASH FLOW SUMMARY OVERVIEW NOVEMBER 1, 2018 TO JULY 31, 2019

(EXCLUDING DIVISION OF PORTS AND HARBORS)

(\$ 000's)

	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>6,660</u>
SOURCES OF FUNDS	
TRADEPORT TENANTS	7,120
GRANT AWARDS (SEE PAGE #8)	1,333
PSM AIRPORT- LEASES, FUEL FLOWAGE FEES AND PARKING	1,028
GOLF COURSE FEE AND CONCESSION REVENUES	910
SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES	135
MUNICIPAL SERVICE FEE (COP)- NET	(56)
EXTERNAL BANK WORKING CAPITAL- NET	<u>10,470</u>
USES OF FUNDS	
OPERATING EXPENSES	7,955
CAPITAL EXPENDITURES- NON GRANT (SEE PAGES #5-#7)	6,677
CAPITAL EXPENDITURES- GRANT (SEE PAGE #4)	450
LONG TERM DEBT RETIREMENT	127
STATE OF NH- POST RETIREMENT	<u>63</u>
NET CASH FLOW	<u>15,272</u>
CLOSING FUND BALANCE	<u>(4,802)</u>
	<u>1,858</u>

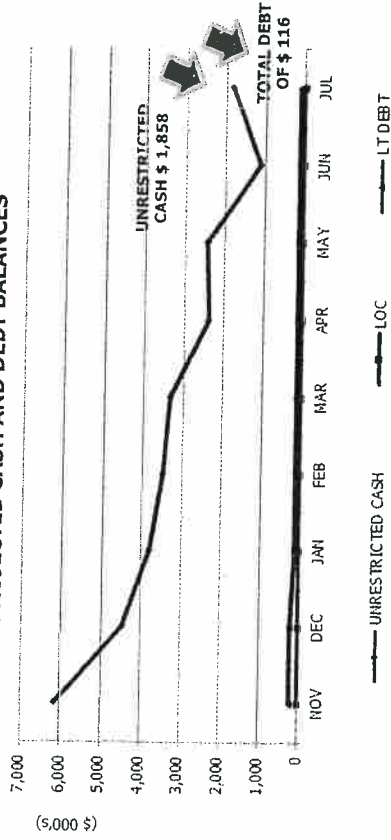
AMOUNT

DISCUSSION

AT THIS TIME, THE PDA DOES NOT ANTICIPATE THE NEED TO UTILIZE IT'S SHORT TERM LINE OF CREDIT WITH THE PROVIDENT BANK TO FINANCE PROJECTED NON-GRANT RELATED CAPITAL EXPENDITURES AND OR WORKING CAPITAL NEEDS.

CURRENT SENSITIVITIES TOWARD FUTURE PROJECTIONS INCLUDE 1) RECEIPT OF FEDERAL / STATE GRANT AWARDS INCLUSIVE OF THE PSM TERMINAL EXPANSION 2) ACCURACY OF THE CAPITAL EXPENDITURE AND REIMBURSEMENT FORECAST AND 3) TRADEPORT REVENUE STREAMS.

PROJECTED CASH AND DEBT BALANCES



TOTAL FUND BALANCES	BALANCE AT 10-31-2018	BALANCE AT 06-30-2018
PDA UNRESTRICTED	6,660	5,162
PDA DESIGNATED	19	19
TOTAL	6,679	5,181

PEASE DEVELOPMENT AUTHORITY STATEMENT OF CASH FLOW

(EXCLUDING THE DIVISION OF PORTS AND HARBORS)

(\$ 000's)

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTAL
OPENING FUND BALANCE	<u>6,660</u>	<u>6,143</u>	<u>4,460</u>	<u>3,810</u>	<u>3,482</u>	<u>3,319</u>	<u>2,377</u>	<u>2,449</u>	<u>1,116</u>	<u>6,660</u>
SOURCES OF FUNDS										
TRADEPORT TENANTS	705	690	695	695	700	700	710	710	1,515	7,120
GRANT AWARDS (SEE PAGE #8)	85	708	290	140	-	110	-	-	-	1,333
MUNICIPAL SERVICE FEE	375	250	250	375	250	250	375	250	250	2,625
GOLF COURSE	50	50	80	120	120	90	100	125	175	910
PORTSMOUTH AIRPORT	50	45	45	50	45	45	50	45	45	420
FUEL FLOWAGE FEES- PSM	17	20	20	25	25	24	22	20	20	193
PAY FOR PARKING- PSM	-	-	65	65	65	60	60	50	50	415
SKYHAVEN AIRPORT	14	15	14	14	14	15	15	17	17	135
WORKING CAPITAL RLOC- NET	-	-	-	-	-	-	-	-	-	-
	<u>1,296</u>	<u>1,778</u>	<u>1,459</u>	<u>1,484</u>	<u>1,219</u>	<u>1,294</u>	<u>1,332</u>	<u>1,217</u>	<u>2,072</u>	<u>13,151</u>
USE OF FUNDS										
CAPITAL- NONGRANT (SEE PAGES #5-#7)	740	913	1,102	871	487	1,366	385	345	468	6,677
OPERATING EXPENSES	830	1,055	845	860	870	870	875	875	875	7,955
CAPITAL- GRANT RELATED (SEE PAGE #4)	165	140	60	60	25	-	-	-	-	450
MUNICIPAL SERVICE FEE	-	1,330	-	21	-	-	-	1,330	-	2,681
STATE OF NH- POST RETIREMENT	-	-	-	-	-	-	-	-	63	63
LONG TERM DEBT RETIREMENT	-	-	127	-	-	-	-	-	-	127
	<u>1,735</u>	<u>3,438</u>	<u>2,134</u>	<u>1,812</u>	<u>1,382</u>	<u>2,236</u>	<u>1,260</u>	<u>2,550</u>	<u>1,406</u>	<u>17,953</u>
NET CASH FLOW	(439)	(1,660)	(675)	(328)	(163)	(942)	72	(1,333)	666	(4,802)
CLOSING FUND BALANCE	<u>6,221</u>	<u>4,561</u>	<u>3,886</u>	<u>3,558</u>	<u>3,395</u>	<u>2,453</u>	<u>2,525</u>	<u>1,192</u>	<u>1,858</u>	<u>1,858</u>

PEASE DEVELOPMENT AUTHORITY CAPITAL EXPENDITURES

(EXCLUDING THE DIVISION OF PORTS AND HARBORS)

(CONTINUED):

(\$ 000's)

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTAL
<u>NONGRANT REIMBURSEMENT</u>										
SKYHAVEN AIRPORT										
ADMINISTRATION										
COMPUTERS / PRINTERS / SOFTWARE / SERVERS / TELECOMMUNICATIONS **	-	-	-	-	-	65	-	12	-	77
PROPERTY MANAGEMENT SOFTWARE **	-	-	-	5	-	-	-	-	-	5
GOLF COURSE										
FAIRWAY AERATOR	-	-	-	-	-	-	32	-	-	32
RESTAURANT MODIFICATIONS	-	34	-	-	-	-	-	-	-	34
	-	34	-	-	-	-	32	-	-	66

NOTE:
** PENDING BOARD APPROVAL

PEASE DEVELOPMENT AUTHORITY CAPITAL EXPENDITURES

(CONTINUED); (EXCLUDING THE DIVISION OF PORTS AND HARBORS)

(\$ 000's)

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTAL
<u>NONGRANT REIMBURSEMENT</u>										
<i>(CONTINUED):</i>										
PORTSMOUTH AIRPORT										
TERMINAL CONSTRUCTION	-	657	977	816	487	1,256	338	333	333	5,197
TERMINAL EXPANSION DESIGN	725	-	-	-	-	-	-	-	-	725
PAY FOR PARKING	-	150	100	50	-	-	-	-	-	300
GROUND TRANSPORTATION BUS **	-	-	-	-	-	-	-	-	100	100
NORTH WEATHER STATION GENERATOR **	-	-	-	-	-	-	-	-	35	35
TREE REPLACEMENT **	-	-	-	-	-	-	15	-	-	15
	<u>725</u>	<u>807</u>	<u>1,077</u>	<u>866</u>	<u>487</u>	<u>1,256</u>	<u>353</u>	<u>333</u>	<u>468</u>	<u>6,372</u>

NOTE:
** PENDING BOARD APPROVAL

PEASE DEVELOPMENT AUTHORITY

CAPITAL EXPENDITURES

(CONTINUED)

(EXCLUDING THE DIVISION OF PORTS AND HARBORS)

(\$ 000's)

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTAL
<u>NONGRANT REIMBURSEMENT</u>										
TRADEPORT										
STORMWATER TREATMENT	15	10	-	-	-	-	-	-	-	25
MAINTENANCE										
VEHICLE FLEET REPLACEMENT **	-	40	-	-	-	45	-	-	-	85
FRONT END LOADER TIRES **	-	17	-	-	-	-	-	-	-	17
BACKHOE SNOW PLOW **	-	5	-	-	-	-	-	-	-	5
TRACTOR ADD ON COMPONENTS **	-	-	25	-	-	-	-	-	-	25
	-	62	25	-	-	45	-	-	-	132
TOTAL	740	913	1,102	871	487	1,366	385	345	468	6,677

NOTE:
** PENDING BOARD APPROVAL

PEASE DEVELOPMENT AUTHORITY RECEIPT GRANT AWARDS

(EXCLUDING THE DIVISION OF PORTS AND HARBORS)

(\$ 000's)

	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>TOTAL</u>
PORTSMOUTH AIRPORT										
TERMINAL EXPANSION DESIGN AND CONSTRUCTION	-	-	-	-	-	-	-	-	-	-
RUNWAY 16-34 DESIGN	-	90	-	90	-	110	-	-	-	390
OBSTRUCTION MITIGATION- CONSTRUCT	85	-	-	-	-	-	-	-	-	85
TERMINAL IMPROVEMENT PLANNING	-	-	175	-	-	-	-	-	-	175
AIR NATIONAL GUARD TAXIWAY	-	150	-	-	-	-	-	-	-	170
SECURITY IDENTIFICATION SYSTEM	-	-	115	-	-	-	-	-	-	115
SKYHAVEN AIRPORT										
ROTARY PLOW	-	468	-	-	-	-	-	-	-	468
TAXILANE PAVEMENT (CONSTRUCTION)	-	-	-	50	-	-	-	-	-	50
TOTAL	<u>85</u>	<u>708</u>	<u>290</u>	<u>140</u>	-	<u>110</u>	-	-	-	<u>1,333</u>

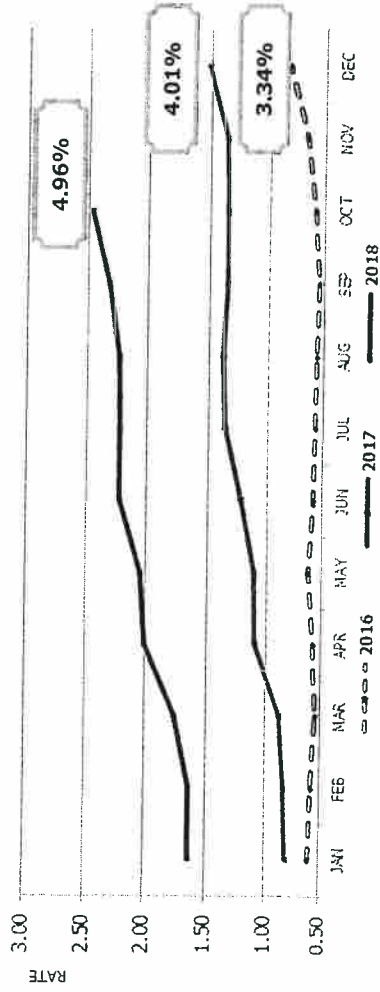
PEASE DEVELOPMENT AUTHORITY CREDIT FACILITIES AND OUTSTANDING DEBT ANALYSIS

(\$ 000's)

AMOUNT OF ORIGINAL CREDIT FACILITY	THE PROVIDENT BANK (RLOC) 5,000
AMOUNT AVAILABLE	5,000
EFFECTIVE DATE	03-10-2011
TERM DATE	12-31-2018
PURPOSE	TO PROVIDE WORKING CAPITAL
INTEREST RATE	ONE MONTH FHLB (CLASSIC) + 250 BASIS POINTS
MINIMUM SIZE OF DRAWDOWN	NO MINIMUM
OTHER	DOES NOT CARRY THE STATE GUARANTEE

OUTSTANDING DEBT ANALYSIS	BALANCE AT 10-31-2018	BALANCE AT 06-30-2018	MATURITY DATE	INTEREST RATE %
THE PROVIDENT BANK (RLOC)	-	-	12-31-2018	VARIABLE
CITY OF PORTSMOUTH	233	233	12-31-2020	4.50
WEIGHTED AVERAGE	233	233		4.50

TRENDING THE ONE MONTH FHLB (CLASSIC) INTEREST RATE + MARK-UP



DIVISION OF PORTS AND HARBORS CASH FLOW SUMMARY OVERVIEW

(EXCLUDING RESTRICTED FUNDS)

(\$ 000's)

	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>967</u>
SOURCES OF FUNDS	
FACILITY RENTALS	550
MOORING FEES	325
REGISTRATIONS / WHARFAGE	155
FUEL SALES	280
PARKING FEES AND CONCESSIONS	165
	<u>1,475</u>
USES OF FUNDS	
PERSONNEL SERVICES AND BENEFITS	1,175
OPERATING EXPENSES	388
FUEL PROCUREMENT	228
CAPITAL EXPENDITURES AND OTHER	120
STATE OF NH- POST RETIREMENT	28
	<u>1,939</u>
NET CASH FLOW	<u>(464)</u>
CLOSING FUND BALANCE	<u>503</u>

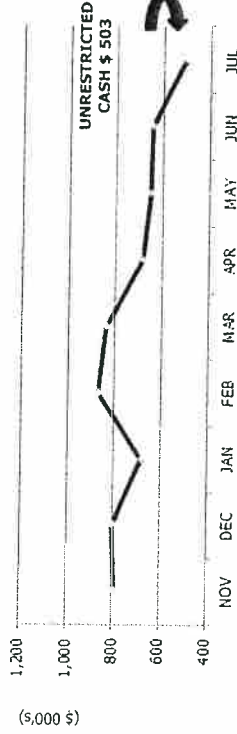
DISCUSSION

CURRENT SENSITIVITIES TOWARD FUTURE PROJECTIONS INCLUDE 1) ACCURACY OF CAPITAL EXPENDITURE FORECAST AND USE OF HARBOR DREDGING AND PIER MAINTENANCE FUNDS, 2) WORKERS COMPENSATION CLAIMS, 3) FUEL CONSUMPTION AND 4) CONTINUED CONTAINMENT OF EMPLOYEE OVERTIME.

LEASE AGREEMENT WITH GRANITE STATE MINERALS WAS EFFECTIVE **NOVEMBER 15, 2017**.

\$ 252 LOAN AMORTIZATION PERIOD AND INTEREST RATE ASSOCIATED WITH HB 25-FN-A (PISCATAQUA RIVER TURNING BASIN), HAS YET TO BE DETERMINED. LONG TERM LIABILITY.

PROJECTED UNRESTRICTED CASH BALANCES



TOTAL FUND BALANCES	BALANCE AT 10-31-2018	BALANCE AT 06-30-2018
UNRESTRICTED FUNDS	<u>967</u>	<u>940</u>
RESTRICTED FUNDS:		
HARBOR DREDGING	449	431
REVOLVING LOAN FUND	172	50
FOREIGN TRADE ZONE	4	<u>10</u>
TOTAL	<u>625</u>	<u>491</u>

DIVISION OF PORTS AND HARBORS

STATEMENT OF CASH FLOW - UNRESTRICTED FUNDS

(\$ 000's)

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTAL
OPENING FUND BALANCE	<u>967</u>	<u>795</u>	<u>804</u>	<u>683</u>	<u>867</u>	<u>835</u>	<u>681</u>	<u>651</u>	<u>643</u>	<u>967</u>
SOURCES OF FUNDS										
FACILITY RENTALS	60	60	60	60	62	62	62	62	62	550
CONCESSION REVENUES	-	-	-	-	-	10	10	10	5	35
MOORING FEES	-	-	75	225	25	-	-	-	-	325
REGISTRATIONS / WHARFAGE	-	80	-	25	-	25	-	-	25	155
PARKING FEES	-	-	-	-	-	10	30	40	50	130
FUEL SALES	25	25	30	30	30	35	35	35	35	280
	<u>85</u>	<u>165</u>	<u>165</u>	<u>340</u>	<u>117</u>	<u>142</u>	<u>137</u>	<u>147</u>	<u>177</u>	<u>1,475</u>
USE OF FUNDS										
PERSONNEL SERVICES AND BENEFITS	85	85	210	85	90	220	90	90	220	1,175
BUILDINGS AND FACILITIES	15	15	15	10	10	15	15	10	10	115
GENERAL AND ADMINISTRATIVE	14	12	11	14	12	12	15	13	12	115
UTILITIES	13	14	15	17	17	15	13	12	12	128
PROFESSIONAL SERVICES	-	-	10	-	-	10	-	-	10	30
FUEL PROCUREMENT	30	30	25	20	20	24	24	30	25	228
STATE OF NH- POST RETIREMENT	-	-	-	-	-	-	-	-	28	28
CAPITAL EXPENDITURES AND OTHER	100	-	-	10	-	-	10	-	-	120
	<u>257</u>	<u>156</u>	<u>286</u>	<u>156</u>	<u>149</u>	<u>296</u>	<u>167</u>	<u>155</u>	<u>317</u>	<u>1,939</u>
NET CASH FLOW	(172)	9	(121)	184	(32)	(154)	(30)	(8)	(140)	(464)
CLOSING FUND BALANCE	<u>795</u>	<u>804</u>	<u>683</u>	<u>867</u>	<u>835</u>	<u>681</u>	<u>651</u>	<u>643</u>	<u>503</u>	<u>503</u>

DIVISION OF PORTS AND HARBORS STATEMENT OF CASH FLOW- HARBOR DREDGING FUND

(\$ 000'S)

	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>TOTAL</u>
OPENING FUND BALANCE	<u>449</u>	<u>483</u>	<u>417</u>	<u>455</u>	<u>466</u>	<u>502</u>	<u>455</u>	<u>474</u>	<u>493</u>	<u>449</u>
SOURCES OF FUNDS										
PIER USAGE FEES	35	-	15	10	25	-	15	15	-	115
REGISTRATIONS	-	-	-	-	10	-	5	-	-	15
FUEL FLOWAGE FEES	3	2	2	3	3	3	3	4	4	27
GRANT FUNDING	-	-	23	-	-	-	-	-	-	23
USE OF FUNDS										
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-	-	-	-	-	-
BUILDINGS AND FACILITIES	2	-	2	-	2	-	2	-	2	10
GENERAL AND ADMINISTRATIVE	2	-	-	2	-	-	2	-	-	6
UTILITIES	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	-
ALL OTHER- (CBOC)	-	68	-	-	-	50	-	-	-	118
NET CASH FLOW	4	68	2	2	2	50	4	-	2	134
CLOSING FUND BALANCE	<u>483</u>	<u>417</u>	<u>455</u>	<u>466</u>	<u>502</u>	<u>455</u>	<u>474</u>	<u>493</u>	<u>495</u>	<u>495</u>

DIVISION OF PORTS AND HARBORS

STATEMENT OF CASH FLOW- REVOLVING LOAN

(\$ 000's)

	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	TOTAL
OPENING FUND BALANCE	<u>172</u>	<u>184</u>	<u>194</u>	<u>204</u>	<u>216</u>	<u>226</u>	<u>237</u>	<u>247</u>	<u>258</u>	<u>172</u>
SOURCES OF FUNDS										
LOAN REPAYMENTS	12	10	10	10	10	10	10	10	10	94
INTEREST INCOME-LOANS	3	3	3	3	3	3	3	2	2	26
INTEREST INCOME- FUND BALANCE	-	-	-	1	-	-	-	1	-	3
SEQUESTERED FUNDS	-	-	-	-	-	-	-	-	-	-
	<u>15</u>	<u>13</u>	<u>13</u>	<u>14</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>12</u>	<u>123</u>
USE OF FUNDS										
NEW LOANS ISSUED	-	-	-	-	-	-	-	-	-	-
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-	-	-	-	-	-
BUILDINGS AND FACILITIES	-	-	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	-	-	-	-	-	-	-	-	-	-
UTILITIES	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	3	3	3	2	3	2	3	2	2	23
ALL OTHER	-	-	-	-	-	-	-	-	-	-
	<u>3</u>	<u>3</u>	<u>3</u>	<u>2</u>	<u>3</u>	<u>2</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>23</u>
NET CASH FLOW	12	10	10	12	10	11	10	11	10	96
CLOSING FUND BALANCE	<u>184</u>	<u>194</u>	<u>204</u>	<u>216</u>	<u>226</u>	<u>237</u>	<u>247</u>	<u>258</u>	<u>268</u>	<u>268</u>

DIVISION OF PORTS AND HARBORS

STATEMENT OF CASH FLOW- FOREIGN TRADE ZONE

(\$ 000's)

	NOV	DEC	JAN	FEB	MARR	APR	MAY	JUN	JUL	TOTAL
OPENING FUND BALANCE	4	4	4	Z	Z	Z	5	5	5	4
SOURCES OF FUNDS										
FACILITY RENTALS	-	-	-	-	-	-	-	-	-	-
ALL OTHER	-	-	5	-	-	-	-	-	-	5
USE OF FUNDS										
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-	-	-	-	-	-
BUILDINGS AND FACILITIES	-	-	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	-	-	2	-	-	2	-	-	2	4
UTILITIES	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	-
ALL OTHER	-	-	-	-	-	-	-	-	-	-
NET CASH FLOW	-	-	2	-	-	2	-	-	2	4
	-	-	3	-	-	(2)	-	-	(2)	(1)
CLOSING FUND BALANCE	4	4	Z	Z	Z	5	5	5	3	3

REVOLVING LOAN FUND

**ANNUAL FILING TO THE
ECONOMIC DEVELOPMENT ADMINISTRATION
JUNE 30, 2018**

**FINANCE COMMITTEE MEETING
NOVEMBER 13, 2018**

(\$ 000's)

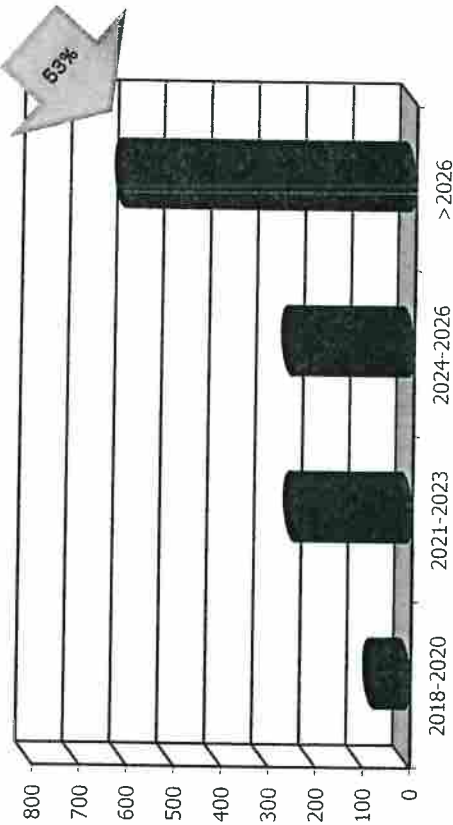
REVOLVING LOAN FUND INCOME AND EXPENSE STATEMENT

	TWELVE MONTHS ENDING JUN 30, 2018	SIX MONTHS ENDING MAR 31, 2018	SIX MONTHS ENDING SEPT 30, 2017	SIX MONTHS ENDING MAR 31, 2017	SIX MONTHS ENDING SEPT 30, 2016
RLF INCOME	<u>48</u>	<u>25</u>	<u>22</u>	<u>22</u>	<u>21</u>
ADMINISTRATIVE EXPENSES CHARGED TO RLF INCOME					
PROFESSIONAL SERVICES	31	16	12	10	16
OTHER COSTS	1	=	=	=	=
TOTAL EXPENSES	<u>32</u>	<u>16</u>	<u>12</u>	<u>10</u>	<u>16</u>
RLF INCOME- NET	<u>16</u>	<u>9</u>	<u>10</u>	<u>12</u>	<u>5</u>
CUMULATIVE RLF INCOME- NET	<u>428</u>	<u>426</u>	<u>417</u>	<u>407</u>	<u>395</u>
EXPENSES AS A % OF RLF INCOME	<u>66.7</u>	<u>64.0</u>	<u>54.5</u>	<u>45.5</u>	<u>76.2</u>

REVOLVING LOAN FUND LOAN BALANCES OUTSTANDING

(\$ 000's)

RLF LOAN MATURITY SCHEDULE



(\$,000 \$)

HISTORICAL SUMMARY OF LOAN ACTIVITY

NUMBER OF LOANS ISSUED 105

JOBS

CREATED 103

SAVED 227

330

RLF DOLLARS LOANED:

RETENTION

\$ 2,817

EXPANSION

1,115

START-UP

588

\$ 4,520

<u>PARTICIPANT</u>	<u>RLF CUMULATIVE AMOUNTS OUTSTANDING</u>	<u>% OF RLF PORTFOLIO</u>
OCEAN PRIDE CORP.	188	16.3
BBE LOBSTER	145	12.6
WIDEN	109	9.5
BOIES	109	9.5
COOPERS LOBSTERS	101	8.8
MARCONI	90	7.8
KING MARINE, LLC	64	5.6
DRISCOLL	58	5.0
WENDY LEIGH, LLC	37	3.2
WASSON	36	3.1
STREAKER CHARTS	34	3.0
BLACK LAB FISHING CO.	33	2.9
FELCH	33	2.9
BERINGER	25	2.2
J&K FISHERIES, INC.	24	2.1
CAMPOLINI	19	1.6
PAWLUK	14	1.2
MCCUNE	11	0.9
BROWN	11	0.9
TIRONE	6	0.5
STETTNER	5	0.4
	<u>1,152</u>	<u>100.0</u>

REVOLVING LOAN FUND INITIAL RISK RATING AND REVISED REPORTING REQUIREMENTS- EDA

- * ON JUNE 27, 2018, THE ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) DETERMINED THAT THE INITIAL RISK RATING FOR OUR RLF IS AN **A**.
 - ↑ REVISED REPORTING CHANGES
 - ↑ ALIGN RLF REPORTING PERIOD TO RLF RECIPIENT'S FISCAL YEAR END;
 - ↑ REPORT RLF INCOME AND EXPENSES ON THE RLF RECIPIENT'S TWELVE-MONTH FISCAL YEAR PERIOD;
 - ↑ PERMIT ANNUAL RLF REPORTING FOR HIGH-PERFORMING RLFs; AND
 - ↑ ENABLE THE EDA TO ESTABLISH A RISK ANALYSIS SYSTEM TO EVALUATE AND MONITOR RLF PERFORMANCE.
- * UNDER THE EDA RISK ANALYSIS SYSTEM, FINAL RATINGS ARE BASED UPON 15 MEASURES UNDER THE BROAD SCOPE OF 1) STRATEGIC RESULTS, 2) LIQUIDITY, 3) EARNINGS, 4) MANAGEMENT, 5) ASSETS AND 6) CAPITAL.
- * FOLLOWING THIS INITIAL RATING, THE EDA INTENDS TO RATE EACH RLF AWARD ANNUALLY.



MOTION

Director Lamson:

In accordance with the recommendation of the PDA Finance Committee, the Board of Directors hereby adopts and implements the Investment Guideline Policy in accordance with the Memorandum of Irv Canner, Director of Finance, dated November 7, 2018, attached hereto.

N:\RESOLVES\2018\InvGuidelines 1118.docx



PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive, Portsmouth, NH 03801

Date: November 7, 2018

To: David Mullen
Executive Director

From: Irv Canner
Director of Finance

RE: Investment Guidelines

Every two years, as a component of our Investment Guidelines, we are required to review and update the content and secure approval from the Pease Development Authority (PDA) Board of Directors. The Investment Guidelines (attached) were originally drafted in a conservative manner and we have maintained that level of security since that time.

In conducting our current review, we presented the Investment Guidelines to the New Hampshire State Treasurer through Rachel Miller, the Chief Deputy State Treasurer. Consistent with prior reviews, we found that our Investment Guidelines run parallel with the State's Investment Guidelines and deemed that there were no reasons to incorporate any modifications. Our overall investment objectives continue to be investing PDA funds in the following order of priority to:

1. Preserve the value and safety of the principal,
2. Maintain liquidity appropriate for short term cash needs and
3. Optimize the rate of return on investments consistent with the goals of safety and liquidity.

Based upon our due diligence, it is requested that we seek preliminary approval of our Investment Guidelines from the PDA Finance Committee on November 13, 2018 followed by a final presentation and request for approval from the PDA Board of Directors on November 15, 2018.

At your convenience, I would be pleased to address any questions or need for supplemental information that you may have.

PEASE DEVELOPMENT AUTHORITY
GENERAL OPERATING FUNDS INVESTMENT POLICY

PURPOSE

This policy is intended to accomplish the stated objectives while ensuring compliance with state and federal laws. This policy is also designed to strengthen internal controls over the safeguarding of the Pease Development Authority's (PDA) cash and investments.

OBJECTIVE

Funds will be invested in the following order of priority:

1. Preserve the value and safety of the principal;
2. Maintain liquidity appropriate for short term cash needs and;
3. Optimize the rate of return on investments consistent with the goals of safety and liquidity.

When considering individual investments, the primary objectives will be the mitigation of risk while optimizing liquidity, income and maturity. It is recognized that income is a product of yield to maturity; therefore, fixed income securities may be purchased either at a discount to minimize initial cash outlay and take advantage of capital appreciation or at a premium to optimize cash flow when conditions warrant.

LEVELS OF AUTHORITY

The Executive Director is authorized to invest or direct the Director of Finance to invest funds of the PDA within the established policy guidelines. Purchase or sale of direct securities with a maturity of greater than 7 days and at a par value of over a \$1,000,000 in a single transaction must be reported to the Executive Director. No formal approval is required for investments in overnight or weekend repurchase agreements, which would be transacted as part of an overnight sweep investment program.

RESPONSIBILITIES

The Executive Director or designate:

1. Will document the rationale for each individual security transaction. Short term investments (less than one year) will not require such documentation.
2. Is responsible for ensuring the completion of all paperwork and transactions pertinent to the execution and confirmation of all buy / sell orders; for instructing money market dealers with respect to arrangement for payment or collection of monies resulting from the purchase, sale or redemption of securities.
3. Shall have up to 30 days to take corrective actions to cure any violations without loss of any principal.

PEASE DEVELOPMENT AUTHORITY

INVESTMENT GUIDELINES (continued):

APPROVED INVESTMENTS

The following are approved investment vehicles as defined in RSA 6:8, 383-B:

The New Hampshire Public Deposit Investment Pool

Only United States Treasury securities or securities with an unconditional guarantee of principal and interest by the federal government shall be authorized.

Federal Agency Securities

Federal Farm Credit System, Federal Home Loan Banks, Federal Home Loan Mortgage Corporation, Federal National Mortgage Association or the Tennessee Valley Authority.

Repurchase Agreements

The underlying security must be United States government or agency securities with a market value equal to 102% of principal and executed through any New Hampshire or Massachusetts bank that meets the following criteria:

1. The issuing bank must have assets in excess of \$500 million and has either the strongest ratings as measured by Veribanc Inc. or has a long term debt rating of AA- or better as rated by Standard & Poor's and Fitch and Aa3 or better as rated by Moody's.
2. The maximum maturity will not be greater than one year.

Commercial Paper

All commercial paper must be from issuers having an A1 / P1 rating or better and an AA- or better long term debt rating from one or more of the primary rating agencies (Standard and Poor's, Moody's and or Fitch). The maximum maturity of commercial paper will be not greater than 30 days.

Money Market Funds

Shares of funds which hold diversified portfolios and follow standard rules for such funds as issued by the Securities and Exchange Commission.

Certificate of Deposits

Certificate of Deposits of State or federally chartered banking institutions within a branch in New Hampshire or Massachusetts are approved. The maximum maturity will be one year and the bank must have the highest rating as measured by Veribanc, Inc.

PEASE DEVELOPMENT AUTHORITY

INVESTMENT GUIDELINES (continued):

APPROVED INVESTMENTS (continued)

Fixed Income Mutual Funds

Shares of funds which hold diversified portfolios of fixed income securities are permitted. The average maturity of the investments in such fund shall not exceed five years.

CONSTRAINTS

Maturity and Liquidity

Consideration is given to the cash flow and maturity characteristics of securities in evaluating liquidity. To facilitate the market liquidity of a future sale, individual security purchases should generally be a maximum current par value of \$5 million. The weighted average maturity of the portfolio should be less than 180 days.

Foreign Currency

All investments will be denominated in United States dollars.

Safekeeping

Securities purchased by the PDA should be delivered against payment and either held by the Federal Reserve Bank or in a custodian account by one of the PDA's primary banks.

Reverse Repurchase Agreements

Reverse repurchase agreements are not permitted under current statute.

Derivative Securities

Investment in certain structured notes (not collateralized mortgage obligations); swaps, futures and options are permitted in conjunction with a formal risk management strategy and the explicit approval of the Executive Director.

POLICY REVIEW

The PDA Finance Committee must review and approve the Investment Guidelines at least biennially.

MOTION

Director Loughlin:

In accordance with the recommendation of the PDA Finance Committee, the Board of Directors hereby approves of and authorizes the Executive Director and any other required signatories, to:

1. increase the current Revolving Line of Credit Facility with Provident Bank from \$5,000,000 to \$15,000,000; and
2. extend the term of the current Revolving Line of Credit Facility from December 31, 2018 through December 31, 2028; and
3. execute Certificate(s) of Resolution in such form as has been approved by PDA's General Counsel and the Director of Finance and to enter into such agreements as may be required to implement this increase in the Revolving Line of Credit;

all in accordance with the Memorandum of Irv Canner, Director of Finance, dated November 7, 2018, attached hereto.




PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

66 International Drive, Portsmouth, NH 03801

Date: November 7, 2018

To: David Mullen
Executive Director

From: Irv Canner 
Director of Finance

RE: Revolving Line of Credit

Based upon our recent internal review and update of the Capital Improvement Plan, our projected net cash flow from operations will be insufficient to provide the funds to support the proposed capital improvement projects. The primary cost driver is the expansion of the airline terminal at the Portsmouth International Airport at Pease (PSM) at a cost of approximately \$19.0 million dollars with federal funding support of \$1.8 million. It should be noted, that there are ongoing discussions with the Federal Aviation Administration regarding the possibility of incremental funding but at this time, we have not assumed any further support.

As outlined on the attached projected ten year cash flow statement, the Pease Development Authority (PDA) will need to access the debt market for up to \$15.0 million during the early stages of FY 2020. At present, our Revolving Line of Credit (RLOC) with Provident Bank (the Bank) provides for a \$5.0 million credit facility and is due to expire on December 31, 2018. We have entered into preliminary discussions with Provident Bank and have been initially approved to expand our credit facility to \$15.0 million through a revised five year RLOC that will have an option to convert any balances outstanding to a six-year fixed rate debt instrument at the election of the PDA. Discussions are ongoing and will be finalized at the Bank's upcoming Credit Committee meeting scheduled during the week of November 19, 2018.

Based upon our due diligence, it is requested that we seek preliminary approval from the PDA Finance Committee on November 13, 2018 to expand the current RLOC to \$15.0 million. The PDA's General Counsel and Director of Finance will then continue discussions and to enter into such agreements as may be required. With the recommendation of the Finance Committee we would then provide a final presentation and request for approval from the PDA Board of Directors on November 15, 2018.

At your convenience, I would be pleased to address any questions or need for supplemental information that you may have.



**PROJECTED CASH FLOW AND
EXTERNAL FINANCING REQUIREMENTS**
(EXCLUDING THE DIVISION OF PORTS AND HARBORS)
FY 2019 – FY 2028

PEASE DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING
NOVEMBER 13, 2018

EXECUTIVE SUMMARY...

(\$000'S)

▶ PROJECTED CASH FLOW INCLUDES SIGNIFICANT FUNDING REQUIREMENTS TO SUPPORT A POTENTIAL CAPITAL IMPROVEMENT PLAN COMMITMENT TOTALLING \$ 111,176.

▶ GRANT FUNDED CAPITAL PROJECTS OF \$ 73,054..

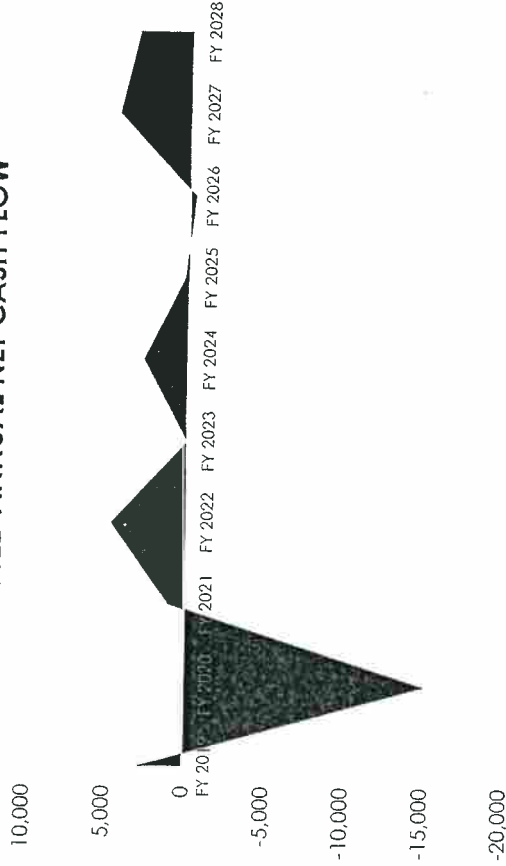
- ▶ PSM \$ 66,709
- ▶ SKYHAVEN 6,345

▶ INTERNALLY FUNDED CAPITAL PROJECTS OF \$ 38,122..

- ▶ PSM \$ 20,102
- ▶ TRADEPORT 14,886
- ▶ ALL OTHER 3,134

▶ NET CASH FLOW FROM OPERATIONS, INCLUDES THE INTRODUCTION OF FUEL FLOWAGE FEES AND PAY FOR PARKING, BUT IN TOTAL, ARE INSUFFICIENT TO ABSORB THE POTENTIAL CAPITAL IMPROVEMENT PROJECTS..

PROJECTED ANNUAL NET CASH FLOW



• IN ORDER TO MEET THE NET CASH FLOW DEFICIENCY, EXTERNAL BORROWING WILL BE REQUIRED DURING FY 2020, IN THE AMOUNT OF \$15,000..

(\$'000'S)

PROJECTED CASH INFLOWS AND OUTFLOWS...

3

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL
CASH BEGINNING OF PERIOD	5,172	2,366	1,543	1,517	1,566	1,522	1,555	1,576	1,534	1,600	5,172
CASH INFLOWS											
FROM OPERATIONS	2,730	2,744	3,449	3,699	3,796	4,159	4,389	4,582	4,780	5,202	39,430
GRANT REIMBURSEMENTS	2,383	7,172	12,500	8,762	7,491	8,722	7,239	8,313	5,854	2,745	71,181
EXTERNAL FINANCING	-	15,000	-	-	-	-	-	-	-	-	15,000
OTHER MISCELLANEOUS	340	250	-	-	-	-	-	-	-	-	590
CASH OUTFLOWS											
CAPITAL PROJECTS	6,077	24,855	14,662	7,399	11,268	10,148	11,407	12,637	6,168	4,655	111,176
LONG TERM DEBT- COP	126	121	-	-	-	-	-	-	-	-	247
EXTERNAL FINANCING- REPAYMENT	-	700	1,000	4,600	-	2,700	200	400	4,400	1,000	15,000
OTHER MISCELLANEOUS	63	313	313	313	63	-	-	-	-	-	1,065
NEW CASH FLOW FOR PERIOD	(2,813)	(823)	(26)	49	(44)	33	21	(42)	66	2,292	(1,287)
CASH END OF PERIOD	2,366	1,543	1,517	1,566	1,522	1,555	1,576	1,534	1,600	3,892	3,892

(\$'000'S)

POTENTIAL CAPITAL IMPROVEMENT PROJECTS-GRANT FUNDED...

PROJECT DESCRIPTION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL
PSM RUNWAY 16-34 REHAB	375	12,046	11,995	-	-	-	-	-	-	-	24,416
PSM NORTH GATE AREA 4, 5, 7	-	-	-	-	-	6,900	10,000	2,000	-	-	18,000
PSM TERMINAL EXPANSION-PH II	-	-	-	1,000	9,000	-	-	-	-	-	10,000
PSM TAXIWAYS	-	-	300	4,700	-	-	-	-	-	-	5,000
PSM SRE BUILDING	-	-	300	4,500	-	-	-	-	-	-	4,800
DAW TERMINAL APRON	-	-	300	3,000	-	-	-	-	-	-	3,300
PSM SNOW REMOVAL EQUIPMENT	-	-	1,210	1,111	-	-	-	-	-	-	2,321
DAW SOUTH APRON	-	-	-	-	-	-	250	1,000	-	-	1,250
PSM HIGH PRESSURE WATER TRUCK	-	-	-	-	-	-	-	-	-	750	750
PSM ONE ROTARY PLOW	-	-	-	-	-	-	-	-	-	700	700
DAW SRE BUILDING	-	-	-	-	-	-	500	-	-	-	500
PSM ENVIRONMENTAL ASSESSMENT	-	-	-	-	-	-	-	-	-	425	425
DAW ENVIRONMENTAL ASSESSMENT	-	-	-	-	-	-	-	-	225	-	225
ALL OTHER	75	-	-	-	302	300	-	-	-	690	1,367
	450	12,046	13,505	6,211	9,002	9,300	6,500	10,250	3,225	2,565	73,054

POTENTIAL CAPITAL IMPROVEMENT PROJECTS-INTERNALLY FUNDED...

(\$'000'S)

PEASE DEVELOPMENT FINANCE COMMITTEE MEETING
NOVEMBER 13, 2018

PROJECT DESCRIPTION	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	TOTAL
PSM TERMINAL EXPANSION	6,672	12,326	30	-	-	-	-	-	-	-	19,028
TRADEPORT INTERSECTIONS	-	-	550	648	1,300	48	2,399	1,730	2,211	1,210	10,096
PSM TERMINAL PARKING LOT	-	-	-	-	-	-	1,500	-	-	-	1,500
GOLF COURSE EQUIPMENT AND MODIFICATIONS	176	170	175	200	200	300	175	10	-	-	1,406
STORM WATER TREATMENT	75	75	90	90	100	100	110	110	120	120	990
VEHICLE REPLACEMENTS	45	95	48	100	50	55	50	57	-	110	610
ROOF REPLACEMENT- 7 LEE STREET	-	-	-	-	-	-	-	-	-	600	600
OIL WATER SEPARATOR REPLACEMENT (GOLF COURSE)	-	-	-	50	250	250	-	-	-	-	550
SOLAR PANEL FARMS (PSM / DAW)	-	-	-	-	-	-	-	-	530	-	530
OVERFLOW PARKING LOT UPGRADES	-	-	-	-	-	-	350	-	-	-	350
PSM PAY FOR PARKING FACILITY	300	-	-	-	-	-	-	-	-	-	300
LOCAL ROAD FEASIBILITY STUDY	-	-	-	-	-	-	-	250	-	-	250
ALL OTHER	359	143	264	100	366	95	323	130	82	50	1,912
	7,627	12,809	1,157	1,188	2,266	848	4,907	2,287	2,943	2,090	38,122

GOING FORWARD SENSITIVITIES...

6

(\$'000'S)

- ▶ FAA FUNDING DECISIONS IN SUPPORT OF PSM FACILITIES..
- ▶ TRAFFIC STUDIES TO SUPPORT THE NEED FOR TRADEPORT INTERSECTION IMPROVEMENTS..
- ▶ CONSERVATION LAW FOUNDATION LITIGATION..
- ▶ DEVELOPMENT OF FUTURE TRADEPORT ACREAGE..
- ▶ CONSUMER PRICE INDEX- INFLATION..
- ▶ EMPLOYEE BENEFIT COSTS INCLUDING PENSION AND OTHER EMPLOYEE POST RETIREMENT BENEFITS..
- POTENTIAL ALTERNATIVE REVENUE STREAMS..
 - SOLAR POWER
 - FUEL FLOWAGE- RATE INCREASES AND CONSUMPTION LEVELS
 - PAY FOR PARKING- RATE INCREASES AND OCCUPANCY LEVELS
- EXTERNAL FINANCING..
 - PROVIDENT BANK
 - STATE OF NEW HAMPSHIRE
 - LONG TERM AND SHORT TERM LOAN DURATION
 - INTEREST RATE ENVIRONMENT

MOTION

Director Bohenko:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to execute Amendment No. 7 to the Parking License Agreement with Lonza Biologics, Inc. for parking spaces located at 55 International Drive. The License Amendment is extended from November 1, 2018 through October 31, 2019; all in accordance with the Memorandum from David R. Mullen dated November 1, 2018 and draft Amendment No. 7, attached hereto.

N:\RESOLVES\2018\LonzaParking55Intl 1118.docx

MEMORANDUM

To: Pease Development Authority Board of Directors
From: David R. Mullen, Executive Director *DM*
Re: Lonza Biologics, Inc. Parking License Amendment - 55 International Drive
Date: November 1, 2018

In October of 2011, PDA entered into a License Agreement with Lonza Biologics, Inc. (“Lonza”) for the use of parking spaces at 55 International Drive. The current Agreement for the use of 99 spaces will expire on October 31, 2018. Lonza has requested that it be permitted to keep using the 99 parking spaces for an additional year. Under the agreement to extend, Lonza has agreed to continue to pay PDA a license fee of \$866.22 per month or \$10,394.64 per year. The underlying License Agreement is subject to PDA’s right to terminate it if it is determined PDA needs to take back parking spaces to maintain its operational viability. All other terms and conditions of the License will remain in full force and effect.

At the November 15, 2018 meeting of the Board, I will request your approval to enter into an amendment to the existing License extending it through October 31, 2019.

License Agreement Amendment No. 7

Licensor: Pease Development Authority (“PDA” or “Licensor”)
Licensee: Lonza Biologics, Inc. (“Lonza” or “Licensee”)
Licensed Premises: Parking area adjacent to 55 International Drive, Portsmouth, NH
License Date: October 31, 2011

This License Agreement Amendment No. 7 made effective November 1, 2018, by and between PDA and Licensee:

WHEREAS, Licensee desires to extend its License, as amended, through October 31, 2019 for the continued use of the parking area adjacent to 55 International Drive, Portsmouth, NH (the “Premises”);

WHEREAS, PDA has agreed to extend the term of the License through October 31, 2019;

NOW THEREFORE, for good and valuable consideration, the receipt of which is acknowledged, the Parties agree to amend the License as follows:

1. The term of the License is extended for one (1) year from November 1, 2018 through October 31, 2019.
2. Licensee shall pay a License Fee of Eight Hundred Sixty-Six and 22/100 Dollars (\$866.22) per month.
3. All other terms and conditions of the License shall remain in full force and effect and continue to be binding upon the Parties.

Date: _____, 2018

Date: _____, 2018

Lonza Biologics, Inc.

Pease Development Authority

By: _____
Duly Authorized

David R. Mullen
Executive Director

(Print Name)

Title: _____

MOTION

Director Torr:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations and to execute a Universal Lease Agreement with Port City Aircraft Repair, LLC ("PCA") for properties located at 104 Grafton Drive; Hangars 205, 212, 213, 229 and the North Fuel Farm; in accordance with the Memorandum from Paul E. Brean, Airport Director, dated November 7, 2018, attached hereto.

N:\RESOLVES\2018\PCAUnivAgmt 1118.docx

Memorandum

To: David R. Mullen, Executive Director
From: Paul E. Brean, Airport Director *Paul*
Date: 11/7/18
Subject: Port City Aircraft Repair, LLC Universal Lease

Port City Aircraft Repair, LLC (“PCA”) is the Fixed Based Operator (“FBO”) at Portsmouth International Airport at Pease (“PSM”) and is a first class full service FBO that supports all facets of aviation. Since inception, PCA has invested \$15,000,000 in hangar improvements and ground service equipment to gain market share in military technical stops and commercial aviation. PCA has successfully acquired and maintained military and commercial contracts that have resulted in record setting passenger enplanements and fuel flowage for the airport.

Currently PCA has varied lease agreements with PDA that incorporate:

- 104 Grafton Drive-FBO office, aircraft repair station and hangar (a ground lease)
- Hangars 205, 212 & 213-aircraft hangars and offices (a hangar lease)
- North Fuel Farm-commercial aviation fuel farm (a facility lease)
- Hangar 229-ground support equipment cold storage (a right of entry)

As commercial aviation at PSM continues to mature additional investment in airport infrastructure is required to support aircraft hangaring, maintenance, and flight offices. PCA is willing to invest \$3,000,000 to renovate Hangar 229, Quonset Hut 7 and Quonset Hut 8 into first class aviation space designed for large commercial aircraft. The Quonset Hut project would also include adding an additional 3.11 acres (with actual acreage to be determined) of associated ramp and apron space to the 4.3 acre Grafton Drive site that would result in increased ground area rent being paid to PDA.

PCA has identified that the length of lease terms on its existing leases constricts its ability to obtain appropriate financing to fund capital improvement projects. PCA is unable to obtain commercial equity loans or amortize investment under the terms of their existing lease agreements. Due to the fact that PCA’s proposed investment will greatly benefit the airport, PDA should negotiate to reset lease terms and incorporate new properties under a universal lease agreement.

The attached Proposed Rate Analysis spreadsheet is premised upon a restructured lease agreement that resets existing rates and terms and incorporates the fuel farm lease as well as the hangar and ground leases into a universal lease agreement. These one-time changes in lease rates and operating agreements net PDA \$3,400,000 over a 40-year term. The proposed universal agreement would also establish a mechanism to renovate deteriorating hangars that are currently not in the PDA Capital Improvement Plan or Operating Budget. PDA proposes adding 5 years to the 104 Grafton Drive ground lease to create 40 remaining years, and 18 years to the hangar leases to create 30 remaining years. The fuel farm lease is set to expire in 2020. The lease term for the fuel farm will be extended by 28 years to coincide with the term of the hangar leases.

The catalyst for the universal lease restructure is capital investment in the airport by PCA that specifically generates aviation operating revenue. PDA will require that PCA invest a minimum of \$3,000,000 in capital improvements to be specifically spent on Hangar 229, Quonset Hut 7 and Quonset Hut 8 by 2024. Failure by PCA to meet the capital improvement requirements would result in lease terms being reset to the original rate structures and term limits.

PCA has a proven track record of investing and operating at PSM. Both PCA and PDA have worked together to grow airport operations and strengthen the airport's ability to meet the challenges of future growth. In order to increase commercial hangar capacity, it is my recommendation that PDA negotiates to restructure and consolidate PCA's lease agreements into one universal agreement. A lease restructure will promote private capital investment in commercial hangar space that PDA is unable to take on at this time or in the foreseeable future. Investment in commercial hangar space is critical for an airport to attract commercial operators.

At the November 15, 2018 meeting of the Board, please request authorization to complete negotiations with PCA and to enter into a universal lease agreement with PCA in accordance with the outline of terms set forth in this memo and the attached Proposed Rate Analysis spreadsheet.

PORT CITY AIR PROPOSED RATE ANALYSIS

CURRENT

NOTE	SQUARE FEET	CURR RATE	CURR ANNUAL	YEAR 1 JUL-DEC	YEAR 1 JAN-JUN	YEAR 2 FY 2020	YEAR 3 FY 2021	YEAR 4 FY 2022	YEAR 5 FY 2023	YEAR 6 FY 2024	YEAR 7 FY 2025	YEAR 8 FY 2026	YEAR 9 FY 2027	YEAR 10 FY 2028	YEAR 11 FY 2029
104 GRAFTON STREET	206,232	\$ 0.4086	\$ 84,266	\$ 42,133	\$ 42,133	\$ 84,266	\$ 84,266	\$ 84,266	\$ 94,799	\$ 94,799	\$ 94,799	\$ 94,799	\$ 94,799	\$ 106,649	\$ 106,649
NEW PROPERTY															
HANGAR 229	28,400	0.7500	21,300	10,917	22,937	23,511	24,099	24,701	25,319	25,952	26,600	27,265	27,947	28,644	29,347
HANGARS 205-212-213	80,600	2.1795	175,668	90,792	186,124	195,547	200,435	205,446	210,582	215,847	221,243	226,774	232,443	238,244	244,143
QUONSET HUTS 7 AND 8															
QUONSET HUT 6															
HOUGH TUG PULLS	2,250	-	-	1,125	1,125	2,500	2,500	3,500	4,500	5,500	6,500	7,500	8,500	9,500	10,500
SALE OF HOUGH TUG															
INTERNATIONAL TRASH	(38,000)		(38,000)	(19,760)	(19,760)	(41,101)	(42,745)	(44,455)	(46,233)	(48,082)	(50,006)	(52,006)	(54,086)	(56,250)	(58,500)
TRAKPAK SOFTWARE	(3,960)		(3,960)	(1,980)	(1,980)	(3,960)	(4,059)	(4,059)	(4,059)	(4,160)	(4,264)	(4,372)	(4,484)	(4,600)	(4,720)
FUEL FARM	63,758		63,758	32,150	32,150	65,907	67,555	69,244	70,975	72,749	74,568	76,432	78,343	80,301	82,309
TOTAL REVENUE			\$ 309,673	\$ 155,377	\$ 155,377	\$ 316,114	\$ 321,231	\$ 326,553	\$ 342,765	\$ 348,203	\$ 353,852	\$ 359,613	\$ 365,635	\$ 383,476	\$ 389,585

PROPOSAL (EFFECTIVE JULY 1, 2018)

NOTE	SQUARE FEET	PROP RATE	PROP ANNUAL	YEAR 1 JUL-DEC	YEAR 1 JAN-JUN	YEAR 2 FY 2020	YEAR 3 FY 2021	YEAR 4 FY 2022	YEAR 5 FY 2023	YEAR 6 FY 2024	YEAR 7 FY 2025	YEAR 8 FY 2026	YEAR 9 FY 2027	YEAR 10 FY 2028	YEAR 11 FY 2029
104 GRAFTON STREET	206,232	\$ 0.3500	\$ 72,181	\$ -	\$ 36,090	\$ 73,986	\$ 75,836	\$ 77,732	\$ 79,675	\$ 81,667	\$ 83,708	\$ 85,801	\$ 87,946	\$ 90,145	\$ 92,398
NEW PROPERTY															
HANGAR 229	23,000	0.3500	8,050	4,025	8,457	8,851	9,235	9,609	9,973	10,327	10,681	11,035	11,389	11,743	12,097
HANGARS 205-212-213	28,400	0.7500	21,300	10,650	21,833	22,379	22,938	23,512	24,101	24,701	25,319	25,952	26,600	27,265	27,947
QUONSET HUTS 7 AND 8	80,600	1.0000	80,600	40,300	80,600	82,615	84,680	86,797	88,967	91,192	93,473	95,810	98,203	100,651	103,163
QUONSET HUT 6	115,000	0.3500	40,250	20,125	40,250	42,287	44,345	46,428	48,539	50,684	52,864	55,079	57,329	59,614	61,935
HOUGH TUG PULLS	46,608	0.3500	16,313	8,156	16,313	17,139	17,568	18,007	18,457	18,918	19,391	19,876	20,373	20,882	21,401
PCA REIMB PDA- HUT 6															
SALE OF HOUGH TUG															
INTERNATIONAL TRASH	(38,000)		(38,000)	(19,000)	(19,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)
TRAKPAK SOFTWARE	(3,960)		(3,960)	(1,980)	(1,980)	(3,960)	(4,059)	(4,059)	(4,059)	(4,160)	(4,264)	(4,372)	(4,484)	(4,600)	(4,720)
FUEL FARM	63,758		63,758	32,150	32,150	65,907	67,555	69,244	70,975	72,749	74,568	76,432	78,343	80,301	82,309
TOTAL REVENUE			\$ 309,673	\$ 242,621	\$ 242,621	\$ 310,569	\$ 318,333	\$ 326,292	\$ 334,449	\$ 352,569	\$ 365,483	\$ 374,620	\$ 383,986	\$ 393,586	\$ 403,425
PROPOSED VERSUS CURRENT W/O FUEL FLOWAGE															
HANGAR 229															
HANGARS 205-212-213															
HUTS AND OTHERS															

FOOTNOTES

REF #	DESCRIPTION	CURRENT	PROPOSED
1	104 GRAFTON STREET	FIVE YEAR- CPI DRIVEN AT 12.50%	ANNUAL CPI DRIVEN AT 2.50%
2	NEW PROPERTY	NOT APPLICABLE	ANNUAL CPI DRIVEN AT 2.50%
3	HANGAR 229	ANNUAL CPI DRIVEN AT 2.50%	ANNUAL CPI DRIVEN AT 2.50% WITH A 10% ADJUSTMENT IN YEARS 6,12,18, 24 AND 30
4	HANGARS 205-212-213	ANNUAL CPI DRIVEN AT 2.50%	ANNUAL CPI DRIVEN AT 2.50% WITH A 10% ADJUSTMENT IN YEARS 6,12,18,24 AND 30
5	QUONSET HUTS 7 AND 8	NOT APPLICABLE	HUTS 6-7-8 COMPRISED OF 3.71 ACRES. ANNUAL CPI DRIVEN AT 2.50%
6	QUONSET HUT 6	NOT APPLICABLE	REIMBURSED AT \$125 PER PULL
7	HOUGH TUG PULLS	REIMBURSED AT \$125 PER PULL	ONE TIME AT \$15,000 FOR EQUIPMENT MOVE FROM HUT 6
8	PCA REIMBURSES PDA- HUT 6		COST AT \$75,000 IN FY 2019
9	SALE OF HOUGH TUG		PCA ABSORBS 100%
10	INTERNATIONAL TRASH	CURRENTLY SPLIT 50-50%	PCA ABSORBS 100%
11	TRAKPAK SOFTWARE	CURRENTLY SPLIT 50-50%	ANNUAL CPI DRIVEN AT 2.50%
12	FUEL FARM	ANNUAL CPI DRIVEN AT 2.50%	ANNUAL CPI DRIVEN AT 2.50% WITH A 10% ADJUSTMENT IN YEARS 6,12,18, 24 AND 30
13	FUEL FLOWAGE CONSUMPTION (GAL)	NOT APPLICABLE	ANNUAL CPI DRIVEN AT 2.50%
		NOT APPLICABLE	FIVE YEAR FIXED- RANGE \$0.0200 TO \$0.0500 OVER 40 YEAR PERIOD

DRAFT- FOR DISCUSSION PURPOSES ONLY- NOVEMBER 5, 2018

PORT CITY AIR PROPOSED RATE ANALYSIS

YEAR 12	YEAR 13	YEAR 14	YEAR 15	YEAR 16	YEAR 17	YEAR 18	YEAR 19	YEAR 20	YEAR 21	YEAR 22	YEAR 23	YEAR 24	YEAR 25	YEAR 26	YEAR 27	YEAR 28	YEAR 29	YEAR 30
FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036	FY 2037	FY 2038	FY 2039	FY 2040	FY 2041	FY 2042	FY 2043	FY 2044	FY 2045	FY 2046	FY 2047	FY 2048
\$ 106,649	\$ 106,649	\$ 106,649	\$ 119,980	\$ 119,980	\$ 119,980	\$ 119,980	\$ 119,980	\$ 119,980	\$ 134,978	\$ 134,978	\$ 134,978	\$ 134,978	\$ 151,850	\$ 151,850	\$ 151,850	\$ 151,850	\$ 151,850	\$ 170,831
28,646	28,646	30,096	30,848	31,620	32,410	33,220	34,051	34,902	35,775	36,669	37,586	38,525	39,488	40,476	41,488	42,525	43,588	44,678
236,254	244,211	250,316	256,574	262,988	269,563	276,302	283,210	290,290	297,547	304,986	312,610	320,426	328,436	336,647	345,063	353,690	362,532	371,596
3,000	3,250	3,250	3,250	3,250	3,500	3,500	3,500	3,500	3,750	3,750	3,750	3,750	4,000	4,000	4,000	4,000	4,250	4,250
(60,840)	(63,273)	(65,804)	(68,436)	(71,174)	(74,021)	(76,981)	(80,061)	(83,263)	(86,594)	(90,057)	(93,660)	(97,406)	(101,302)	(105,354)	(109,569)	(113,951)	(118,509)	(123,250)
(4,371)	(4,371)	(4,480)	(4,480)	(4,592)	(4,480)	(4,592)	(4,592)	(4,592)	(4,707)	(4,707)	(4,707)	(4,825)	(4,825)	(4,825)	(4,945)	(4,945)	(4,945)	(5,069)
84,367	86,638	88,638	90,854	93,125	95,453	97,839	100,285	102,792	105,362	107,996	110,696	113,464	116,300	119,208	122,188	125,243	128,374	131,583
\$ 395,705	\$ 402,303	\$ 408,774	\$ 428,590	\$ 435,309	\$ 442,405	\$ 449,268	\$ 456,373	\$ 478,607	\$ 486,111	\$ 493,615	\$ 501,254	\$ 508,912	\$ 533,948	\$ 542,001	\$ 550,075	\$ 558,411	\$ 567,140	\$ 594,618
\$ 94,708	\$ 97,076	\$ 99,503	\$ 101,991	\$ 104,540	\$ 107,154	\$ 109,833	\$ 112,578	\$ 115,393	\$ 118,278	\$ 121,235	\$ 124,266	\$ 127,372	\$ 130,556	\$ 133,820	\$ 137,166	\$ 140,595	\$ 144,110	\$ 147,713
10,562	10,826	11,097	11,374	11,658	11,950	12,249	12,555	12,869	13,190	13,520	13,858	14,205	14,560	14,924	15,297	15,679	16,071	16,473
32,188	32,992	33,817	34,663	35,529	36,417	40,059	41,061	42,087	43,139	44,218	45,323	46,456	51,102	52,380	53,689	55,031	56,407	62,048
121,797	124,842	127,963	131,162	134,441	137,802	151,582	155,371	159,256	163,237	167,318	171,501	186,651	193,367	198,202	203,157	208,235	213,441	234,785
52,811	54,131	55,485	56,872	58,294	59,751	61,245	62,776	64,345	65,954	67,603	69,293	71,025	72,801	74,621	76,486	78,398	80,358	82,367
21,404	21,939	22,488	23,050	23,626	24,217	24,822	25,443	26,079	26,731	27,399	28,084	28,786	29,506	30,244	31,000	31,775	32,569	33,383
97,165	99,594	102,084	104,636	107,251	109,933	120,926	123,949	127,048	130,224	133,480	136,817	150,498	154,261	158,117	162,070	166,122	170,275	187,303
\$ 430,695	\$ 441,400	\$ 452,435	\$ 463,746	\$ 475,340	\$ 487,224	\$ 520,716	\$ 533,753	\$ 547,077	\$ 560,754	\$ 574,773	\$ 589,142	\$ 630,393	\$ 646,153	\$ 662,307	\$ 678,865	\$ 695,836	\$ 713,232	\$ 764,072
\$ 34,929	\$ 39,097	\$ 43,662	\$ 48,157	\$ 40,091	\$ 44,818	\$ 71,447	\$ 77,360	\$ 68,469	\$ 74,642	\$ 81,158	\$ 87,888	\$ 121,482	\$ 112,205	\$ 120,306	\$ 128,769	\$ 137,425	\$ 146,093	\$ 169,454
\$ 1,1384	\$ 1,1617	\$ 1,1907	\$ 1,2205	\$ 1,2510	\$ 1,2823	\$ 1,4105	\$ 1,4458	\$ 1,4819	\$ 1,5190	\$ 1,5570	\$ 1,5959	\$ 1,7555	\$ 1,7994	\$ 1,8443	\$ 1,8905	\$ 1,9377	\$ 1,9862	\$ 2,1848
\$ 1,5111	\$ 1,5489	\$ 1,5876	\$ 1,6273	\$ 1,6680	\$ 1,7097	\$ 1,8807	\$ 1,9277	\$ 1,9759	\$ 2,0253	\$ 2,0759	\$ 2,1278	\$ 2,3406	\$ 2,3991	\$ 2,4591	\$ 2,5206	\$ 2,5836	\$ 2,6482	\$ 2,9130
\$ 0,4592	\$ 0,4707	\$ 0,4825	\$ 0,4945	\$ 0,5069	\$ 0,5196	\$ 0,5326	\$ 0,5459	\$ 0,5595	\$ 0,5735	\$ 0,5879	\$ 0,6026	\$ 0,6176	\$ 0,6331	\$ 0,6489	\$ 0,6651	\$ 0,6817	\$ 0,6988	\$ 0,7162

	ONE TIME		CORE		ALL	
	CHANGE	BUSINESS	SUBTOTAL	OTHER	TOTAL	
104 GRAFTON STREET	\$ -	\$ (549,574)	\$ (549,574)	\$ -	\$ (549,574)	
NEW PROPERTY	549,356	-	549,356	-	549,356	
HANGAR 229	-	160,946	160,946	-	160,946	
HANGARS 205-212-213	-	(3,686,655)	(3,686,655)	-	(3,686,655)	
QUONSET HUTS 7 AND 8	1,746,948	-	1,746,948	-	1,746,948	
QUONSET HUT 6	708,035	-	708,035	-	708,035	
HOUGH TUG PULLS	(143,750)	-	(143,750)	-	(143,750)	
PCA REIM PDA- HUT 6	15,000	-	15,000	-	15,000	
SALE OF HOUGH TUG	75,000	-	75,000	-	75,000	
INTERNATIONAL TRASH	3,830,535	-	3,830,535	-	3,830,535	
TRAKPAX SOFTWARE	185,443	-	185,443	-	185,443	
FUEL FARM	555,513	-	555,513	-	555,513	
FUEL FLOWAGE	-	-	-	20,224,040	20,224,040	
	\$ 7,522,081	\$ (4,075,283)	\$ 3,446,798	\$ 20,224,040	\$ 23,670,838	

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PORT CITY AIR PROPOSED RATE ANALYSIS

YEAR 31 FY 2049	YEAR 32 FY 2050	YEAR 33 FY 2051	YEAR 34 FY 2052	YEAR 35 FY 2053	YEAR 36 FY 2054	YEAR 37 FY 2055	YEAR 38 FY 2056	YEAR 39 FY 2057	YEAR 40 FY 2058	YEAR 41 JAN-JUN	TOTAL	
\$ 170,831	\$ 170,831	\$ 170,831	\$ 170,831	\$ 192,185	\$ 192,185	\$ 192,185	\$ 192,185	\$ 192,185	\$ 216,208	\$ 108,104	\$ 5,475,603	
-	-	-	-	-	-	-	-	-	-	-	947,577	
-	-	-	-	-	-	-	-	-	-	-	7,881,253	14,304,433
4,250	4,250	4,250	4,250	4,250	4,250	4,250	4,250	4,250	4,250	4,250	144,875	
(128,180)	(133,307)	(138,639)	(144,185)	(149,952)	(155,950)	(162,188)	(168,676)	(175,423)	(182,440)	(94,869)	(3,830,535)	
(5,069)	(5,069)	(5,069)	(5,069)	(5,069)	(5,069)	(5,069)	(5,069)	(5,069)	(5,069)	(2,535)	(185,443)	
\$ 41,832	\$ 36,705	\$ 31,373	\$ 25,827	\$ 41,414	\$ 35,416	\$ 29,178	\$ 22,690	\$ 15,943	\$ 32,949	\$ 14,950	\$ 13,224,103	
YEAR 31 FY 2049	YEAR 32 FY 2050	YEAR 33 FY 2051	YEAR 34 FY 2052	YEAR 35 FY 2053	YEAR 36 FY 2054	YEAR 37 FY 2055	YEAR 38 FY 2056	YEAR 39 FY 2057	YEAR 40 FY 2058	YEAR 41 JAN-JUN	TOTAL	
\$ 151,405	\$ 155,191	\$ 159,070	\$ 163,047	\$ 167,123	\$ 171,301	\$ 175,584	\$ 179,974	\$ 184,473	\$ 189,085	\$ 96,906	4,926,029	
16,885	17,307	17,740	18,183	18,638	19,104	19,581	20,071	20,573	21,087	10,807	549,356	
-	-	-	-	-	-	-	-	-	-	-	1,108,523	10,229,151
-	-	-	-	-	-	-	-	-	-	-	4,194,598	
-	-	-	-	-	-	-	-	-	-	-	1,746,948	
-	-	-	-	-	-	-	-	-	-	-	708,035	
-	-	-	-	-	-	-	-	-	-	-	1,125	
-	-	-	-	-	-	-	-	-	-	-	15,000	
-	-	-	-	-	-	-	-	-	-	-	75,000	
-	-	-	-	-	-	-	-	-	-	-	-	
\$ 166,290	\$ 172,498	\$ 176,810	\$ 181,230	\$ 185,761	\$ 190,405	\$ 195,165	\$ 200,044	\$ 205,046	\$ 210,172	\$ 107,713	\$ 3,346,286	
\$ 126,458	\$ 135,793	\$ 145,437	\$ 155,403	\$ 164,347	\$ 173,354	\$ 182,487	\$ 191,735	\$ 200,212	\$ 208,922	\$ 92,763	\$ 16,670,902	
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,446,798	(4,075,283)
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
\$ 0.4306	\$ 0.4414	\$ 0.4524	\$ 0.4637	\$ 0.4753	\$ 0.4872	\$ 0.4993	\$ 0.5118	\$ 0.5246	\$ 0.5377	\$ 0.2756	\$ (28.49)	

DRAFT- FOR DISCUSSION PURPOSES ONLY- NOVEMBER 5, 2018

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: David R. Mullen, Executive Director *DM*
RE: Contract Reports
DATE: November 15, 2018

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

1. Project Name: Kyocera Document Solutions New England
PDA Obligation: \$189.00/month
Board Authority: Vice-Chairman Loughlin
Summary: Lease of copier

2. Project Name: DRI*Autodesk, Inc.
PDA Obligation: \$3,543.75
Board Authority: Vice-Chairman Loughlin
Summary: Software subscription for AutoCAD

N:\RESOLVES\2018\Contractrpt.docx



Offices Located: HQ - Wilmington MA
 Boston MA W.Springfield MA Portland ME
 Norwalk CT Rocky Hill CT Northwood NH
 Williston VT

MDS/MAINTENANCE AGREEMENT

SALES REP **Robert Youde**

P.O. NUMBER

Contract Term **10/30/2018** TO **10/30/2022**
BEGIN DATE END DATE

Revised: 6/16/2017

CUSTOMER INFORMATION

BILL TO:			SHIP TO:		
COMPANY NAME Pease Development Authority			COMPANY NAME Pease Development Authority		
ADDRESS 55 International Drive			ADDRESS 55 International Drive		
CITY Portsmouth, NH	STATE	ZIP 03801	CITY, STATE ZIP Portsmouth/NH/03801		
METER CONTACT	PHONE		APCONTACT	PHONE	
METER EMAIL	FAX		AP EMAIL (for invoices)	FAX	
PRODUCT MAINTENANCE & SUPPLIES		PRODUCT MAINTENANCE AGREEMENT - Pars & Labor		MANAGED PRINT SERVICES	
<input checked="" type="checkbox"/> AGREEMENT - All Inclusive		<input type="checkbox"/> Labor		<input type="checkbox"/> AGREEMENT	
INCLUDES - TONER, DEVELOPER, DRUMS OR PHOTOCONDUCTORS, FILTERS, PARTS, PREVENTATIVE MAINTENANCE & LABOR		INCLUDES - PARTS & LABOR		INCLUDES - TONER, PARTS, MAINTENANCE KITS, QUARTERLY REVIEW	
EXCLUDES - PAPER, STAPLES, MEDIA		EXCLUDES - SUPPLY UNITS, PAPER, STAPLES, MEDIA, FUSER, MAINTENANCE KITS		EXCLUDES - PAPER, STAPLES, MEDIA	
*NETWORK FEES ARE NOT INCLUDED		*NETWORK FEES ARE NOT INCLUDED		*NETWORK FEES ARE NOT INCLUDED	

EQUIPMENT COVERED UNDER AGREEMENT

Model	Serial Number	Equipment ID#	Begin Meter
TASKalfa 5002i			
AK-7100			
DF-7110			
DP-7110			
PF-7110			

CONTRACT PRICING

Customer shall be invoiced
 Billing Frequency: Circle One

Monthly

basis to include
 and

black & white Kyocera prints
 color Kyocera prints

black & white Other print
 color other prints

Excess Kyocera prints shall be billed on a
 Monthly

basis at a rate of

per black & white prints
 per color prints

Excess Other prints shall be billed on a

basis at a rate of
 and

per black & white prints
 per color prints

NOTES

CUSTOMER ACCEPTANCE

This agreement consisting of the terms & conditions of this agreement is hereby approved, accepted & executed by the respective parties, hereto on the dates set forth adjacent to their signatures.

X
 Customer Signature

David R. Mullen
 Print Name and Title

10/31/18
 Date

X _____
 Manager Signature

Print Name and Title
 COMPASS

Date

Mike Mates

From: autodesk.erenewals.us.cs@digitalriver.com
Sent: Wednesday, October 31, 2018 1:43 PM
To: Mike Mates
Subject: Autodesk - Order Confirmation (Order 11774170634)



Dear Michael Mates,

Thanks for ordering from the Autodesk Store. Please watch your inbox for an email message with more information about how to access your software, subscription services or cloud credits. Welcome messages for new software purchases are sent within 24 hours.* Cloud credits are updated in your Autodesk Account within 10 minutes.

Subscribers: You'll access software downloads and activation information such as your Serial Number and Product Key at Autodesk Account. New users receive a welcome email message containing a User ID and password. Other users can log in with an existing user ID and password.

Maintenance Subscription Customers: You'll receive a fulfillment message containing your Serial Number and Product Key.

Here's your order summary and proof of purchase:

Please look for the following in your credit card statement (if applicable):

Merchant of Record

DRI*Autodesk, Inc.

Your order and billing information

Order Number: 11774170634
Order Date: October 31, 2018

Product Name: AutoCAD including specialized toolsets - 3 year subscription promotion, 25% off [Auto-renewal]

Qty Ordered: 1

Amount: \$3,543.75

Payment Method: visa

SubTotal: \$3,543.75

Tax: \$0.00

Total: \$3,543.75

Billed To:

Michael Mates
55 International Drive
Portsmouth NH 03801
6037669292
m.mates@peasedev.org

For **technical support**, please go to [Autodesk Knowledge Network](#)

Do you have questions regarding downloads or billing?

For assistance with your order, you can go [here](#) and perform the following tasks:

- Print an invoice
- Contact customer service representatives
- Get answers to general questions

If you require assistance with your software, and your questions are not answered in the installation and help information included with your software, please visit the [Autodesk support site](#). In our online support area, you'll find technical documents, technical FAQ's, and other helpful product support information. Again, thank you for purchasing Autodesk products.

If you need further assistance, please visit [Digital River's Customer Service page](#).

Should you need to return your purchase, Digital River offers a refund policy of 30-days. Auto-renewing subscriptions have a refund policy of 30-days from the initial purchase date.

Please take a moment to review the [Digital River Return Policy](#) for more details.

*In rare circumstances, it could take over 24 hours to receive an activation code, however, most orders are fulfilled within 1 business day.

Please note: This email message was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.


Mike Mates

From: Andrea Fotiades <andrea.fotiades@autodesk.com>
Sent: Wednesday, October 24, 2018 4:34 PM
To: Mike Mates
Subject: RE: quote for one annual AutoCAD subscription

Hi Mike,

I have good news. They announced today that the promotion is extended through October 31, 2018. Here are the purchase links. Please let me know if you have any questions. If you prefer I can assist you over the phone just let me know your availability.

Current pricing is as follows...

	monthly	1 year	1 year 20% off fall flash promo	2 year	2 year 25% off fall flash promo	3 year	3 year 25% off fall flash promo
 AutoCAD Single User	\$195/ea	\$1575/ea	\$1260/ea	\$3150/ea	\$2362.50/ea	\$4725/ea	\$3543.75/ea

Pricing for Autodesk software is subject to change.

AUTODESK Special Fall Offer Purchase Links

AutoCAD Annual Fall Promo Cart Link

https://store.autodesk.com/store/adskeren/en_US/buy/productID.5177185800/quantity.1/themeID.3926000/clearCart.yes/currency.USD/nextAction.cart/intoid.FALSE/agentID.afotiades2

AutoCAD 2 year Fall Promo Cart Link

https://store.autodesk.com/store/adskeren/en_US/buy/productID.5142824600/quantity.1/themeID.3926000/clearCart.yes/currency.USD/nextAction.cart/intoid.FALSE/agentID.afotiades2

AutoCAD 3 year Fall Promo Cart Link

https://store.autodesk.com/store/adskeren/en_US/buy/productID.5162430200/quantity.1/themeID.3926000/clearCart.yes/currency.USD/nextAction.cart/intoid.FALSE/agentID.afotiades2

Note that Our partner Digital River will process your order and a copy of their terms of sale and privacy policy as well as the Autodesk's privacy statement will be included in your order confirmation email.

Once the order is fully processed and the software is synced into your Autodesk Account you can access your Electronic Download by completing the following steps.

1. Go to <https://accounts.autodesk.com/>
2. Log in or Create an account using the email address you used to purchase the license
3. Once logged in to your Autodesk Account click Management
4. Select your subscription from the list of products and services to download and assign permission and email invite to the user! (See below for instructions)

Product activation information.

<https://knowledge.autodesk.com/customer-service/account-management/users-software/access-software-services/subscription-access>

Respectfully,

Andrea Fotiades

Inbound Sales Representative
WWSS-Americas Territory Hub Sales

 AUTODESK.

MOTION

Director Levesque:

The Pease Development Authority Board of Directors authorizes the Executive Director to accept and bind Workers Compensation insurance coverage for the Pease Development Authority to be provided by MEMIC and brokered by Fred C. Church Insurance, Inc. ("Church") for the period of 12/31/18 through 12/31/19 in the projected amount of \$70,129.00; all in accordance with the Insurance Proposal prepared by Church and the memorandum of Mark H. Gardner, Deputy General Counsel, dated November 1, 2018, attached hereto.

N:\RESOLVES\2018\InsuranceChurch 1118.docx

MEMORANDUM

To: David R. Mullen, Executive Director *DM*
From: Mark H. Gardner, Deputy General Counsel *MHG*
Re: Workers Compensation Coverage Renewal
Date: November 1, 2018

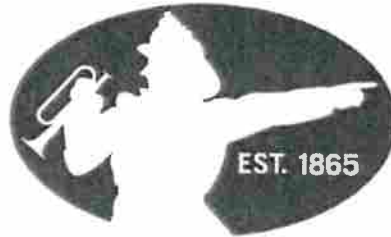
At the December 14, 2017 meeting of the Board, you were authorized to enter into an agreement with Fred C. Church Insurance, Inc. to provide Workers Compensation coverage to PDA for a period of three (3) years to include two (2) one (1) year options to extend at your sole discretion. Such coverage does not extend to employees of the Division of Ports and Harbors who have been historically covered and continued to be covered by the State of New Hampshire's self-insured Workers Compensation program.

Attached you will find a proposal in the amount of \$70,129.00 for the upcoming renewal period of 12/31/18 through 12/31/19. Also please find three loss history charts which reflects the fact that PDA's experience modification factor increased to 1.08 from .83 for the upcoming renewal period. The projected premium of \$70,129.00 is an increase from last year's premium of \$65,336.00. Despite the experience modification going up 30% (.83 to 1.08), Fred C. Church Insurance, Inc. was able to keep PDA's various credits and take advantage of the lower state rates so the premium is up only 7.3% or \$4,793. The lower estimated payrolls helped a little with the bottom line as well. Please see page 7 of the attachment for a comparison of the premium breakdown from last year and for this upcoming year.

Overall this is an acceptable renewal proposal with a solid insurance carrier (MEMIC/AM Best Rating A IX). While PDA has experienced what is hoped to be a momentary bump in its experience modification factor, PDA's safety culture and its commendable loss history over time have continued to play a significant role in keeping premiums at reasonable levels. Finally, please note that as the policy is subject to audit, the premium may adjust up or down slightly from the projected amount.

At the November 15, 2018 meeting of the Board, please seek authority to bind Workers Compensation coverage through Fred C. Church Insurance, Inc. in the projected amount of \$70,129.00 for the forthcoming policy period of 12/31/18 through 12/31/19.

P:\MEMOS.MHG\Workers Comp\WorkersCompRenewalMemo 110118.docx



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

Insurance Proposal

for

Pease Development Authority and Skyhaven Airport

Workers Compensation Program

Effective 12/31/18 to 12/31/19

October 16, 2018

Table of Contents

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WC Premium Development	7
WC Experience Modification Worksheet	Error! Bookmark not defined.

Your Service Team

Jeff Olsen	Senior Vice President, Commercial Account Executive
Phone	(978) 322-7166
Email	jolsen@fredcchurch.com

Wendy Radwan	Commercial Account Manager
Phone	(978) 322-7167
Email	wradwan@fredcchurch.com

Claims

Deanna Bullock, Claims Manager	Meghan Artemis, Senior Claims Representative
Phone: 978-322-7242	Phone: 978-322-7210
Email: dbullock@fredcchurch.com	Email: martemis@fredcchurch.com

Lisa Hunzelman, Claims Representative	Samantha Meth, Assistant Claims Representative
Phone: 978-322-7230	Phone: 978-322-7213
Email: lhunzelman@fredcchurch.com	Email: smeth@fredcchurch.com

Risk Management Consultants

Marcy Bauers, Senior RM Consultant	Mike Perkins, RM Consultant
Phone: 978-322-7271	Phone: 978-322-7270
Email: mbauers@fredcchurch.com	Email: mperkins@fredcchurch.com

*Do you have questions for our **Personal Insurance Team** or **Employee Benefits Team**?
Please feel free to contact one of the following:*

Personal Insurance / Employee Benefits

Bill Burbine, Personal Insurance Manager	John Reilly, Employee Benefits Manager
Phone: 978-322-7215	Phone: 978-322-7244
Email: wburbine@fredcchurch.com	Email: jcreilly@fredcchurch.com

Premium Summary

Description of Coverage	2017-2018 Premium	2018-2019 Premium	Insurer	AM Best
Worker's Compensation	\$65,336	\$70,129	MEMIC Indemnity	A

Payment Options

Policy	Direct or Agency Billed	# of Instalments
Workers Compensation	Direct Bill	Annual

This document is a summary of coverage only; the policies contain additions, exclusions, and/or limitations that are not shown here.

Please refer to the policy or contact Fred C. Church, Inc. for complete coverage details.

Workers Compensation

**MEMIC-Maine Employers Mutual Insurance Insurance Company
Company**

12/31/2018 to 12/31/2019 Policy Term

Coverages

Description	Limit
Workers Compensation: Statutory Benefit	Included
Employers Liability: Each Accident	\$500,000
Employers Liability: Disease – Policy Limit	\$500,000
Employers Liability: Disease – Each Employee	\$500,000
Other States Insurance: (All States MEMIC is currently licensed with)	AL, AK, AZ, AR, CA, CO, CT, DE, DC, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, ME, MD, MI, MN, MS, MO, MT, NE, NV, NJ, NM, NY, NC, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WV, WI

Locations & Class Codes

Loc	St	Code	Description	Estimated Annual Payroll
0	Pease Tradeport, Portsmouth, NH			
	NH	7403	Aircraft Op - Scheduled - All Others	1,800,000
	NH	8810	Clerical Office Employees	1,400,000
	NH	9060	Clubs - Country Or Golf	700,000
	NH	9012	Property Managers & Leasing Agents	
	NH	9015	Building Operation	
1	238 Rochester Hill Rd., Rochester, NH 03867			
	NH	7403	Aviation - All Other Employees And Drivers	included
2	Workers Comp. - Massachussetts			
	MA	8810	Clerical	If any

Included / Excluded Individuals

Name	Title	Included	Excluded
All Included		X	

Additional Coverage

Foreign Coverage:

"Employees of the Named Insured"

"Any Country"

"NH" Workers Compensation Law

Excess Repatriation Expenses: \$100,000 each employee \$100,000 each accident

Employers Liability:

\$500,000 BI by Accident

\$500,000 BI by Disease, Each Employee

\$500,000 BI by Disease, Policy Limit

WC Premium Development

Year: 2017-2018					
Carrier: MEMIC					
State	Class	Description	Estimated Payroll	Rate	Estimated Premium

NH	7403	Aviation	\$2,075,000	4.7700	\$98,978
	8810	Clerical	\$1,390,000	0.1900	\$2,641
	9060	Country Club	\$725,000	2.6000	\$18,850
	9012	Property Manager	\$0	1.3700	\$0
	9015	Bldgs. - Operation by Owner	\$0	4.1300	\$0
Increased Limits				0.0080	\$964
Experience Mod				0.8300	-\$20,644
Schedule Credit				0.2000	-\$19,150
Premium Discount				0.1020	-\$7,813
Terrorism				0.0120	\$503
Domestic Terrorism				0.0120	\$503
Expense Reduction Plan				0.0700	-\$4,815
Managed Care Credit				0.0500	-\$5,039
Total State			\$4,190,000		\$64,978

MA	8810	Clerical	\$0	0.0700	\$0
Increased Limits				0.0100	\$0
Loss Constant					\$20
Expense Constant					\$338
Totals State			\$0		\$358

Grand Totals			\$4,190,000		\$65,336
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Year: 2018-2019					
Carrier: MEMIC					
State	Class	Description	Estimated Payroll	Rate	Estimated Premium

NH	7403	Aviation	\$1,800,000	4.5500	\$81,900
	8810	Clerical	\$1,400,000	0.1600	\$2,240
	9060	Country Club	\$700,000	2.2600	\$15,820
	9012	Property Manager	\$0	1.2800	\$0
	9015	Bldgs. - Operation by Owner	\$0	3.9100	\$0
Increased Limits				0.0080	\$800
Experience Mod				1.0800	\$8,061
Schedule Credit				0.2000	-\$20,676
Premium Discount				0.1020	-\$8,436
Terrorism				0.0060	\$234
Domestic Terrorism				0.0120	\$468
Expense Reduction Plan				0.0700	-\$5,199
Managed Care Credit				0.0500	-\$5,441
Total State			\$3,900,000		\$69,771

MA	8810	Clerical	\$0	0.0700	\$0
Increased Limits				0.0100	\$0
Loss Constant					\$20
Expense Constant					\$338
Totals State			\$0		\$358

Grand Totals			\$3,900,000		\$70,129
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WORKERS COMPENSATION EXPERIENCE RATING

Risk Name: PEASE DEVELOPMENT AUTHORITY

Risk ID: 280173711

Rating Effective Date: 12/31/2018

Production Date: 07/27/2018

State: NEW HAMPSHIRE

State	Wt	Exp Excess Losses	Expected Losses	Exp Prim Losses	Act Exc Losses	Ballast	Act Inc Losses	Act Prim Losses
NH	.14	90,785	132,718	41,933	10,265	37,600	91,629	81,364
(A) Wt	(B) Wt	(C) Exp Excess Losses (D - E)	(D) Expected Losses	(E) Exp Prim Losses	(F) Act Exc Losses (H - I)	(G) Ballast	(H) Act Inc Losses	(I) Act Prim Losses
.14		90,785	132,718	41,933	10,265	37,600	77,933	67,668

	Primary Losses	Stabilizing Value	Ratable Excess	Totals	
Actual	(I) 67,668	$C * (1 - A) + G$ 115,675	(A) * (F) 1,437	(J) 184,780	
Expected	(E) 41,933	$C * (1 - A) + G$ 115,675	(A) * (C) 12,710	(K) 170,318	
	ARAP	FLARAP	SARAP	MAARAP	Exp Mod
Factors	1.00				(J) / (K) 1.08

RATING REFLECTS A DECREASE OF 70% MEDICAL ONLY PRIMARY AND EXCESS LOSS DOLLARS WHERE ERA IS APPLIED.

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WORKERS COMPENSATION EXPERIENCE RATING

Risk Name: PEASE DEVELOPMENT AUTHORITY

Risk ID: 280173711

Rating Effective Date: 12/31/2018

Production Date: 07/27/2018

State: NEW HAMPSHIRE

28-NEW HAMPSHIRE Firm ID: Firm Name: PEASE DEVELOPMENT AUTHORITY

Carrier: 38563 Policy No. 3102800857 Eff Date: 12/31/2014 Exp Date: 12/31/2015

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
7403	2.15	.30	1,762,710	37,898	11,369	15201850	05	F	3,554	3,554
8810	.08	.35	1,312,499	1,050	368	15201886	05	F	5,093	5,093
9060	1.22	.38	641,232	7,823	2,973	15209643	05	F	8,849	8,849
9807	EMPLOYERS LIABILIT			0	0	15205755	05	F	9,398	9,398
Policy Total:			3,716,441	Subject Premium:	135,133	Total Act Inc Losses:		26,894		

28-NEW HAMPSHIRE Firm ID: Firm Name: PEASE DEVELOPMENT AUTHORITY

Carrier: 38563 Policy No. 3102800857 Eff Date: 12/31/2015 Exp Date: 12/31/2016

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
7403	2.15	.30	1,826,544	39,271	11,781	NO. 2	06	*	1,079	1,079
8810	.08	.35	1,309,908	1,048	367	16202544	06	F	2,175	2,175
9060	1.22	.38	659,177	8,042	3,056	16213780	06	F	6,313	6,313
9807	EMPLOYERS LIABILIT			0	0					
Policy Total:			3,795,629	Subject Premium:	135,506	Total Act Inc Losses:		9,567		

28-NEW HAMPSHIRE Firm ID: Firm Name: PEASE DEVELOPMENT AUTHORITY

Carrier: 38563 Policy No. 3102800857 Eff Date: 12/31/2016 Exp Date: 12/31/2017

Code	ELR	D-Ratio	Payroll	Expected Losses	Exp Prim Losses	Claim Data	IJ	OF	Act Inc Losses	Act Prim Losses
7403	2.15	.30	1,289,897	27,733	8,320	17214969	05	F	1,903	1,903
8810	.08	.35	1,858,781	1,487	520	17207392	05	F	18,124	16,500
9060	1.22	.38	685,764	8,366	3,179	17200874	05	O	25,141	16,500
9807	EMPLOYERS LIABILIT			0	0	17207901	06	O	10,000	10,000
Policy Total:			3,834,442	Subject Premium:	94,489	Total Act Inc Losses:		55,168		

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* Total by Policy Year of all cases \$2000 or less.

D Disease Loss

X Ex-Medical Coverage

U USL&HW

C Catastrophic Loss

E Employers Liability Loss

Limited Loss

Page 2 of 2

Memorandum

To: Paul Brean, Airport Director

From: Sandra McDonough, Airport Community Liaison



Date: 11/8/2018

Subj: Noise Report for October, 2018

The Portsmouth International Airport at Pease received a total of 39 noise inquiries in October of 2018. There were 17 rotor wing inquiries and 22 fixed wing inquiries.

The 14 rotor wing inquiries originated from three Portsmouth residences. The Miller Avenue residence accounted for 12 inquiries, the Ruth Street residence accounted for four inquiries and the Whitmer Avenue residence accounted for a single inquiry. All of the rotor wing inquiries were concerning Seacoast Helicopters except one which was a non-based larger helicopter that was green and tan.

The 22 fixed wing inquiries originated from 17 different residences from five cities: Durham, Portsmouth, Dover, Somersworth, New Hampshire and Lebanon, Maine. Twenty of the calls were concerning F-16's departing Portsmouth between 4:00 AM and 5:00 AM on October 14, 2018. The other two inquiries originated from a residence in Durham, NH concerning a Lincoln Laboratory, Boeing 707 from Bedford, Massachusetts training in the area.

It was reported on October 25, 2018 that the noise line was down. After checking the line it was working fine. We did have a power bump in our building that may have attributed to the brief time the noise line was down.

All inquiries are reviewed and logged in the airport database. Individual inquiries are researched and followed up on with phone calls where appropriate. Certain callers have indicated that call backs are unnecessary.

MOTION

Director Bohenko:

The Pease Development Authority Board of Directors authorizes the Executive Director to expend funds up to \$40,711.70 for the following legal services rendered to the Pease Development Authority through September 30, 2018:

1.	Kutak Rock, LLC General	<u>\$5,715.70*</u>	\$5,715.70
3.	Sheehan Phinney Bass + Green Tradeport/Gen Rep CLF	\$6,141.00 <u>\$28,855.00</u>	<u>\$34,996.00</u>
	Total		<u>\$40,711.70</u>

*The balance will be paid by the City of Portsmouth.

N:\RESOLVES\2018\Legal Services 1118.docx

KUTAK ROCK LLP

WASHINGTON, D.C.

Telephone 202-828-2400

Facsimile 202-828-2488

Federal ID 47-0597598

October 9, 2018

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

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. 2480591

Client Matter No. 294603-1

Invoice No. 2480591

294603-1

Re: General

For Professional Legal Services Rendered

TOTAL CURRENT AMOUNT DUE

\$9,516.70

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
Invoice Number: 330116

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$6,141.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$6,141.00

PREVIOUS BALANCE:	\$0.00

TOTAL BALANCE DUE:	\$6,141.00

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

AMOUNT PAID... \$ _____

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: CLF vs. Pease

CLIENT/CASE NO. 14713-15395

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$28,855.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$28,855.00

BALANCE DUE:	\$28,855.00

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 NOVEMBER 1, 2018 @ 8:00 A.M.

1. CALL TO ORDER
2. APPROVE MINUTES OF THE JANUARY 6, 2017 MEETING
3. NEW BUSINESS
 - a. Update on Functional Replacement of Barge Dock
 - b. Tour of Market Street Terminal
 - c. Generator project
 - d. Update on BUILD grant for rehabilitation of the Main Pier
4. ADJOURNMENT



PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

To: Pease Development Authority ("PDA") Board of Directors
From: Geno Marconi, Port Director 
Date: November 7, 2018
Subject: Port Advisory Council proposed amended By-laws

The Port Advisory Council ("PAC") met on October 10, 2018 and approved a motion to amend the PAC's current By-Laws. In accordance with Article 10 of those By-Laws, "A proposed amendment shall be filed with the Division Director and the Pease Development Authority not less than thirty (30) days prior to the meeting at which it will be considered." As Secretary of the PAC, I hereby present to the PDA Board of Directors the proposed amended By-Laws of the Port Advisory Council for its consideration at their December 12, 2018 meeting.



PEASE DEVELOPMENT AUTHORITY
DIVISION OF PORTS AND HARBORS
ADVISORY COUNCIL
BY-LAWS

| As amended at Port Advisory Council meeting on 10/10/18

ARTICLE 1

NAME AND LOCATION

Section 1.

The name of this organization shall be the Pease Development Authority (PDA), Division of Ports and Harbors Advisory Council (“Council”), organized in the State of New Hampshire.

Section 2.

~~The Pease Development Authority, Division of Ports and Harbors Advisory Council~~ shall be located in such localities as may be determined by the Division of Ports and Harbors’ Director or the Pease Development Authority.

ARTICLE 2

OBJECTIVES

The Council is organized for the following purposes:

- A) The Council shall consult with and advise the Division Director with respect to the policy, programs, and goals of the Division, the operation of the port, the selection of harbor masters and assistant harbor masters, and the procurement of services of a port terminal operating firm.
- B) To review and comment on all proposed rules to be implemented by the Pease Development Authority, Division of Ports and Harbors as set forth in RSA:541-A:6.
- C) Consult with the Pease Development Authority and the Division Director on the management of harbor and channel dredging activities within the tidal waters of the state.
- D) Work with the PDA and the Division Director to adopt rules as set forth in RSA:541-A:6, prescribing the qualifications of pilots and, from time to time, appoint and commission as many pilots as it may judge necessary.

ARTICLE 3

ADVISORY COUNCIL MEMBERSHIPS

Section 1.

QUALIFICATIONS: (copied the RSA verbatim to be included in the by-laws)

Per RSA 12-G:44 Division of Ports and Harbors Advisory Council

There shall be a total of eight (8) Council members: six (6) who shall be appointed by the Governor with the advice and consent of the Council. Two (2) of said appointed members shall be residents of the cities and towns of the seacoast region or state tidal waters that are not represented on the board, and at least (1) one appointive member shall be a commercial fisherman engaged in that industry on the seacoast and two (2) appointive members shall be experienced in the maritime industry. Each ~~Council~~ appointive member shall serve for a term of five (5) years. Said members shall serve until his/her successor is appointed and qualified. Any vacancy occurring in the membership of the appointive members shall be filled by the governor and council for the unexpired term. In addition to the six (6) appointive members, the commissioner of the department of business and economic development Resources and economic development (DRED), or designee, and the Mayor of the City of Portsmouth, or designee, shall be, by virtue of his/her office, a member of the council.

Section 2.

QUORUM

At any meeting of the Council, a majority of appointed members entitled to vote there at, as represented by such members then of record, shall constitute a quorum for the transaction of business.

Section 3.

MEMBERS IN GOOD STANDING

A member in good standing is a member who has attended the majority of regular Council meetings within the calendar year. He/She shall be entitled to all the rights and privileges of the Council.

Section 4.

APPLICATION FOR MEMBERSHIP

All interested applicants shall make his/her interest known, in writing, to the Governor's office. The names of the applicants may be made available to the Council, the Director of the Division of Ports and Harbors and the Chairman of the Pease Development Authority Board.

Section 5.

RESIGNATION

Any member may resign from the Council by means of a written resignation and filing the resignation with the Governor of the State of New Hampshire. The Governor and Council shall fill any vacancy occurring in the membership of the appointive Council members for the duration of the term of the resigned/absent member.

Section 6.

TRANSFER OF MEMBERSHIP

Membership on the Council is not transferable or assignable to any other person.

Section 7.

COMPENSATION

Directors, elected officers and all other members of the Division of Ports and Harbors Advisory Council shall not receive any compensation for their services as a member of the Council but may be reimbursed for expenses that are incurred for benefit of the Division/Council and with prior approval of the Pease Development Authority.

ARTICLE 4

FISCAL YEAR

The Advisory Council shall prepare all budgetary requests on a timeline that coincides with the fiscal year of the State of New Hampshire. The State of New Hampshire fiscal year is July 1st – June 30th.

ARTICLE 5

MEETINGS OF MEMBERS

Section 1.

SCHEDULED MEETINGS—changed to 2nd Wednesday

The Advisory Council shall meet on the ~~third~~second Wednesday of each month at 6:00 P.M. Agendas shall be prepared by the Division Director and delivered to the Advisory Council at least five (5) days prior to the meeting. Any member of the Advisory Council may place an item on the agenda at least one (1) week prior to the meeting. Attendance of the Council members at the meetings is expected unless excused by the Chairman of the Advisory Council following his/her notification of an anticipated absence.

Section 2.

ANNUAL MEETING

The annual meeting of the members of the Advisory Council shall be the first meeting of each calendar year and held at such place and date as may be determined by the Council. The annual meeting may take place on the same date and time as a regularly scheduled meeting. Elections of Council officers shall take place at the annual meeting.

Section 3.

COUNCIL MEETINGS

All Council meetings will be held in accordance with the State of New Hampshire Right to Know Law, RSA 91-A.

Section 4.

NOTICE OF MEETING—added wording to allow emails

Written notice of the annual meeting of the Advisory Council shall be mailed or emailed to each member of the Council not less than thirty (30) days before the date of the meeting.

Section 4.

QUORUMS

Section 1.

At any meeting of the Council, a majority of appointed members entitled to vote there at, as represented by such members then of record, shall constitute a quorum for the transaction of business but a lesser number may adjourn any meeting from time to time and such meeting, as so adjourned, may be held without further notice.

Section 2.

VOTING

Each Council member shall be entitled to one (1) vote per item or action presented before the Council.

Section 3.

RULES OF ORDER

The meetings and proceedings of the Council shall be regulated and controlled according to Robert's Rules of Order (last revised for parliamentary procedure) except as may be otherwise provided by these By-Laws.

ARTICLE 6

AUTHORITY AND RESPONSIBILITY

The Advisory Council shall have the entire management and control of all its properties and affairs and exercise all the powers possessed by RSA 541 Section 12-G:44.

ARTICLE 7

OFFICERS

Section 1.

ELECTED OFFICERS

The elected officers of the Council shall be Chairman, Vice Chairman and a Treasurer. The Division of Ports and Harbors Division Director shall be the Secretary of the Council and shall

keep a record of the proceedings of the Council and shall be custodian of all books, documents and papers filed with the Division.

Section 2.

QUALIFICATION FOR OFFICE

Any voting member of the Council shall be eligible for nomination and election to any elective office of the Council.

Section 3.

TERM OF OFFICE

Each elective officer shall take office immediately following the adjournment of the annual meeting of the members of the Council at which he/she is elected and shall serve for a term of one (1) year or until a successor is duly elected and qualified.

Section 4.

VACANCIES

Vacancies of any Council office may be filled for the balance of the term of that office thereof by a membership vote at any Council meeting or by mail, email or fax vote, if appropriate.

If an officer is removed from office for cause, the elective office of that officer shall be considered vacant and the tenure of that position officer terminated.

ARTICLE 8

DUTIES OF OFFICERS

Section 1.

CHAIRMAN-clarified which executive board

The Chairman shall interface with members of the Council, work with members of the media, state agencies and any other organizations appropriate to the mission of the Council. The Chairman, in cooperation with the Pease Development Authority, shall prepare briefing materials and serve as the Council's spokesperson on industry issues before all state agencies. The Chairman shall arrange all meetings of the Council and PDA Executive Board. The Chairman shall be an ex-officio member, with the right to vote, of all committees.

Except when otherwise provided, any financial or statistical data or information coming into his possession, shall be kept in strictest confidence.

Section 2.

VICE CHAIRMAN

The Vice Chairman shall preside at all meetings of the members of the Council when the Chairman is not present.

Section 3.

SECRETARY

The Secretary shall keep a record of the proceedings of the Council and shall be the custodian of all books, documents and papers filed with the Division or the Advisory Council. The Division Director shall have the power to cause copies to be made of all minutes and other records and documents of the Council and to give certificates under the Seal of the Authority to the effect that such copies are true copies.

Section 4.

TREASURER

The Treasurer shall participate in the establishment of any annual budget request(s) for the Council and present such request(s) to the Pease Development Authority and perform such other duties and functions as may be determined appropriate or directed by the Council.

ARTICLE 9

COMMITTEES

Section 1.

STANDING COMMITTEES

The Council may create such standing committees and prescribe their duties as it may from time to time to determine if appropriate. The Council may add to, diminish or modify the powers, authority and responsibilities of any standing committee.

- Pilots and Harbor Masters
- Pier Operations
- Maintenance and Management
- Business Development

Section 2.

COMMITTEE MEETINGS

All committee meetings will be held in accordance with the State of New Hampshire Right to Know Law, RSA 91-A.

Section 3.

APPOINTMENT

The Chairman shall appoint the Committee Chairs and may appoint the members of all committees except those committees that the Council, by resolution, may reserve unto itself for such appointment.

Section 4.

TERM OF OFFICE AND RULES

Committee members shall be appointed to serve until the next following annual meeting. Each committee must comply with the rules of the Council which are consistent with these By-Laws or with any resolution or motions adopted by the Council and the State of New Hampshire.

ARTICLE 10

BY-LAWS AMENDMENT 1st paragraph, removed the second line, 2nd paragraph added wording to clarify PDA

~~These by-laws may be amended, repealed or altered in whole or in part by a two-thirds (2/3) vote of the members present at any annual, regular or special meeting of the Council. In lieu of a meeting, the vote may be conducted by mail ballot, email, or telephonic means with a vote of two thirds (2/3) of the ballots returned constituting a quorum.~~

A proposed amendment shall be filed with the Division Director and the Pease Development Authority, Board of Directors, not less than thirty (30) days prior to the meeting at which it will be considered.

Notice of proposed amendment will be immediately forwarded to all members of the Council for comment within fifteen (15) days.

ARTICLE 113 (numbering correction)

INDEMNIFICATION

Each person who is a member or officer of the Council shall be indemnified by the Council against liabilities, expenses (including attorney's fees) reasonably sustained in the defense or in the compromise or settlement of any civil, criminal or other action, suit or proceeding by or on behalf of whomsoever brought to which such person may be a party or in which he/she may be otherwise involved by reason of his being or having been a member or officer of the Council.

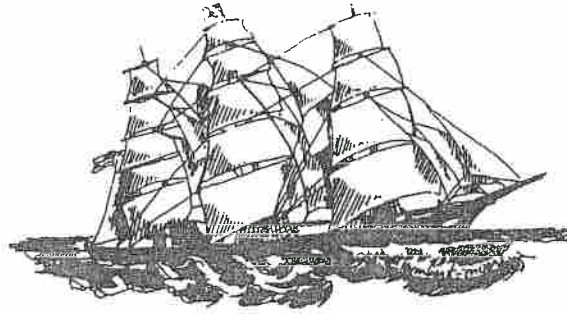
The foregoing rights of indemnification shall, in the case of the death of a director or officer, inure to the benefit of his/her heirs and his/her estate.

ARTICLE 124(numbering correction)

CONTINUITY OF ACTION

All policies remain in effect until accomplished or rescinded by the Council or Governor and Executive Council.

OFFICE:
134 Middle Street, Suite 210
Lowell, MA 01852
Phone: 978 ▪ 251-8553
Fax: 978 ▪ 251-8244



PLANT:
227 Market Street
Portsmouth, NH 03801
Phone: 603 ▪ 436-8505
Fax: 603 ▪ 436-2458

Granite State Minerals, Inc.

October 24, 2018

Mr. Geno J. Marconi, Division Director
Pease International Development Authority
55 International Drive
Portsmouth, NH 03801

Dear Geno,

Granite State Minerals, Inc. is notifying you that we would like to exercise our option to renew our lease for an additional one (1) year term per the contract signed November 17, 2017. All terms and conditions are to remain the same.

Regards,

Shelagh E. Mahoney
President



PEASE


INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

Date: November 5, 2018

To: Pease Development Authority ("PDA") Board of Directors

From: Geno Marconi, Director 

Subject: Report of expenditures

The Division of Ports and Harbors (the "Division") reports three expenditures from the Harbor Dredge and Pier Maintenance Fund.

1. The existing storage shed at the Rye Harbor Marine Facility was damaged beyond repair during the 2018 winter storms. The cost of the new 10 x 12 shed was \$3175.00. The storage shed is used to store Port equipment that needs to be secured and kept out of the elements. The Division will seek reimbursement from FEMA through their Winter Storm Disaster Funding program. This expense was approved by Director Loughlin and PDA Executive Director David Mullen.
2. An emergency expense was authorized to repair the roof of the scale house at the Market Street Terminal. There was a severe water leak on the south side of the roof and water was leaking into the fluorescent lights and narrowly missed the computer equipment. The Division contacted several contractors and Ricci Lumber was the only company willing to do the repairs. The cost is \$4270.47. This expense was approved by Director Loughlin and PDA Executive Director David Mullen.
3. The Port Committee met on 11/1/2018 and approved an additional expenditure of \$8179.00 from the Harbor Dredge and Pier Maintenance Fund, \$50,000 allocation, for a change order to add a connection that will allow the Port office to run off the generator at the Market Street Terminal in case of a power outage.

Item #1

RECEIVED OCT 12 2018

STATE OF NEW HAMPSHIRE
DIVISION OF PORTS AND HARBORS
 555 Market Street PO Box 369
 Portsmouth, NH 03802-0369



Receipt Summary Form

Employee Name:	Date:	Name of Vendor:	Invoice Number:	Supervisors Initials
Description of Item	Qty.	Location Used	Account	Purchasers Initials
			Sub Account	
UNIT Anderson		Home Dept		
10X10 SHEET	1	Qty	PAD07/A7001/AD7	WA
		To be Reimbursed	FEM A	
				10/18/18



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More doing.

NOW HIRING HOMEDEPOT.COM/CAREERS
 NICOLAS_O_LAPOINTE@HOMEDEPOT.COM

3409 00010 26889 10/11/18 08:14 AM
 CASHIER PATRICIA

ORDER ID: H3409-53650
 RECALL AMOUNT 3176.00

SUBTOTAL 3,176.00
 SALES TAX 0.00
 TOTAL \$3,176.00
 XXXXXXXXXXXXX9500 HOME DEPOT 3,176.00
 AUTH CODE 011935/4100474 TA

PDA- DIV. OF PORTS & HARBOR
 DPH OFFICE

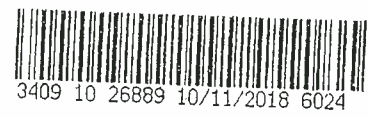
PRO XTRA MEMBER STATEMENT

PRO XTRA ###-###-3135 SUMMARY
 THIS RECEIPT PO/JOB NAME: RVE

PRO XTRA SPEND THIS VISIT: \$3,176.00

2018 PRO XTRA SPEND 10/10: \$777,525.71
 INCLUDES:
 Pro Xtra Paint 2018 Savings \$346.77

This purchase qualifies for FUEL DISCOUNTS and 60 DAYS TO PAY on The Home Depot Commercial Credit Card. Ask an Associate to learn more or go to homedepot.com/financeoptions.



3409 10 26889 10/11/2018 6024

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Opine en español

www.homedepot.com/survey

User ID: BRH9 57476 54077
 PASSWORD: 18511 54067

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.

QUOTE

Ricci Lumber
 105 Bartlett Street
 ACE STORE # 07025
 Portsmouth, NH 03801
 Phone: (603) 436-7480
 Fax: (603) 436-2194
 To: CASH02
 NEW HAMPSHIRE PORT AUTHORITY
 PORTSMOUTH NH



Ship To:
 SCALE HOUSE
 NH

Quo #: 056694
 Route: NONE
 Page: 1 of 2
 Quote: 10/03/18
 Sched:
 Printed
 Date: 10/18/18
 Time: 12:29 PM

FOB: DLVD	Entd By: ALAN BEASLEY	Via: CUSTOMER PICKUP NO T	Contact:
Type: WHSE	In: 32 / Out: 00	Terms: CASH	Your Order: NEW HAMPSHIRE PORT A
			<u>Customer Instructions</u>

Line #	Item Number	Description	Quantity	U/M	Net Price	Net Extended
0001.00	Remark:	* Prices in this estimate are valid for 10 DAYS only from the quote date! There's NO implied or expressed warranty on the material/spec needed to comply with project requirements. There is NO guarantee of any kind as to the accuracy of the typed estimate. Buyer assumes responsibility for their needs - Pricing is based on complete purchase of this estimate				
0002.00	Remark:	Any change or reduction in the value of this estimate will require a review and repricing based on the new value. - Sales tax will be added to any DELIVERY made into a state requiring collection.				
0003.00	21176	IKO BILTMORE GLACIER BLACK ARCHIT. LT SHINGLE 32.3SFT	24.00	BNDL	25.61	614.64
0004.00	1366	8"x10' WHITE ALUMINUM DRIPEDGE STANDARD .018ga E8	13.00	EA	8.28	107.64
0005.00	733	GRACE ICE & WATERSHIELD 2 SQR 3' X 65' (2 SQR ROLL)	4.00	ROLL	142.00	568.00

QUOTE

Ricci Lumber
 105 Bartlett Street
 ACE STORE # 07025
 Portsmouth, NH 03801
 Phone: (603) 436-7480
 Fax: (603) 436-2194
 To: CASH02
 NEW HAMPSHIRE PORT AUTHORITY
 PORTSMOUTH NH



Ship To:
 SCALE HOUSE
 NH

Quo #: 056694
 Route: NONE
 Page: 2 of 2
 Quote: 10/03/18
 Sched:
 Printed
 Date: 10/18/18
 Time: 12:29 PM

FOB: DLVD	Entd By: ALAN BEASLEY	Via: CUSTOMER PICKUP NO T	Contact:
Type: WHSE	In: 32 / Out: 00	Terms: CASH	Your Order: NEW HAMPSHIRE PORT A

Line #	Item Number	Description	Quantity	U/M	Net Price	Net Extended
0006.00	22065	IKO HIP/RIDGE BLACK BN DL (COVERS 36.5') DUAL BLACK GLACIER BLACK	2.00	EA	55.60	111.20
0007.00	10303	ROOF125 ROOFING NAILS 1-1/4 7/M GENERIC ONLY (CR3DGAL)	2.00	EA	31.50	63.00
0008.00	19046	11890 OATEY 3" ROOF VENT STACK FLASHING NO-CAULK PLASTIC	1.00	EA	5.99	5.99
0009.00	LABOR	LABOR CHARGE TO REMOVE EXISTING SINGLE LAYER OF ROOFING. INSTALL LAYER OF ICE AND WATER SHIELD TO THE ENTIRE ROOF AND INSTALL NEW ARCH SHINGLES * * * SPECIAL ORDER ITEM * * * ABOVE ITEM IS NOT RETURNABLE	1.00	EA	2,800.00	2,800.00

Please review this above carefully. We agree to furnish only the items listed. Errors or omissions are subject to correction.

Merchandise...	4,270.47
Tax.....	0.00
Misc Charges...	0.00
Quote Total...	4,270.47



555 Market Street, Suite 1 Portsmouth, NH 03801

Date: October 30, 2018

To: Pease Development Authority (PDA) Port Committee

From: Geno Marconi, Director *GM*

Subject: Terminal Generator Project

The Division is proceeding with the generator replacement project and is requesting additional funding of \$8179 from the Harbor Dredging and Pier Maintenance pre-approved \$50,000 allocation ("HDPM") as explained below.

During preliminary planning and discussions, the original generator replacement project was quoted at \$93,300. The Division received a reimbursement grant from NH Emergency Management for \$23,325 which brings the total expense to the Division down to \$69,974. The Division was able to save some additional money as it bought the generator directly from the supplier for \$54,820 and the installation cost was quoted at \$22,848. This leaves a \$15,632 excess authorized to expend. The generator being replaced was originally set up only to operate the security kiosk and the security system. The reason being is that the office is on a separate power feed from the pole and at the time of construction the cost to tie the office to the guard kiosk was over \$42,000 and the Division did not have funds available in the budget at the time. Another reason for the separate service was some anticipation that the electric need in the warehouse would be greater, however, in looking at what we experienced with CIANBRO and the Sarah Long Bridge project, additional service can be brought in as needed. As this generator project progressed, the discussion came up regarding connecting the existing office and warehouse to the generator as well. Deputy Chief Harbor Master Grant Nichols and Richardson Electric did some research into the history of electric consumption in the office and at the highest peak, the new generator has the ability to power the guard kiosk, the security systems and the office, with capacity to spare. Thankfully, when we had the office built, we stubbed in a conduit from the guard kiosk into the office to cover a "just in case" scenario.

With this, we have received a proposal from Richardson of \$22,811 to make the connection and an additional cost for Eversource to disconnect the service from the second pole of up to \$1,000, all explained in the attached proposal. In all, the Division is looking at an expenditure of \$23,811 to connect the office to the guard kiosk power supply and generator. As you can see, that amount is approximately \$8,179 short of what the Division was authorized to spend. There are a few benefits to tie the office into the generator (also explained in the attached proposal) and this is perfect timing for this project.

Therefore, the Division of Ports and Harbors requests that the PDA Port Committee approve the additional expenditure of \$8179 from the Harbor Dredging and Pier Maintenance pre-approved \$50,000 allocation, which is under the \$10,000 limit.



October 29, 2018

Grant M Nichols
Deputy Chief
New Hampshire Port Authority
Office of the Chief Harbor Master
555 Market St.
Portsmouth, NH 03801

Re: 555 Market St. – Service change and generator connection

Dear Grant:

We want to thank you for giving us the opportunity to work with you again to improve the facilities at the New Hampshire State pier. As you know we are in the process of assisting you with replacing the emergency generator that presently supports the service on the guard shack. During the progression of that project we discussed the possibility of connecting the main office to the emergency generator and what possible configurations that could take.

We evaluated two methods of making this connection to the emergency power system. First, we evaluated maintaining the existing service at the office building and adding an automatic transfer switch on the office building service to accomplish this connection to the emergency power system. Second, we looked at combining both the guard shack/site service and the office building service into a single service utilizing the existing automatic transfer switch. This second option involved evaluating the power consumed at each of the existing services to determine if a single service would support those loads, that review was sent to you separately. Our calculations indicated that the guard shack service was more than adequate to support both locations and provide for a reasonable amount of future potential growth.

Connecting the office building to the existing guard shack/site service proved to be the most cost-effective means of providing emergency power to the office building. As this method was both technically feasible and cost-effective, we made the recommendation that you proceed in this direction. The estimated cost for accomplishing this work is \$22,811 for our work and \$1000 or less for Eversource to perform their work. Eversource has not given us a definitive number for this work but they believe that everything they need to do will be less than the estimate they have provided.

A few of the benefits you will gain from making this change include:

- Expanding available emergency power to the port offices and warehouse.
- Reducing the number of utility bills which the port staff must process.
- Eliminating utility meter fees associated with two services.

We recommend that you maintain the infrastructure associated with the existing office building service. This will provide you future flexibility should the mission at the port change or your power needs significantly increase. It doesn't cost you anything to leave this in place and we believe the future flexibility it provides is worthy of your consideration.

Again, we thank you for allowing us to help you support the important work that occurs at the New Hampshire State Pier. If you have any questions or require additional information, please feel free to contact us.

Sincerely,
RICHARDSON ELECTRICAL CO, INC.

Vaughan A. Richardson

Digitally signed by Vaughan A. Richardson
DN: C=US,
E=vaughan@richardsonelectrical.us,
O="Richardson Electrical Co., Inc.",
CN="Vaughan A. Richardson
Location: Seabrook, NH USA
Reason: I am the author of this document
Contact Info: 603-474-3900 x118
Date: 2018.10.29 17:36:45-04'00'

Vaughan Richardson CQM-C

*2017 New Hampshire Business Review Top 50 Women Owned Business, Top 10 Electrical Contractor
2016 New Hampshire Business Review Top 50 Women Owned Business
2015 New Hampshire Business Review Top 100 Women Owned Business, Top 10 Electrical Contractor
2014, 2015, 2016 New Hampshire Business Review Legacy Company
2012 SBA Region 1 Small Business Subcontractor of the Year
2012 New Hampshire Small Business Subcontractor of the year
Certified WOSB DBE - New Hampshire, Maine, Massachusetts*

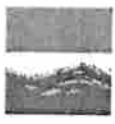
MOTION

Director Torr:

The Pease Development Authority Board of Directors authorizes the Executive Director to enter into a contract with Appledore Marine Engineering, LLC ("AME"), in a total amount not to exceed \$13,800.00 for the purpose of obtaining the regulatory permits, development of construction sketches and limited consultation during construction of the Rye Harbor Riprap Repair Project.

Further, the Board of Directors approves the expenditure from the Harbor Dredging and Pier Maintenance Fund; subject to the approval of the Capital Budget Overview Committee; all in accordance with the memorandum of Geno J. Marconi, dated November 5, 2018, attached hereto.

N:\RESOLVES\2018\DPH-AMI RyeHarborRiprap 1118.docx



Appledore Marine Engineering, LLC

600 State Street, Suite E | Portsmouth New Hampshire 03801

October 16, 2018

Geno Marconi
PDA Division of Ports & Harbors
555 Market Street
Portsmouth, New Hampshire 03801

Re: Proposal to Provide Marine Engineering Services
Rye Harbor Riprap Repair
Rye, NH

Dear Capt. Marconi:

Appledore Marine Engineering, Inc. (AMEI) is pleased to present this proposal for Marine Engineering services for the above-referenced project. This proposal will outline the Background, Scope of Services, Schedule of Work and Fees for Consulting Services to perform the work.

BACKGROUND

It is our understanding that the Rye Harbor facility is subject to erosion of the shoreline in the vicinity of the commercial pier and boat ramp. The shoreline along this portion of the facility is altered with riprap and the erosion typically occurs as a result of wave activity during periods of high water and storms. We understand during a spring storm of 2018, damage occurred including displacing the facility fuel lines.

We understand that the purpose of this proposal is to secure regulatory permits and develop sketches to allow a marine contractor to increase the elevation of the riprap along this portion of the shoreline.

SCOPE OF SERVICES

The scope of work for this project includes obtaining the regulatory permits, development of construction sketches, and limited consultation during construction.

Regulatory permitting support will include the development of regulatory applications to be submitted to the NHDES and meeting with the Town of Rye conservation commission. Once permit applications are prepared and regulatory permit fees are identified we will provide the required information so PDA obtain a check and submit the applications.

It is our understanding that PDA will select a local contractor to complete the work and that detailed bid plans and specifications are not required. To support the PDA in securing a quote for the work and providing direction to a contractor, a series of construction sketches will be developed providing the general limits and scope of the repairs. The sketches will be based on existing site plans and aerial drone photos, as no topographic survey is envisioned for this tasking.

A total of eight hours is included in this proposal for support during construction to respond to contractor questions and review of submittals.

SCHEDULE

Construction sketches will be completed within 20 days of a signed contract. Regulatory permit applications are anticipated to take approximately 45 days.

FEES FOR CONSULTING SERVICES

Fees for consulting services will be in accordance with the following schedule on a firm fixed fee basis. The fixed fee includes all labor, reimbursable, and equipment expenses required to complete the work.

Task 1 Regulatory Permit Meetings and Application Development	\$ 4,800
Task 2 Construction Sketches	\$ 6,500
<u>Task 3 – Construction Support</u>	<u>\$ 2,500</u>
TOTAL FEES	\$ 13,800

Prompt payment of invoices is necessary for us to maintain a schedule and provide responsive service. We will invoice monthly for our engineering services and reimbursable expenses. Payment is due within thirty (30) days of date of invoice.

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, PE
President

This Proposal is subject and subordinate to the Agreement for Marine Engineering Services between the Parties dated July 1, 2017



PEASE


INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

To: Pease Development Authority, Board of Directors ("PDA")

From: Geno Marconi, Director

Date: November 5, 2018 

Subject: Rye Harbor Rip Rap Repair

The Division of Ports and Harbors ("DPH") has requested and received a proposal from its on-call marine engineers, Appledore Marine Engineering, LLC ("AME"), to provide marine engineering services for riprap repair at the Rye Harbor Marine Facility ("Rye"). Rye received considerable damage during the storms of 2018 which included severe shoreline erosion in the vicinity of the commercial pier and boat ramp, including displacing the facility fuel lines. The shoreline along this portion of the facility is altered with riprap and the erosion occurred as a result of wave activity during periods of high waters and storms. The scope of services provided by AME will secure regulatory permits, develop construction sketches to assist a marine contractor to increase the elevation of rip rap along that portion of the shoreline and provide consultation during construction, as described in the attached proposal.

Therefore, in accordance with RSA 12-G:46, III, Harbor Dredging and Pier Maintenance Fund Established, authorize DPH to expend \$13,800 from the Harbor Dredging and Pier Maintenance Fund, subject to the approval of the Capital Budget Overview Committee. The DPH will also seek reimbursement from FEMA through their Winter Storm Disaster Funding program. As of November 5, 2018, the balance of the Harbor Dredging and Pier Maintenance Fund is \$449,003.

MOTION

RIGHT TO KNOW UPDATE: Effective January 1, 2018, RSA 91-A, the Right to Know Law was modified to include that "If a member of the public body believes that any discussion in a meeting of the body, including in a nonpublic session, violates this chapter, the member may object to the discussion. If the public body continues the discussion despite the objection, the objecting member may request that his or her objection be recorded in the minutes and may then continue to participate in the discussion without being subject to the penalties of RSA 92-A:8, IV or V. Upon such request, the public body shall record the member's objection in its minutes of the meeting. If the objection is to a discussion in nonpublic session, the objection shall also be recorded in the public minutes, but the notation in the public minutes shall include only the members name, a statement that he or she objected to the discussion in nonpublic session, and a reference to the provision of RSA 91-A:3, II, that was the basis for the discussion."

Director Allard:

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

1. NHRSA 91-A:3, Paragraph II(d) for the consideration of the acquisition, sale or lease of property;
2. NHRSA 91-A:3, Paragraph II(e) for consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his or her membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

NOTE: Roll Call vote required.

MOTION

Director Loughlin:

Resolved, pursuant to NH RSA 91-A:3, Paragraph III, the Pease Development Authority Board of Directors hereby determines that the divulgence of information discussed at the non-public session of its November 15, 2018 meeting related to:

1. Acquisition, sale or lease of property;
2. Litigation;

would, if disclosed publically, a) affect adversely the reputation of any person other than a member of the public body itself; b) render the proposed actions ineffective; c) compromise the emergency functions pertaining to security;

and agrees that the minutes of said meeting be held confidential until, in the opinion of a majority of the Board of Directors, the aforesaid circumstances no longer apply.

Note: This motion requires 5 Affirmative Votes

N:\RESOLVES\2018\Confidentiality 1118.docx