

PEASE DEVELOPMENT AUTHORITY  
Thursday, June 17, 2021

PUBLIC AGENDA  
Time: 8:30 a.m.  
Non-Public Session: 8:30 a.m. to 9:00 a.m.  
Public Meeting to commence at 9:00 a.m.

Place: 55 International Drive - Board Conference Room  
Watch Meeting Via Live Stream: [https://townhallstreams.com/towns/pease\\_dev\\_nh](https://townhallstreams.com/towns/pease_dev_nh)

## BOARD OF DIRECTORS' MEETING

### AGENDA

- I. **Call to Order:**
- II. **Non-public Session \*: (Parker)**
- III. **Vote of Confidentiality \*: (Lamson)**
- IV. **Acceptance of Meeting Minutes: Board of Directors' Meeting of May 20, 2021 \* (Levesque)**
- V. **Public Comment:**
- VI. **Old Business:**
  - A. Approval:
    1. Lonza Biologics, Inc. – Emergency Generator \* **(Fournier)**
- VII. **Finance:**
  - A. Executive Summary \*
  - B. Reports:
    1. FY2021 Financial Report for the Ten Month Period Ending April 30, 2021 \*
    2. Cash Flow Projections for the Nine Month Period Ending February 28, 2022 \*
  - C. Approvals:
    1. Proposed FY 2022 Operating Budget and FY 2023-FY2025 Forecast \* **(Ferrini)**
    2. Release of the Economic Development Administration's ("EDA") Federal Interest in the EDA Revolving Loan Fund \* **(Anderson)**
- VIII. **Licenses / ROEs / Easements / Rights of Way:**
  - A. Report: \*
    1. Pease Aviation Partners, LLC (d/b/a Million Air) – Right of Entry, 53 Exeter Street

**IX. Leases:**

A. Approvals:

1. Port City Air – 44 Durham Street Building Addition (Request for Bump Out) \*  
**(Parker)**
2. 68 New Hampshire Avenue – Consent to Lease Assignment and Approval of Lease Amendment \* **(Fournier)**

**X. Contract:**

A. Approval:

1. LeaseQuery – Property Management Software \* **(Anderson)**

**XI. Signs:**

A. Approval:

1. Temporary Banner Signs – 14 Manchester Square \* **(Levesque)**

**XII. Executive Director:**

A. Reports:

1. Golf Course Operations
2. Airport Operations
  - a) Portsmouth International Airport at Pease (PSM)
  - b) Skyhaven Airport (DAW)
  - c) Noise Line Report
    - (i) May 2021 \*

B. Approvals:

1. Bills for Legal Services \* **(Ferrini)**
2. 75 NH, LLC – Request for Tree Removal at 85 New Hampshire Avenue \* **(Fournier)**
3. Fuel Flowage Fee \* **(Lamson)**

**XIII. Division of Ports and Harbors:**

A. Reports:

1. Port Advisory Council Meeting Minutes of April 14, 2021 \*
2. Port Advisory Council Meeting Minutes of May 12, 2021 \*
3. Commercial Mooring Transfer – Flanders to Martell \*
4. Commercial Mooring Transfer – Flanigan to Methot \*

B. Approval:

1. Cianbro Corporation – Right of Entry Extension \* **(Anderson)**

**XIV. New Business:**

**XV. Special Event:**

NH ANG Air Show

September 11<sup>th</sup> & 12<sup>th</sup>, 2021

**XVI. Upcoming Meetings:**

Port Committee  
Board of Directors


July 1, 2021 @ 8:00 a.m.  
August 19, 2021 @ 8:30 a.m.

**All Meetings begin at 8:30 a.m. unless otherwise posted.**

**XVII. Directors' Comments:**

**XVIII. Adjournment:**

**XIX. Press Questions:**

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



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."

## MOTION

Director Parker:

The Pease Development Authority Board of Directors will enter non-public session pursuant to NH RSA 91-A:3 for the purpose of discussing:

1. Sale or Lease of Real or Personal Property [RSA 91-A:3, II (d)]; and
2. Consideration of Legal Advice provided by Legal Counsel [NH RSA 91-A:3, II (l)].





**MOTION**

Director Lamson:

Resolved, pursuant to NH RSA 91-A:3, 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 June 17, 2021, meeting related to the sale or lease of property and the consideration of legal advice from legal counsel are matters which, if disclosed publically, would render the proposed actions ineffective and further 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.



**MOTION**

Director Levesque:

I make a motion to approve the minutes of the Pease Development Authority Board of Directors meeting dated Thursday, May 20, 2021.

PEASE DEVELOPMENT AUTHORITY  
BOARD OF DIRECTORS' MEETING  
MINUTES

Thursday, May 20, 2021

Due to the COVID-19 public health emergency, members of the public were encouraged to attend this meeting remotely utilizing the Zoom meeting information, or video live stream options. All in-person meeting attendees were required to observe appropriate social distancing, and are required to wear face coverings, while in the Pease Development Authority building. Due to room size constraints there was a limit on the total number of people in the meeting room at one time; the PDA respectfully asked attendees to exit the meeting room if they had no additional business. Face coverings were available for those who needed them. The meeting was video / audio recorded.

Presiding: Kevin H. Smith, Chairman  
Present: Erik Anderson; Thomas Ferrini; Steve Fournier; Margaret F. Lamson; Neil Levesque and Susan Parker  
Attending: Paul E. Brean, Pease Development Authority ("PDA") Executive Director; Anthony I. Blenkinsop, Deputy Director /General Counsel; Maria Stowell Engineering Manager; Irv Canner, Finance Director; Suzy Anzalone, Assistant Finance Director; Geno Marconi, Division of Ports and Harbors ("DPH") Director; Scott DeVito, Pease Golf Course General Manager; Greg Siegenthaler PDA, IT Director and Raeline A. O'Neil, Legal Executive Assistant.

AGENDA

I. Call to Order:

Chairman Smith ("Smith") called the meeting to order at 8:35 a.m.

II. Non-public Session:

Director Anderson moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors will enter non-public session pursuant to NH RSA 91-A:3 for the purpose of discussing:

1. Sale or Lease of Real or Personal Property [RSA 91-A:3, II (d)]; and
2. Consideration of Legal Advice provided by Legal Counsel [NH RSA 91-A:3, II (l)].

Discussion: None. Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

The non-public discussions commenced at 8:36 a.m. via Zoom.

Director Fournier moved the motion and Director Ferrini seconded that the Board of Directors return public session at 9:23 a.m.

### III. Vote of Confidentiality:

Director Parker moved the motion and Director Lamson seconded that it be resolved, pursuant to NH RSA 91-A:3, 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 May 20, 2021, meeting related to the sale or lease of property and the consideration of legal advice from legal counsel are matters which, if disclosed publically, would render the proposed actions ineffective and further 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.

Discussion: None. Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

Smith took a moment to recognize this meeting was the first meeting held that Peter Loughlin (“Loughlin”) had not been on the Board; Loughlin provided an invaluable service as a member of the Board for 31 years and also served on the Redevelopment Commission. Loughlin was instrumental in helping Pease become one of the most successful BRAC closures in the country. Loughlin will be missed and the Board will formally and appropriately thank Loughlin for his many years of service later this summer.

Smith also welcomed Susan Parker who is the combined Board member representing the Towns of Newington and Greenland. Parker’s appointment to the Board is with experience in the non-profit and governmental sectors, with an expertise in public / private partnerships.

### Election of the Vice-Chair and Committee Appointments

#### 1. Elections (Vice-Chair)

##### A. Vice-Chair:

Director Anderson moved the motion and Director Fournier seconded that **Director Levesque** be elected as Vice-Chairman of the Pease Development Authority.

Discussion: None. Disposition: Resolved by roll call (6-0) vote for; motion carried. Levesque abstained from voting.

#### 2. Committee Appointments

### PDA COMMITTEE LISTING – EFFECTIVE May 20, 2021 (UPDATED)

#### Standing Committees

**Executive Committee**

Kevin H. Smith, **Chair**  
 Neil Levesque, Vice Chairman  
 Thomas G. Ferrini, Treasurer  
 Staff Contact: Brean/Blenkinsop

**Finance Committee**

Thomas G. Ferrini, **Chair (Treasurer)**  
 Margaret Lamson  
 Neil Levesque  
 Staff Contact: Brean/Canner

**Airport Committee**

Kevin H. Smith, **Chair**  
 Steve Fournier  
 Margaret Lamson  
 Staff Contact: Brean/Stowell

**Marketing and Economic Development Committee**

Thomas G. Ferrini, **Chair**  
 Neil Levesque  
 Susan Parker  
 Staff Contact: Brean

**Zoning Adjustment & Appeals Committee**

Steve Fournier, **Chair**  
 Susan Parker  
 Kevin H. Smith  
 Staff Contact: Blenkinsop/Stowell

**Ad Hoc Advisory Committees****Capital Improvement and Land Planning Committee**

Steve Fournier, **Chair**  
 Thomas G. Ferrini  
 Neil Levesque  
 Staff Contact: Blenkinsop/Stowell

**Transportation Management Committee**

Margaret Lamson, **Chair**  
 Erik Anderson  
 Steve Fournier  
 Staff Contact: Stowell

**Golf Committee**

Erik Anderson, **Chair**  
 Thomas G. Ferrini  
 Steve Fournier  
 Staff Contact: Brean/DeVito

**Port Committee**

Neil Levesque, **Chair**  
 Steve Fournier  
 Erik Anderson  
 Ex Officio: Chair DPH Advisory Council  
 Staff Contact: Brean/Marconi

**Audit Committee**

Thomas G. Ferrini, **Chair**  
 Kevin Smith  
 Erik Anderson  
 Staff Contact: Canner

**Legal Bill Review**

Kevin H. Smith, **Chair**  
 Thomas G. Ferrini  
 Erik Anderson  
 Staff Contact: Blenkinsop

#### IV. Acceptance of Meeting Minutes: Board of Directors' Meeting of April 15, 2021

Director Lamson moved the motion and Director Ferrini seconded to approve the minutes of the Pease Development Authority Board of Directors meeting dated Thursday, April 15, 2021.

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

#### V. Public Comment:

George Bald of Somersworth, NH asked to address the Board of Directors ("Board") concerning Loughlin. Loughlin has done a tremendous job for the Pease organization. From 1990 to roughly 1995 there wasn't a lot going on at the Tradeport and the City of Portsmouth ("COP") had a great deal of difficulty due to the closure of the Air Force ("AF") base due to the transfer of personnel and their families (students left school system and funding depleted). During this time there was tremendous pressure on the Board to get something going; the difficulty had been turning a military base into a public establishment for the benefit of the local citizenry. It would have been easy for the Board to get off track from its focus on establishing good businesses and the development of the airport. The Board could have succumbed to the pressure to put malls at the base, but the Board stood its ground and determination to create a location with great jobs and good opportunities. Bald also indicated when he worked at PDA, he thought Loughlin was a stickler with his concerns requiring properties to look good; Loughlin's determination to require properties to provide landscaping and planting information has continued to make a difference on all properties at Pease and it truly has made a difference. Bald indicated when speaking to counterparts in Maine and Vermont, he continuously hears how good the Tradeport looks. Often when you have a large project such as the Tradeport there are differing opinions on how things should go and Loughlin was always mindful of everyone's voices being heard and that a good job would always be done. Bald indicated that NBC did a story on the Tradeport when there were discussions of another round of base closures. Bald indicated that Loughlin deserves a lot of credit for his focus, determination and commitment to the Tradeport. Bald stated while he felt bad that Parker would be following in Loughlin's footsteps, he believes after reviewing her resume that Greenland and Newington have done an excellent job with its appointment. Bald indicated that Loughlin is a remarkable man who has left his footprint on the Tradeport. Lastly, Bald indicated that there are not 10,000 people who work at the Tradeport, rather there are 10,000 families that are impacted by what goes on at the Tradeport.

Bald indicated that the State of NH invested \$25 million dollars into the Tradeport in the mid-90s which was needed to "prime the pump". The money has been repaid to the State, conversely the State continues to receive payment through taxes and the citizens of NH should not lose sight of this. Bald indicated while he has sat on the Board and knows that decisions are not always easy, he believes that the Tradeport is on a continued trajectory of growth. Bald indicated he was on the panel who assisted in the hiring of the Airport Director, now Executive Director, Paul Brean ("Brean") and this has been an excellent decision. Bald thanked the Board for allowing him the time to speak.

Andrea Amico ("Amico") spoke to the fact that her family (husband and children) have been directly impacted by PFAS contamination at the Tradeport and she actively participates with a

group that advocates for a PFAS health study at Pease and the impact on an individual's health. Amico indicated she is a co-founder of a community action group called "Testing at Pease" that formed in 2015 to look into the exposure of PFAS at the Tradeport. In November of 2019, approval was provided for a first in the nation PFAS health study by a branch of the CDC. Currently there are a combined 1,575 participants in the Seacoast community registered for the study (1,000 exposed adults, 350 exposed kids and 100 unexposed adults and 175 unexposed kids). When the registration commenced in 2019 there was a strong turnout; however, due to COVID the registration has commenced with the trickle of registrations in October of 2020. Last month Amico worked in collaboration with Councilor Cliff Lazenby to request permission from the Portsmouth City Council to place eighty, 18" x 24" lawn signs in high traffic areas around the City in order to help raise awareness (the signs were approved by the City Council to be placed throughout the City for three months). Amico requested from the Board to be allowed to place signs in highly visible locations throughout the Tradeport. Amico indicated that as of May 19<sup>th</sup>, the study had recruited 52% of the required adults and 21% of the children required for the study. Amico concluded by indicating that while the signs are working, there is still a long way to go.

Smith thanked Amico for her advocacy on this serious issue which affects not only Portsmouth but a lot of communities. Smith asked if the request needed Board approval; Deputy Director/General Counsel Anthony Blenkinsop indicated approval would be needed and there was an approval within the current agenda that would be addressing this sign request.

#### VI. Old Business:

##### A. Approvals:

1. **30 New Hampshire Avenue – Authorization to enter new lease with Spyglass, LLC**

Director Levesque moved the motion and Director Anderson seconded that the Pease Development Authority ("PDA") Board of Directors hereby:

- (1) authorizes the Executive Director to complete negotiations and to enter into a new direct Lease Agreement with Spyglass Development, LLC concerning 30 New Hampshire Avenue; and
- (2) authorizes and approves such other action(s) and the execution of such other document(s) as the Executive Director, PDA General Counsel, and the Engineering Manager deem necessary or advisable to facilitate the full implementation of the transaction contemplated;

all on substantially the same terms and conditions as previously approved by this Board and with such modifications as have been set forth in the memorandum of Paul E. Brean, Executive Director, dated May 13, 2021.

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



## VII. External Audit:

### A. Report:

#### 1. Berry Dunn FY 2021 Audit

Representatives from Berry Dunn, Renee Bishop (“Bishop”), Engagement Principal, and Katie Balukas (“Balukas”), audit manager for the engagement, walked the Board through a presentation regarding the external audit. Bishop indicated there are required audit communications to be provided to PDA, both at the commencement and conclusion of the audit. One of these communications is the difference between management versus auditor responsibilities. Management is responsible for the fair and presentation of the financial statements and the design and implementation of the maintenance of effective internal controls and the auditors cannot be a component of internal controls. The auditors’ responsibilities are to express an opinion on whether the financial statements are fairly presented in all materials respect (not all transactions are tested) and do not express an opinion on the required supplementation information that is also included within the financial statements. Bishop spoke to a snapshot which provides a financial picture of the Authority from last year’s financial statements. While the auditors do consider internal controls, they do not express an opinion on internal controls in conjunction with the federal fund audit, Berry Dunn does some passing of internal controls relative to the programs for a federal funds audit. At the conclusion of the audit, Berry Dunn will communicate a qualitative aspect of accounting practices and any significant adjustments (list of large and small) in order to see when all added up they become material; also identify any internal controls which may be considered to be material weaknesses or sufficient deficiencies these will also be communicated as well. Regarding the federal fund compliant audit, last year this was delayed due to the CARES Act funding; needed to wait for guidance and while more funding was received this year, does not believe there will be a delay. Bishop did inform the Board that last year’s federal funds audit was a clean audit and there were no findings.

Balukas spoke to the various reviews performed by auditors (i.e.; cash / cash flow; banking institutions; accounts payable / receivable etc.) and the proper recording of the various actions into the proper periods. Balukas further indicated various liabilities (i.e.; vacation / sick pools; pension liability; employee benefits, retirement etc.); she also spoke to the receipt of federal funds as well as the new BUILD grant received this year and the review of compliance of federal funds and the spending of same. Balukas stated regarding this audit, it is anticipated there will be a review of both the Airport Improvement Projects and the Revolving Loan Funds. Balukas spoke of additional testing and further indicated during previous audits there have been extensive reviews of PDA leases and review of the controls on how the lease is set up in the system as well as the review of PDA’s payroll conversion a few years ago. Further there will be a review of cash receipts from the Division of Ports and Harbors and the collection thereof, as well as the Grill 28 cash receipts and the calculation of the funds received by PDA for this concession.

Balukas indicated that the interim work of the audit will commence on June 13<sup>th</sup> with a preliminary internal walk through and risk assessment and it is at this time Berry Dunn will do a bulk of its compliance testing for the federal funds’ audit. Last year a physical inventory audit was performed via Zoom and this will be managed in the same manner this year as Berry Dunn continues to operate under travel restrictions that may prohibit them from coming out on June 30<sup>th</sup>. However, will be in contact with management in August to further discuss additional deadlines regarding the audit and various testing. During the week of August 30<sup>th</sup>, the year-end field work



will be performed as well as substantial balance sheet testing and financial statement review prepared by management. During this time they will complete any procedures related to the Uniform Guidance Reports and federal funds audit; and a draft report will be provided to management no later than September 30<sup>th</sup> with the final report being provided by October 12<sup>th</sup> and will issue the reports after acceptance by the Board. As Bishop mentioned, the Uniform Guidance / Federal Funds had been delayed and was not offered at the October meeting and it is hoped that guidance is received before Christmas this year (this was when it came out last year) which is the only caveat to provide at this time as it is out of Berry Dunn's control as that is the guidance they have to follow.

Balukas spoke to the CARES Act funding of last year being \$1.6 million and Berry Dunn being aware that \$122,000 is still available for this current year. Emerging issues such as the varying GASB requirements which will occur over the upcoming months and over the next several years regarding implementation requirements, have been discussed with management. Balukas spoke of a couple topics for discussion regarding the upcoming 2021 audit, those being whether there is anything that Berry Dunn should be aware of regarding to 2021 results (i.e.; staffing changes; policy changes etc.) that could potentially impact the audit.

Bishop concluded the presentation to indicate that should the Board have any questions, Berry Dunn would be happy to provide responses to address questions or concerns.

## **VIII. Finance:**

### **A. Executive Summary**

Canner stated the Executive Summary starts with the nine month cash flow summary bringing PDA three quarters of the way through the year. Previously discussed trends have held which indicate overall revenues being slightly below budget by roughly 1%. COVID 19 has impacted PDA revenues (i.e.; pay-for-parking and fuel flowage), as well as the incremental costs in preparing to operate under a safe environment. Canner further indicated that operating expenses are below budget being attributed to underruns in maintenance, legal, utilities as well as the cost of fuel at Portsmouth Fish Pier ("PFP") as they are undergoing continued renovations there. Therefore, net revenues against operating expenses shows that PDA is \$1.2 above budget meaning the net revenue goes to help offset debt repayments. Canner also indicated this net revenue has allowed PDA to not have to draw down monies as anticipated from its Revolving Loan Fund [*sic* Revolving Line of Credit] with Provident Bank; as of the 20<sup>th</sup> PDA has outstanding debt of \$250,000.

Canner spoke of a spike of approximately \$6.5 million that will taper down by the end of January with probably very little debt outstanding at that time. Last month had the benefit of looking at the proposed Capital Improvement Plan over the next several years and this will be brought back for further review; and next month there will be a presentation to the Finance Committee on June 14<sup>th</sup> regarding the O & M Budget for FY22 which ties in both the Capital and O & M budgets.

**B. Reports:**

**1. FY2021 Financial Report for the Nine Month Period Ending March 31, 2021**

Canner stated that the operating revenue budget is approximately 1.1% below budget with a primary indicator of reduction of fuel sales directly related to the PFP renovations, and concession revenues (Grill 28) which have been impacted due to COVID 19. Further, Canner informed the Board that rental of facilities represents 65% of total revenues. Additionally, the impact of COVID has played a role regarding the pay-for-parking at the airport and fuel flowage fees with underruns of about 40%. The operating expenses have also seen underruns in personnel services, staffing (currently at 129 – but there are some open positions which indicate that payroll is down 3.1%). Lamson asked Canner about the organization chart; Canner indicated there are four positions open and the operating position may be deferred to the future as have been able to maintain a good handle on open positions (i.e.; Division of Ports and Harbors (“DPH”), Legal, Airport Operations). Canner further indicated that operating expenses are below budget being attributed to underruns in maintenance, legal, utilities and fuel revenues. Canner further informed the Board of the additional CARES funding which will be received in the amount of \$1.4 million dollars, this will help to offset the need to go into the Revolving Loan Fund [*sic* Revolving Line of Credit]. Canner provided the Board with additional in depth detail regarding the various line items contained within the budget; also spoke of an electricity contract to purchase power that allows PDA to purchase power fairly cheaply which will expire next year. Canner indicated there will be a need in the near future to develop an RFP process for the purchase of electricity where pricing can be locked in now for the future.

Canner spoke of capital expenditures in the amount of \$22 million with contributing capital of over \$13 million requiring the need to draw into the Revolving Line of Credit (“RLOC”); Canner reminded the Board that the RLOC is \$15 million through Provident Bank which is used to offset the timing differences associated with the timing of federal grant monies for projects.

Canner spoke to the various business units, the various underruns and overall revenues; spoke to the effects the underruns as pertaining to the overall budget.

Concerning enplanements, Canner informed the Board that PSM is slightly lower than last year at 15,000. Regarding Skyhaven, the Board was informed that the consistency of additional fuel sales has provided excess revenue; cumulatively, the net cash flow and impact fees is about \$1.7 million which represents money PDA has absorbed since 2009 to improve operations at Skyhaven. Canner also informed the Board that Skyhaven is currently making money due to increase fuel sales and hangar space.

The Golf course has been open since March, there has been a variance of about 4.7% since last year at this time which also includes the Grill 28 sales; conversely the simulator revenues are up by about 20.5% for indoor play. Canner indicated that there were over 62,000 rounds of golf played last season and the golf course has responded accordingly due to COVID with necessary adjustments required by following CDC guidance and are ready for the coming season.

Division of Ports and Harbors (“DPH”) unrestricted funds shows an impact of fuel sales being underrun due to the continued construction at the PFP but an excess revenue over expenses has been observed by the allocation through the various marinas and Market Street.

## 2. **Cash Flow Projections for the Nine Month Period Ending January 31, 2022**

Canner spoke of the RLOC and a spike in the July time period primarily due to the remaining obligations PDA has with the runway and terminal.

Brean wanted to bring to the Board's attention that Finance has not factored in the sale of the property at 30 NH (\$1.75 million) as PDA has not yet received the formal release; Canner affirmed this statement and further indicated the CARES Act monies of \$1.4 million has been added into the cash flow. Parker asked for confirmation that the CARES Act money does not need to be paid back; Canner affirmed and further indicated that PDA is required to provide documentation on how the money was spent and typically it has been employee related. Parker asked how the money is received; Canner indicated the federal government sends it to the State of New Hampshire who then wires it to Provident Bank for deposit into the PDA account.

Canner indicated under "use of funds" the heavy draft continues to be capital expenditures (\$11 million). Further he stated the rent money will be going towards finishing the runway and the purchase of snow removal equipment; in the non-grant area there is still much to be paid under the terminal and we are in good standing as the projections continue to be consistent and they are tightly managed. Canner indicated the need to go into the RLOC in the amount of \$1.2 million regarding the grant funds which does include CARES money. Lamson asked if there would be additional work performed on the runway; Brean indicated he will speak to this information during the airport report to the Board. The Board was informed that on or about June 1<sup>st</sup>, PDA will make a payment to the City of Portsmouth for the Municipal Services Fee ("MSF").

Canner stated that the RLOC is \$15 million and as of the end of April there was \$1 million outstanding with the interest rates staying flat at approximately 2.9%.

Regarding DPH's unrestricted funds are very consistent with previous presentations and the cash line is typical as it receives a majority of its income related to mooring fees received in January and February which tapers down with the cycle remaining consistent.

## IX. **Licenses/ROEs/Easements/Rights of Way:**

### A. **Reports:**

Brean indicated that in accordance with the "Delegation to Executive Director: Consent, Approval and Execution of License Agreements," PDA entered into the following Rights-of-Entries ("ROE"):

#### 1. **PROCON LLC – Right of Entry at the corner of Hampton Street and Aviation Avenue (11 & 21 Hampton Street)**

Entered a ROE with PROCON LLC for the premises at 11 & 21 Hampton Street for the purpose of Site Inspection Purposes through July 31, 2021.

**2. Lonza Biologic – Right of Entry at the corner of Corporate Drive and Goose Bay Drive (30 Corporate Drive)**

Entered into a ROE with Lonza Biologics, Inc. for the premises at 30 Corporate Drive for the purpose of Site Inspection Purposes through July 30, 2021.

**3. 1895 Films – Right of Entry at Portsmouth International Airport at Pease**

Entered into a ROE with 1895 Films for the Portsmouth International Airport at Pease for the purpose of photographing and recording certain scenes in connection with a program tentatively titled "Shock Docs: Abduction of Betty and Barney Hill" through May 6, 2021. Smith further indicated that Betty and Barney Hill is the first reported alien abduction in the United States, and happened here in New Hampshire.

**4. Unitil – Right of Entry for property near 16 Pease Boulevard**

Entered into a ROE with Unitil for the premises near Spaulding Turnpike & 16 Pease Boulevard for the purpose of Site Inspection Purposes through July 30, 2021.

**5. AeroClave, LLC – Right of Entry Extension (Hangar 227)**

Entered into a ROE with AeroClave for Hangar 227 located at 14 Aviation Avenue for the purpose of extended its original term through June 10, 2021.

**6. City of Portsmouth – Right of Entry at North Apron for Emergency Vehicle Operators Training**

Entered into a ROE with the City of Portsmouth for the use of the North Apron for the purpose of Emergency Vehicle Operator's Training Course from September 15, 2021 through October 1, 2021.

**X. Leases:**

**A. Reports:**

**1. Lonza Biologies – 101 International Drive (Appraisal proposal regarding PDA owned portion of building related to potential sale as part of new Lonza lease)**

Blenkinsop indicated that during discussions for the Iron Parcel lease agreement, Lonza has proposed to purchase that portion of the Lonza building still owned by PDA. Therefore, an appraisal is required to determine fair market value and the cost would be split between PDA and Lonza. Parker asked of the team doing the appraisal and whether there would be any federal money involved in the transaction or would this be on the private side. Brean indicated it would not be federal funds used and the appraisal company did a similar appraisal a number of years ago so there is institutional knowledge. Parker brought item 13 in the appraisers report to the Board's attention to indicate PDA needs to be mindful when an appraisal is done as it is necessary to be aware of what the ADA issues are.

**B. Approvals:**

**1. Extension of the Food and Beverage Service Concession Agreement with Galley Hatch Restaurant, Inc.**



Director Fournier moved the motion and Director Lamson seconded that the Pease Development Authority (“PDA”) Board of Directors approves of and authorizes the Executive Director to enter into an amendment of the Food and Beverage Service Concession Agreement with Galley Hatch Restaurant, Inc., d/b/a Grill 28 to extend the term of the agreement to October 31, 2023; all in accordance with the memo from Executive Director Paul E. Brean dated May 11, 2021.

Discussion: Anderson inquired of that portion of the memo which references the “long term lease of the golf course...” and is perplexed the agreement would have anything to do with a long term lease. Brean indicated the desire for transparency for prior to the pandemic there were preliminary discussions regarding a long-term lease and PDA wanted to identify that in the memo. Anderson asked for confirmation regarding the long-term; Brean affirmed the desire to be transparent regarding a potential long-term lease to the Board on its decision whether to extend this option.

Disposition: Resolved by unanimous vote for; motion carried.

## 2. Lonza Conceptual Site Plan Approval and Lot Line Adjustment (30 Corporate Drive)

Director Ferrini moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors approves the attached concept plan and lot line adjustment plan for Lonza Biologics, Inc. (“Lonza”), for a 200 space surface parking lot on 2.5 acres of land at 30 Corporate Drive; all in accordance with the terms and conditions set forth in the memorandum of Maria J. Stowell, P.E., Manager - Engineering, dated May 12, 2021.

Discussion: Lamson thanked Maria Stowell (“Stowell”) who outlined all the pertinent information regarding parking.

Parker also thanked Stowell for the outstanding work and further spoke to the paragraph entitled “Traffic”. While Lonza is successful at what it does and it has done a great deal in the world associated with science, being a representative to both Greenland and Newington the traffic issues are a testimony to PDA’s success. In 2018, Greenland brought in an outside planner to work with its Planning Committee; studies have been set up to gain an understanding of liability and traffic tie ups on Route 33 (from the Portsmouth line to Stratham). Parker indicated that there are three choke points and one specific study shows a DOT traffic Level of Service (LOS) the Greenland/Bayside Intersection is rated at “E” observed during two time periods during the day. From this information Greenland is developing a plan which will need to be implemented and tabling here that Lonza also understand that with additional proposed additions, additional traffic studies will be required. Parker stated she will speak with PDA staff to discuss what the planning numbers are and she would transfer that information to the proper individuals in Greenland.

Lamson indicated during the early developmental stages at the Tradeport, it was a mandate from the State for job creation; Parker indicated an understanding of the need for jobs and is very pro-growth. A key policy area that NH & ME became known for was about building jobs, in this case for people with disabilities who are able to work in the competitive labor force and supportive labor

force. Parker indicated that planning is a wonderful field and there is a need to work with numbers that are realistic.

Smith asked if Parker was making a motion to table; Parker indicated she was not, just a point of information and where this is her first meeting she wanted to mention Greenland's justified preoccupation with the traffic on the Route 33 corridor.

Stowell mentioned that while they are not currently in the room, Patrick Crimmins from Lonza is attending via Zoom; Smith asked Parker to provide Stowell with the information referenced during her discussions.

Anderson indicated this adds 2.5 acres of land not to the existing lease but to the prospective lease of the Lonza expansion and asked when it is anticipated the lease would be signed. Brean indicated it is currently in negotiations; Blenkinsop indicated he was hopeful to have a draft of the lease to Lonza by the end of the week with discussions over the next month or two, with finalization over the summer as it needs to be in place by October 1<sup>st</sup>. Blenkinsop indicated that the 2.5 acres would be rolled into the new Iron Parcel lease for the entire facility. Anderson indicated that a lease would have additional impacts to others, such as the Waste Water Treatment Facility of COP. Brean indicated that he has been informed that negotiations between the City and Lonza on that topic are going very well.

Disposition: Resolved by unanimous vote for; motion carried.

## XI. Contracts:

### A. Approvals:

#### 1. AIP Grant for Snow Removal Equipment - PSM

Director Levesque moved the motion and Director Lamson seconded that the Pease Development Authority ("PDA") Board of Directors hereby authorizes the Executive Director to:

- (1) accept on behalf of the PDA a Federal Aviation Administration ("FAA") Grant Offer of AIP funding up to \$1,000,802, for snow removal equipment for Portsmouth International Airport at Pease (PSM);
- (2) accept from New Hampshire Department of Transportation matching funds up to \$50,040.10;
- (3) expend PDA funds up to \$50,040.10;
- (4) award a contract to Oshkosh, Inc. to purchase a carrier vehicle with integrated high rotary plow for the price of \$601,190;
- (5) award a contract to M-B Companies to purchase a carrier vehicle with plow and spreader for the price of \$376,538;
- (6) append the Jacobs on-call Master Contract to include the work described and make appropriate payments; and
- (7) execute any and all documents necessary to receive funds and procure the snow removal equipment.

all in accordance with the memorandum from Maria J. Stowell, PE, Manager – Engineering, dated May 10, 2021.

Discussion: Anderson asked for an explanation of the \$17,748 referenced in Stowell's memo regarding Jacobs; Brean indicated that the design spec in the Request for Proposal is funded in part by the FAA grant and PDA did have a line item that needed to be rebid and Stowell accounted for \$2,252 being paid by PDA (in the rebid the majority of the Jacobs fee is covered by the FAA). Stowell indicated the rebid was due to the fact that only one bid was received and it was deemed not competitive so went back and changed specs to give a little more leeway. Jacobs has had to perform justifications that the equipment is necessary, do the grant administrative work to put the application together and requests for reimbursements.

Disposition: Resolved by unanimous vote for; motion carried.

**2. AIP Grant for the Acquisition of an Aircraft Rescue and Fire Fighting ("ARFF") Vehicle**

Director Parker moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors hereby approves of and accepts FAA Airport Improvement Project ("AIP") funds on behalf of the New Hampshire Department of Transportation, Bureau of Aeronautics and New Hampshire Department of Safety, for the acquisition of an Aircraft Rescue and Fire Fighting ("ARFF") Vehicle with a projected cost of \$860,100, with FAA and NHDOT providing all project funding, for the ARFF Facility in Concord, NH; all in accordance with the memorandum from Maria J. Stowell, P.E. - Engineering Manager, dated May 5, 2021.

Discussion: Anderson asked if he understood correctly that PDA would be sponsoring this piece of equipment for FAA funding which would be located in Concord; Brean indicated PDA is acting as a gateway for the funding mechanism. Brean indicated that the State of NH does not have another AIP eligible airport so NH Division of Aeronautics uses Pease to get the funding (for clarification this is a facility in Concord that supports all of NH's Airports' Fire Fighting Training).

Disposition: Resolved by unanimous vote for; motion carried.

**3. Underwood Engineering – Corporate Drive drainage**

Director Ferrini moved the motion and Director Anderson seconded that The Pease Development Authority ("PDA") Board of Directors hereby authorizes the Executive Director to:

- (1) Enter into a contract with the City of Portsmouth and Underwood Engineers for Phase 1 Corporate Drive Outfall Improvements design, and in so doing waive the Board's Consultant Selection Process as: a) the City utilized a similar process to select Underwood Engineers; and b) Underwood is under contract with the City to provide the design for the remainder of the Corporate Drive project;
  - (2) Spend up to \$75,300 for Underwood Engineers to provide Drainage Outfall design services;
  - (3) Submit a wetland permit application to NHDES for improving drainage outfalls with a permit fee estimated to be \$20,000+/-; and,
  - (4) Allocate \$20,000 for PFAS treatment, if required;
- all in accordance with the memorandum from Maria J. Stowell, PE, Manager –

Engineering, dated May 12, 2021.

Discussion: Blenkinsop reminded the Chairman of the need to do a roll call vote where PDA is waiving a selection process.

Anderson indicated that the Port Advisory Council (“PAC”) / DPH had discussions with DES and legislation was passed which restricted a wetlands application fee to \$10,000 and wondered if it would be beneficial for PDA to have a similar conversation regarding in an effort to bring down the application fees. Brean stated that discussions could be held with the counterparts in Concord. Brean further stated that the amounts contained in items (3) and (4) are estimates as Stowell was planning ahead so that the project does not become stalled.

Disposition: Resolved by unanimous roll call vote for; motion carried.

4. **Honeywell - Replacement of the Controller Boards for the Terminal’s Access Control System**

Director Lamson moved the motion and Director Parker seconded that the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to enter into a contract with Honeywell International of Westbrook, ME and to expend an amount not to exceed \$80,000 for the purchase and installation of all new controller boards at the airport terminal building; all in accordance with the memorandum of Ed Pottberg, Security Manager, dated May 5, 2021.

In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement as the existing system is manufactured by Honeywell and PDA has determined that it is significantly more cost effective to replace all new controller boards with Honeywell components as it is a proprietary closed system.

Discussion: Blenkinsop provided clarification to indicate the motion stated the memo of “May 5, 2021”, however the memo is actually dated “May 20, 2021” [*sic* April 20, 2021].

Disposition: Resolved by unanimous roll call vote for; motion carried.

**XII. Signs:**

**A. Approvals:**

1. PFAS Testing signage – Temporary placement of signage on PDA property

Director Fournier moved the motion and Director Lamson seconded that the Pease Development Authority (“PDA”) Board of Directors hereby approves and authorizes the placement on PDA property of 24”L x 18”H lawn signs related to the CDC/ATSDR PFAS Health Study for a period of up to three months beginning May 20, 2021, conditioned upon the signs being provided at no cost to the PDA, Pease CAP volunteers placing the signs in locations approved by PDA staff, and Pease CAP volunteers removing all signs at the conclusion of the three month period; all in accordance with the memorandum of Maria J. Stowell, P.E., Engineering Manager, dated May 11, 2021.



Discussion: Smith thanked Amico for her advocacy on this issue and that the signs will hopefully bring about good results.

Disposition: Resolved by unanimous vote for; motion carried.

### XIII. Executive Director:

#### A. Reports:

##### 1. Election of Vice Chairman and Committee Assignments

These items were addressed at the beginning of meeting, prior to the acceptance of minutes.

*Director Fournier left the room at 10:54 a.m. and returned at 10:56 a.m.*

##### 2. Golf Course Operations

Scott DeVito (“DeVito”) General Manager of Pease Golf Course spoke to all 27 holes being opened as of April 21<sup>st</sup> with record rounds in April and May. The bathroom projects have been completed with compliments received from both the women and men. The utility cars will be delivered on the 21<sup>st</sup>. The rough mower is in Minnesota due to transportation / delivery issues; it is anticipated the mower will be received in the next couple of weeks. Grill 28 daily sales are trending in the right direction and are pre-booking non-golf events throughout the season.

##### 3. Airport Operations

###### a. Portsmouth International Airport at Pease (PSM)

Brean indicated in April PSM saw 7,484 enplanements primarily from Allegiant travels to Punta Gorda and Orlando / Sanford (4,800 enplanements); this is a strong uptick since April 2020 when there was 250 leisure travel enplanements. Brean indicated that for the year there have been 22,800 enplanements with 4,600 utilizing the facility since January (seeing strong ridership coming back to Orlando / Sanford due to the theme parks reopening). Brean informed the Board that addition service will commence later this month to both Nashville, TN and St. Pete, FL.

Regarding revenue parking there were 1,100 transactions; historically February and April are the strongest months and the capacity for those travel periods look to be trending in the right direction.

With respect to fuel flowage fees, Port City Air has indicated that 1.1 million gallons had been pumped at the airport.

PSM has received both AIP funding as well as COVID relief funding and thanked the congressional delegation for its work it has done for PSM. Currently there is another AIP to help support another taxiway rebuild and we are optimistic this will be received.

Concerning Lamson’s inquiry earlier regarding staffing, there are two open positions in airport operations. The badging specialist position was not backfilled as a means to show fiscal responsibility as both terminal and runway projects are anticipated to be leveling off, this is also the case for the fulltime operations specialist.

Brean indicated he anticipated providing the Board with a memo next month with a proposal

to increase the fuel flowage fee to \$0.04. The primary reason for this is due to a lease requirement between US Customs and Border Patrol (“USCBP”); PDA is required to absorb all of the USCBP expenses (i.e.; Comcast, IT, telecoms etc.), with the exception of labor for the facility at PSM. USCBP draws air traffic ultimately increasing the fuel flowage fee received for both corporate and transient international traffic.

Brean spoke of the primary pavement funded by AIP money and the PSM ramp pavement parking area is low in the funding mechanism; don’t receive federal money in order to repair the 1950 ramp aprons so those are both repaired and funded internally which is where the large oversize aircraft park.

Anderson asked of the estimated return for the one cent increase; Brean indicated it would be an estimated \$100,000 in revenue.

Lamson commented about the new service to and from Nashville that will allow people to see this part of the country.

**b. Skyhaven Airport (DAW)**

Brean informed the Board of a future proposal concerning lease rates. Surrounding rates have been researched regarding surrounding facilities, amenities and lease rates (i.e.; Sanford with a lease rate of \$0.18/sq. ft.) and believe that is economically viable and could bring additional attraction to Skyhaven.

**c. Noise Line Report**

**i. April 2021**

Brean indicated that there were no noise inquiries at either airport during the month of April, 2021; the phone line and website were tested and found to be operational. Brean indicated that this was good seeing how things are getting back up to speed both with Guard transports and Allegiant travel.

Lamson spoke to the engines being retrofitted which has helped with the reduction of engine noise.

Anderson asked if Brean would speak to the recent dedication at the Grafton Drive City of Portsmouth Water Treatment facility as the facility is online. Brean indicated that Parker and Anderson accompanied him to the grand opening of the COP Water Facility on Grafton Drive which is first in the nation type of facility. The congressional delegation was in attendance along with the COP, the Haven Well has been activated and the technology of the ionization / carbon filtration system was observed which will allow drinking water to be placed back into the community. Brean indicated that this is the first project of this size that the Air Force has conducted. Amico was also in attendance and she too received accolades for her work. Brean indicated he is often asked by his counterparts from other facilities as to this issue / process regarding this facility and he has been able to communicate how this has occurred with cooperation from many parties.

Lamson indicated that there are many in Newington who are concerned with the Haven Well being activated after being shut down due to the issues PFAS.

Anderson indicated that the facility is state of the art for what it is doing and to bring Haven Well back online with the amount of water it represents and the size and magnitude of the facility is impressive.

Parker indicated the dedication of the facility was an important landmark occasion on several accounts. One which she noted was the collaboration that exists presently between the Air Force, PDA and the COP. The remarks made by the Acting Secretary of the Air Force, who is the citizen head of that service, commented several times as to why this initiative is important for the Air Force. Further, she indicated that the lessons learned from this facility at Pease is important on how to apply them to other parts of the country. Parker indicated she sees the actions of the Air Force regarding this issue as an important benchmark but that there is movement forward and there could be thought regarding how the collaboration could remain tangible. Another item addressed by Parker was the level of interest that is going on inside the scientifically driven operation at the facility regarding the treatment. Parker thought it would be important for others to be educated as to what is being done at that facility and wonder if the Board might think that Town Managers in the surrounding towns and members of select Boards might have an interest in tours of the facility. Parker feels it is important for public activities and information to continue moving forward as it is very successful in what it has accomplished.

Smith indicated he too would like to tour as he was not available to attend the dedication.

Fournier indicated that regional town / city managers (Rochester, Stratham, Durham, Dover, Newmarket etc.) have discussed touring the facility with the COP City Manager.

## **B. Approvals:**

### **1. Bills for Legal Services**

Director Ferrini moved the motion and Director Fournier seconded that the Pease Development Authority (“PDA”) Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$21,672.42 for legal services rendered to the Pease Development Authority from Sheehan Phinney Bass & Green for March 1, 2021 – March 31, 2021 in the amount of \$2,262.00 (for the Division of Ports & Harbors); March 1, 2021 – March 31, 2021 in the amount of \$5,539.00 (for Tradeport General Representation); and March 1, 2021 – March 31, 2021 in the amount of \$13,871.42 (in support of MS4 and CLF settlement implementation); and to expend funds in the amount of \$8,158.50 for legal services rendered to the Pease Development Authority from Anderson Kreiger as outside counsel for Federal Regulatory Advice from March 1, 2021 through March 31, 2021. For a total amount of \$29,830.92 in legal services.

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

### **2. New Hampshire Air National Guard Air Show September 2021**

Director Fournier moved the motion and Director Parker seconded that the Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director

to enter into a license agreement with the New Hampshire Air National Guard for the temporary use of airport land, and airport runway and taxiways from September 7, 2021 through September 13, 2021, for the purpose of hosting an Open House and Airshow to be held September 11, 2021 and September 12, 2021; all in accordance with the memorandum from Andrew Pomeroy, Manager, Aviation Planning and Regulatory Compliance dated May 10, 2021.

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

3. Galley Hatch Catering Services, Inc. – Purchases for Grill 28 in Lieu of Concession Revenue for April, May and June 2020 due to COVID-19

Director Anderson moved the motion and Director Lamson seconded that the Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to accept certain improvements to the Golf Course Clubhouse restaurant space made by Grill 28 in full satisfaction of its outstanding concession obligation for the months of April, May and June of 2020, which it was unable to pay as a result of the COVID-19 public health emergency; and to finalize and execute any necessary documentation to transfer ownership of said improvements from Grill 28 to the PDA; all in accordance with the memorandum of Scott DeVito, PGA General Manager, dated May 5, 2021.

Discussion: Anderson asked for an understanding of the funds being used by Grill 28 and ultimately being transferred to PDA; whether funds were CARES Act related and if it were an appropriate use of those funds for PDA to accept that property. Brean asked Anderson if he were referring to CARES Act funds received by PDA; Anderson indicated “no” CARES Act funds which were received by Grill 28 in its purchase of these items. Brean indicated he did not know if Grill 28 had received any grants and that the grant requirements would have been taken on by Grill 28. Anderson questioned whether PDA could accept the property where it is unknown where the funds came from; Brean indicated he did not know with certainty where the funds to purchase these items came from but with the size of Tinios Hospitality (“Tinios”), believed Tinios may have had additional funds to invest in these items. Brean indicated he could speak with Tinios directly if it were the request of the Board. Anderson only questioned it to make sure that the Board could appropriately accept these items.

Parker indicated Anderson made a good point with a valid concern and legal counsel should weigh in because the CARES Act was put together very quickly; what are the requirements regarding the complete spending of funds and whether it is transferrable to other entities.

Blenkinsop indicated that a request could be made to Tinios on where the funding for these items came from; that being said, PDA has not asked any other tenants where their funding has come from regarding payment of obligations. Blenkinsop indicated a request could be made for clarification from Tinios and that the following item on the agenda is related so may also be impacted (the Board may want to continue to the June meeting in order to receive information).

Levesque indicated he did not feel comfortable asking where a private business gets its funds from. Further he stated the private business must report on the CARES Act funding.



Parker indicated that there is a condition of acceptance that could be put in place that it doesn't need to be asked as a question.

Levesque indicated that it is up to the private business if it is doing something which is not acceptable then it is on the business owner; Parker agrees. Parker further stated that the PDA concern would be that it doesn't want to infringe on the private business while at the same time it needs to make sure that PDA does not want to accept something purchased with federal funds if has no proper manner to do the same. Parker indicated it would be a waiver / assurance.

Fournier indicated when the CARES Act came out it was to help offset the business expenses at that time and it did not indicated it could only be spent on "X, Y and Z" it was very broad. The Board doesn't know and shouldn't know how the funds were used and at the end of the day, it wouldn't fall on PDA it would ultimately fall on the private individual / business.

Ferrini indicated he understood the comments of the Directors and that the inquiry was well intended but there are sufficient laws for the protection of the Board vis-à-vis Grill 28.

Smith indicated from the sounds of discussions it would be not to postpone the vote and therefore he called for a roll call vote.

Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

*Vice Chair Neil Levesque left the room at 11:20 a.m. and returned at 11:22 a.m.*

#### 4. Cost Share of Seasonal Patio Canopy at Grill 28

Director Lamson moved the motion and Director Fournier seconded that the Pease Development Authority ("PDA") Board of Directors approves of and authorizes the Executive Director to cost share with Galley Hatch Restaurant, Inc., d/b/a Grill 28 for the purchase of a seasonal tent covering for the Grill 28 patio, for a total cost not to exceed \$49,500, and with the PDA share not to exceed \$24,750; all in accordance with the memorandum from Scott DeVito, PGA General Manager dated May 5, 2021.

In accordance with the provisions of RSA 12-G:8 VIII, the Board justifies the waiver of the RFP requirement as the tent covering, which is designed to match the existing patio tent covering in terms of structure and material, has already been ordered from a local supplier by Galley Hatch Restaurant, Inc., d/b/a Grill 28 in order to have it fabricated and installed for the 2021 golf and outdoor dining season.

Discussion: None. Disposition: Resolved by unanimous (7-0) roll call vote for; motion carried.

#### XIV. Division of Ports and Harbors:

*Chairman Smith left the meeting at 11:23 a.m. and returned at 11:25 a.m.*

##### A. Reports:

##### 1. Port Advisory Council - Minutes of March 10, 2021

Geno Marconi (“Marconi”) DPH indicated that PAC approved the minutes of March 10<sup>th</sup>, he provided the minutes so the Board could see the activities and discussions engaged in.

**2. Northeast Fishery Sectors, Portsmouth Commercial Fish Pier - Office Rental, Right of Entry**

Marconi indicated that under the Delegation of Authority, Director Brean executed a ROE for Northeast Fishery Sectors for office rental at the Portsmouth Commercial Fish Pier.

**3. Rye Hose Reels**

Marconi indicated this was a purchase of hose reels on the recreational side of Rye Harbor facility. The reels were old and started to cause problems as they were spring loaded and presented a hazard. The new ones require that the hose be pushed onto the reel as it winds up and is under control. These hose reels are on the commercial side of Rye Harbor as well as Hampton and are installed at the Portsmouth Fish Pier.

**4. Commercial Mooring Transfer – Syphers to Cummings**

Marconi reported that in accordance with the “Delegation to Executive Director: Consent, Approval and Execution of Mooring Permit Transfers”, there was a commercial mooring transferred from Syphers to Cummings down in Hampton.

**5. Commercial Mooring for Hirer – Esther’s Marina**

Marconi indicated that under the Code of Administration of Rules there is an ability to have a Commercial for Hire allowed and upon review by the Harbor Master a recommendation is made to the Executive Director who is allowed to sign off on these through the Delegation of Authority; this was for the south end of Portsmouth.

**6. Commercial Mooring for Hirer – Pull and B.D., Inc.**

Marconi indicated that under the Code of Administration of Rules there is an ability to have a Commercial for Hire allowed and upon review by the Harbor Master a recommendation is made to the Executive Director who is allowed to sign off on these through the Delegation of Authority; this was for the club on Goat Island in Newcastle.

Marconi also informed the Board that the dredging project regarding the uppermost turning basin project is moving forward. He indicated there has been an amendment to the capital budget that came out in the House and an amendment from Senate regarding this project for an additional \$1.5 million; the budget for construction has increased since the funds were appropriated in 2015 and 2017 due to delays. Therefore, the Senate has included funding in its side of the budget which will still have to go back before a Committee / Conference and the project will commence in November.

Marconi indicated the PFP project has the wall on the inside installed (pins installed and tie backs have all be taken care of), it has been backfilled to elevation 10 and starting to do the form work for the concrete wall cap. Also the utilities and the floating docks are being installed at the same time.

**B. Approvals:**

**1. Rye Harbor – Right-of-Entry, RHLP one year waiver**

Director Levesque moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors approves a one year waiver for the purpose provision of Rye Harbor Lobster Pound's 2020 Rye Harbor Marine Facility Right of Entry, in order to permit the sale of ready to eat items, contingent on certain specified stipulations; all in accordance with the letter from Governor Christopher Sununu dated April 20, 2021.

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

**2. Rye Harbor & Hampton Harbor – Winter Storage Fee**

Director Anderson moved the motion and Director Lamson seconded that the Pease Development Board of Directors hereby approves of the Winter Boat Storage Initial Proposed Fee Amendment, and authorizes the Division Director to take any necessary or recommended action in furtherance of this matter; all in accordance with the memorandum of Geno J. Marconi, Division Director, dated May 13, 2021.

Discussion: Anderson indicated that this was discussed at the PAC meeting and asked of the dates this would go into effect. Anderson further indicated that there are boats that are stored there 12 months of the year; Marconi indicated that the vessel storage fees are broken into the season (separate fees for summer storage and winter storage) so if a boat is in storage year-round then when the clock strikes midnight and rolls from one storage period to the next, so too does the fee for that boat. Anderson asked if the summer season rate was different than the winter; Marconi affirmed. Marconi indicated that the winter rate would commence as of November 1<sup>st</sup>. Anderson indicated there too had been discussions about liability for the storage and asked if there would be an insurance requirement or waiver for the storage; Marconi indicated that all of the agreements for the use of DPH properties contains a section which discusses indemnification; hold harmless and accept the use of the property at its risk. Marconi indicated that the Chairman of PAC had a discussion concerning insurances. Marconi stated he will have a discussion with General Counsel Blenkinsop and Executive Director Brean, as in the past DPH has operated its agreements with the indemnification, hold harmless and use of property at own risk. Marconi indicated that the PAC meeting was held virtually and there was no way for him to provide the members with the storage application; he will be providing this to the Council at the next meeting for its review.

Disposition: Resolved by unanimous vote for; motion carried.

*Executive Director Brean left the meeting at 11:32 a.m. and returned at 11:35 a.m.*

**3. Swell Oyster Company – Amendment to Right of Entry for small exterior restroom**

Director Lamson moved the motion and Director Fournier seconded that The Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations and execute an Amendment to the Hampton Harbor Marine Facility Right of Entry with Swell Oyster Company for the construction of a 3' x 6' addition to an

existing building owned by Swell, the purpose of which is to house an “employee only” restroom as required by the NH Department of Health and Human Services in order for it to operate its oyster business year round; all in accordance with the terms and conditions set forth in the memorandum of Geno J. Marconi, Division Director, dated May 5, 2021.

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

4. Swell Oyster Company –Right of Entry for Cold Storage Building

Director Ferrini moved the motion and Director Fournier seconded that the Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations and execute a Right of Entry (“RoE”) with Swell Oyster Company through June 30, 2023, for the construction of a 12.5’ x 17.5’ cold storage building for the purposes of housing a walk-in cooler and a sorting table in association with its current Hampton Harbor Marine Facility RoE for oyster harvest operations; all in accordance with the terms and conditions set forth in the memorandum of Geno J. Marconi, Division Director, dated May 6, 2021.

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

5. Granite State Minerals – Exercise of Fourth and Final One-Year Option

Director Parker moved the motion and Director Lamson seconded that the Pease Development Authority (“PDA”) Board of Directors hereby approves of and authorizes the Executive Director to execute all necessary documents to approve Granite State Minerals, Inc.’s request to exercise the fourth and final one-year option of its License and Operating Agreement, effective November 1, 2021 through October 31, 2022, for use of a portion of the Market Street Terminal on terms and conditions substantially similar to those set forth in the memorandum of Geno J. Marconi, Division Director, dated May 5, 2021.

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

XV. New Business:

XVI. Special Event:

XVII. Upcoming Meetings:

Finance Committee	June 14, 2021 @ 8:30 a.m.
Board of Directors	June 17, 2021 @ 8:30 a.m. (Board Photograph)

All Meetings begin at 8:30 a.m. unless otherwise posted.



**XVIII. Directors' Comments:**

Fournier asked per CDC Guidance if the Board would be reviewing its meeting policies; Smith indicated he would be fine returning to the Board room if others were okay with that.

Blenkinsop indicated that internally the building is still operating under a mask policy but there is a meeting scheduled in the upcoming week to discuss policies. Blenkinsop indicated that from a planning standpoint we can plan on having the next meeting in the Board Room.

**XIX. Adjournment:**

Director Lamson moved the motion and Director Parker seconded to adjourn the Board meeting. Meeting adjourned at 11:37 a.m.

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

**XX. Press Questions:**

No press on were at the meeting or on via Zoom.

Respectfully submitted,



Paul E. Brean  
Executive Director



**MOTION**

Director Fournier:

The Pease Development Authority Board of Directors hereby approves the request for a variance from Part 308.02 (c) of the PDA Zoning Ordinance to allow the installation of an emergency generator with a diesel fuel tank capacity of 3,312 gallons, submitted by Lonza Biologics, Inc. ("Lonza") and attached hereto, as part of the work to construct a new production suite inside the premises located at 101 International Drive; contingent upon Lonza securing the requisite variance from the City of Portsmouth's Board of Adjustment for the additional fuel storage associated with the installation of the emergency generator; all in accordance with the memorandum from Maria J. Stowell, P.E., Manager - Engineering dated June 9, 2021 and attached hereto.



## MEMORANDUM

To: Paul E Brean, Executive Director *PEB*  
From: Maria J. Stowell, P.E., Engineering Manager *MJS*  
Date: June 9, 2021  
Subject: 101 International Drive, Lonza Generator Installation

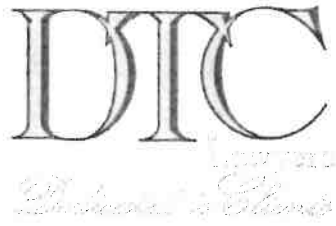
Lonza has notified us of its need to install an emergency generator as part of the work to construct a new production suite inside the existing building at 101 International Drive. The proposed generator set is diesel fueled and is furnished with a tank that is integral to the equipment. Emergency generators are common accessories to commercial buildings and do not typically require Board approval. However, the fuel tank of Lonza's proposed generator exceeds the 2000 gallon maximum capacity allowed by PDA's Zoning Ordinance (Part308.02(c)) and the installation requires a variance.

Lonza has previously requested and received variances for generator fuel tank capacities greater than 2000 gallons. In 2015 and 2019 Lonza went before the PDA Board and the Portsmouth Board of Adjustment and was granted variances.

Attached you will find a site plan showing the proposed location of the generator, a spreadsheet listing all tanks on the 101 International site along with pertinent information, and a letter from Lonza's counsel explaining the need for the request.

At the June meeting, please ask the Board to allow Lonza to submit an application for a variance from Part 308.02 (c) of the PDA Zoning Ordinance to allow the installation of an emergency generator with a fuel tank capacity of 3,312 gallons. The application will be considered by the City of Portsmouth's Board of Adjustment.

N:\ENGINEER\Board Memos\2021\Lonza Generator.docx



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8 June 2021

Via email: [a.blenkinsop@peasedev.org](mailto:a.blenkinsop@peasedev.org)  
and U.S. Mail

Anthony Blenkinsop, Esquire  
Deputy Director/General Counsel  
Pease Development Authority  
55 International Drive  
Portsmouth, NH 03801

CHRISTOPHER  
MICHAEL L. DONAHUE  
OF COUNSEL  
ROBERT L. CARABELLA  
NICHOLAS P. SCUDLINO

Re: Request by Lonza Biologics Inc. (“Lonza”) from the Pease Development Authority  
 (“PDA”) Board of Directors

Dear Anthony:

I write on behalf of Lonza to request that the PDA Board of Directors authorize Lonza to file a variance application with PDA’s Building Inspector for referral the City of Portsmouth’s Board of Adjustment.<sup>1</sup> Specifically, Lonza intends to seek variance relief from PDA 308.02(c) to permit an above ground fuel tank which exceeds the capacity of 2,000 gallons at property located at 101 International Drive (the “Property”). This correspondence follows my recent phone call with Maria J. Stowell, PE regarding this filing. We understand that the PDA Board of Directors will next meet on 17 June 2021 and we respectfully ask that this matter be placed on the agenda of that meeting. Thereafter, we would anticipate filing a Variance Application with the City’s Board of Adjustment in advance of the 30 June filing deadline so that Lonza’s application will be heard at the Board of Adjustment’s 20 July 2021 meeting.

By way of brief background, in May of this year, Lonza announced significant investments to expand its mammalian drug substance manufacturing facilities at both its Visp, Switzerland and Portsmouth, New Hampshire facilities. In Portsmouth, the new facility, which is referred to as the “Lynx Project” and will be sited within the existing building on the Property, will support late-phase clinical and commercial development and manufacturing of pharmaceuticals and will help address increasing market demand for small to mid-scale

<sup>1</sup> See PDA 317.03.

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Anthony Blenkinsop, Esquire  
Page 2  
8 June 2021

mammalian-derived biologics. The facility will include state-of-the-art technologies in perfusion, purification and automation and is projected to create 250 new jobs.

The Lynx Project will be located within the southeastern portion of the existing building on the Property and Lonza's proposed parking expansion project to accommodate the same will be the subject of a future Site Plan Review Application to be filed with the PDA and with the City of Portsmouth's Planning Board. The proposed fuel tank will service an emergency generator which will support the Lynx Project. The fuel tank and generator are proposed to be situated at the southeastern portion of the Property, as depicted in the enclosed Proposed Generator Pad Concept Plan produced by Tighe & Bond. See Enclosure 1. Variance relief is required because pursuant to PDA 308.02(c), above ground storage facilities shall not exceed a capacity of 2,000 gallons per facility. We look forward to detailing Lonza's variance application and the ways it satisfies the requirements of PDA 317.01(c) and RSA 674:33, I(2) in our follow-on filings.

We also attach, per Ms. Stowell's request, an updated spreadsheet depicting Lonza's current storage facilities at the Property. See Enclosure 2.

Thank you for your time and attention. Please let us know if you have any questions or comments regarding the foregoing or the enclosed. We stand ready to assist you and the PDA Board of Directors as is required in acting on the request stated above.

Yours truly,

DONAHUE, TUCKER & CIANDELLA, PLLC



Justin L. Pasay, Esq.  
[jpasay@dtclawyers.com](mailto:jpasay@dtclawyers.com)

JLP:sc

cc: Lonza Biologics Inc.  
Juliet T.H. Walker, AICP, Planning Director  
Suzanne M. Woodland, Esquire  
Patrick Crimmins, P.E.






**Lonza Biologics Storage Facilities located at 101 International Drive Portsmouth, NH**

Location	Service	PDA Classification	Capacity	Year Installed	Equipment #	Storage Facility Description	Comments Field
101A Utility yard	Wastewater	Not Regulated	12,000 G	N/A	T-17001	Non Hazardous Material	Not Currently Used
101A Gas yard	Liquid Nitrogen	No Spill Risk	1,300 G	N/A	X-680	Cryogenic Liquid - Gasify and Disperse	
101A Gas yard	Liquid Carbon Dioxide	No Spill Risk	3,300 G	N/A	X-695	Cryogenic Liquid - Gasify and Disperse	
101A Cold Storage Bldg	Generator-Diesel	Regulated	1,075 G	2013	101A-EGEN-B	Double Walled Tank with Interstitial Monitoring	
101A Utility yard	Generator-Diesel	Regulated	2,400 G	2000	101A-EGEN-B	Double Walled Tank with Interstitial Monitoring	
101B Gas yard	Liquid Nitrogen	No Spill Risk	6,000 G	N/A	X-33050	Cryogenic Liquid - Gasify and Disperse	Original Volume - 1,500 G
101B Gas yard	Liquid Carbon Dioxide	No Spill Risk	7,100 G	N/A	X33040	Cryogenic Liquid - Gasify and Disperse	
101B Gas yard	Liquid Oxygen	No Spill Risk	5,853 G	N/A	X-33030	Cryogenic Liquid - Gasify and Disperse	
101B Gas yard	Gaseous helium	No Spill Risk	43,535 SCF/2,244 G	N/A	X-33060	Stored as a Gas - Disperse lighter than Air	
101B Gas yard	Brine solution	Not Regulated	50 tons	N/A	T-33010	Saturated Salt Solution	No Significant Hazards Mostly dry tank
101B Electrical Yard	Generator-Diesel	Regulated	3,640 G	2003	101B-EGEN	Double Walled Tank with Interstitial Monitoring	
101B Electrical Yard	Generator-Diesel	Regulated	3,312	2019	101B-EGEN	Double Walled Tank with Interstitial Monitoring	
101B Electrical Yard	Generator-Diesel	Regulated	3,312	2019	101B-EGEN	Double Walled Tank with Interstitial Monitoring	
101C underground	Nitrogen Wastewater (Currently not in use)	Not Regulated	50,000 G	N/A	T-33011	Spray Lined Tank (Will get epoxy lined in 2019)	Non Hazardous
101C underground	Titan Wastewater	Not Regulated	50,000 G	N/A	T-33012	Epoxy Lined	Non Hazardous
101C underground	Wastewater (not used)	Not Regulated	50,000 G	N/A	T-33013	Epoxy Lined	WW flushed into chemical drains in building flow to this lined tank for equalization. Following equalization, the WW is diverted back into the building's waste neutralization systems.
101C Gas yard	Liquid Nitrogen	No Spill Risk	3,000 G	N/A	T-43410	Cryogenic Liquid - Gasify and Disperse	
101C Electrical yard	Generator-Diesel	Regulated	3,312	2016	101C-EGEN	Double Walled Tank with Interstitial Monitoring	
101C Electrical yard	Generator-Diesel	Regulated	3,312	2016	101C-EGEN	Double Walled Tank with Interstitial Monitoring	
101C Electrical yard	Generator-Diesel	Regulated	3,312	2016	101C-EGEN	Double Walled Tank with Interstitial Monitoring	
Bldg 230	Generator-Diesel	Regulated	660	N/A	230-EGEN	Double Walled Tank with Interstitial Monitoring	

**Date:** June 8, 2021

**To:** Paul Brean, Executive Director

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

**Subject:** Executive Summary- Financial Reports

In anticipation of the upcoming June 14, 2021 Pease Development Authority Finance Committee meeting, the following is an Executive Summary of the two financial reports for your review and comment:

**Report #1- Financial Report for the Ten-Month Period Ending April 30, 2021**

We are reporting on the first ten months of operations specific to FY 2021. Consistent with our previous discussions, there are no meaningful trends that have been identified that would challenge the FY 2021 operating budget.

Actual operating revenues of \$13.7 million are slightly above budget by 0.3% primarily due to the increased golf course public play and fee revenues associated with facility rentals and the sale of mooring permits. Offsetting these gains were decreased fuel revenues associated with the reconstruction of the Portsmouth Fish Pier Wall as well as, pay for parking and fuel flowage revenues at PSM as related to the Covid-19 pandemic.

Actual operating expenses of \$10.0 million are below budget by \$1.5 million primarily due to expense under runs in facilities maintenance, legal, marketing, utilities, and the cost of fuel at the Portsmouth Fish Pier. In addition, the favorable winter season also contributed to lower operating costs.

The resulting Operating Income of \$3.7 million is \$1.5 million greater than budgeted which directly contributed to our ability to address internal working capital requirements and somewhat minimize the need to draw-down from the \$15.0 million Revolving Line of Credit (RLOC) with the Provident Bank.

**Business Unit Performance**

**Portsmouth Airport**

Operating revenues total \$1,473,000 which is under budget by \$42,000. The primary reason for the budget variance underrun, was associated with the Covid 19 pandemic highlighted in lower pay for parking revenues and fuel flowage fees. Slightly offsetting these budget underruns were monies received under the Affordable Care Act. Current enplanements of 22,800 are greater than the prior year to date (20,177)

**Skyhaven Airport**

Operating revenues total \$ 204,000 which is above budget by \$43,000. The primary reason for the favorable variance was primarily due to higher fuel sales of 16,872 gallons versus 11,069 gallons on a fiscal year to date basis. Cumulative net cash flow losses, since accepting the operational responsibilities for Skyhaven Airport during FY 2009, now total approximately \$1.7 million.



**Report #1- Financial Report for the Ten-Month Period Ending April 30, 2021** (continued)

**Business Unit Performance** (continued)

**Tradeport**

Operating revenues total \$7,820,000 which is above budget by 1.3%. The primary reason for the favorable variance is associated with rental of facilities and the Consumer Price Index

**Golf Course**

Operating revenues total \$2,300,000 which is above budget by 10.6%. The primary reasons are associated with public play at the golf course. A total of 62,315 rounds were played through December versus 55,321 rounds the prior season. Gross revenues at the Grill 28 of \$1,309,000 are somewhat greater (6.2%) than the prior ten-month period ending April 30, 2020. The course opened the new season on March 26<sup>th</sup>. Current season rounds of golf played total 6,366 versus 361 for the prior period.

**Division of Ports and Harbors**

Unrestricted operating revenues total \$1,750,000 which is slightly less than budgeted revenues of \$2,037,000. The lost fuel sales at the Portsmouth Fish Pier (PFP) have been slightly offset by incremental mooring and facilities fee revenues. It is anticipated that the PFP may reopen prior to October, 2021.

**Balance Sheet** (Page #8)

Total current assets are \$6.9 million consisting primarily of \$4.1 million in unrestricted cash and \$2.2 million in accounts receivables. Net cash balances (PDA \$2.2 million and DPH \$1.9 million) have decreased by \$1,134,000 since June 30, 2020 due to the following activities:

Operating Income	\$ 3,766,000
RLOC Line of Credit Draw Down	1,000,000
Contributed Capital	14,089,000
Accounts Receivable	6,739,000
Accounts Payable	(4,120,000))
Capital Expenditures	(22,503,000)
All Other- Net	(105,000)
Total	<u>\$ (1,134,000)</u>

**Report #1- Financial Report for the Ten-Month Period Ending April 30, 2021** (continued)

**Balance Sheet** (Page #8)

The majority of the accounts receivable balances can be attributable to federal or state construction activities.

Restricted assets total approximately \$1.5 million and consist primarily of the Revolving Loan Fund which has total assets of \$1.2 million. At present, there are 21 participant loans outstanding with a principal balance outstanding of \$943,000.

Capital assets have increased approximately \$17.8 million, net of depreciation, to \$93.4 million primarily due to the extensive capital improvements at PSM including the terminal expansion and runway reconstruction project. During the ten-month period ending April 30, 2021 the more significant capital expenditures included:

• PSM Runway Reconstruction Project	\$ 10,556,000
• PSM Terminal Expansion	9,258,000
• DPH Main Pier BUILD Grant	977,000
• DPH Bulkhead and Construction	870,000
• PSM Alpha South Hold Bay	337,000
• Volvo L90H Wheel Loader	176,000
• Automotive Vehicles	76,000
• PSM Eldorado Bus	72,000
• All Other	<u>181,000</u>
Total	\$ <u>22,503,000</u>

Total current liabilities are approximately \$7.6 million, representing a \$3.0 million decrease from June 30, 2020. Accounts payables represent \$5.8 million, reflecting a \$4.1 million decrease from June 30, 2020. In addition, during the ten-month period we requested a net \$1.0 million draw down from our RLOC at the Provident Bank to help offset the cash requirements in supporting of the two primary capital projects at PSM.

Updated net pension and OPEB liability for the PDA at June 30, 2020 total \$9.8 million which was a \$1.9 million decrease from the prior year. The 16.2% reduction was associated with the investment returns of plan assets being in excess of targeted benchmarks and changes in investment assumptions. The New Hampshire Retirement System reported a 1.1% return on investments in the fiscal year ended June 30, 2020.

As noted on page #5, the current PDA Organization Chart reflects 62 filled benefited positions and 4 open benefited positions.

**Report #2- Cash Flow Projections for the Nine Month Period Ending February 28, 2022**

During the next nine-month period internal cash flow projections are dominated by approximately \$8.3 million in capital expenditures primarily in support of the PSM Runway Reconstruction Project and the PSM Terminal Expansion. Of these monies, \$4.5 million will be grant funded requiring the PDA to draw upwards of \$4.1 million through our \$15.0 million RLOC with the Provident Bank. Based on current expectations of actual grant reimbursements during this period, we anticipate having no debt outstanding at February 28, 2022.

Revenue projections have been modified due to the coronavirus environment as associated with the reopening of the golf course and Grill 28 operations. To a lesser extent PSM Pay for Parking revenues and fuel flowage fees are also anticipated to be less than budgeted.

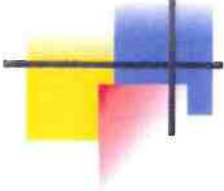
Page # 3 of the report provides the detailed monthly cash flow projections noting the minimum cash balances remain at approximately \$1.5 million to allow the PDA to address its ongoing working capital requirements. Again, a critical component in developing these cash flow projections is the timely reimbursement process associated with grant funded capital projects.

**PROJECTED CASH AND DEBT BALANCES**



Through May 31, 2021 the PDA has \$250,000 outstanding under the \$15.0 million RLOC with the Provident Bank at an interest rate of approximately 2.8%.

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



# FY 2021 FINANCIAL REPORT FOR THE TEN MONTH PERIOD ENDING APRIL 30, 2021



**FINANCE COMMITTEE MEETING  
JUNE 14, 2021**



# CONSOLIDATED STATEMENT OF REVENUES AND EXPENSES

## FOR THE TEN MONTH PERIOD ENDING

### APRIL 30, 2021

(\$ 000'S)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	CURRENT YEAR BUDGET
<b>OPERATING REVENUES</b> (PAGE #5)	<b>13,740</b>	<b>13,690</b>	<b>50</b>	<b>16,301</b>
<b>OPERATING EXPENSES</b>				
PERSONNEL SERVICES AND BENEFITS (PAGE #6 AND #8)	5,774	5,977	(203)	7,180
BUILDINGS AND FACILITIES MAINTENANCE	1,294	2,009	(715)	2,411
GENERAL AND ADMINISTRATIVE (PAGE #6)	1,052	1,077	25	1,721
UTILITIES (PAGE #6)	691	699	(8)	839
PROFESSIONAL SERVICES (PAGE #6)	286	437	(151)	524
MARKETING AND PROMOTION	202	333	(131)	400
ALL OTHER (PAGE #6)	535	937	(402)	1,124
<b>OPERATING INCOME</b>	<b>9,974</b>	<b>11,469</b>	<b>(1,495)</b>	<b>13,799</b>
<b>NONOPERATING (INCOME) AND EXPENSE</b> (PAGE #7)	<b>64</b>	<b>293</b>	<b>(229)</b>	<b>351</b>
<b>DEPRECIATION</b>	<b>4,660</b>	<b>5,287</b>	<b>(627)</b>	<b>6,244</b>
<b>NET OPERATING INCOME</b>	<b>(978)</b>	<b>(3,359)</b>	<b>2,381</b>	<b>(4,193)</b>

**BUDGET VARIANCE ANALYSIS**

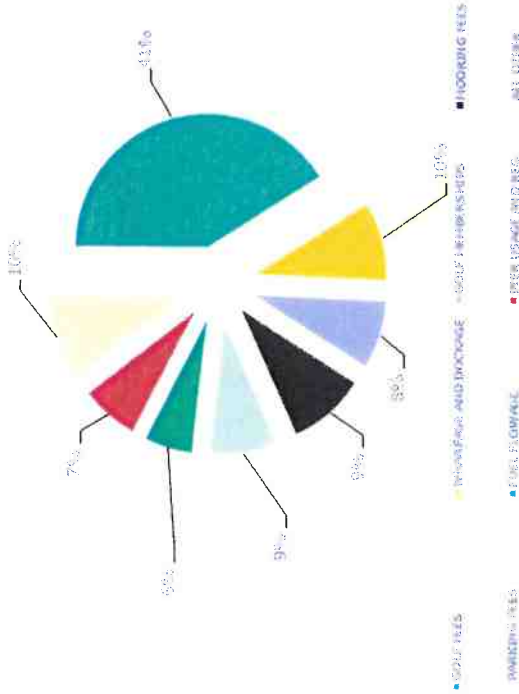
- **OPERATING REVENUES- HIGHER BY 0.3 %...**
- GOLF FEES HIGHER DUE TO ESCALATION IN NONMEMBER ROUNDS PLAYED OFFSET BY DECREASES IN:
  - COMMISSION REVENUES FROM GOLF (25 SALES- COVID 19 IMPACT)
  - LOWER PARKING AND FUEL FLOWAGE FEES- COVID 19 IMPACT
  - RYE AND HAMPTON FUEL SALES OFFSET BY THE FUEL DELIVERY LOSS
- **OPERATING COSTS LOWER BY 13.0 %...**
  - BUDG. MAINT-SECURITY (COVID RELAYED), ENVIRONMENTAL TESTING
  - LOWER FUEL COSTS (COVID)
  - MARKETING & LEGAL COSTS TRENDING LOWER THAN BUDGET
  - PERSONNEL-ACCRUED VACATION (YEAR END USE), OVERTIME (SEASONAL)



# CONSOLIDATED OPERATING REVENUES FOR THE TEN MONTH PERIOD ENDING APRIL 30, 2021

(\$ 000's)

FEE REVENUES YEAR-TO-DATE



	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VAR	CURRENT YEAR BUDGET
RENTAL OF FACILITIES	8,921	8,772	149	10,543
FEE REVENUES (SEE PIE CHART)	3,693	3,487	206	4,040
FUEL SALES (SEE TABLE BELOW)	319	642	(323)	764
CONCESSION REVENUE	255	336	(81)	386
GOLF MERCHANDISE	232	196	36	235
ALL OTHER - NET	320	257	63	332
	<b>13,740</b>	<b>13,690</b>	<b>50</b>	<b>16,301</b>

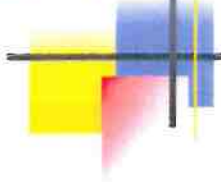
PSM YEAR TO DATE	ACTUAL	BUDGET
PARKING	258	397
FUEL FLOWAGE	198	255

FUEL SALES	ACTUAL	BUDGET	BUDGET VARIANCE
PORTSMOUTH FISH PIER	-	292	(292)
RYE HARBOR	123	129	(6)
HAMPTON HARBOR	117	168	(51)
SKYHAVEN AIRPORT	70	53	26
	<b>319</b>	<b>642</b>	<b>(323)</b>



# CONSOLIDATED PERSONNEL SERVICES AND BENEFITS FOR THE TEN MONTH PERIOD ENDING APRIL 30, 2021

(In 000's)

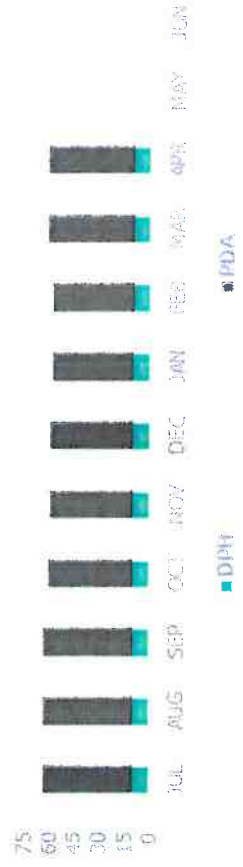


	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	CURRENT YEAR BUDGET
<b>PERSONNEL SERVICES</b>				
BENEFITED	3,490	3,428	62	4,137
NON-BENEFITED	579	664	(85)	804
OVERTIME	196	223	(28)	235
ACCRUED VACATION/SICK	(46)	-	(46)	-
	<u>4,219</u>	<u>4,315</u>	<u>(92)</u>	<u>5,176</u>
CHARGE OUT	(27)	-	(27)	-
	<u>4,191</u>	<u>4,315</u>	<u>(124)</u>	<u>5,176</u>
<b>FRINGE BENEFITS</b>				
HEALTH INSUR	940	998	(58)	1,198
RETIREMENT	569	582	(13)	708
DENTAL INSURANCE	40	59	(19)	70
LIFE INSURANCE	25	23	2	28
	<u>1,574</u>	<u>1,662</u>	<u>(79)</u>	<u>2,004</u>
CHARGE OUT	-	-	-	-
	<u>1,583</u>	<u>1,662</u>	<u>(79)</u>	<u>2,004</u>
	<u>5,774</u>	<u>5,977</u>	<u>(203)</u>	<u>7,180</u>

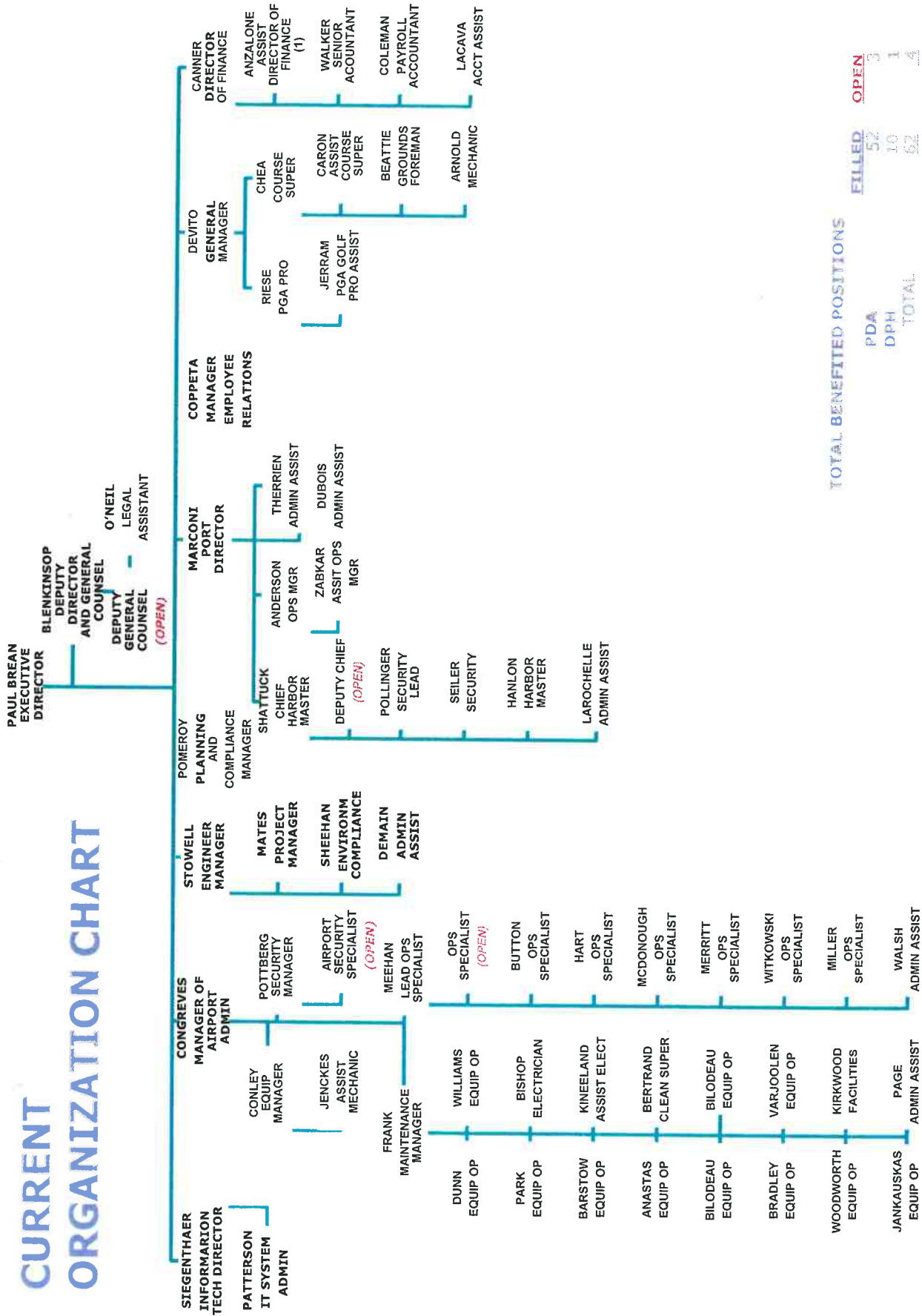
## CURRENT STAFF ANALYSIS (FILLED POSITIONS)

	SAL/BEN	HR/BEN	HR/NCR	SE	TOTAL
PSM AIRPORT	3	6	15	-	-
MAINTENANCE	-	19	-	3	-
PORT AUTHORITY	1	9	4	9	-
GOLF COURSE	3	4	-	33	-
FINANCE	3	2	-	-	-
ENGINEERING	8	1	-	-	-
LEGAL	1	1	-	-	-
DAW AIRPORT	-	-	2	-	-
TECHNOLOGY	1	1	-	-	-
HUMAN RESOURCES	1	-	-	-	-
EXECUTIVE	1	-	-	-	-
	<u>17</u>	<u>45</u>	<u>21</u>	<u>46</u>	

## FILLED BENEFITED POSITIONS



# CURRENT ORGANIZATION CHART



TOTAL BENEFITED POSITIONS

FILLED	52	OPEN	3
PDA	10	DPH	1
TOTAL	62		4

NOTE: \* REPRESENTS TRANSITIONAL POSITIONS

# CONSOLIDATED OTHER OPERATING EXPENSES FOR THE TEN MONTH PERIOD ENDING APRIL 30, 2021

(\$ 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	CURRENT YEAR BUDGET	GENERAL AND ADMINISTRATIVE	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	CURRENT YEAR BUDGET
PROFESSIONAL SERVICES									
LEGAL	175	272	(97)	327	FICA	314	331	(17)	397
INFORMATION TECHNOLOGY	45	68	(23)	82	INSURANCE	213	177	36	283
EXTERNAL AUDIT	36	58	(22)	69	TELEPHONE / COMMUNICATIONS	119	106	14	68
ALL OTHER- NET	30	39	(9)	46	COMPUTER EXPENSES	95	45	50	55
	<u>286</u>	<u>437</u>	<u>(151)</u>	<u>524</u>	BANK FEES	68	54	14	64
					ALL OTHER-NET	283	265	18	454
						<u>1,092</u>	<u>1,072</u>	<u>15</u>	<u>1,321</u>
UTILITIES					ALL OTHER				
ELECTRICITY	414	410	4	530	FUEL	203	591	(388)	709
WATER	106	99	7	126	GOLF MERCHANDISE	185	150	35	180
WASTE DISPOSAL	81	114	(33)	145	COAST TROLLEY	100	100	-	120
NATURAL GAS	53	43	10	28	GOLF CART LEASE	147	96	51	115
PROPANE AND OIL	37	33	4	10		<u>635</u>	<u>937</u>	<u>(302)</u>	<u>1,124</u>
	<u>691</u>	<u>699</u>	<u>(8)</u>	<u>839</u>					

# CONSOLIDATED NONOPERATING (INCOME) EXPENSE FOR THE TEN MONTH PERIOD ENDING APRIL 30, 2021



(\$, 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	CURRENT YEAR BUDGET	<i>INTEREST EXPENSE</i>	
					YEAR TO DATE	FISCAL BUDGET
INTEREST EXPENSE	70	317	(247)	380	70	380
					PROVIDENT BANK- RLOC	
INTEREST INCOME AND OTHER	(6)	(24)	18	(29)		
	<u>64</u>	<u>293</u>	<u>(229)</u>	<u>351</u>		





## SUMMARY OF INTERGOVERNMENTAL RECEIVABLES AS OF APRIL 30, 2021

(\$,000's)

PROJECT NAME	APPROVAL DATE	TOTAL PROJECT	GRANT AWARDED	EXPENDED TO DATE	PDA SHARE	RECEIVED TO DATE	BALANCE DUE PDA	AMOUNT SUBMITTED
PSM RUNWAY 16-34 DESIGN (AIP 58)	5/18/2017	1,266	885	1,244	(49)	1,134	61	11
PSM RUNWAY 16-34 RECONSTRUCTION (AIP 64)	7/6/2019	24,035	17,869	17,500	(1,408)	15,194	898	898
PSM OBSTRUCTION REMOVAL / CONSTRUCTION (AIP 60)	5/18/2017	1,130	1,074	1,018	(52)	938	28	-
PSM ALPHA SOUTH HOLD BAY (AIP 67)	-	-	-	846	(41)	761	44	44
PSM AIR NATIONAL GUARD TAXIWAY PROJECT	-	2,500	2,500	2,386	-	2,386	-	-
PSM TERMINAL BUILDING EXPANSION (AIP 62)	11/1/2018	1,821	1,729	1,796	(257)	1,469	50	40
PSM TERMINAL BUILDING EXPANSION (AIP 66)	6/27/2019	2,263	2,111	2,235	(347)	1,888	-	-
PSM RUNWAY 16-34 REIMBURSABLE SUPPORT (AIP 65)	5/1/2019	144	137	144	(7)	123	14	-
PSM CARES ACT (AIP 68)	-	1,607	1,607	1,607	-	1,607	-	-
DAW TAXILANE PAVEMENT AND DRAINAGE CONSTRUCTION (SBG 07-2016)	9/22/2016	1,830	1,738	1,783	(89)	1,694	-	-
DPH UPGRADE PORT SECURITY AND SOFTWARE	-	58	58	58	-	58	-	-
DPH RYE HARBOR DREDGING	-	-	-	637	-	637	-	-
DPH FUNCTIONAL REPLACEMENT- BARGE DOCK	-	5,000	-	1,285	(10)	1,285	-	-
DPH MAIN PIER REHABILITATION	-	5,003	-	976	(1)	838	139	139
DPH HAMPTON HARBOR DREDGING	-	118	-	95	-	95	-	-
DPH PPF REPAIR AND CONSTRUCTION	-	3,250	-	1,132	(1)	635	198	198
							<b>1,432</b>	<b>1,330</b>

## SUMMARY OF CONSTRUCTION WORK IN PROGRESS

(\$ 000's)

PROJECT NAME	BALANCE AT 06-30-20	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 04-30-21
<b>PORTSMOUTH AIRPORT</b>					
TERMINAL EXPANSION (NON-GRANT)	4,910	7,223	(12,133)	(4,910)	-
RUNWAY 16-54 DESIGN (AIP 58)	4	104	(108)	(4)	-
ELDORADO BUS	-	72	(72)	-	-
RUNWAY 16-54 RECONSTRUCTION (AIP 64)	7,048	10,452	(17,500)	(7,048)	-
TERMINAL BUILDING EXPANSION (AIP 66)	1,880	355	(2,235)	(1,880)	-
TERMINAL BUILDING EXPANSION (AIP 62)	96	1,680	(1,776)	(96)	-
OBSTRUCTION REMOVAL / CONSTRUCTION (AIP 60)	-	10	(10)	-	-
ALPHA SOUTH HOLD BAY (AIP 67)	-	337	(337)	-	-
2020 CHEVROLET TRUCK	-	38	(38)	-	-
VOLVO 156H WHEEL LOADER	-	(76)	(176)	-	-
PAY FOR PARKING	-	2	(2)	-	-
	<b>13,938</b>	<b>20,449</b>	<b>(34,387)</b>	<b>(13,938)</b>	<b>-</b>

# SUMMARY OF CONSTRUCTION WORK IN PROGRESS

(CONTINUED):

(\$ 000's)

PROJECT NAME	BALANCE AT 05-30-20	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 04-30-21
<b>SKYHAVEN AIRPORT</b>	-	-	-	-	-
<b>GOLF COURSE</b>	-	-	-	-	-
BATHROOM RENOVATIONS	-	79	(79)	-	-
WEBSITE UPGRADE	-	7	-	7	7
<b>ADMINISTRATION</b>	-	86	(79)	7	7
HP DESIGN JET PRINTER	-	16	(16)	-	-
<b>MAINTENANCE</b>	-	-	-	-	-
2020 CHEVROLET SILVERADO	-	38	(38)	-	-
2020 CHEVROLET SILVERADO	-	38	(38)	-	-
	-	76	(76)	-	-



# SUMMARY OF CONSTRUCTION WORK IN PROGRESS

(CONTINUED):

(\$ 000's)

<u>PROJECT NAME</u>	<u>BALANCE AT 06-30-20</u>	<u>CURRENT YEAR EXPENDITURES</u>	<u>TRANSFER TO PLANT IN SERVICE</u>	<u>NET CURRENT YEAR CHANGE</u>	<u>BALANCE AT 04-30-21</u>
<b>DIVISION OF PORTS AND HARBORS (DPH)</b>					
FUNCTIONAL REPLACEMENT- BARGE DOCK	1,267	18	-	18	1,285
PEP BULKHEAD REPAIR AND CONSTRUCTION	262	870	-	870	1,132
HVAC SECURITY STACK	-	8	(8)	-	-
MAIN PIER (BUILD GRANT)	-	977	-	977	977
RYE STORM DAMAGE	-	3	(3)	-	-
	<u>1,529</u>	<u>1,876</u>	<u>(11)</u>	<u>1,865</u>	<u>3,394</u>
<b>TOTAL</b>	<u>15,467</u>	<u>22,503</u>	<u>(34,569)</u>	<u>(12,066)</u>	<u>3,401</u>



# LONG TERM LIABILITIES AS OF APRIL 30, 2021

(\$ 000's)

	CURRENT PORTION	LONG TERM PORTION	TOTAL AMOUNT DUE	<u>SCHEDULE OF LONG TERM LIABILITY REPAYMENT</u>	
				FISCAL YEAR	STATE OF NEW HAMPSHIRE (1)
STATE OF NEW HAMPSHIRE POST RETIREE HEALTH CARE PROGRAM (1)	91	91	182	2021	-
				2022	91
				2023	91
STATE OF NEW HAMPSHIRE		252	252		182
ACCRUED SICK LIABILITY		95	95	PAID IN FY 2021	-
	<b>91</b>	<b>438</b>	<b>529</b>		<b>182</b>

NOTE:  
1. ALLOCATION OF ANNUAL PAYMENT IS \$63 CHARGED TO THE PDA AND \$23 TO THE DPH.

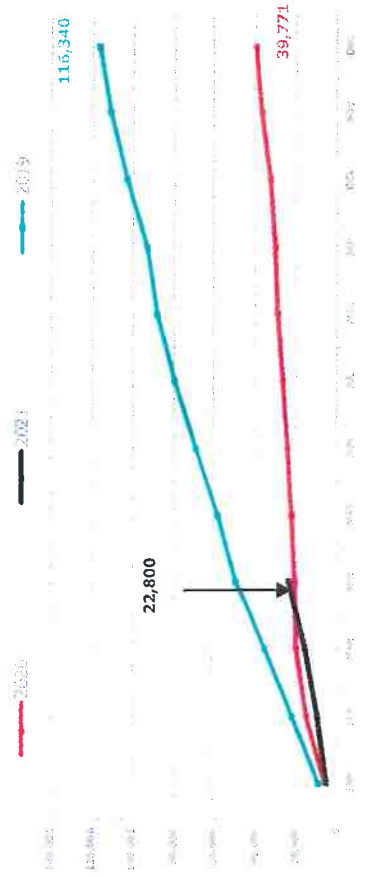
# STATEMENT OF OPERATIONS FOR THE TEN MONTH PERIOD ENDING APRIL 30, 2021 PORTSMOUTH AIRPORT

(\$ 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	FISCAL YEAR BUDGET
<b>OPERATING REVENUES</b>	<b>1,473</b>	<b>1,515</b>	<b>(42)</b>	<b>1,739</b>
<b>OPERATING EXPENSES</b>				
PERSONNEL SERVICES AND BENEFITS	705	661	74	810
BUILDINGS AND FACILITIES MAINTENANCE	445	589	(144)	723
GENERAL AND ADMINISTRATIVE	306	271	35	325
UTILITIES	294	246	52	416
PROFESSIONAL SERVICES	7	20	(13)	24
MARKETING AND PROMOTION	41	116	(75)	139
ALL OTHER	-	-	-	-
	<b>1,798</b>	<b>2,023</b>	<b>(225)</b>	<b>2,437</b>
<b>OPERATING INCOME</b>	<b>(325)</b>	<b>(508)</b>	<b>(183)</b>	<b>(698)</b>
NON-OPERATING (INCOME) AND EXPENSE				
DEPRECIATION	2,662	3,250	(588)	3,600
<b>NET OPERATING INCOME</b>	<b>(2,987)</b>	<b>(3,758)</b>	<b>771</b>	<b>(4,498)</b>

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	FISCAL YEAR BUDGET
<b>OPERATING REVENUES</b>	<b>666</b>	<b>690</b>	<b>(24)</b>	<b>844</b>
FACILITIES RENTAL				
PAY FOR PARKING	258	397	(139)	442
FUEL FLOWAGE	198	255	(57)	270
AVIATION FEES	88	90	(2)	90
CONCESSION REVENUES	30	66	(36)	71
ALL OTHER	233	17	216	22
	<b>1,473</b>	<b>1,515</b>	<b>(42)</b>	<b>1,739</b>

**ENPLANEMENT DATA**



# STATEMENT OF OPERATIONS FOR THE TEN MONTH PERIOD ENDING APRIL 30, 2021 SKYHAVEN AIRPORT

(\$ 000's)

	YEAR TO DATE ACTUAL		YEAR TO DATE BUDGET		CURRENT YEAR VARIANCE		FISCAL YEAR BUDGET	
	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	YEAR TO DATE BUDGET	FISCAL YEAR BUDGET	
<b>OPERATING REVENUES</b>								
FACILITIES RENTAL	113	104	9	125		43	124	
FUEL SALES	79	53	26	64				
ALL OTHER	12	4	8	5		(16)	48	
	<b>204</b>	<b>161</b>	<b>43</b>	<b>194</b>				
<b>OPERATING REVENUES</b>		<b>204</b>		<b>161</b>		<b>43</b>	<b>194</b>	
<b>OPERATING EXPENSES</b>								
PERSONNEL SERVICES AND BENEFITS			26	42	(16)		48	
BUILDINGS AND FACILITIES MAINTENANCE			27	55	(28)		66	
GENERAL AND ADMINISTRATIVE			34	30	4		37	
UTILITIES			26	26	-		31	
PROFESSIONAL SERVICES			4	4	-		5	
MARKETING AND PROMOTION			1	-	1		-	
ALL OTHER- FUEL			51	42	9		50	
			<b>169</b>	<b>199</b>	<b>(30)</b>		<b>237</b>	
<b>OPERATING INCOME</b>		<b>35</b>	<b>(38)</b>	<b>73</b>	<b>(43)</b>		<b>(43)</b>	
<b>NONOPERATING (INCOME) AND EXPENSE</b>								
DEPRECIATION			446	446	-		535	
<b>NET OPERATING INCOME</b>		<b>(411)</b>	<b>(484)</b>	<b>73</b>	<b>(578)</b>		<b>(578)</b>	
<b>GALLONS OF FUEL SOLD</b>								
FY 2021	1,628	16,872	16,872	\$ 4.52				
FY 2020	735	11,069	13,344	\$4.79				
<b>NET CASH FLOW</b>								
FY 2021	35	-	254	289				
FY 2020	(38)	(307)	58	(287)				
FY 2019	(83)	(27)	512	402				
FY 2009- FY 2018	(909)	(6,797)	5,725	(2,076)				
	<b>(995)</b>	<b>(7,126)</b>	<b>(100)</b>	<b>(1,672)</b>				

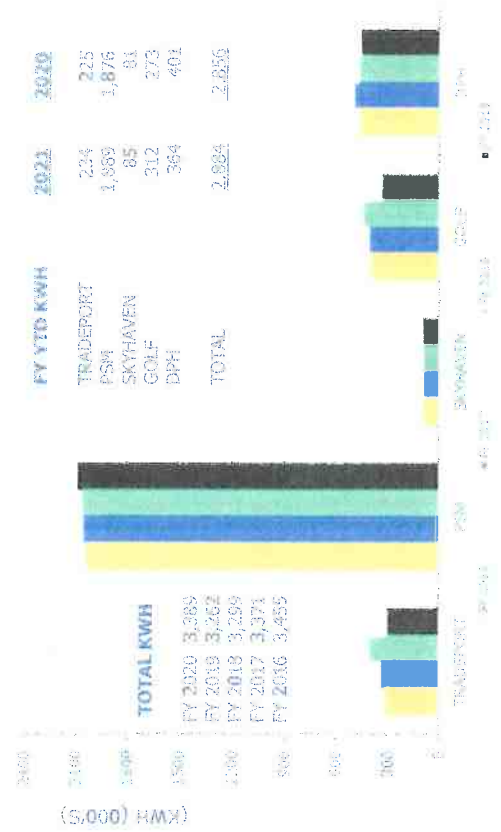
# STATEMENT OF OPERATIONS FOR THE TEN MONTH PERIOD ENDING APRIL 30, 2021 TRADEPORT

(\$ 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	FISCAL YEAR BUDGET
<b>OPERATING REVENUES</b>	<b>7,820</b>	<b>7,220</b>	<b>100</b>	<b>9,254</b>
<b>OPERATING EXPENSES</b>				
PERSONNEL SERVICES AND BENEFITS	-	-	-	-
BUILDINGS AND FACILITIES MAINTENANCE	129	347	(218)	417
GENERAL AND ADMINISTRATIVE	58	47	11	56
UTILITIES	76	85	(9)	102
PROFESSIONAL SERVICES	-	-	-	-
MARKETING AND PROMOTION	2	-	2	-
ALL OTHER	100	100	-	120
<b>OPERATING INCOME</b>	<b>7,455</b>	<b>7,141</b>	<b>314</b>	<b>8,559</b>
<b>NON-OPERATING (INCOME) AND EXPENSE</b>				
DEPRECIATION	618	625	(7)	759
<b>NET OPERATING INCOME</b>	<b>6,837</b>	<b>6,516</b>	<b>321</b>	<b>7,819</b>

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	FISCAL YEAR BUDGET
<b>OPERATING REVENUES</b>	<b>7,707</b>	<b>7,620</b>	<b>87</b>	<b>9,144</b>
RENTAL OF FACILITIES				
ALL OTHER	113	100	13	120
<b>TOTAL</b>	<b>7,820</b>	<b>7,720</b>	<b>100</b>	<b>9,264</b>

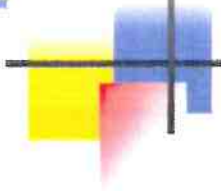
### KWH CONSUMPTION ANALYSIS BY BUSINESS UNIT



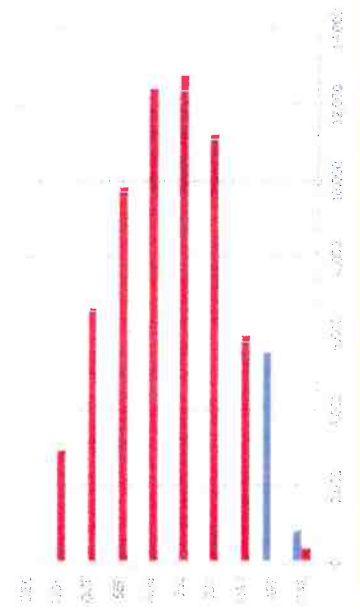




# KEY GOLF COURSE BENCHMARKING DATA



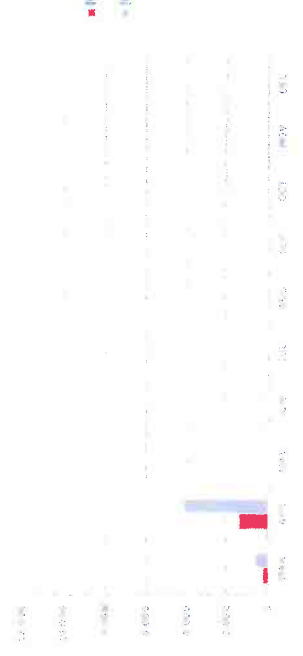
ROUNDS OF GOLF PLAYED (SEASON)



2021 MEMBER / NONMEMBER ROUNDS (SEASON)

Category	2021	2020
ROUNDS PLAYED	6,360	62,315
RAIN DAYS	8	26
	55	

2021 MEMBER / NONMEMBER ROUNDS (SEASON)



GOLF SIMULATOR REVENUES

Month	FY 2021	FY 2020
JULY	\$ 7	\$39
AUGUST	598	-
SEPTEMBER	314	76
OCTOBER	4,017	1,026
NOVEMBER	12,553	17,727
DECEMBER	23,708	24,729
JANUARY	30,826	27,767
FEBRUARY	23,001	23,976
MARCH	48,942	13,624
APRIL	1,032	-
MAY	-	-
JUNE	-	-
<b>TOTAL</b>	<b>\$144,591</b>	<b>\$114,960</b>

GRILL 28 GROSS SALES

Month	FY 2021	FY 2020
JULY	\$204,042	\$212,562
AUGUST	225,471	259,154
SEPTEMBER	191,445	199,822
OCTOBER	138,156	149,127
NOVEMBER	85,187	107,818
DECEMBER	71,180	117,992
JANUARY	77,694	126,165
FEBRUARY	74,067	107,490
MARCH	105,988	59,098
APRIL	134,811	1,083
MAY	-	55,292
JUNE	-	153,970
<b>TOTAL</b>	<b>\$1,208,945</b>	<b>\$1,441,054</b>

2020 ROUNDS-SEASON

MEMBER	119
NONMEMBER	242
<b>TOTAL</b>	<b>361</b>

2021 ROUNDS-SEASON

MEMBER	1,652
NONMEMBER	4,714
<b>TOTAL</b>	<b>6,366</b>

CLUB / COURSE FUNCTIONS

Function	FY 2021 YTD	FY 2020 YTD
GROUPS 12-40	25,240	27,344
TOURNAMENT PLAY	103,283	130,217
LEAGUES	57,127	82,057
FOOD AND ROOM FEES	45,636	195,284



# STATEMENT OF OPERATIONS FOR THE TEN MONTH PERIOD ENDING APRIL 30, 2021 PORT AUTHORITY OF NEW HAMPSHIRE (UNRESTRICTED)

(\$ 000's)

	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	FISCAL YEAR BUDGET	OPERATING REVENUES	YEAR TO DATE ACTUAL	YEAR TO DATE BUDGET	CURRENT YEAR VARIANCE	FISCAL YEAR BUDGET
<b>OPERATING REVENUES</b>	<b>1,750</b>	<b>2,037</b>	<b>(287)</b>	<b>2,429</b>	<b>FACILITY RENTALS</b>	423	349	74	419
<b>OPERATING EXPENSES:</b>					<b>CONCESSION REVENUE</b>	3	-	3	-
PERSONNEL SERVICES AND BENEFITS	987	946	41	1,142	<b>FEE REVENUE:</b>				
BUILDINGS AND FAC. AND MAINTENANCE	182	292	(110)	321	MOORING FEES	344	304	40	365
GENERAL AND ADMINISTRATIVE	126	156	(30)	217	PARKING	58	94	(36)	115
UTILITIES	104	83	21	99	REGISTRATIONS	158	137	21	165
PROFESSIONAL SERVICES	13	22	(9)	26	WHARF / DOCK	352	472	(117)	550
MARKETING AND PROMOTION	1	2	(1)	3	<b>TOTAL FEE REVENUE</b>	<b>912</b>	<b>1,005</b>	<b>(92)</b>	<b>1,195</b>
ALL OTHER - FUEL	152	548	(396)	658	FUEL SALES	239	589	(350)	700
<b>TOTAL OPERATING EXPENSES</b>	<b>1,565</b>	<b>2,049</b>	<b>(484)</b>	<b>2,466</b>	ALL OTHER	172	94	78	115
<b>OPERATING INCOME</b>	<b>185</b>	<b>(12)</b>	<b>197</b>	<b>(37)</b>	<b>TOTAL OPERATING REVENUE</b>	<b>1,750</b>	<b>2,037</b>	<b>(287)</b>	<b>2,429</b>
<b>NONOPERATING (INCOME) AND EXPENSE</b>	<b>(2)</b>	<b>(2)</b>		<b>(2)</b>	<b>BUSINESS UNIT ANALYSIS</b>				
<b>DEPRECIATION</b>	<b>520</b>	<b>506</b>	<b>14</b>	<b>608</b>	RYE HARBOR	292	191	101	15
<b>NET OP INCOME</b>	<b>(333)</b>	<b>(516)</b>	<b>183</b>	<b>(641)</b>	PORTSMOUTH FISH PIER	24	24	0	15
					MARKET STREET	727	727	0	308
					HARBOR MANAG	141	141	0	141
					ADMIN	293	293	0	293

# STATEMENT OF OPERATIONS FOR THE TEN MONTH PERIOD ENDING APRIL 30, 2021 PORT AUTHORITY OF NEW HAMPSHIRE (RESTRICTED)

(\$ 000'S)

FOREIGN TRADE ZONE	YEAR TO DATE ACTUAL		YEAR TO DATE BUDGET		CURRENT YEAR VARIANCE		FISCAL YEAR BUDGET	
	12	10	10	2	12	12	12	15
<b>OPERATING REVENUES</b>	112	95	112	17	115			
<b>OPERATING EXPENSES:</b>								
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-			
BUILDINGS AND FACILITIES MAINTENANCE	65	12	65	53	15			
GENERAL AND ADMINISTRATIVE	-	5	-	(5)	7			
UTILITIES	-	1	-	(1)	1			
PROFESSIONAL SERVICES	-	-	-	-	-			
MARKETING AND PROMOTION	-	-	-	-	-			
ALL OTHER	-	-	-	-	-			
<b>TOTAL OPERATING EXPENSES</b>	65	18	65	47	22			
<b>OPERATING INCOME</b>	47	77	47	(30)	92			
<b>NON-OPERATING (INCOME) AND EXPENSE</b>	-	-	-	-	-			
DEPRECIATION	69	83	69	(14)	100			
<b>NET OPERATING INCOME</b>	(22)	(6)	(22)	(26)	(8)			

# STATEMENT OF OPERATIONS FOR THE TEN MONTH PERIOD ENDING APRIL 30, 2021 PORT AUTHORITY OF NEW HAMPSHIRE (RESTRICTED)

(CONTINUED)

(\$ 000's)

REVOLVING LOAN FUND	YEAR TO	YEAR TO	YEAR TO	FISCAL	<u>REVOLVING LOAN FUND RECONCILIATION</u>	
	DATE ACTUAL	DATE BUDGET	DATE BUDGET	YEAR BUDGET		
OPERATING REVENUES	29	34	(5)	41		
OPERATING EXPENSES:						
PERSONNEL SERVICES AND BENEFITS	-	-	-	-		
BUILDINGS AND FACILITIES MAINTENANCE	-	-	-	-	298	210
GENERAL AND ADMINISTRATIVE	1	1	-	1	298	210
UTILITIES	-	-	-	-		
PROFESSIONAL SERVICES	7	22	(15)	27		
MARKETING AND PROMOTION	-	-	-	-	89	175
ALL OTHER	-	-	-	-	853	838
<b>TOTAL OPERATING EXPENSES</b>	<b>8</b>	<b>23</b>	<b>(15)</b>	<b>28</b>		
OPERATING INCOME	21	11	10	13		
NON-OPERATING (INCOME) AND EXPENSE	(1)	-	(1)	-	1,240	1,223
DEPRECIATION	-	-	-	-		
<b>NET OPERATING INCOME</b>	<b>22</b>	<b>11</b>	<b>11</b>	<b>13</b>		
					76.0	82.0%

(\*) EXCLUDES SEQUESTERED FUNDS.

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# **CASH FLOW PROJECTIONS FOR THE NINE MONTH PERIOD ENDING FEBRUARY 28, 2022**



**FINANCE COMMITTEE MEETING  
JUNE 14, 2021**

# PEASE DEVELOPMENT AUTHORITY CASH FLOW SUMMARY OVERVIEW JUNE 1, 2021 TO FEBRUARY 28, 2022

(EXCLUDING DIVISION OF PORTS AND HARBORS)

(\$ 000's)

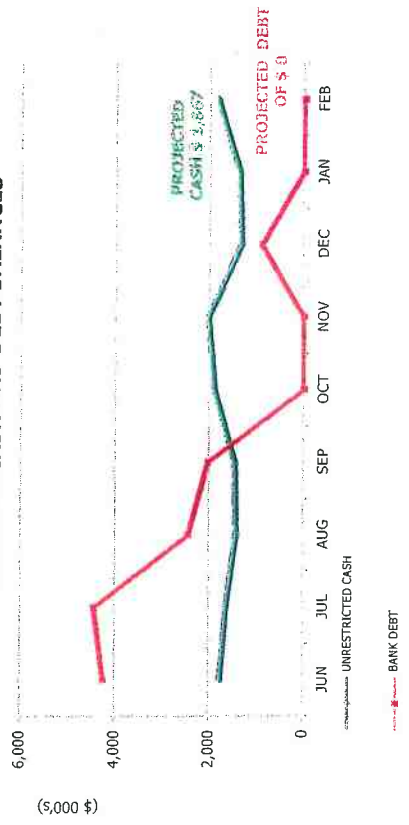
	<u>AMOUNT</u>
<b>OPENING FUND BALANCE</b>	<b>2,146</b>
<b>SOURCES OF FUNDS</b>	
GRANT AWARDS (SEE PAGE #9)	7,170
TRADEPORT TENANTS	6,930
MUNICIPAL SERVICE FEE (COP)	2,675
GOLF COURSE FEE AND CONCESSION REVENUES	1,630
PSM AIRPORT- LEASES, FUEL FLOWAGE FEES AND PARKING	960
SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES	119
REVOLVING LINE OF CREDIT (PROVIDENT BANK)	(250)
	<u>19,243</u>
<b>USES OF FUNDS</b>	
OPERATING EXPENSES	7,470
CAPITAL EXPENDITURES- GRANT (SEE PAGE #4)	4,494
CAPITAL EXPENDITURES- NON-GRANT (SEE PAGES #5-#8)	3,806
MUNICIPAL SERVICE FEE (COP)	2,724
STATE OF NH- POST RETIREMENT	68
	<u>19,562</u>
<b>NET CASH FLOW</b>	<b>(319)</b>
<b>CLOSING FUND BALANCE</b>	<b>1,827</b>

**DISCUSSION**

AT THIS TIME, THE PDA DOES ANTICIPATE THE NEED TO UTILIZE IT'S CREDIT FACILITIES WITH THE PROVIDENT BANK TO FINANCE PROJECTED NON-GRANT RELATED CAPITAL EXPENDITURES AND OR WORKING CAPITAL REQUIREMENTS.

CURRENT SENSITIVITIES TOWARD FUTURE PROJECTIONS INCLUDE 1) RECEIPT OF FEDERAL / STATE GRANT AWARDS, INCLUSIVE OF THE PSM TERMINAL, 2) ACCURACY OF THE CAPITAL EXPENDITURE AND REIMBURSEMENT FORECAST, AND 4) POTENTIAL CARES ACT FUNDING.

**PROJECTED CASH AND DEBT BALANCES**



TOTAL FUND BALANCES	BALANCE AT 05-31-2021	BALANCE AT 06-30-2020
UNRESTRICTED	2,146	3,451
DESIGNATED	14	14
<b>TOTAL</b>	<b>2,160</b>	<b>3,465</b>

# PEASE DEVELOPMENT AUTHORITY STATEMENT OF CASH FLOW (UNRESTRICTED FUNDS)

(EXCLUDING THE DIVISION OF PORTS AND HARBORS)

(\$,000'S)

	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>TOTAL</u>
<b>OPENING FUND BALANCE</b>	<b>2,146</b>	<b>1,759</b>	<b>1,620</b>	<b>1,419</b>	<b>1,447</b>	<b>1,882</b>	<b>2,009</b>	<b>1,318</b>	<b>1,355</b>	<b>2,146</b>
<b><u>SOURCES OF FUNDS</u></b>										
GRANT AWARDS (SEE PAGE #9)	25	1,198	1,713	128	2,378	30	57	1,650	-	7,179
TRADEPORT TENANTS	755	765	765	770	770	775	775	775	780	6,930
MUNICIPAL SERVICE FEE	250	250	375	250	250	375	275	275	375	2,675
GOLF COURSE	265	270	270	275	200	175	75	50	50	1,630
PORTSMOUTH AIRPORT- (PSM)	45	45	50	45	45	50	45	45	50	420
PSM PAY FOR PARKING / FLOWAGE	55	55	55	60	60	60	65	65	65	540
SKYHAVEN AIRPORT	14	14	15	15	12	12	12	12	13	119
EXTERNAL FINANCING- NET	4,000	200	(2,000)	(400)	(2,050)	-	800	(800)	-	(250)
	<b>5,409</b>	<b>2,797</b>	<b>1,243</b>	<b>1,143</b>	<b>1,665</b>	<b>1,477</b>	<b>2,104</b>	<b>2,072</b>	<b>1,333</b>	<b>19,243</b>
<b><u>USE OF FUNDS</u></b>										
CAPITAL- GRANT RELATED (SEE PAGE #4)	2,281	1,583	245	45	45	45	150	1,100	-	5,494
CAPITAL- NONGRANT (SEE PAGES #5-#8)	1,330	538	308	295	410	505	320	100	-	3,806
OPERATING EXPENSES	825	815	850	775	775	800	975	835	820	7,470
MUNICIPAL SERVICE FEE	1,292	-	41	-	-	-	1,350	-	41	2,724
STATE OF NH- POST RETIREMENT	68	-	-	-	-	-	-	-	-	68
	<b>5,796</b>	<b>2,036</b>	<b>1,444</b>	<b>1,115</b>	<b>1,230</b>	<b>1,350</b>	<b>2,795</b>	<b>2,035</b>	<b>861</b>	<b>19,562</b>
<b>NET CASH FLOW</b>	<b>(387)</b>	<b>(139)</b>	<b>(201)</b>	<b>28</b>	<b>435</b>	<b>127</b>	<b>(691)</b>	<b>37</b>	<b>472</b>	<b>(319)</b>
<b>CLOSING FUND BALANCE</b>	<b>1,759</b>	<b>1,620</b>	<b>1,419</b>	<b>1,447</b>	<b>1,882</b>	<b>2,009</b>	<b>1,318</b>	<b>1,355</b>	<b>1,827</b>	<b>1,827</b>



# PEASE DEVELOPMENT AUTHORITY CAPITAL EXPENDITURES

(EXCLUDING THE DIVISION OF PORTS AND HARBORS)

(\$ 000'S)

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL
<b><u>GRANT REIMBURSEMENT PROJECTS</u></b>										
<b><u>PORTSMOUTH AIRPORT</u></b>										
TERMINAL EXPANSION DESIGN AND CONSTRUCTION (AIP 62- \$1.6M)	200	-	-	-	-	-	-	-	-	200
TERMINAL EXPANSION DESIGN AND CONSTRUCTION (AIP 66- \$2.0M)	211	-	-	-	-	-	-	-	-	211
RUNWAY 16-34 DESIGN (AIP 58)	-	-	-	-	-	-	-	-	-	-
RUNWAY 16-34 RECONSTRUCTION (AIP 64)	1,500	1,500	200	-	-	-	-	-	-	3,200
TW A SOUTH HOLD BAY (AIP 67)	50	38	-	-	-	-	-	-	-	88
PEASE BOULEVARD-ARBORETUM AVE	-	20	20	20	20	20	-	-	-	100
LOWERY LANE PAVING	300	-	-	-	-	-	-	-	-	300
FRONT END SNOW COMPACT **	-	-	-	-	-	-	125	-	-	125
SNOW REMOVAL EQUIPMENT	20	-	-	-	-	-	-	1,100	-	1,120
	<u>2,281</u>	<u>1,558</u>	<u>220</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>125</u>	<u>1,100</u>	<u>-</u>	<u>5,344</u>
<b><u>SKYHAVEN AIRPORT</u></b>										
TERMINAL APRON DESIGN (SBG 9)	-	25	25	25	25	25	25	-	-	150
<b>TOTAL GRANT REIMBURSEMENT PROJECTS</b>	<b><u>2,281</u></b>	<b><u>1,583</u></b>	<b><u>245</u></b>	<b><u>45</u></b>	<b><u>45</u></b>	<b><u>45</u></b>	<b><u>150</u></b>	<b><u>1,100</u></b>	<b><u>-</u></b>	<b><u>5,494</u></b>

NOTE:  
\*\* PENDING BOARD APPROVAL

# PEASE DEVELOPMENT AUTHORITY CAPITAL EXPENDITURES

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

(\$ 000'S)

	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>TOTAL</u>
<b><u>NON-GRANT REIMBURSEMENT PROJECTS</u></b>										
<b><u>TECHNOLOGY</u></b>										
COMPUTERS / PRINTERS / SOFTWARE / TELECOMMUNICATIONS **	5	10	-	-	-	5	-	-	-	20
MICROSOFT SOFTWARE UPGRADES **	-	-	-	-	-	-	20	-	-	20
PAYCHEX PAYROLL KISOSKS **	-	-	-	-	-	5	-	-	-	5
PROPERTY MANAGEMENT SYSTEM	30	-	-	-	-	-	-	-	-	30
TECHNOLOGY ENHANCEMENTS **	10	-	-	15	-	-	15	-	-	40
MAIN SERVER REPLACEMENT **	45	-	-	-	-	-	-	-	-	45
	<u>90</u>	<u>10</u>	<u>-</u>	<u>15</u>	<u>-</u>	<u>10</u>	<u>35</u>	<u>-</u>	<u>-</u>	<u>160</u>
<b><u>GOLF COURSE</u></b>										
COURSE EQUIPMENT **	90	-	50	50	65	-	-	-	-	255
DUMP TRUCK WITH PLOW **	-	-	-	-	55	-	-	-	-	55
GEO THERMAL PUMPS **	-	-	20	-	-	-	-	-	-	20
CLUBHOUSE KITCHEN EQUIPMENT **	10	-	-	10	-	-	-	-	-	20
UTILITY GOLF CARTS **	-	20	-	-	-	-	-	-	-	20
BATHROOM UPGRADES	25	-	-	-	-	-	-	-	-	25
	<u>125</u>	<u>20</u>	<u>70</u>	<u>60</u>	<u>120</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>395</u>

NOTE:  
\*\* PENDING BOARD APPROVAL

**PEASE DEVELOPMENT AUTHORITY**  
**CAPITAL EXPENDITURES** (EXCLUDING THE DIVISION OF PORTS AND HARBORS)  
 (CONTINUED):

(\$ 000's)

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL
<b><u>NON-GRANT REIMBURSEMENT PROJECTS (CONTINUED):</u></b>										
<b><u>PORTSMOUTH AIRPORT</u></b>										
TERMINAL EXPANSION	900	400	100	100	-	-	-	-	-	1,500
TERMINAL CARPETING **	5	-	-	-	-	-	-	-	-	5
AIRFIELD SIGNAGE- LED **	20	35	-	-	-	-	-	-	-	55
MOBILE RADIO UPGRADE **	25	-	-	-	50	-	-	-	-	75
FENCE CONSTRUCTION **	10	10	25	-	-	-	-	-	-	45
GENERATOR UPGRADE **	10	-	-	-	-	-	-	-	-	10
REPEATERS **	-	-	-	-	-	50	-	-	-	50
HIGH LIFT **	-	-	-	20	-	-	-	-	-	20
139 INSPECTION PROGRAM SOFTWARE **	-	-	8	-	-	-	-	-	-	8
	<u>970</u>	<u>445</u>	<u>133</u>	<u>120</u>	<u>50</u>	<u>50</u>	-	-	-	<u>1,768</u>

NOTE:  
 \*\* PENDING BOARD APPROVAL

# PEASE DEVELOPMENT AUTHORITY CAPITAL EXPENDITURES

(CONTINUED): *(EXCLUDING THE DIVISION OF PORTS AND HARBORS)*

(\$ 000's)

	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>TOTAL</u>
<b><u>NON-GRANT REIMBURSEMENT</u></b>										
<b><u>PROJECTS</u></b> (CONTINUED):										
<b><u>SECURITY</u></b>										
<b>PSM</b>										
CCTV SECURITY GATES **	50	-	-	-	50	-	-	-	-	100
DOOR ACCESS CONTROL **	-	-	-	100	-	-	-	-	-	100
SECURITY SYSTEM UPGRADE **	-	-	-	-	-	170	100	-	-	270
	<u>50</u>	<u>-</u>	<u>-</u>	<u>100</u>	<u>50</u>	<u>170</u>	<u>100</u>	<u>-</u>	<u>-</u>	<u>470</u>
<b>DAW</b>										
DOOR ACCESS CONTROL **	-	-	-	-	25	-	-	-	-	25
TAXIWAY RELAMPING **	-	-	25	-	-	-	-	-	-	25
JET A FUEL TANK **	-	-	-	-	-	-	10	-	-	10
FUEL SYSTEM CREDIT CARD **	5	-	-	-	-	-	-	-	-	5
SRE DOOR REPLACEMENT **	15	-	-	-	-	-	-	-	-	15
REROOF TERMINAL BUILDING **	25	-	-	-	-	-	-	-	-	25
	<u>45</u>	<u>-</u>	<u>25</u>	<u>-</u>	<u>25</u>	<u>-</u>	<u>10</u>	<u>-</u>	<u>-</u>	<u>105</u>

**NOTE:**  
\*\* PENDING BOARD APPROVAL

**PEASE DEVELOPMENT AUTHORITY**  
**CAPITAL EXPENDITURES** (EXCLUDING THE DIVISION OF PORTS AND HARBORS)  
 (CONTINUED) (\$ 000's)

	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>TOTAL</u>
<b><u>NON-GRANT REIMBURSEMENT PROJECTS</u></b> (CONTINUED)										
<b><u>TRADEPORT</u></b>										
STORMWATER TREATMENT (IDDE)	25	-	-	-	25	25	25	-	-	100
TANK MAINTENANCE PROGRAM **	10	-	-	-	-	-	-	-	-	10
CORPORATE DRIVE- DRAINAGE **	-	-	-	-	-	200	100	100	-	400
	<u>35</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25</u>	<u>225</u>	<u>125</u>	<u>100</u>	<u>-</u>	<u>510</u>
<b><u>MAINTENANCE</u></b>										
VEHICLE FLEET REPLACEMENT **	-	48	-	-	-	-	-	-	-	48
PAINT MACHINE **	15	-	-	-	-	-	-	-	-	15
BUILDING INFRASTRUCTURE **	-	-	-	-	-	-	50	-	-	50
MOWER REPLACEMENT **	-	15	-	-	-	-	-	-	-	15
JOHN DEERE TRACTOR REPLACEMENT **	-	-	-	-	140	-	-	-	-	140
CRACK SEALING MACHINE **	-	-	-	-	-	50	-	-	-	50
TRACK SKID MOWER **	-	-	-	80	-	-	-	-	-	80
	<u>15</u>	<u>63</u>	<u>80</u>	<u>-</u>	<u>140</u>	<u>50</u>	<u>50</u>	<u>-</u>	<u>-</u>	<u>398</u>
<b>TOTAL NON-GRANT REIMBURSEMENT PROJECTS</b>	<b><u>1,330</u></b>	<b><u>538</u></b>	<b><u>308</u></b>	<b><u>295</u></b>	<b><u>410</u></b>	<b><u>505</u></b>	<b><u>320</u></b>	<b><u>100</u></b>	<b><u>-</u></b>	<b><u>3,806</u></b>

NOTE:  
 \*\* PENDING BOARD APPROVAL

# PEASE DEVELOPMENT AUTHORITY RECEIPT GRANT AWARDS

(EXCLUDING THE DIVISION OF PORTS AND HARBORS)

(\$ 000'S)

	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>TOTAL</u>
<b><u>PORTSMOUTH AIRPORT</u></b>										
TERMINAL EXPANSION DESIGN AND CONSTRUCTION (AIP 62-\$1.6M)	-	-	-	-	211	-	-	-	-	211
TERMINAL EXPANSION DESIGN AND CONSTRUCTION (AIP 66-\$2.0M)	-	80	-	-	167	-	-	-	-	247
RUNWAY 16-34 DESIGN (AIP 58)	-	75	-	-	-	-	-	-	-	75
RUNWAY 16-34 RECONSTRUCTION (AIP 64)	-	600	-	-	2,000	-	-	1,400	-	4,000
RUNWAY - AIR NATIONAL GUARD	-	360	-	-	-	-	-	250	-	610
TW A SOUTH HOLD BAY	-	-	-	90	-	-	-	-	-	90
AIRPORT CORONAVIRUS RESPONSE GRANT (AIP 71)	-	-	1,428	-	-	-	-	-	-	1,428
PEASE BOULEVARD- ARBORETUM AVE	-	38	-	-	-	-	57	-	-	95
WHEEL LOADER	25	-	-	-	-	-	-	-	-	25
LOWERY LANE PAVING	-	-	285	-	-	-	-	-	-	285
<b><u>SKYHAVEN AIRPORT</u></b>										
TERMINAL APRON DESIGN (SBG-7)	-	45	-	38	-	30	-	-	-	113
<b>TOTAL</b>	<b>25</b>	<b>1,198</b>	<b>1,713</b>	<b>128</b>	<b>2,378</b>	<b>30</b>	<b>57</b>	<b>1,650</b>	<b>-</b>	<b>7,179</b>



# PEASE DEVELOPMENT AUTHORITY CREDIT FACILITIES AND OUTSTANDING DEBT ANALYSIS

(\$ 000's)

<b>REVOLVING LETTER OF CREDIT (RLOC)</b>	<b>THE PROVIDENT BANK</b>
<b>AMOUNT OF CREDIT FACILITY</b>	15,000
<b>AMOUNT CURRENTLY AVAILABLE</b>	14,750
<b>TERM DATE</b>	12-31-2022

<b>OUTSTANDING DEBT ANALYSIS</b>	<b>BALANCE AT 05-31-2021</b>	<b>BALANCE AT 06-30-2020</b>	<b>MATURITY DATE</b>	<b>INTEREST RATE %</b>
THE PROVIDENT BANK (RLOC)	250	-	12-31-2022	VARIABLE
<b>WEIGHTED AVERAGE</b>	<b>250</b>	<b>-</b>		
	<b>2.85%</b>	<b>-</b>		

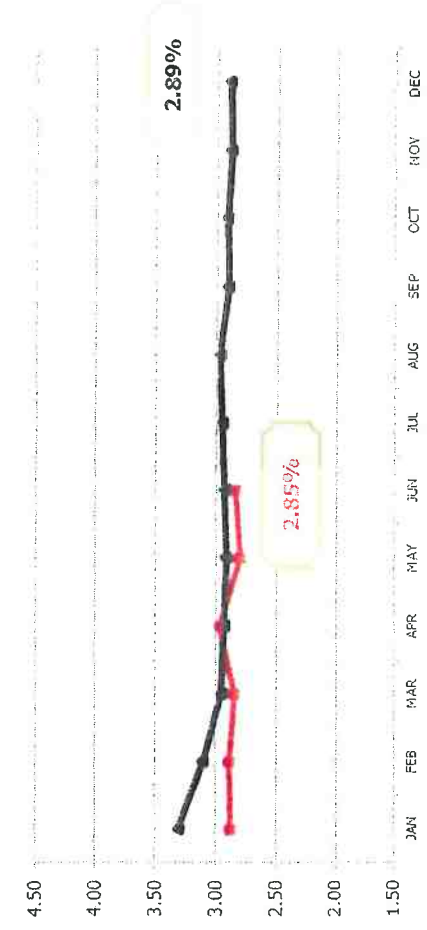
**PURPOSE**  
TO FUND CAPITAL IMPROVEMENTS AND WORKING CAPITAL NEEDS.

**INTEREST RATE**  
ONE MONTH FHLB (CLASSIC) + 250 BASIS POINTS

**MINIMUM SIZE OF DRAWDOWN**  
NO MINIMUM

**OTHER**  
DOES NOT CARRY THE STATE GUARANTEE

**TRENDING THE ONE MONTH FHLB (CLASSIC) INTEREST RATE + MARK-UP 2021 VERSUS 2020**



# DIVISION OF PORTS AND HARBORS CASH FLOW SUMMARY OVERVIEW (EXCLUDING RESTRICTED FUNDS) JUNE 1, 2021 TO FEBRUARY 28, 2022

(\$ 000's)

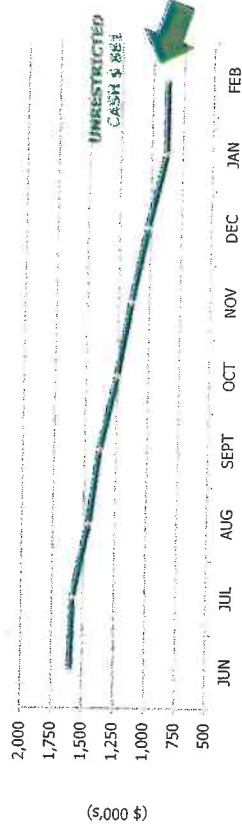
	<u>AMOUNT</u>
<b>OPENING FUND BALANCE</b>	<b><u>1,777</u></b>
<b><u>SOURCES OF FUNDS</u></b>	
FUEL SALES	610
FACILITY RENTALS AND CONCESSIONS	579
REGISTRATIONS / WHARFAGE	375
MOORING FEES	100
PARKING FEES	160
	<b><u>1,824</u></b>
<b><u>USES OF FUNDS</u></b>	
PERSONNEL SERVICES AND BENEFITS	1,680
FUEL PROCUREMENT	570
OPERATING EXPENSES	362
CAPITAL EXPENDITURES AND OTHER	80
STATE OF NH- POST RETIREMENT	28
	<b><u>2,720</u></b>
<b>NET CASH FLOW</b>	<b><u>(896)</u></b>
<b>CLOSING FUND BALANCE</b>	<b><u>881</u></b>

**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.

\$ 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**



	<b>BALANCE AT 05-31-2021</b>	<b>BALANCE AT 06-30-2020</b>
<b>TOTAL FUND BALANCES</b>	<b>1,777</b>	<b>1,621</b>
<b>UNRESTRICTED FUNDS</b>	<b>152</b>	<b>152</b>
<b>RESTRICTED FUNDS:</b>		
HARBOR DREDGING	299	233
REVOLVING LOAN FUND	308	207
FOREIGN TRADE ZONE	9	7
	<b><u>616</u></b>	<b><u>447</u></b>

# DIVISION OF PORTS AND HARBORS

## STATEMENT OF CASH FLOW

### (UNRESTRICTED FUNDS)

(\$ 000's)

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL
<b>OPENING FUND BALANCE</b>	<b>1,777</b>	<b>1,664</b>	<b>1,590</b>	<b>1,466</b>	<b>1,385</b>	<b>1,251</b>	<b>1,144</b>	<b>1,024</b>	<b>882</b>	<b>1,777</b>
<b>SOURCES OF FUNDS</b>										
FACILITY RENTALS AND CONCESSIONS	63	63	63	63	65	65	65	65	67	579
FUEL SALES	40	40	75	80	80	75	70	75	75	610
MOORING FEES	-	-	-	-	-	-	-	-	100	100
PARKING FEES	25	30	35	30	10	10	10	5	5	160
REGISTRATIONS / WHARFAGE	125	-	-	125	-	-	125	-	-	375
	<u>253</u>	<u>133</u>	<u>173</u>	<u>298</u>	<u>155</u>	<u>150</u>	<u>270</u>	<u>145</u>	<u>247</u>	<u>1,824</u>
<b>USE OF FUNDS</b>										
PERSONNEL SERVICES AND BENEFITS	260	135	140	265	175	150	275	140	140	1,680
FUEL PROCUREMENT	36	36	71	75	75	71	66	70	70	570
UTILITIES	17	16	16	17	17	16	17	17	18	151
GENERAL AND ADMINISTRATIVE	13	12	12	13	13	12	13	13	12	113
BUILDINGS AND FACILITIES	12	8	8	9	9	8	9	7	8	878
PROFESSIONAL SERVICES	-	-	10	-	-	-	10	-	-	20
CAPITAL EXPENDITURES AND OTHER	-	-	40	-	-	-	-	40	-	80
STATE OF NH- POST RETIREMENT	28	-	-	-	-	-	-	-	-	28
	<u>366</u>	<u>207</u>	<u>297</u>	<u>379</u>	<u>289</u>	<u>257</u>	<u>390</u>	<u>287</u>	<u>248</u>	<u>2,720</u>
<b>NET CASH FLOW</b>	<b>(113)</b>	<b>(74)</b>	<b>(124)</b>	<b>(81)</b>	<b>(134)</b>	<b>(107)</b>	<b>(120)</b>	<b>(142)</b>	<b>(1)</b>	<b>(896)</b>
<b>CLOSING FUND BALANCE</b>	<b>1,664</b>	<b>1,590</b>	<b>1,466</b>	<b>1,385</b>	<b>1,251</b>	<b>1,144</b>	<b>1,024</b>	<b>882</b>	<b>881</b>	<b>881</b>

# DIVISION OF PORTS AND HARBORS

## STATEMENT OF CASH FLOW- HARBOR DREDGING FUND

### (RESTRICTED FUNDS)

(\$ 000's)

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL
<b>OPENING FUND BALANCE</b>	299	307	313	271	277	285	291	299	305	200
<b><u>SOURCES OF FUNDS</u></b>										
PIER USAGE FEES	8	8	8	8	8	8	8	8	8	72
REGISTRATIONS	-	-	2	-	-	2	-	-	2	6
FUEL FLOWAGE FEES	-	-	-	-	-	-	-	-	-	-
GRANT FUNDING	-	-	-	-	-	-	-	-	-	-
	8	8	10	8	8	10	8	8	10	78
<b><u>USE OF FUNDS</u></b>										
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-	-	-	-	-	-
BUILDINGS AND FACILITIES	-	2	-	2	-	2	-	2	-	8
GENERAL AND ADMINISTRATIVE	-	-	2	-	-	2	-	-	2	6
UTILITIES	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	-
ALL OTHER- (CBOC)	-	-	50	-	-	-	-	-	-	50
	-	2	52	2	-	4	-	2	2	64
<b>NET CASH FLOW</b>	8	6	(42)	6	8	6	8	6	8	14
<b>CLOSING FUND BALANCE</b>	307	313	271	277	285	291	299	305	313	313

**DIVISION OF PORTS AND HARBORS**  
**STATEMENT OF CASH FLOW- REVOLVING LOAN FUND**  
**(RESTRICTED FUNDS)**

(\$ 000'S)

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL
<b>OPENING FUND BALANCE</b>	<u>308</u>	<u>245</u>	<u>254</u>	<u>266</u>	<u>279</u>	<u>290</u>	<u>303</u>	<u>316</u>	<u>252</u>	<u>308</u>
<b><u>SOURCES OF FUNDS</u></b>										
LOAN REPAYMENTS	10	10	10	10	10	11	11	11	11	94
INTEREST INCOME-LOANS	2	1	1	2	2	2	2	2	2	16
INTEREST INCOME- FUND BALANCE	2	2	2	2	2	2	2	2	2	18
	<u>14</u>	<u>13</u>	<u>13</u>	<u>14</u>	<u>14</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>15</u>	<u>128</u>
<b><u>USE OF FUNDS</u></b>										
NEW LOANS PROJECTED	75	-	-	-	-	-	-	75	-	150
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-	-	-	-	-	-
BUILDINGS AND FACILITIES	-	-	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	-	2	-	-	2	-	-	2	-	6
UTILITIES	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	2	2	1	1	1	2	2	2	2	15
ALL OTHER	-	-	-	-	-	-	-	-	-	-
	<u>77</u>	<u>4</u>	<u>1</u>	<u>1</u>	<u>3</u>	<u>2</u>	<u>2</u>	<u>(79)</u>	<u>2</u>	<u>171</u>
NET CASH FLOW	(63)	9	12	13	11	13	13	(64)	13	(43)
<b>CLOSING FUND BALANCE</b>	<u>245</u>	<u>254</u>	<u>266</u>	<u>279</u>	<u>290</u>	<u>303</u>	<u>316</u>	<u>252</u>	<u>265</u>	<u>265</u>

# DIVISION OF PORTS AND HARBORS

## STATEMENT OF CASH FLOW- FOREIGN TRADE ZONE FUND

### (RESTRICTED FUNDS)

(\$ 000's)

	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL
<b>OPENING FUND BALANCE</b>	9	7	9	9	12	17	17	13	13	9
<b><u>SOURCES OF FUNDS</u></b>										
FACILITY RENTALS	-	2	-	5	5	-	-	-	-	12
ALL OTHER	-	-	-	-	-	-	-	-	-	-
<b><u>USE OF FUNDS</u></b>										
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-	-	-	-	-	-
BUILDINGS AND FACILITIES	-	-	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	2	-	-	2	-	-	4	-	-	8
UTILITIES	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	-
ALL OTHER	-	-	-	-	-	-	-	-	-	-
<b>NET CASH FLOW</b>	(2)	2	-	3	5	-	(4)	-	-	4
<b>CLOSING FUND BALANCE</b>	7	9	9	12	17	17	13	13	13	13






## MOTION

Director Ferrini:

The Pease Development Authority Board of Directors hereby accepts the recommendation of the Finance Committee and accepts and approves the proposed FY 2022 Operations and Maintenance (O&M) Budget and FY 2023 – FY 2025 O&M Forecast; all in accordance with the documentation submitted by Suzy Anzalone, Assistant Director of Finance, attached hereto and incorporated herein.

**Date:** June 8, 2021  
**To:** Paul Brean, Executive Director  
**From:** Suzy Anzalone, Assistant Director of Finance  
**Subject:** FY 2022 Operating Budget and FY 2023-FY 2025 Forecast Overview



In anticipation of the upcoming June 14<sup>th</sup> Pease Development Authority Finance Committee (the Committee) meeting, we need to secure their favorable recommendation of the FY 2022 Operating Budget and FY 2023-FY 2025 Forecast. The following is an overview of the Operating Budget process and corresponding results:

On an annual basis, the Finance Department works together with the Department Management (DM) team and the Executive Director in preparation of the annual Operating Budget. Key assumptions and financial targets are discussed with the Executive Director at the start of the process.

Using historical benchmarks, cost driver assumptions and current year-to-date information, the Director of Finance (DOF) prepares an initial forecast for the remainder of the fiscal year as well as a proposed budget for the subsequent fiscal year and a forecast for the next thirty-six months.

The DOF meets with each DM to review the initial forecast and budget. Current cost drivers such as the number of flights, cost of fuel, fee increases, staffing changes, etc. are discussed in detail relative to each business unit. The budget is then updated, and a comprehensive review is performed for reasonableness and adherence to financial targets prior to a final review with the Executive Director.

The current FY 2022 proposed budget identifies total revenues of \$17.1 million which is a \$767,000 increase (4.7%) over the prior year budget. Main drivers of this increase include the following:

- Golf revenue increase of \$365,000 due to a projected increase in rounds played and previously approved fee increases.
- Division of Ports and Harbors revenue increase of \$182,000 resulting from increased mooring fees, registration fees and fuel sales over prior year due to the full operation of fuel services at the Portsmouth Fish Pier.
- Fuel flowage fee increase of \$162,000 for the Portsmouth Airport is associated with an increase in pricing of \$0.01 per gallon as well as an anticipated increase in consumption.
- A 2.0% average rent increase in Building and Ground leases for the Tradeport during FY 2022.

Relative to operating expenses, the FY 2022 budget reflects a \$269,000 decrease (1.9%) from the FY 2021 budget. Total operating expenses, excluding depreciation of \$7.1 million, equals \$13.9 million. The more significant cost drivers supporting this decrease include:

- Interest expenses decrease of \$229,000 as the FY 2021 budget assumed higher debt balances associated with major capital expenditures.
- Environmental testing expenses decrease of \$194,000-while we still expect to incur costs related to environmental conservation, we project they will be lower than previously anticipated.
- Law Enforcement (LEO) security expenses decrease of \$141,000. The FY 2021 budget incorporated higher plane enplanements.
- Snow related expenses are lower by \$95,000 over the FY 2021 budget. The FY 2022 budget assumes 15-20 snow related instances which represents a three-year average.
- Decreases in expenses are offset by a budgeted increase in property and liability insurance of \$107,000 for FY 2022. We reached out to our insurance brokers who projected increases between 10% and 15% for the upcoming renewal, although these could fluctuate as we get closer to our renewal period later this calendar year.
- Other increases include golf cart leases and merchandise (volume related), cleaning contract (COVID related) and technology expenses.

Annual salary expenses are budgeted for a maximum 3.5% increase which include an anticipated 1.5% COLA adjustment and merit increases capped at 2.0%.

For FY 2022 we are budgeting operating income on a cash basis (excluding depreciation) of \$3.4 million. In any given year, positive cash margins are used to fund capital expenditures (non-grant related) which helps minimize the need to borrow external funds.

In summary, we believe the FY 2022 proposed Operating Budget, as well as the three-year forecast, represent a fair and prudent budget. Our Department Management team is committed to managing and controlling expenses for their cost centers, seeking efficiencies, and researching ideas for additional revenue streams.

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

# PEASE DEVELOPMENT AUTHORITY PROPOSED FY 2022 OPERATING BUDGET AND FY 2023 - FY 2025 FORECAST



PEASE DEVELOPMENT AUTHORITY  
FINANCE COMMITTEE MEETING  
JUNE 14, 2021

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# EXECUTIVE OVERVIEW

\$ (000's)

THE PROPOSED FY 2022 OPERATING REVENUES OF \$17,068 IS AN INCREASE OF 4.7% OR \$767 VERSUS THAT OF THE FY 2021 BUDGET. THE PRIMARY VARIANCES FOR THE INCREASE INCLUDE:

	\$ CHANGE	% CHANGE
GOLF REVENUE - ALL	365	2.2
DPH REVENUE-MOORINGS, PARKING, REGISTRATIONS, WHARFAGE	182	1.1
PSM - FUEL FLOWAGE FEES	162	1.0
PSM-PAY FOR PARKING	34	0.2
CONCESSIONS	29	0.2
FACILITIES RENTAL	(27)	(0.1)
MISCELLANEOUS OTHER - NET	22	0.1
	<u>767</u>	<u>4.7</u>

THE PROPOSED FY 2022 OPERATING EXPENDITURES OF \$13,918 IS A DECREASE OF 1.9% OR \$269 VERSUS THAT OF THE FY 2021 BUDGET. THE PRIMARY VARIANCES FOR THE DECREASE INCLUDE:

	\$ CHANGE	% CHANGE
INTEREST EXPENSE- NET OF INTEREST INCOME	(229)	(1.6)
ENVIRONMENTAL TESTING	(194)	(1.4)
LEO SECURITY EXPENSES	(141)	(1.0)
SNOW RELATED EXPENSES	(95)	(0.7)
GOLF CART LEASING & MERCHANDISE	45	0.3
COMPUTER/TECHNOLOGY EXPENSES	50	0.3
CLEANING CONTRACT	67	0.5
PROPERTY INSURANCE	107	0.8
MISCELLANEOUS OTHER-NET	121	0.9
	<u>(269)</u>	<u>(1.9)</u>



# EXECUTIVE OVERVIEW

(CONTINUED):



## THERE IS POTENTIAL FOR SEVERAL OPERATING BUDGET ISSUES THAT ARE INCONCLUSIVE AT THIS TIME WHICH INCLUDE:

- ENVIRONMENTAL COMPLIANCE PROGRAM COSTS / STORMWATER CONSULTANT (MS4)
- DPH \$252,000 DEBT REPAYMENT TO STATE OF NEW HAMPSHIRE- PISCATAQUA TURNING BASIN (HB 25-FN-A)
- REVOLVING LINE OF CREDIT- CURRENT RATE IS JUST UNDER 3%, PROJECTED INCREASE TO 4% DURING FY22, INCREASING TO 5% THROUGH FY25
- SALE OF BUILDING - 30 NH AVENUE
- INCREASE IN FUEL COSTS



## KEY OPERATIONAL ACTIVITIES AND INITIATIVES EXPECTED TO BE UNDERTAKEN:

- MAINTAINING AND EXPANDING CURRENT AIRCRAFT OPERATIONS
- UNDERTAKING INDEPENDENT REVIEW OF SECURITY OPERATIONS
- TRANSPORTATION TRAFFIC FLOW STUDY UPDATE
- SEEK PERMANENT LONG-TERM BONDING FOR TRADEPORT ROADWAYS / ROUNDABOUTS- DESIGN AND CONSTRUCTION
- DEVELOPMENT OF A PREVENTIVE MAINTENANCE WORK SCHEDULE- GENERATORS, HVAC, ETC.
- DEVELOPMENT OF AN INTERNAL STUDY FOR PARKING LOT MAINTENANCE AND RENOVATIONS THAT INCLUDES SWPP INITIATIVES
- ELECTRICITY SUPPLY CONTRACT RENEWAL - OCTOBER 2022
- REVIEW OF INFORMATION TECHNOLOGY FUNCTIONS TO BE SUPPORTED IN-HOUSE VS. OUTSOURCING
- WORK WITH NH DEPT OF SAFETY TO DEVELOP IMPROVED AIRPORT & MUTUAL AID COMMUNICATION CENTER
- PURCHASE AND IMPLEMENTATION OF LEASE MANAGEMENT SOFTWARE (GASB 87)

# KEY PLANNING ASSUMPTIONS

## STAFFING, PERSONNEL SERVICES AND BENEFIT ESCALATION

- **NO INCREMENTAL STAFFING** FROM CURRENT STAFFING LEVELS.
- **RETIREMENT** OF DIRECTOR OF FINANCE **JULY 1<sup>ST</sup>** (ASSISTANT DIRECTOR OF FINANCE SUCCESSION PLAN).
- EMPLOYEE ANNUAL SALARY **MERIT INCREASE** CAPPED AT **2.00%** PLUS A **COLA ADJUSTMENT** NOT TO EXCEED 1.50% FOR ALL ELIGIBLE EMPLOYEES.
- **FRINGE BENEFIT RATES** HAVE YET TO BE FULLY VETTED BY THE STATE OF NEW HAMPSHIRE. FOR BUDGETING PURPOSES, THE FOLLOWING RATES, AS A PERCENTAGE OF ELIGIBLE WAGES, HAVE BEEN INCORPORATED:

	FY 2021 FORECAST	PROPOSED FY 2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
<b>HEALTH INSURANCE</b>	28.32%	30.26%	31.07%	31.93%	32.52%
<b>NH RETIREMENT SYSTEM</b>					
<b>GROUP I</b>	11.93	11.93	12.17	12.41	12.66
<b>GROUP II</b>	28.00	28.00	28.50	28.50	29.00
<b>DENTAL</b>	1.62	1.63	1.65	1.68	1.71
<b>LIFE INSURANCE</b>	0.63	0.68	0.69	0.71	0.72



\$ (000's)

# KEY PLANNING ASSUMPTIONS (CONTINUED)

## STAFFING, PERSONNEL SERVICES AND FRINGE BENEFIT ESCALATION (CONTINUED)

**POST RETIREMENT HEALTH CARE COSTS- RATE REVIEW EVERY JANUARY 1<sup>ST</sup>.**

THE PDA CONTINUES TO AGGRESSIVELY MONITOR **OVERTIME COSTS**. ALTHOUGH A VARIABLE COST, INFLUENCED BY SNOW FALL, AIRPORT FLIGHT SCHEDULES AND WHARFAGE AND DOCKAGE ACTIVITIES. AS A PERCENTAGE OF DIRECT PAYROLL, THE PDA / DPH AVERAGES APPROXIMATELY 5.0% ANNUALLY.

### OVERTIME LABOR COSTS





\$(000's)

# KEY PLANNING ASSUMPTIONS (CONTINUED)

## PORTSMOUTH INTERNATIONAL AIRPORT

### FUEL FLOWAGE FEES:

	FY 2021 FORECAST	PROPOSED FY 2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
PROJECTED GALLONS	10,000,000	10,800,000	10,908,000	11,071,600	11,237,700
RATE PER GALLON	\$ 0.030	\$ 0.040	\$ 0.050	\$ 0.060	\$ 0.070
<b>PROJECTED REVENUES</b>	<b>300</b>	<b>432</b>	<b>545</b>	<b>664</b>	<b>787</b>

### PASSENGER PAY FOR PARKING:

	FY 2021 FORECAST	PROPOSED FY 2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
RATE PER DAY	\$ 7.00	\$ 7.00	\$ 7.00	\$ 8.00	\$ 8.00
AVAILABLE SPACES	961	961	961	1,211	1,211
OCCUPANCY RATE	16%	19%	23%	22%	25%
<b>PROJECTED REVENUES</b>	<b>393</b>	<b>476</b>	<b>572</b>	<b>760</b>	<b>870</b>

# KEY PLANNING ASSUMPTIONS (CONTINUED)

## PORTSMOUTH INTERNATIONAL AIRPORT (CONTINUED)

- CONTINUE TO BE A "NO FEE" AIRPORT RELATIVE TO PASSENGER FACILITIES CHARGES AND LANDING FEES.
- CONTINUATION OF NEW HAMPSHIRE AIRCRAFT REGISTRATION FEES
- EXPECT TO RECEIVE **\$1.5 MILLION** IN ADDITIONAL CARES ACT FUNDING FOR FY21.
- CONTINUED MARKETING FINANCIAL COMMITMENT TO INCREASE PASSENGER ENPLANEMENTS AND CONTINUATION OF AIRSERVICE DEVELOPMENT CONSULTANT CONTRACT.
- UNDERTAKING INDEPENDENT REVIEW OF CURRENT SECURITY PROGRAM.
- IMPLEMENT IMPROVED AIRPORT AND MUTUAL AID COMMUNICATION CENTER.
- **LAW ENFORCEMENT OFFICER PROGRAM (LEO)** WITH CITY OF PORTSMOUTH FOR SECURITY COVERAGE REMAINS IN PLACE. ASSUMPTION OF HOURLY POLICE RATE OF \$76.20 EXCLUDING ADMINISTRATIVE AND VEHICLE EXPENSES.
- **INCREMENTAL INTERNAL SECURITY STAFFING** IS BASED UPON A FLIGHT SCHEDULE OF AN ANTICIPATED TWO PER DAY. STAFF REQUIREMENTS ARE 2 NON-BENEFITED EMPLOYEES PER FLIGHT AT AN AVERAGE FY 2022 LABOR RATE OF \$13.34 PER HOUR. SECURITY HOURS ALSO INCLUDE STAFFING GATE 16 FOR 10 HOURS PER DAY, 5 DAYS PER WEEK

# KEY PLANNING ASSUMPTIONS (CONTINUED)

## SKYHAVEN AIRPORT

- NO CHANGES IN HANGAR AND OR TIE DOWN RENTAL RATES.
- NO CHANGE IN CURRENT OCCUPANCY FOR HANGARS (33) OR TIEDOWNS (6). THERE ARE PRESENTLY NO HANGAR VACANCIES.
- CONTINUATION OF NEW HAMPSHIRE AIRCRAFT REGISTRATION FEES
- FUELING OPERATIONS ARE EXPECTED TO GENERATE APPROXIMATELY \$60,800 IN NET CASH FLOW DURING THE 48 MONTH PERIOD ENDING JUNE 30, 2025 REPRESENTING AN APPROXIMATE 20% MARK-UP.

	FY 2021 FORECAST	PROPOSED FY 2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
GROSS SALES	89,800	72,000	74,100	76,500	81,400
COST OF GOODS SOLD	71,800	57,600	59,300	61,200	65,100
NET CASH FLOW	18,000	14,400	14,800	15,300	16,300
FUEL SOLD (GALLONS)	19,700	15,100	15,200	15,400	15,600
AVERAGE SELLING PRICE (GALLON)	\$4.55	\$4.78	\$4.87	\$4.97	\$5.22



# KEY PLANNING ASSUMPTIONS (CONTINUED)

## INTERNATIONAL TRADEPORT

- MAJORITY OF BUILDING AND OR GROUND LEASES HAVE INCORPORATED AN ANNUAL INFLATION RATE, AS MEASURED BY THE UNITED STATES DEPARTMENT OF LABOR FOR ALL URBAN CONSUMERS- BOSTON-CAMBRIDGE-NEWTON, OF **2.0%**.
- PROJECTED **NEW OR MODIFIED REVENUE STREAMS**, AS ASSOCIATED WITH EITHER BUILDING AND OR GROUND LEASES, DURING THE BUDGET PERIOD:
  - **LONZA BIOLOGICS- 70-80 CORPORATE DRIVE (25.97 ACRES +/-)**  
NO LATER THAN OCTOBER 1, 2021.
- **DEPARTMENT OF STATE** COMMENCED IN OCTOBER 2019. THE NET RATE IS CURRENTLY \$6.75 PER SQUARE FOOT AND WILL REMAIN FIXED THROUGH SEPTEMBER 30, 2024.

\$ (000's)

# KEY PLANNING ASSUMPTIONS (CONTINUED)

## INTERNATIONAL TRADEPORT (CONTINUED):

- EXTERNAL LEGAL SUPPORT AND INCREMENTAL ENGINEERING COSTS ASSOCIATED WITH **MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4)**.
- PDA'S ANNUAL FUNDING SUPPORT TO **COAST TROLLEY** REMAINS CONSISTENT AT \$120.
- CURRENT **ELECTRICITY SUPPLY RATE** (\$0.0767) IS SCHEDULED TO EXPIRE ON OCTOBER 31, 2022. FUTURE FISCAL YEAR ELECTRICITY CONSUMPTION PROJECTED AT APPROXIMATELY 3.36 MILLION KWH.

	FY 2021 FORECAST	PROPOSED FY 2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
<b>SUPPLIER</b>	\$0.0767	\$0.0767	\$0.0799	\$0.0830	\$0.0830
<b>DELIVERY AND OTHER</b>	0.0788	0.079	0.0803	0.0819	0.0835
	<u>\$0.1555</u>	<u>\$0.1557</u>	<u>\$0.1602</u>	<u>\$0.1649</u>	<u>\$0.1665</u>
<b>PROJECTED COST OF ELECTRICITY</b>	<u>520</u>	<u>524</u>	<u>539</u>	<u>554</u>	<u>560</u>

# KEY PLANNING ASSUMPTIONS (CONTINUED)

## GOLF OPERATIONS

PHASED INCREASE TO CURRENT GOLF COURSE FEE STRUCTURE- MEMBERSHIPS, SIMULATORS AND PUBLIC PLAY WAS PRESENTED TO GOLF COMMITTEE IN 2013. PROPOSED FY 2022 BUDGET AND SUBSEQUENT THREE-YEAR FORECAST INCORPORATES THE FOLLOWING PUBLIC PLAY RATE STRUCTURE WITH PROPOSED RATES BEING EFFECTIVE MAY 1, 2021.

NONMEMBER PLAY	CURRENT FEES	PRIOR FEES	MEMBER PLAY	CURRENT FEES	PRIOR FEES
<b>WEEKDAY</b>			<b>WEEKDAY</b>		
9 HOLE	\$ 30	\$ 29	ADULT	\$ 1,700	\$ 1,600
18 HOLE	49	48	STUDENT	750	700
SENIOR 9 HOLE	22	21	JUNIOR	450	400
SENIOR 18 HOLE	36	34	SENIOR	1,500	1,400
ADULT TWILIGHT 18 HOLE	34	35	COUPLES	3,000	2,900
<b>WEEKEND</b>			<b>COUPLES- SENIORS</b>	<b>2,600</b>	<b>2,500</b>
9 HOLE	\$ 33	\$ 32	<b>FULL WEEK</b>		
18 HOLE	53	52	ADULT	\$ 2,000	\$ 1,900
ADULT TWILIGHT 18 HOLE	40	35	COUPLES	3,600	3,500
<b>CART FEES</b>			<b>SIMULATOR</b>		
9 HOLE	\$ 15	\$ 13	<b>WEEKDAY / HOURLY</b>	<b>\$ 35</b>	<b>\$ 32</b>
18 HOLE	20	18	<b>WEEKEND / HOURLY</b>	<b>40</b>	<b>39</b>
TWILIGHT	15	13			



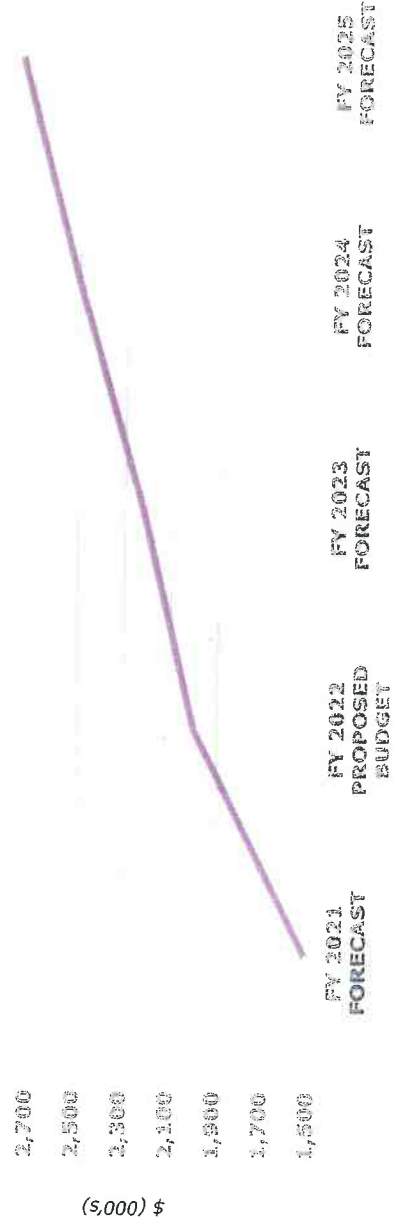
# KEY PLANNING ASSUMPTIONS (CONTINUED)

## GOLF OPERATIONS (CONTINUED):

### ROUNDS OF GOLF PLAYED:

	ACTUAL 2020 SEASON	PROPOSED 2021 SEASON	FORECAST 2022 SEASON	FORECAST 2023 SEASON	FORECAST 2024 SEASON	FORECAST 2025 SEASON
PUBLIC PLAY	46,601	45,000	40,500	40,750	41,000	41,250
ANNUAL PASS	15,714	16,000	16,500	16,750	17,000	17,250
	62,315	61,000	57,000	57,500	58,000	58,500

**GRILL 28 RESTAURANT AGREEMENT AMENDMENT # 6 EXTENDS CONTRACT THROUGH OCTOBER 31, 2023 WITH NO FURTHER OPTION YEARS. PROJECTED GROSS SALES:**



PROPOSED FY 2022 OPERATING BUDGET AND FY 2023 - FY 2025 FORECAST  
JUNE 2021

# KEY PLANNING ASSUMPTIONS (CONTINUED)

## DIVISION OF PORTS AND HARBORS

- \* **SECURITY OPERATIONS** REMAIN IN-HOUSE WITH NO INCREMENTAL STAFFING FROM CURRENT FY 2021 AUTHORIZED LEVELS.
- \* **OVERTIME AND SEASONAL PERSONNEL LABOR HOURS** CONTINUE TO BE ACTIVELY MANAGED. MINIMUM PAY RATE INCREASED TO \$12.16 PER HOUR FOR 2021 SEASON
- \* **WORKERS COMPENSATION** INSURANCE REMAINS SELF-FUNDED.
- \* **NEW RATE STRUCTURE** ASSOCIATED WITH STORAGE FEES FOR 2021/2022 SEASON INCREASED FROM \$9 PER FT. TO \$18 PER FT.
- \* **BUDGETED MOORING FEE REVENUE** REFLECTS 2019 PRICE INCREASE FROM \$10 PER FT TO \$12 PER FT, AND WAIT LIST FEES FROM \$7 PER FT TO \$10 PER FT.
- \* WITH CAPITAL BUDGET OVERVIEW COMMITTEE APPROVAL, HARBOR DREDGING FUND CONTINUES TO PROVIDE ANNUAL FUNDING SUPPORT TO MEET EMERGING REPAIRS AND MAINTENANCE NEEDS.
- \* **FOREIGN TRADE ZONE** PROPOSES NO NEW TENANTS FROM CURRENT BASE OF THREE VENDORS.

\$ (000's)

# KEY PLANNING ASSUMPTIONS (CONTINUED)

## DIVISION OF PORTS AND HARBORS (CONTINUED):

- **FUELING OPERATIONS** ARE EXPECTED TO GENERATE APPROXIMATELY \$567 IN NET CASH FLOW DURING THE 48 MONTH PERIOD ENDING JUNE 30, 2025 REPRESENTING AN APPROXIMATE 15% MARK-UP.
- **PORTSMOUTH FISH PIER** RETURNS TO SERVICE DURING SECOND QUARTER OF FY2022.
- **FUEL FLOWAGE FEES** CONTINUE TO BE ALLOCATED TO EACH MARINA.

	FY 2021 FORECAST	PROPOSED FY 2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
<b>GROSS FUEL SALES</b>					
PORTSMOUTH FISH PIER	-	369	425	433	442
HAMPTON HARBOR	146	170	174	177	181
RYE HARBOR	181	206	210	214	218
	<b>327</b>	<b>745</b>	<b>809</b>	<b>824</b>	<b>841</b>



# COMPOSITE BUDGET PROJECTIONS

\$ (000's)

	FY 2021 FORECAST	PROPOSED FY 2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
<b>OPERATING REVENUES (SEE PAGES #17-#18)</b>	<b>16,649</b>	<b>17,068</b>	<b>17,728</b>	<b>18,461</b>	<b>18,974</b>
<b>OPERATING EXPENSES</b>					
PERSONNEL SERVICES AND FRINGE BENEFITS (SEE PAGES #19-#21)	7,206	7,259	7,705	7,793	8,254
BUILDING AND FACILITIES (SEE PAGE #22)	1,621	2,087	2,137	2,214	2,223
GENERAL AND ADMINISTRATIVE (SEE PAGE #23)	1,336	1,550	1,589	1,630	1,669
UTILITIES (SEE PAGE #24)	838	829	850	870	882
PROFESSIONAL SERVICES (SEE PAGE #25)	387	503	340	325	339
MARKETING AND PROMOTION (SEE PAGE #25)	247	436	443	450	457
OTHER OPERATING EXPENSES (SEE PAGE #26)	814	1,131	1,190	1,213	1,237
	<b>12,449</b>	<b>13,795</b>	<b>14,254</b>	<b>14,495</b>	<b>15,061</b>
<b>OPERATING INCOME</b>	<b>4,200</b>	<b>3,273</b>	<b>3,474</b>	<b>3,966</b>	<b>3,913</b>
DEPRECIATION	5,870	7,119	7,282	6,874	6,983
CARES ACT FUNDING	1,550				
INTEREST EXPENSE (SEE PAGE #27)	86	135	67	43	61
INTEREST INCOME AND OTHER	10	12	13	15	15
<b>NET OPERATING INCOME</b>	<b>(196)</b>	<b>(3,969)</b>	<b>(3,862)</b>	<b>(2,936)</b>	<b>(3,116)</b>



# COMPOSITE OPERATING REVENUES

\$ (000's)

	FY 2021 FORECAST	PROPOSED FY2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
<b>RENTAL OF FACILITIES</b>					
FACILITIES AND AIRPORT HANGARS	10,581	10,517	10,828	11,104	11,232
<b>FEE REVENUES</b>					
<b>GOLF</b>					
PUBLIC PLAY	1,840	1,650	1,683	1,717	1,751
MEMBERSHIP	413	421	429	438	447
SIMULATORS AND LESSONS	129	151	154	157	160
	<b>2,382</b>	<b>2,222</b>	<b>2,266</b>	<b>2,312</b>	<b>2,358</b>
<b>PORTSMOUTH INTERNATIONAL AIRPORT AND SKYHAVEN</b>					
PARKING	393	476	572	760	870
FUEL FLOWAGE	300	432	545	664	787
AVIATION FEES AND SECURITY BADGING	147	132	134	141	143
	<b>840</b>	<b>1,040</b>	<b>1,251</b>	<b>1,565</b>	<b>1,800</b>
<b>DIVISION OF PORTS AND HARBORS</b>					
WHARFAGE AND DOCKAGE	539	564	575	586	597
MOORING FEES	412	436	440	445	449
PIER USAGE, REGISTRATIONS AND BERTHING FEES	333	325	330	333	337
PARKING AND FUEL FLOWAGE	107	122	123	127	129
ALL OTHER	197	153	165	168	171
	<b>1,588</b>	<b>1,600</b>	<b>1,633</b>	<b>1,659</b>	<b>1,683</b>

PROPOSED FY 2022 OPERATING BUDGET AND FY 2023 - FY 2025 FORECAST  
JUNE 2021

\$(000's)

# COMPOSITE OPERATING REVENUES (CONTINUED)

	FY 2021 FORECAST	PROPOSED FY2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
<b>FUEL SALES</b>	417	817	882	901	922
<b>CONCESSION REVENUES</b>	313	415	458	508	559
<b>INTEREST INCOME- REVOLVING LOAN FUND</b>	36	33	30	28	28
<b>OTHER REVENUES</b>					
GOLF MERCHANDISE	279	281	287	292	298
ALL OTHER	214	143	93	92	94
	<u>493</u>	<u>424</u>	<u>380</u>	<u>384</u>	<u>392</u>
<b>TOTAL OPERATING REVENUES</b>	<b>16,649</b>	<b>17,068</b>	<b>17,728</b>	<b>18,461</b>	<b>18,974</b>



# COMPOSITE PERSONNEL SERVICES AND FRINGE BENEFITS

\$(000's)

	FY 2021 FORECAST	PROPOSED FY2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
<b>PERSONNEL SERVICES</b>					
PERMANENT LABOR	4,102	4,137	4,308	4,440	4,572
NON-BENEFITTED LABOR	735	785	777	801	825
OVERTIME	236	262	258	250	248
	<u>5,073</u>	<u>5,184</u>	<u>5,343</u>	<u>5,491</u>	<u>5,645</u>
<b>FRINGE BENEFITS</b>					
HEALTH CARE	1,244	1,331	1,423	1,490	1,559
RETIREMENT	791	644	833	701	933
DENTAL	71	71	75	78	82
LIFE INSURANCE	27	29	31	33	35
	<u>2,133</u>	<u>2,075</u>	<u>2,362</u>	<u>2,302</u>	<u>2,609</u>
	<u>7,206</u>	<u>7,259</u>	<u>7,705</u>	<u>7,793</u>	<u>8,254</u>

# STAFFING PLAN (FILLED POSITIONS)

\$(000's)

	SALARIED BENEFITTED POSITIONS	HOURLY BENEFITTED POSITIONS	TOTAL PROPOSED FY 2022	TOTAL AT 04-30-22
<b>PDA</b>				
MAINTENANCE	-	19	19	19
PORTSMOUTH AIRPORT	2	10	12	12
SECURITY	1	-	1	1
SKYHAVEN AIRPORT	-	-	-	-
GOLF OPERATIONS	3	4	7	7
FINANCE	2	2	4	5
ENGINEERING	3	1	4	4
LEGAL	2	1	3	2
EXECUTIVE	1	-	1	1
HUMAN RESOURCES	1	-	1	1
INFORMATION TECHNOLOGY	1	1	2	2
<b>TOTAL PDA</b>	<b>16</b>	<b>38</b>	<b>54</b>	<b>54</b>
<b>DIVISION OF PORTS AND HARBORS</b>	<b>1</b>	<b>10</b>	<b>11</b>	<b>11</b>
	<b>17</b>	<b>48</b>	<b>65</b>	<b>65</b>

## PROJECTED SEASONAL AND PART TIME LABOR HOURS (NON-BENEFITTED)

	FY 2021 FORE	FY 2022 PROP	FY 2023 FORE	FY 2024 FORE	FY 2025 FORE
SECURITY	5,900	5,700	5,700	5,700	5,700
GOLF	22,300	19,870	19,870	19,870	19,870
SKYHAVEN	2,200	2,000	2,000	2,000	2,000
MAINTENANCE	5,200	6,400	6,400	6,400	6,400
PSM	5,200	5,320	5,320	5,320	5,320
	40,800	39,290	39,290	39,290	39,290
DPH	13,800	13,650	13,650	13,650	13,650
	<b>54,600</b>	<b>52,940</b>	<b>52,940</b>	<b>52,940</b>	<b>52,940</b>







\$(000's)

# COMPOSITE BUILDING AND FACILITIES

	FY 2021 FORECAST	PROPOSED FY 2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
CLEANING CONTRACT	195	245	249	254	260
SNOW REMOVAL	191	233	227	240	245
SECURITY	149	217	224	228	232
HVAC, ELECTRICAL & EQUIPMENT	129	163	142	144	147
DREDGING	175	150	125	125	125
GASOLINE AND DIESEL	93	126	129	131	134
LANDSCAPING AND IRRIGATION	119	125	127	130	132
CONTRACT SERVICES	150	119	114	117	119
ENVIRONMENTAL TESTING	46	96	215	216	216
ENGINEERING SERVICES	80	93	94	136	107
AIRFIELD LIGHTING, PAVEMENT, RUBBER REMOVAL	18	83	73	74	75
EQUIPMENT RENTAL	55	62	64	65	67
VEHICLE PARTS	45	58	59	49	50
VEGETATION CONTROL	45	51	52	53	54
ALL OTHER	129	267	242	251	260
	<b>1,621</b>	<b>2,087</b>	<b>2,137</b>	<b>2,214</b>	<b>2,223</b>

# COMPOSITE GENERAL AND ADMINISTRATIVE

\$ (000's)

	FY 2021 FORECAST	PROPOSED FY 2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
FICA	395	397	408	419	431
INSURANCE	319	390	398	407	416
PHONE AND INTERNET	136	142	145	150	153
COMPUTER EXPENSES	97	104	107	110	113
BANK & CREDIT CARD FEES	89	90	91	93	95
SUPPLIES	69	79	81	82	84
EQUIPMENT UNDER \$5,000	44	52	53	54	56
SUBSCRIPTIONS AND PUBLICATIONS	43	50	51	51	52
PROFESSIONAL DEVELOPMENT	12	42	44	45	46
TRAVEL AND MILEGAE	9	40	43	43	44
POSTAGE AND PRINTING	31	36	37	37	38
TAXES IN LIEU-MUNICIPAL SERVICE FEES	30	30	31	31	32
CLOTHING AND UNIFORMS	27	24	24	25	25
ALL OTHER	34	75	77	81	83
	<b>1,336</b>	<b>1,550</b>	<b>1,589</b>	<b>1,630</b>	<b>1,669</b>



\$ (000's)

# COMPOSITE UTILITIES

	FY 2021 FORECAST	PROPOSED FY 2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
ELECTRICITY	520	524	539	554	560
WASTE DISPOSAL	100	88	89	91	93
WATER	121	108	110	112	114
NATURAL GAS	56	65	67	68	69
PROPANE AND HEATING OIL	41	44	45	45	46
	<b>838</b>	<b>829</b>	<b>850</b>	<b>870</b>	<b>882</b>

## ELECTRICITY KWH CONSUMPTION PROJECTIONS



PROPOSED FY 2022 OPERATING BUDGET AND FY 2023 - FY 2025 FORECAST  
JUNE 2021

# COMPOSITE PROFESSIONAL SERVICES

\$(000's)

	FY 2021 FORECAST	PROPOSED FY 2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
LEGAL	217	302	128	103	103
INFORMATION TECHNOLOGY- EXTERNAL SUPPORT	51	81	82	99	111
EXTERNAL AUDIT	77	63	72	64	65
ALL OTHER	42	57	58	59	60
	<b>387</b>	<b>503</b>	<b>340</b>	<b>325</b>	<b>339</b>

# COMPOSITE MARKETING AND PROMOTION

	FY 2021 FORECAST	PROPOSED FY 2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
BUSINESS DEVELOPMENT	205	375	381	387	392
GENERAL ADVERTISING (EMPLOYEE RECRUITMENT, REQUEST FOR PROPOSALS, ETC.)	42	61	62	63	65
	<b>247</b>	<b>436</b>	<b>443</b>	<b>450</b>	<b>457</b>

\$(000's)

# COMPOSITE OTHER OPERATING EXPENSES

	FY 2021 FORECAST	PROPOSED FY 2022 BUDGET	FY 2023 FORECAST	FY 2024 FORECAST	FY 2025 FORECAST
FUEL- COST OF GOODS SOLD	332	670	725	741	758
GOLF MERCHANDISE	218	211	215	219	224
COAST TROLLEY	120	120	120	120	120
GOLF CART LEASE	144	130	130	133	135
	<b>814</b>	<b>1,131</b>	<b>1,190</b>	<b>1,213</b>	<b>1,237</b>



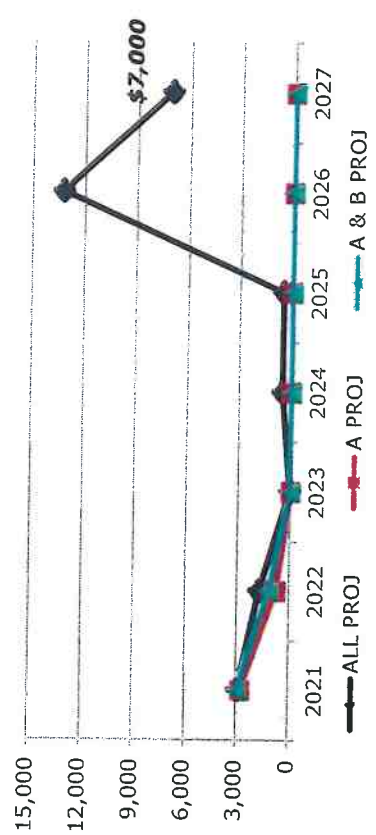
\$ (000's)

# ANALYSIS OF CASH AND OUTSTANDING DEBT BALANCES

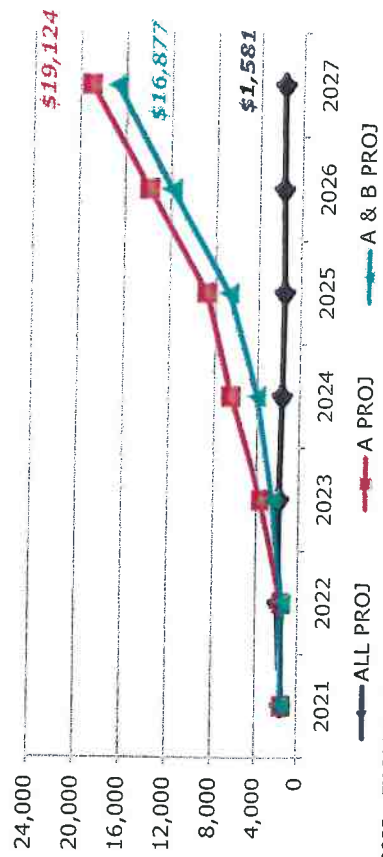
- CAPITAL EXPENDITURES PLAY A KEY ROLE IN PROJECTED OUTSTANDING DEBT, INTEREST EXPENSE AND CASH BALANCES.
- CURRENT CAPITAL IMPROVEMENT PLAN (EXCLUDING DIVISION OF PORTS AND HARBORS) HAS IDENTIFIED PROJECTS THAT TOTAL \$78,454 THROUGH FY2027
- 65% OF PROJECTS IN CAPITAL IMPROVEMENT PLAN ARE GRANT FUNDED (5% PDA MATCH).
- CAPITAL PROJECTS ARE PRIORITIZED (A,B or C) RELATIVE TO HEALTH AND SAFETY, REGULATORY OR REVENUE ENHANCEMENT OPPORTUNITIES.

	PROPOSED ALL PROJECTS	A & B PROJECTS	A PROJECTS ONLY
CAPITAL EXPENDITURES:			
GRANT FUNDED	\$50,812	\$22,062	\$12,632
INTERNALLY FUNDED	27,642	10,737	9,754
<b>TOTAL</b>	<b>78,454</b>	<b>32,799</b>	<b>22,386</b>

PROJECTED DEBT OUTSTANDING



PROJECTED UNRESTRICTED CASH BALANCES



**MOTION**

Director Anderson,


In accordance with the recommendation of the Revolving Loan Fund (“RLF”) Committee the Pease Development Authority (“PDA”) Board of Directors recommends and approves of a Request for Release of the Economic Development Administration’s (“EDA”) Federal interest in the EDA RLF Award consistent with the requirements of the “Reinvigorating Lending for the Future Act,” contingent upon:

1. The continued use of the funds in offering financial and related assistance to members of the local fishing industry along the New Hampshire Seacoast, and to aid in the creation of economic opportunities in support thereof;
2. The continued role of the RLF Committee with the use of these funds pursuant to the provisions of RSA 12-G:54, as may be amended; and
3. The continued use of the Five Year Revolving Loan Fund Plan as a guide for future strategies, policies, operating rules, and administrative procedures for operating the RLF, as may be periodically updated at the discretion of the RLF Committee and the PDA Board of Directors.

All in accordance with the memorandum of Suzy Anzalone, Assistant Director of Finance dated June 7, 2021, attached hereto.



55 International Drive Portsmouth, NH 03801

Date: June 7, 2021  
To: Paul Brean, Executive Director  
From: Suzy Anzalone, Assistant Director of Finance   
Subject: Release of EDA Federal Interest in the Revolving Loan Fund

In a letter dated January 25, 2021 (see attached) from the Economic Development Administration (EDA) we received an invitation to release EDA's federal interest in the Revolving Loan Fund (RLF) in accordance with the recently enacted Reinvigorating Lending for the Future Act (the Act).

As you may recall, the RLF was approved by the EDA in 1994 with initial grant funds of \$810,000 being provided. The program serves the purpose of providing financial assistance to members of the local commercial fishing industry in New Hampshire who may not have access to other conventional forms of financing. In addition, we currently have an agreement with Provident Bank (Provident) where they provide 25% of the project funding request with the remainder funded by the RLF grant monies. Provident also provides administration services for all the loans.

Since the inception, the RLF has loaned over \$4.7 million to 111 recipients. Access to this funding has saved 250 jobs within the industry and has created 113 jobs. At present, the RLF has a total valuation of \$1,253,000 comprised of 24 loans outstanding, all in good standing, totaling approximately \$942,000 and more than \$311,000 cash for additional loan requests. We provide semi-annual reporting to the EDA and the fund is audited annually by our external auditors. The RLF Committee, which is comprised of 7 members, is tasked with, in parallel with Provident, to evaluate each loan application, reviewing all semi-annual reporting to the EDA, as well as updating and submitting a comprehensive RLF plan to the EDA every five years.

As outlined in EDA's January letter, if we authorize the EDA to release their interest, it will reduce the administrative burden to the Pease Development Authority (PDA) and could allow the funds to be used for broader economic development purposes. This concept was presented to the RLF Committee during their May 26<sup>th</sup> meeting. The RLF Committee was amenable to the release providing certain conditions were met to ensure that the program would continue under the same guidelines as outlined in the current Five Year RLF Plan as submitted to the EDA on March 9, 2017.

During their June 3<sup>rd</sup> meeting, the RLF Committee approved the attached motion and is asking for approval by the PDA Board of Director's (the Board) for release of the EDA's federal interest in the Revolving Loan Fund program.

If approved by the PDA Board, we will then need to submit a written request to the EDA for release which must include the Board resolution, as well as a final RLF Financial Report (Form ED-209) and our most recent audited financial statements regarding the RLF. Accordingly, I am asking that you please present this proposal to the Board at their June 17<sup>th</sup> meeting. At your convenience, I would be pleased to address any questions or need for supplemental information that you may have.

---

○ ○ ○ ○ T A K I N G Y O U T H E R E

ph: 603-433-6088 fax: 603-427-0433 www.peasedev.org

PEASE DEVELOPMENT AUTHORITY  
DIVISION OF PORTS AND HARBORS  
REVOLVING LOAN FUND COMMITTEE

MOTION

To recommend to the Pease Development Authority ("PDA") Board of Directors that it request a release of the Economic Development Administration's ("EDA") Federal interest in the EDA Revolving Loan Fund ("RLF") Award consistent with the requirements of the "Reinvigorating Lending for the Future Act," contingent upon:

1. The continued use of the funds in offering financial and related assistance to members of the local commercial fishing industry along the New Hampshire seacoast, and to aid in the creation of economic opportunities in support thereof;
2. The continued role of the RLF Committee with the use of these funds pursuant to the provisions of RSA 12-G:54, as may be amended; and
3. The continued use of the Five Year RLF Plan as a guide for future strategies, policies, operating rules, and administrative procedures for operating the RLF, as may be periodically updated at the discretion of the RLF Committee and the PDA Board of Directors.

All in accordance with the letter dated January 25, 2021, from Linda Cruz-Carnall, EDA Regional Director, Philadelphia Regional Office, to former PDA Executive Director David Mullen, attached hereto and incorporated herein.

Dated



6/3/2021



UNITED STATES DEPARTMENT OF COMMERCE  
Economic Development Administration  
Robert N.C. Nix Sr. Federal Building and U.S.  
Courthouse, Room 602  
900 Market Street  
Philadelphia, PA 19107

David Mullen  
Executive Director  
New Hampshire State Port Authority/Pease Development Authority  
55 International Drive  
Portsmouth, NH 03801

Re: Invitation to request release of EDA's federal interest in EDA revolving loan fund award

Dear David Mullen:

The recently enacted Reinvigorating Lending for the Future Act (the Act) authorizes EDA to release its federal interest in certain Revolving Loan Fund (RLF) awards that have operated satisfactorily for seven years beyond disbursement of grant funds. By authorizing EDA to release its federal interest in certain RLF awards, the Act will reduce RLF recipient administrative burden and allow RLF award funds to be used for broader economic development purposes.

To request that EDA release its federal interest in an RLF award, you must submit to EDA a written request for release that includes the information below. If you seek a release of EDA's federal interest for more than one RLF award, this information must be submitted separately for each RLF award.

1. Your organization's name and contact information;
2. Identifying information for the RLF award, including the award number, date of award, federal investment rate, and evidence that final disbursement occurred more than seven years ago (if available);
3. Value of the RLF award (including the capital base and any available administrative income);
4. Proposed use of RLF award funds for one or more activities that continue to carry out the economic development purposes of PWEDA, which may include continued operation of the RLF; and
5. Certification by your organization that it has complied with the terms and conditions of the RLF award.

Additionally, you must provide the following supplemental materials:

6. Resolution or letter from your organization's Board of Directors, or agency leadership if your organization is a public entity or otherwise does not have a Board of Directors, supporting the request to release EDA's federal interest and committing to using the RLF for one or more activities that continue to carry out the economic development purposes of PWEDA in compliance with on-going restrictions required by the Act as articulated in the release agreement;
7. Final RLF Financial Report (Form ED-209) for the RLF award; and



8. Most recent Single Audit for your organization, if available. If a recent Single Audit is not available, the most recent audit or audited financial statements for your organization, if available.

EDA will review and evaluate requests for release of EDA's federal interest in an RLF award, and EDA may request additional information. If EDA determines that your RLF award is eligible for release of EDA's federal interest, the next step would be for EDA and your organization to execute an agreement to release EDA's federal interest in the RLF award. A sample release agreement is attached for your reference, although the exact terms of the agreement may vary based on the individual circumstances of your RLF award. Please review the terms of the agreement, including the requirement that any RLF award funds be used for one or more activities that continue to carry out the economic development purposes of PWEDA. Your request letter will be included as an attachment to the agreement.

EDA plans to hold a webinar to share information about the release of EDA's federal interest in certain RLF awards. EDA will notify you of the event when scheduled. In the meantime, if you have any questions regarding this letter, please reach out to Jennifer Sloms, EDA RLF Administrator, via email at [Jsloms@eda.gov](mailto:Jsloms@eda.gov).

Regards,

**Linda Cruz-  
Carnall**

Linda Cruz-Carnall  
Regional Director  
Philadelphia Regional Office

Digitally signed by Linda  
Cruz-Carnall  
Date: 2021.01.25 15:22:31  
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**MEMORANDUM**

TO: Pease Development Authority Board of Directors  
FROM: Paul E. Brean, Executive Director *PEB*  
RE: Licenses / ROEs / Easements / Rights of Way  
DATE: June 8, 2021

\*\*\*\*\*

In accordance with the "Delegation to Executive Director: Consent, Approval and Execution of License Agreements," PDA entered into the following Right-of-Entry:

- 1. Name: Pease Aviation Partners, LLC (d/b/a Million Air)
- License: Right-of-Entry
- Location: West of Hangar 229 (aka 53 Exeter Street)
- Purpose: Conducting site inspection and survey work on the Premises
- Term: June 21, 2021 through December 21, 2021

Director Fournier was consulted and granted his consent.

June 3, 2021

Charles Suma, COO  
Pease Aviation Partners, LLC  
7555 Ipswich  
Houston, Texas 77061

**Re: Right of Entry - West of Hangar 229 (aka 53 Exeter Street)  
Portsmouth International Airport at Pease ("PSM")**

Dear Chuck:

This Right of Entry ("ROE") will authorize Pease Aviation Partners, LLC (d/b/a Million Air) ("Million Air") and/or its agents to enter upon the premises west of Hangar 229, sometimes referred to as 53 Exeter Street, as more particularly shown on **Exhibit A** attached hereto and incorporated herein, (the "Premises"). Million Air is granted the right to access the Premises for a six (6) month period commencing on June 21, 2021 through December 20, 2021 for the purpose of conducting, at its sole risk, an inspection of the Premises with respect to the suitability of the use of the site as an aircraft hangar, fuel farm, and storage of ground support equipment in connection with Million Air's planned aviation related activities at PSM. Such inspection may include a review of environmental matters, including adequacy of utility services, general site conditions, and any other inspection or evaluation of the Premises you deem reasonably necessary. This ROE will expire at midnight on December 21, 2021 unless otherwise extended by agreement of Million Air and Pease Development Authority (PDA).

This authorization is conditioned upon the following:

1. Million Air providing PDA, upon execution of this letter of authorization or promptly upon completion of its inspection, with a copy of any report, letter or summary with respect to conditions found at the Premises;
2. Million Air's agreement herein that any use of the Premises is at its sole risk and that its signature below constitutes its agreement to assume full responsibility for any and all risks of loss or damage to property and injury or death to persons by reason of or incident to its entry or the entry by any of its employees, agents or contractors upon the premises and/or the exercise of any of the authorities granted herein. Million Air expressly waives all claims against the PDA for any such loss, damage, personal injury or death caused by or occurring as a consequence of Million Air's use of the Premises or the conduct of activities or the performance of responsibilities under this authorization. Million Air further agrees to indemnify, save, hold harmless, and defend the PDA, its officers, board members, agents and employees, from and against all suits, claims, demands or actions, liabilities, judgements, costs and attorney's fees

Page Two

June 3, 2021

**Re: Right of Entry - West of Hangar 229  
Portsmouth International Airport at Pease ("PSM")**

arising out of Million Air's use of the Premises or any activities conducted or undertaken in connection with or pursuant to this authorization.

3. Million Air agrees to provide PDA with satisfactory evidence that Million Air's insurance covers Million Air and any of its agent and/or contractors for the operations designated in the terms of this ROE. Said insurance shall include: a) comprehensive general liability insurance to a limit of not less than Two Million Dollars (\$2,000,000), naming the PDA as additional insured; b) automobile liability insurance coverage in the amount of \$1,000,000.00; and c) workers' compensation coverage to statutory limits.

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

4. Million Air obtaining the prior written consent of the Engineering Department of the PDA before conducting any testing of existing infrastructure which is on site or any drilling, testpitting, borings or other soil disturbing activities on the Premises, and thereafter complying with all terms and conditions of said consent.

5. Million Air's agreement to ensure that its agents and contractors comply with all PSM Airport security requirements and that it inform PDA's Airport Management Department when contractors will be on site conducting work authorized under this ROE. Million Air understands and agrees that the Premises is located within the Airport Security Identification Display Area ("SIDA"). Individuals may not enter or remain within the SIDA without a qualified escort. Designated representatives of the Million Air will be required to obtain security badges and qualify as escorts in order for representatives, employees and agents of the Million Air to gain access to and remain on the Premises. While in the SIDA, escort procedures per the requirements of the Pease International Airport Security Program must be met. Prior to accessing the Premises, all persons providing SIDA escort must undergo verification of their criminal history for the past ten (10) years, attend a training class that is offered no more than once every two weeks, and pay any applicable fees. Information regarding escort requirements and training classes can be obtained by calling the Airport Operations Department at (603) 433-6536, Monday through Friday, 8:00 a.m. to 5:00 p.m. No representative, employee, or agent of Million Air will be allowed in the SIDA without escorts meeting the requirements of the Pease International Airport Security Program.

Page Three  
June 3, 2021

Re: **Right of Entry - West of Hangar 229  
Portsmouth International Airport at Pease ("PSM")**

6. Million Air's agreement to restore said premises to its condition as the same existed prior to the commencement of any work undertaken pursuant to this ROE.

7. Million Air's agreement herein that this letter of authorization does not constitute a grant of an exclusive interest in the Premises, an option to lease the Premises or an offer to lease the Premises. Million Air acknowledges and agrees that, except as otherwise set forth herein, no legal interests in the Premises shall accrue to Million Air with respect to the Premises.

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

Please indicate by your signature below Million Air's consent and return the same to me with evidence of insurance as required.

Sincerely,

Paul E. Brean  
Executive Director

Agreed and accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2021

**Pease Aviation Partners, LLC  
(d/b/a Million Air)**

By: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Its Duly Authorized: \_\_\_\_\_

cc: Anthony I. Blenkinsop, Deputy Director / General Counsel  
Maria Stowell, P.E. - Manager - Engineering  
Andrew Pomeroy, Manager, Aviation Planning & Regulatory Compliance  
Chasen Congreves, Manager Airport Administration



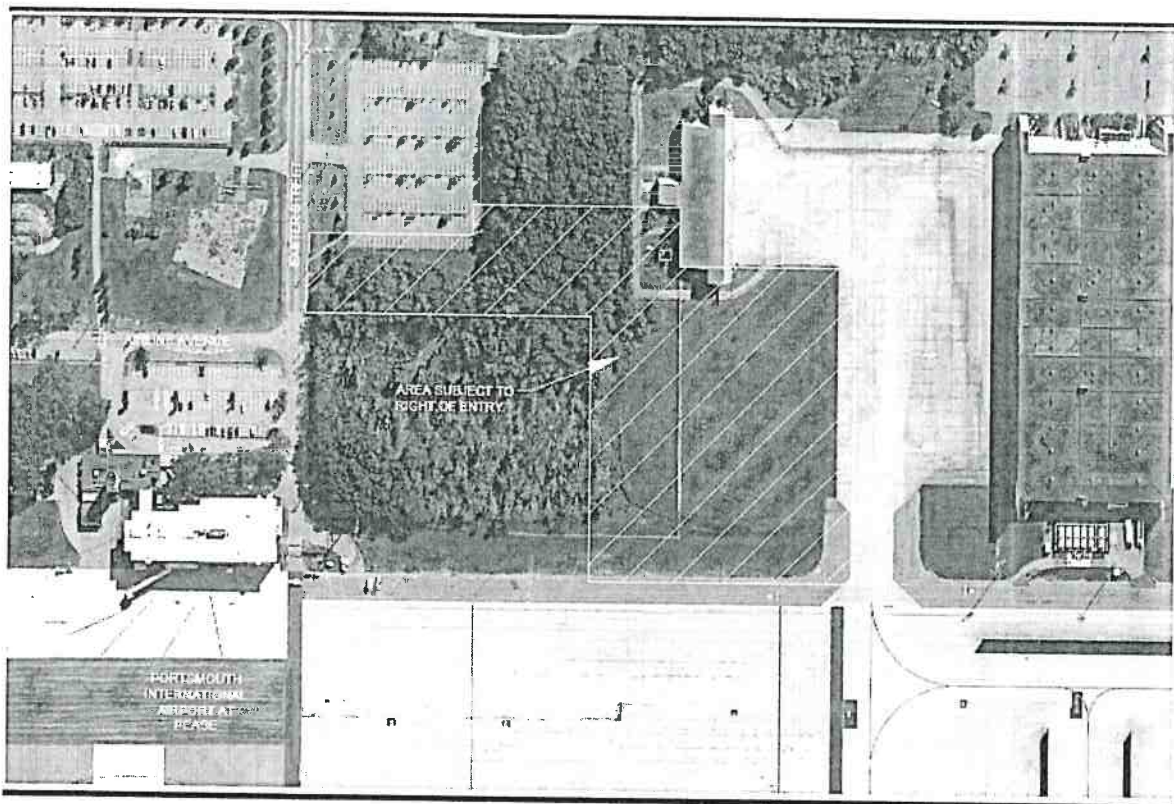
Page Four

June 3, 2021

Re: **Right of Entry - West of Hangar 229**  
**Portsmouth International Airport at Pease ("PSM")**

**EXHIBIT A**

**PREMISES**



Million Air Right of Entry at PSM

DESIGNED BY: MRM    DATE: 6/3/21    SCALE: 1"=200'



**PEASE DEVELOPMENT AUTHORITY**

55 INTERNATIONAL DRIVE, PORTSMOUTH, NH 03801



**MOTION**

Director Parker:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations and execute an Amendment to the Port City Air lease for the construction of a 24' x 26' addition to the existing hangar located at 44 Durham Street; all in accordance with the terms and conditions set forth in the memorandum of Maria J. Stowell, P.E., Engineering Manager, dated June 2, 2021, attached hereto.



## MEMORANDUM

To: Paul E Brean, Executive Director *P.E.B.*  
From: Maria J. Stowell, P.E., Engineering Manager *Maria*  
Date: June 2, 2021  
Subject: Port City Air, 44 Durham Street Building Addition

Port City Air ("PCA"), PDA's tenant in the hangar at 44 Durham Street, is requesting approval to add a 24 feet by 26 feet addition to the hangar. The addition would allow Port City Air additional floor area to pull the nose of an aircraft forward and possibly fit one more aircraft in the hangar.

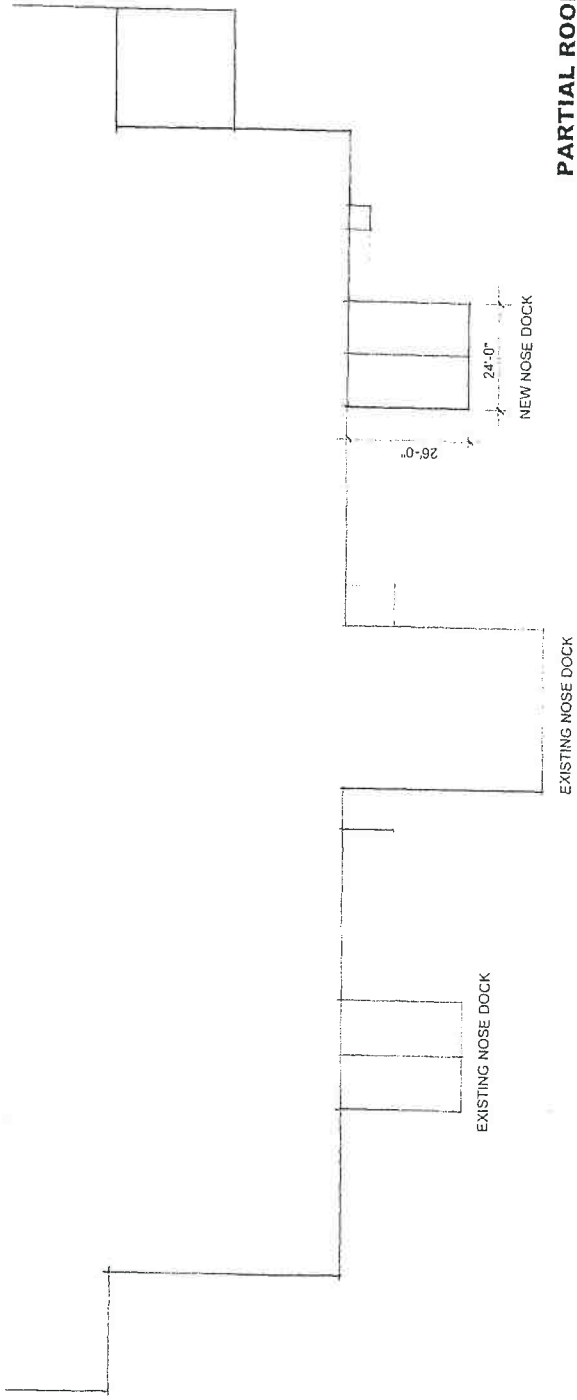
In most circumstances, a building addition requires site review as prescribed in part 404 of the Pease Site Plan Regulations. In consideration of i.) the size of PCA's proposed addition in comparison to the existing hangar (27,000 square feet), ii.) the use of the addition and its lack of impact on the use of the hangar or site (at most one additional aircraft), and iii.) the capability of the site to accommodate the requested addition, staff believes an administrative site review<sup>1</sup> is justified.

As to aesthetics, this addition will mirror a similar addition that was built in 2001 for the same purpose. That addition was successfully constructed and placed in service and we anticipate the same result if this request is granted.

At the June meeting, please ask the Board to approve Port City Air's request to construct a building addition to 44 Durham Street. If approved, an administrative site review will be conducted before referring PCA's building permit application to the City.

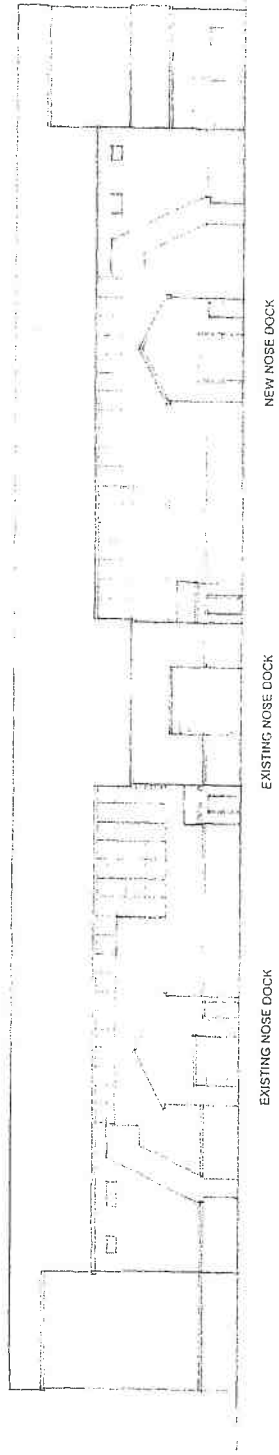
<sup>1</sup>A 1993 Board interpretation of the PDA Land Use controls provides for administrative review when a proposed building addition is "...unlikely to have impact on traffic, safety or intensity of use as determined by the applicable enforcement official..."

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**PARTIAL ROOF PLAN**

SCALE: 1/16" = 1'-0"



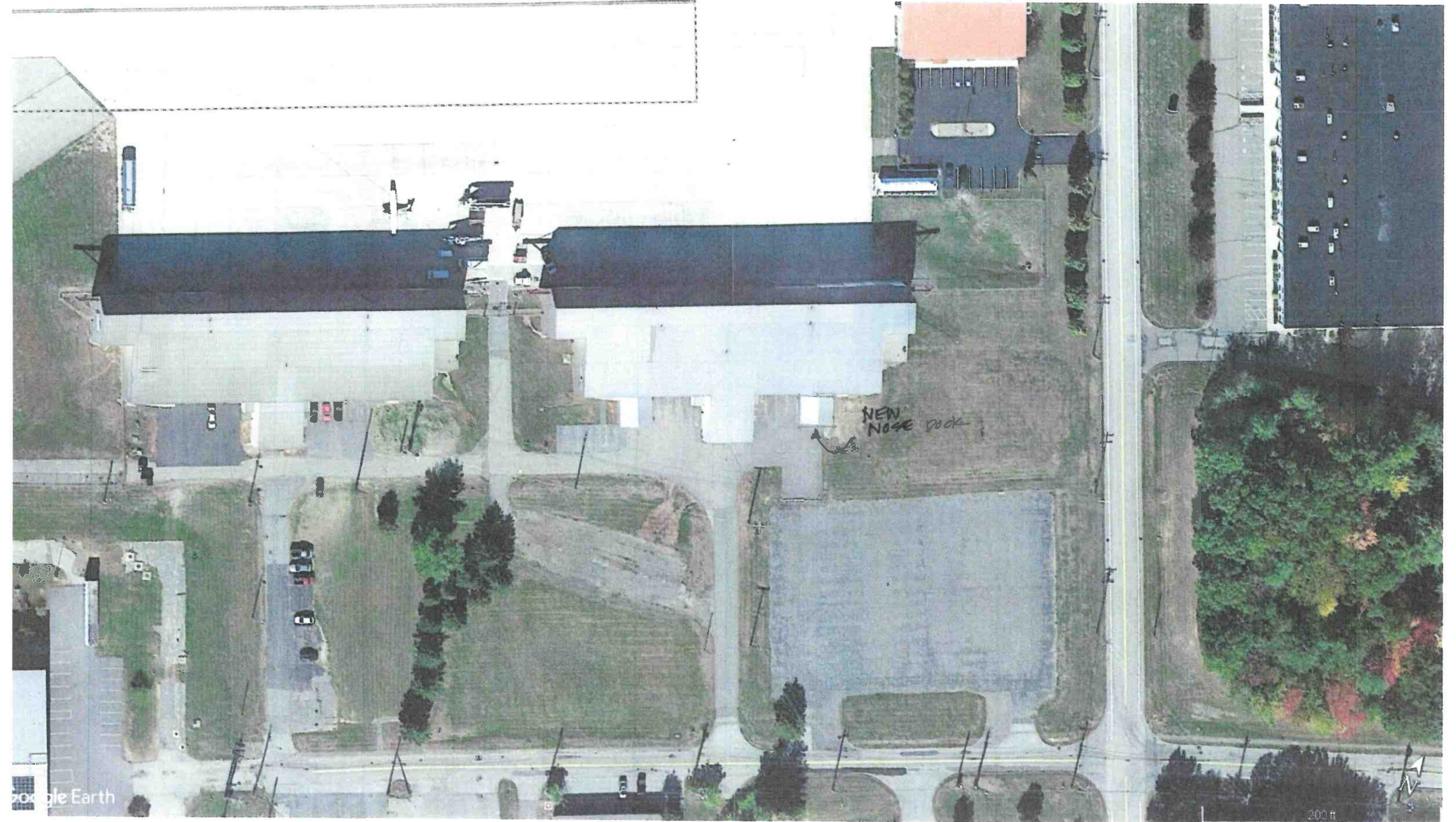
**SOUTH ELEVATION**

SCALE: 1/16" = 1'-0"

**HANGAR 213**  
 NOSE DOCK ADDITION  
 FORT CITY AIR  
 PORTSMOUTH, NH







NEW  
NOSE ROCK



## MOTION

Director Fournier:

The Pease Development Authority (“PDA”) Board of Directors hereby:

- a. approves and authorizes the Executive Director to execute a Consent of Sublessor and Agreement Concerning Assignment of Sublease (“Consent”) by and between PDA, Cinthesys Real Estate Management, LLC, and Gather, a New Hampshire non-profit corporation, for the premises located at 68 New Hampshire Avenue on substantially similar terms and conditions contained in the draft Consent attached hereto;
- b. approves and authorizes the Executive Director to enter into Lease Amendment No. 5 (“Amendment”) on substantially similar terms and conditions contained in the draft lease Amendment attached hereto, contingent on the Assignment of the Sublease to Gather; and
- c. approves and authorizes such other action(s) and the execution of such other document(s) as shall be necessary or advisable to implement the transaction;

all as more fully described in the memorandums of Maria Stowell, Engineering Manager dated June 8, 2021 and Paul E. Brean, Executive Director dated June 9, 2021, attached hereto, and incorporated herein.

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## MEMORANDUM

**To:** PDA Board of Directors  
**CC:** Anthony I. Blenkinsop, Deputy Director/General Counsel  
**From:** Paul Brean, Executive Director *PAB*  
**Date:** 6/9/2021  
**Re:** Assignment and Assumption of Sublease by Cinthesys Real Estate Management, LLC to Gather

In May 2015, the Pease Development Authority Board of Directors approved the assignment of the underlying ground lease concerning 68 New Hampshire Ave. and the 18,525 square foot building thereon, to Cinthesys Real Estate Management, LLC (“Cinthesys”), a New Hampshire Limited Liability Company.

At this time, Cinthesys has negotiated the sale of the building and an assignment of the ground lease to Gather, a New Hampshire non-profit corporation, for use as its headquarters. Gather strives to make the Seacoast region a hunger-free community through the distribution of nourishing food to people who do not have enough to eat; by taking a leadership role in building an equitable and sustainable regional food system; and by galvanizing public support for ending hunger. Gather’s programs and its proposed uses of the 68 New Hampshire Ave. facility are discussed in detail in the memorandum of Maria Stowell, Engineering Manager, dated June 8, 2021, attached hereto and incorporated herein. These proposed uses would require an amendment to the Article 9 of the Lease concerning the use of the leased premises by Gather. A draft consent to assignment and lease amendment are attached hereto, which both require Board approval.

In addition to the above, two additional points should be understood by the Board:

First, in October 2013 the parcel at 68 New Hampshire Ave. was rezoned from Airport Zone to Business Commercial Zone and the lot size of the premises was increased from 3.5 acres to 5.02 acres in conformance with the PDA land use controls regarding minimum lot size in the Business Commercial Zone. The lot size under the ground lease was amended at the same time. However, given the additional 1.52 acres added to the lot has not been utilized by the tenant, the PDA has continued to only bill for the 3.5 acre lot size. In the future, should any tenant begin utilizing the additional 1.52 acres, or expand its building or parking on any portion of the parcel, the lot would be billed at its entire 5.02 acre size (minus any applicable contiguous wetlands reductions).

Second, Gather has been informed and understands that as a tenant of the PDA it is obligated under the terms of its lease, in addition to its payment of monthly rent and any other assessments, to pay a Municipal Services Fee consistent with NH RSA 12-G and the Municipal Services Agreement between the PDA and the City of Portsmouth.

In order to facilitate the sale of the premises, at the Board Meeting on June 17, 2021, the Board will be asked to take the following actions:

1. Authorize and approve execution of a Consent of Sublessor and Agreement concerning Assignment of Sublease ("Consent") by and between PDA, Cinthesys, and Gather for the premises located at 68 New Hampshire Avenue, on substantially similar terms and conditions contained in the Consent attached hereto;
2. Authorize and approve execution of Lease Amendment No. 5 in substantially the form attached hereto, which amendment will amend Article 9, Use of the Leased Premises to conform with permitted uses in the Business Commercial Zone, contingent on the assignment of the lease to Gather; and
3. Authorize and approve such other action(s) and the execution of such other document(s) as shall be necessary or advisable to implement the transaction contemplated in this Memorandum.

**CONSENT OF SUBLESSOR AND AGREEMENT CONCERNING  
ASSIGNMENT OF SUBLEASE**

**THIS CONSENT AND AGREEMENT** (the “Agreement”) effective this \_\_\_\_ day of \_\_\_\_\_, 2021 (the “Effective Date”) by and between **Pease Development Authority**, an agency of the State of New Hampshire created pursuant to RSA Chapter 12-G, having a principal mailing address of 55 International Drive, Portsmouth, New Hampshire 03801 (“Sublessor”), **Cinthesys Real Estate Management LLC**, a New Hampshire limited liability company having a mailing address of 1 Glenwood Road, Andover, Massachusetts 01810 (“Sublessee” or “Assignor”) and **Gather**, a New Hampshire Non-profit Corporation having a mailing address of 210 West Road, Portsmouth, New Hampshire 03801 (“Assignee”).

**WHEREAS**, TACP Group, Inc. (“TACP”) as Sublessee and Pease Development Authority, as Sublessor entered into a certain Sublease dated September 9, 1998, as amended by Sublease Amendment No. 1 effective November 1, 1999 (the “Sublease”) for property located at 68 New Hampshire Avenue, Pease International Tradeport, consisting of 152,250 square feet (approximately 3.5 acres), Statutory Notice of Sublease of which is recorded at the Rockingham County Registry of Deeds at Book 3356, Page 1523 (the “Property”) as assigned to Londavia, Inc. by Assignment and Assumption Agreement dated April 18, 2001 and recorded at the Rockingham County Registry of Deeds at Book 3569, Page 666, and subsequently assumed by AmSafe Bridport, Inc. with respect to land and improvements thereon situated at 68 New Hampshire Avenue, Portsmouth, New Hampshire (the “Premises”);

**WHEREAS**, Aftermarket Spares & Services, LLC, successor in interest to all of the rights and obligations of AmSafe Bridport, Inc., including all of the rights and obligations under the Sublease, assigned to 68 NH Ave, LLC all of the obligations of Aftermarket Spares & Services, LLC under the Sublease by Assignment and Assumption Agreement dated December 19, 2013 and recorded in the Rockingham County Registry of Deeds at Book 5503, Page 1385;

**WHEREAS**, Old Tex Mex, LLC, assumed the rights, duties, and obligations of 68 NH Ave. LLC under the terms and conditions of the Sublease by Assignment and Assumption of Sublease dated August 21, 2014 and recorded in the Rockingham County Registry of Deeds on August 22, 2014 at Book 5554, Page 2973;



**WHEREAS**, effective August 21, 2014, Old Tex Mex, LLC and Pease Development Authority amended the Lease pursuant to Lease Amendment No. 2 to include an increase in the size of the Property from 3.5 acres to 5.02 acres;

**WHEREAS**, effective May 1, 2015, Old Tex Mex, LLC and Pease Development Authority amended the Lease pursuant to Lease Amendment No. 3 to provide, *inter alia*, that in no event shall the Base Term and all option periods extend beyond April 30, 2055;

**WHEREAS**, Cinthesys Real Estate Management, LLC (“Cinthesys”) assumed the rights, duties, and obligations of Old Tex Mex, LLC under the terms and conditions of the Sublease by Assignment and Assumption of Sublease dated May 4, 2015 and recorded in the Rockingham County Registry of Deeds on \_\_\_\_\_ at Book \_\_\_\_\_, Page \_\_\_\_\_;

**WHEREAS**, effective April 1, 2016, Cinthesys and Pease Development Authority amended the Lease pursuant to Lease Amendment No. 4 to delete and replace Article 7, Insurance;

**WHEREAS**, as of the Effective Date, and from and after the Effective Date, Sublessee will be deemed to have assigned to Assignee, and Assignee will be deemed to have assumed from Sublessee all of Sublessee’s rights and obligations under the Sublease (such assignment and assumption being referred to herein as the “Assignment”); and

**WHEREAS**, Sublessee and Assignee have requested that Sublessor consent to the Assignment, and accept Assignee as the Sublessee under the Sublease.

**NOW THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Sublessor, Sublessee and Assignee agree as follows:

1. Consent. Sublessor, subject to the covenants, agreements, terms, provisions and conditions contained in the Sublease and this Agreement, hereby consents to the Assignment, and agrees to accept the Assignee as the Sublessee under the Sublease effective as of the date of such Assignment.
2. Assignee’s Covenants. Assignee covenants that from and after the Effective Date, and throughout the term of the Sublease:
  - a. Assignee will fully, faithfully and timely perform all of Sublessee’s obligations under the Sublease; and
  - b. Assignee will use the Premises only for uses permitted under the Sublease or allowed by Sublessor.
3. Sublessor’s Representations. Sublessor hereby represents to Assignee to the best of its knowledge that as of the Effective Date:
  - a. the Sublease is in full force and effect;

- b. neither Sublessor nor Assignor is in default in the performance of or compliance with any provision of the Sublease;
  - c. Sublessor has not received any notice of default or termination of the Sublease;
  - d. the Sublease, as amended as set forth herein, is a complete statement of the agreement of the parties thereto with respect to the leasing of the Subleased Premises subject only to the Minutes of the Board dated August 15, 2013, September 19, 2013 and October 17, 2013, regarding rezoning and/or a lot line revision;
  - e. there is no prepaid rent and no security deposit;
  - f. rent was last paid on \_\_\_\_\_ and has been paid through \_\_\_\_\_.
4. Assignor's Representations. Assignor hereby represents and warrants to Assignee to the best of its knowledge that as of the Effective Date:
- a. the Sublease is in full force and effect;
  - b. neither Sublessor nor Assignor is in default in the performance of or compliance with any provision of the Sublease;
  - c. the Assignor has not received any notice of default or termination of the Sublease;
  - d. the Sublease, as amended as set forth herein, is a complete statement of the agreement of the parties thereto with respect to the leasing of the Subleased Premises;
  - e. there is no prepaid rent and no security deposit;
  - f. Assignor took possession of the premises on or about May 4, 2015, the date of Assignor's Assumption;
  - g. the Assignor has not sold, transferred, assigned, hypothecated or pledged its interest under the Sublease or the rent received thereunder.
5. Notices. Any notices required under the Sublease or with respect to this Agreement shall be sent (a) if to Sublessor, to 55 International Drive, Portsmouth, NH 03801, (b) if to Sublessee, to 1 Glenwood Road, Andover, Massachusetts 01810, and (c) if to Assignee, to \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**Pease Development Authority  
(Sublessor)**

\_\_\_\_\_  
Witness

By:

\_\_\_\_\_  
Paul E. Brean  
Its Executive Director, duly authorized

STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me the undersigned officer, personally appeared **Paul E. Brean** as **Executive Director of Pease Development Authority**, personally known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged that he executed the same for the purposes contained therein on behalf of the development authority.

\_\_\_\_\_  
Notary Public/Justice of the Peace  
Printed Name:  
My Commission Expires:

Signed this \_\_\_\_ day of \_\_\_\_\_, 2021.

**Cinthesys Real Estate Management, LLC  
(Sublessee/Assignor)**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: Duly Authorized Member

STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM

On this the \_\_\_\_ day of \_\_\_\_\_, 2021, before me the undersigned officer, personally appeared \_\_\_\_\_, as duly authorized Member of Cinthesys Real Estate Management, LLC, personally known to me or satisfactorily proven to be the same person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same for the purposes contained herein on behalf of the limited liability company.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
My commission expires: \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**Gather (Assignee)**

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM

On this the \_\_ day of \_\_\_\_\_, 2021, before me the undersigned officer, personally appeared \_\_\_\_\_, as \_\_\_\_\_ of Gather, personally known to me or satisfactorily proven to be the same person whose name is subscribed to the foregoing instrument, and acknowledged that he executed the same for the purposes contained herein on behalf of limited liability company.

\_\_\_\_\_  
Notary Public  
Print Name: \_\_\_\_\_  
My commission expires: \_\_\_\_\_



**LEASE AMENDMENT NO. 5**

**Lessor:** Pease Development Authority (“Lessor” or “PDA”)  
**Lessee:** Gather (“Lessee”)  
**Premises:** 68 New Hampshire Avenue - Pease International Tradeport  
Portsmouth, New Hampshire  
**Lease Date:** September 9, 1998

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This Lease Amendment No. 5 effective \_\_\_\_\_ by and between the above referenced Lessor and Lessee:

**WHEREAS**, TACP Group, Inc. (“TACP”) as Sublessee and Pease Development Authority, as Sublessor entered into a certain Sublease dated September 9, 1998, as amended by Sublease Amendment No. 1 effective November 1, 1999 (the “Sublease”) for property located at 68 New Hampshire Avenue, Pease International Tradeport, consisting of 152,250 square feet (approximately 3.5 acres), Statutory Notice of Sublease of which is recorded at the Rockingham County Registry of Deeds at Book 3356, Page 1523 (the “Property”) as assigned to Londavia, Inc. by Assignment and Assumption Agreement dated April 18, 2001 and recorded at the Rockingham County Registry of Deeds at Book 3569, Page 666, and subsequently assumed by AmSafe Bridport, Inc. with respect to land and improvements thereon situated at 68 New Hampshire Avenue, Portsmouth, New Hampshire;

**WHEREAS**, Aftermarket Spares & Services, LLC, successor in interest to all of the rights and obligations of AmSafe Bridport, Inc., including all of the rights and obligations under the Sublease, assigned to 68 NH Ave, LLC all of the obligations of Aftermarket Spares & Services, LLC under the Sublease by Assignment and Assumption Agreement dated December 19, 2013 and recorded in the Rockingham County Registry of Deeds at Book 5503, Page 1385;

**WHEREAS**, 68 NH, LLC assigned to Old Tex Mex, LLC a New Hampshire limited liability company with a principal place of business at 3510 Lafayette Rd., Ste 4, Portsmouth NH 03801, all its rights and obligations under the Sublease pursuant to an Assignment and Assumption Agreement dated August 21, 2014;

**WHEREAS**, effective August 21, 2014, Old Tex Mex, LLC and Pease Development Authority amended the sublease pursuant to Sublease Amendment No. 2 to include an increase in the size of the premises from 3.5 acres to 5.02 acres, and to amend the use of the leased premises;

**WHEREAS**, by Quitclaim Deed (and Exhibits A-G, inclusive) made and entered into on October 15, 2003 and Quitclaim Deed dated September 16, 2005 (the "Deeds"), the government, acting by and through the Secretary of the Air Force did grant to PDA the land and improvements located in the City of Portsmouth, Town of Newington and Town of Greenland, as contemplated by the Master Lease, Application and Acceptances, which Deed included the Premises. In

accordance with the provisions of Article 3, Section 3.1 of the Sublease and the Deeds, the sublease is now a direct lease, (the "Lease");

**WHEREAS**, effective May 1, 2015, Old Tex Mex, LLC and Pease Development Authority amended the sublease pursuant to Lease Amendment No. 3 to modify the Lease to reflect a conditional increase in the term of the lease, subject to the Lessee constructing, during the initial base term of the Lease, a new building or an increase in the square footage of the existing Facility, as defined in Article 2A of the Lease, of not less than 5,000 square feet;

**WHEREAS**, Old Tex Mex, LLC assigned all its rights and obligations under the Sublease to Cinthesys Real Estate Management, LLC, a New Hampshire limited liability company ("Cinthesys") pursuant to an Assignment and Assumption of Sublease dated May 4, 2015. Subject to the terms and conditions of the Lease, Cinthesys leased the entirety of the Premises to IPSUMM, Inc. ("IPSUMM"), a Delaware corporation with a principal place of business at 5 Fanaras Drive, Salisbury, MA 01952;

**WHEREAS**, effective April 1, 2016 Cinthesys and Pease Development Authority amended the sublease pursuant to Lease Amendment No. 4 to modify the Lease by deleting and replacing Article 7, Insurance;

**WHEREAS**, Cinthesys assigned all its rights and obligations under the Sublease to Gather, a New Hampshire Non-profit Corporation, pursuant to an Assignment and Assumption of Sublease dated \_\_\_\_\_;

**WHEREAS**, LESSEE has requested and LESSOR has agreed to make certain amendments to the Lease;

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

1. Article 9, Use of Leased Premises, Section 9.1, as amended by Lease Amendment No. 2, is deleted in its entirety and replaced with the following language:

9.1 The purposes for which Lessee may use the Leased Premises are: offices, professional and business offices; educational and training facilities; vehicular parking lots; consumer services, provided no such use exceeds 10,000 square feet, nor such contiguous uses via attached buildings exceed 25,000 square feet; restaurants, bakeries, convenience stores, including the sale of food and housewares and similar convenience facilities, provided no such use exceeds 10,000 square feet, nor such contiguous uses via attached buildings exceed 25,000 square feet; customary accessory uses incidental to permitted uses to include but not be limited to off-street parking and loading; and for no other uses without the Lessor's prior written consent. Lessor's consent shall be subject to the execution of an appropriate agreement which shall include a provision requiring the payment of established fees and charges that may be applicable to any such additional

uses consented to by Lessor. Lessee is prohibited from any use of the Leased Premises not specifically granted in this Section 9.1.

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

WITNESS WHEREOF, Lessor and Lessee have executed this Lease Amendment No. 5 made effective \_\_\_\_\_, 2021.

Lessee: **GATHER**

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

Name: \_\_\_\_\_

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

Lessor: **PEASE DEVELOPMENT AUTHORITY**

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

Name: Paul E. Brean

Its: Executive Director

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STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM, ss.

On this \_\_ day of \_\_\_\_\_, 2021, before me, \_\_\_\_\_, a Notary Public in and for said County and State, personally appeared **Paul E. Brean**, personally known to me (or proved to me on the basis of satisfactory evidence) to be the **Executive Director** of the **Pease Development Authority** and on oath stated that he was authorized to execute this instrument and acknowledged it to be his free and voluntary act for the uses and purposes set forth herein.

\_\_\_\_\_  
Notary Public in and for said County and State  
Printed Name:  
My commission expires:

STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINHSM ss.

On this \_\_ day of \_\_\_\_\_, 2021, before me, \_\_\_\_\_, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_, personally known to me (or proved to me on the basis of satisfactory evidence) to be the \_\_\_\_\_ of **Gather** and on oath stated that he was authorized to execute this instrument and acknowledged it to be his free and voluntary act for the uses and purposes set forth herein.

\_\_\_\_\_  
Notary Public in and for said County and State  
Printed Name:  
My commission expires:

## MEMORANDUM

To: Paul E Brean, Executive Director *Paul*  
From: Maria J. Stowell, P.E., Engineering Manager *Maria*  
Date: June 8, 2021  
Subject: 68 New Hampshire Avenue, Proposed Sale

Cinthesys Real Estate Management, LLC, PDA's tenant and the owner of the building at 68 New Hampshire Avenue, has made the building available for sale. Gather, a local non-profit corporation dedicated to promoting a healthy and hunger-free community through food distribution and education, is interested in purchasing the building and assuming the lease in order to use the space as its administrative offices and base of operations. Staff met with representatives of Gather last month to learn more about the proposed use.

Absent any designation for charitable or non-profit uses in the PDA Zoning Ordinance, Staff considered each of the programs that Gather offers to see if they were compatible with the allowed uses in the Airport Business Commercial Zone in which the property is situated.

Gather's services are centered on food distribution and food educational services, with an emphasis on healthy choices, such as consumption of fresh produce. This occurs through a number of programs, which Gather is proposing to operate from 68 NH.

1. The Pantry Market would occupy 1248 square feet. This space is a small market where members can visit once a month and on "Community Friday" to receive food and personal care items.
2. Meals-4-Kids delivers meals to a number of sites throughout the region. The meals would be prepared, packaged, and loaded into vehicles at this location.
3. Through the Mobile Pantry Market, Gather collects perishable items that would otherwise go to waste from multiple vendors, such as supermarkets and restaurants. These food items would be brought to the site, either by Gather trucks or the donating vendor, where they would be sorted and then delivered to selected sites throughout the service area for distribution.
4. Gather's Cooking-4-Community program facilitates the preparation of cooked meals that are delivered to members. Currently, Gather is "borrowing" kitchen space from local churches and civic groups for this program. Gather is proposing to construct a commercial kitchen at 68 New Hampshire to support this work. Besides the meal preparation as described, Gather would use the kitchen for educational purposes (cooking and nutrition classes) and would, occasionally, host demonstration or fundraising events where prepared items may be served



to guests. Gather does not want the permitted uses of the premises to include a recurring/daily serving of meals for consumption on premises.

5. The Gleaning Program provides another source of healthy food (local farms) that would be brought to the site for distribution.

Gather also works closely with governmental agencies, such as SNAP, Medicaid, and other local support groups, which would have an informational presence in the building through a “resource gallery.”

While Gather has suggested the possible use of a portion of the exterior of the premises to grow vegetables on site, the PDA Zoning Ordinance does not permit agricultural uses on PDA property. Given its status as an EPA Superfund site, the growing of food items on PDA property for human consumption is also not recommended. Furthermore, given its proximity to the airfield, activities that may encourage birds and wildlife into the area, such as vegetable production, are not allowed.

Additionally, Gather has suggested the possible use of the outside space for a seasonal outdoor marketplace. Such outdoor market use is not permitted under PDA zoning, and, therefore, would not be allowed, absent the occasional occurrence as a PDA authorized special event (subject to receipt of a special event permit).

To facilitate the allowed uses described herein, the existing building on the premises would be fit up to provide offices, a warehouse, indoor market space, meeting rooms, the commercial/demonstration kitchen, coolers, and storage. Such changes would require a building permit. Gather also plans to have approximately 3000 square feet available to sublease.

The Airport Business and Commercial Zone is intended primarily for uses involving business, commercial and trade-related enterprise.<sup>1</sup> Allowed uses include: offices; educational and training facilities; consumer services; restaurants, bakeries, convenience stores including the sale of food, governmental facilities, and their customary accessory uses. The area used by retail facilities cannot exceed 10,000 square feet for a single use or 25,000 square feet for contiguous uses. Staff believes that Gather’s proposed uses as described herein, including the 1248 square foot Pantry Market and the commercial and demonstration kitchen totaling 2047 square feet, (but excluding any agricultural use or outdoor marketplace) can be viewed as aligning with the allowed uses in this zone. The Board has the final decision regarding interpretation of the Land Use Controls. Should the Board agree with Staff, that Gather’s uses as described herein are permitted by right, no further land use review is contemplated.

In order for Gather to occupy the building the current lease needs to be assigned to it and revised to permit the appropriate permitted uses in the Airport Business Commercial Zone. If assigned, Gather would take the lease as is and be subject to all lease requirements, including but not limited to, the payment of the required municipal services fee. No site changes are being proposed, therefore the required site review can be done through administrative review. However, pursuant to Section 315.03 of the PDA Zoning requirements, any change in occupancy of any building or structure at Pease

requires the issuance of a certificate of occupancy by the City of Portsmouth before said building or structure may be used by the new occupant.

In closing, it should be noted that Gather has indirectly been part of the Pease community for the last 12 years as the beneficiary of the annual Pease 'n Carrots food drive event held during the holiday season.

At the June Board meeting, please ask the Board to consent to the assignment of the lease to Gather and, contingent on said assignment, approve a lease amendment to adjust the permitted uses under the lease consistent with the above. Additional information on Gather's programs and plans for the building are attached.

<sup>1</sup> Part 303.05(a) of the Pease Development Authority Zoning

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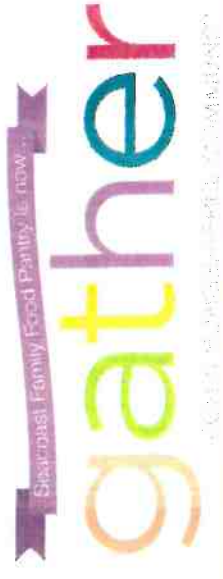


# Programing Overview

May 2021

# Food Insecurity Solutions

## Pantry Market & Mobile Programs Overview



### 1. Pantry Market – traditional 210 West Road Community Food Pantry

- ✓ Significantly increased receipt of fresh rescued food donations growing an average of 46.5% per year over the last 5 years
- ✓ Improved the mix of donated foods so that perishable food items (e.g. meat, fruit, vegetables, etc.) now represent more than 63% of all fresh rescued food donations

### 2. Meals-4-Kids (M4K)

- ✓ In response to the school closures due to COVID 19 pandemic, Gather launched a Spring & Fall M4K program to complement our traditional Summer M4K program
- ✓ In 2020 CY, we served 23,211 children via (13) different sites, distributing 585,496 pounds of food

### 3. Mobile Pantry Market

- ✓ Our goal is to redirect fresh produce and perishable items picked up that day from multiple vendors
- ✓ More than 60% of food distributed at the Mobile Pantry Events is rescued meat, fruit and vegetables
- ✓ In 2020 CY we served 2,464 families distributing 64,188 pounds of fresh food

# Food Insecurity Solutions

## Cooking-4-Community & Gleaning Programs

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### 4. Cooking-4-Community

- ✓ For 2021 FYTD (Jul 1 – Apr 30, 2021) we have repurposed 184.1k pounds of food into ~87.7k prepared meals
- ✓ Most of the 184.1k of repurposed food would have gone to compost
- ✓ Today, we have an agreement with St. John's and other local civic organizations which allow Gather to "borrow" their kitchen to repurpose food into delicious prepared meals for our members.

### 5. Gleaning Program

- ✓ In early 2019, Gather agreed to assume oversight responsibility for New Hampshire Gleans
- ✓ We launched the Food Pantry Network (FPN) to facilitate the sharing of excess gleaned and donated food across participating local food pantries
- ✓ For the 2019 calendar year, the Seacoast Region of NH Gleans conducted 330 gleaning events, rescuing 49,191 pounds of fresh produce from more than 20 local farmers



# Monthly Operating Statistics



	<u>Per Month</u>	<u>Average</u>
▪ Pantry Market member visits	1,172	55-60/day
▪ Pounds of food received	173.9k	8,700/day
▪ Pounds of food distributed	173.9k	8,700/day
▪ # of meals cooked in borrowed kitchen	2,800	700/week
▪ M4K – children served	1,200	300/week
▪ Mobile Markets – families served	560	150/week
▪ Free-for-all-Friday	520	130/week

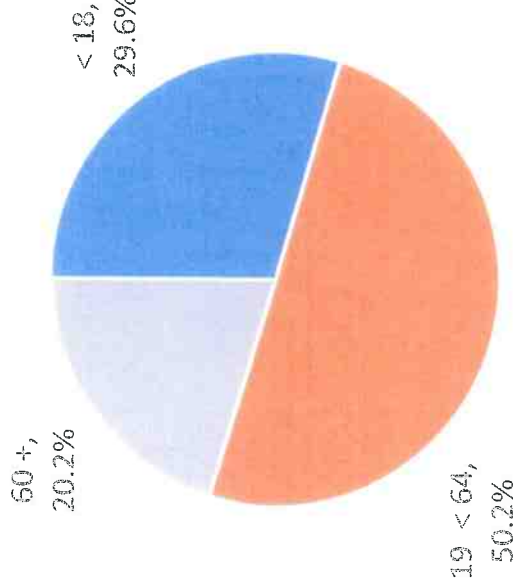
*[outside "Farmers' Market held at Community Campus parking lot]*

- Other
  - Six owned vehicles - (2) box trucks, (3) vans and (1) pickup truck
  - Current staff = 17 employees
  - 4,500 sq. ft. of leased space – 3,000 warehouse, 750 Pantry Market and 750 reception, bathroom & office

# Membership Demographics and Food Distributions by Program



## Membership Demographics



- Nearly 30% of the members served are children or teens
- More than 20% of are members are seniors
- 26,709 members served in 2019 FY with an average household size = 2.1
- 552.1k pounds of food or the equivalent of 460k meals were provided via the Pantry Market last year

## Food Distributions by Program (Jul 1 – Apr 30, 2021)

Pounds of food distributed	000's
Pantry Market	759.2
M4K	517.2
Mobile Programs	184.0
M4S	14.5
Cooking-4-Community	32.7
Local food pantries	146.3
All other	87.1
<b>Total</b>	<b>1,751.0</b>
<i>% increase vs. prior</i>	<i>62.3%</i>

- We received 1,736.7k pounds of donated food YTD valued at more than \$2.8M
- Our Pantry to Table program prepared > 87,000 meals.
- Our mobile pantry programs continue to grow at a rapid pace.



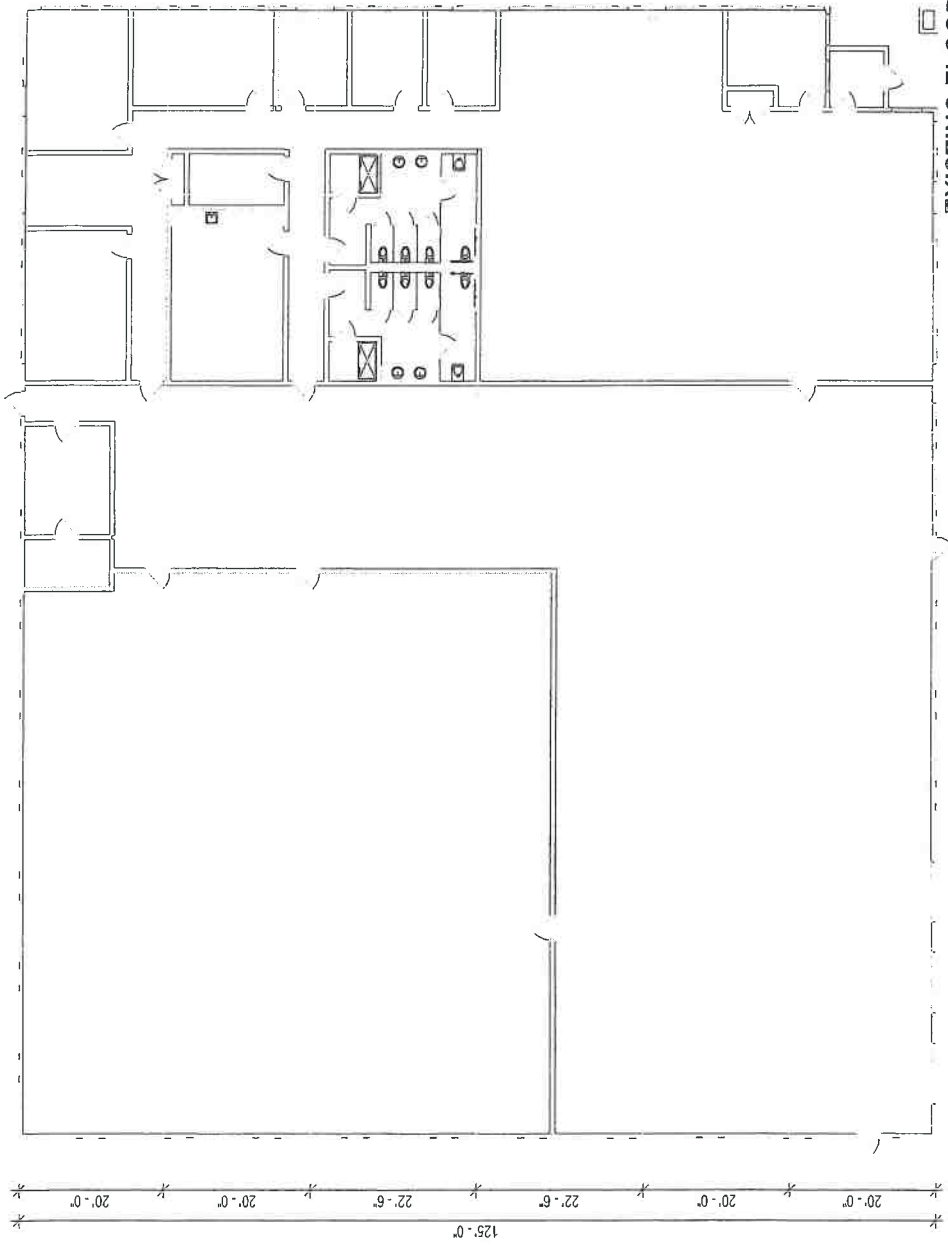
CONCEPT DESIGN

GATHER at 68 NEW HAMPSHIRE AVENUE

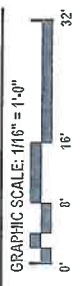


COVER  
GATHER AT 68 NH AVE  
SCALE:  
4/30/2021

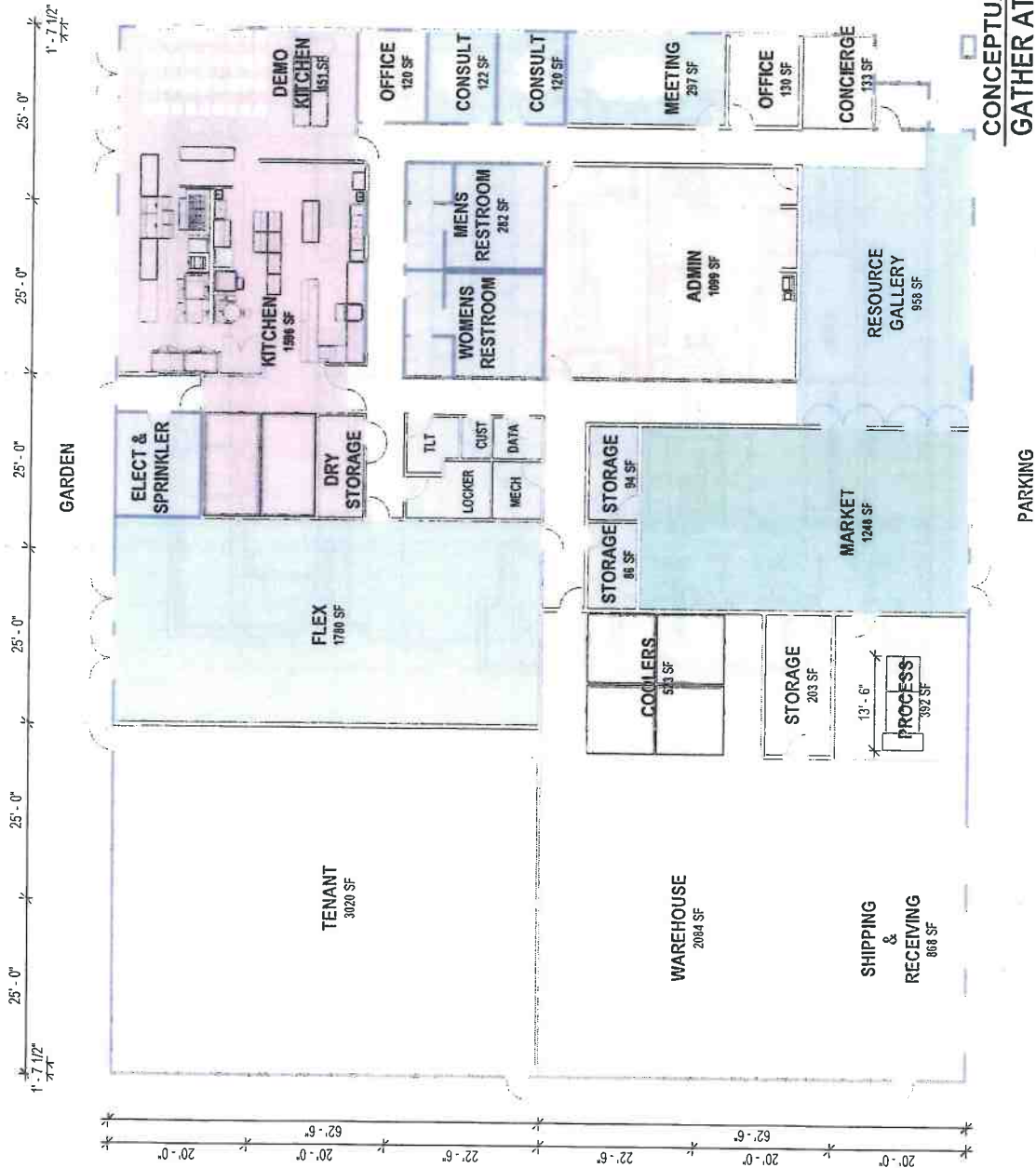
150'-0" 1'-7 1/2" 23'-4 1/2" 25'-0" 25'-0" 25'-0" 25'-0" 25'-0" 23'-4 1/2" 1'-7 1/2"



**EXISTING FLOOR PLAN**  
**GATHER AT 68 NH AVE**



SCALE: 1/16" = 1'-0"  
4/30/2021



- ADMINISTRATION
- ASSEMBLY
- CORRIDOR
- KITCHEN
- MARKET
- SUPPORT
- TENANT
- WAREHOUSE

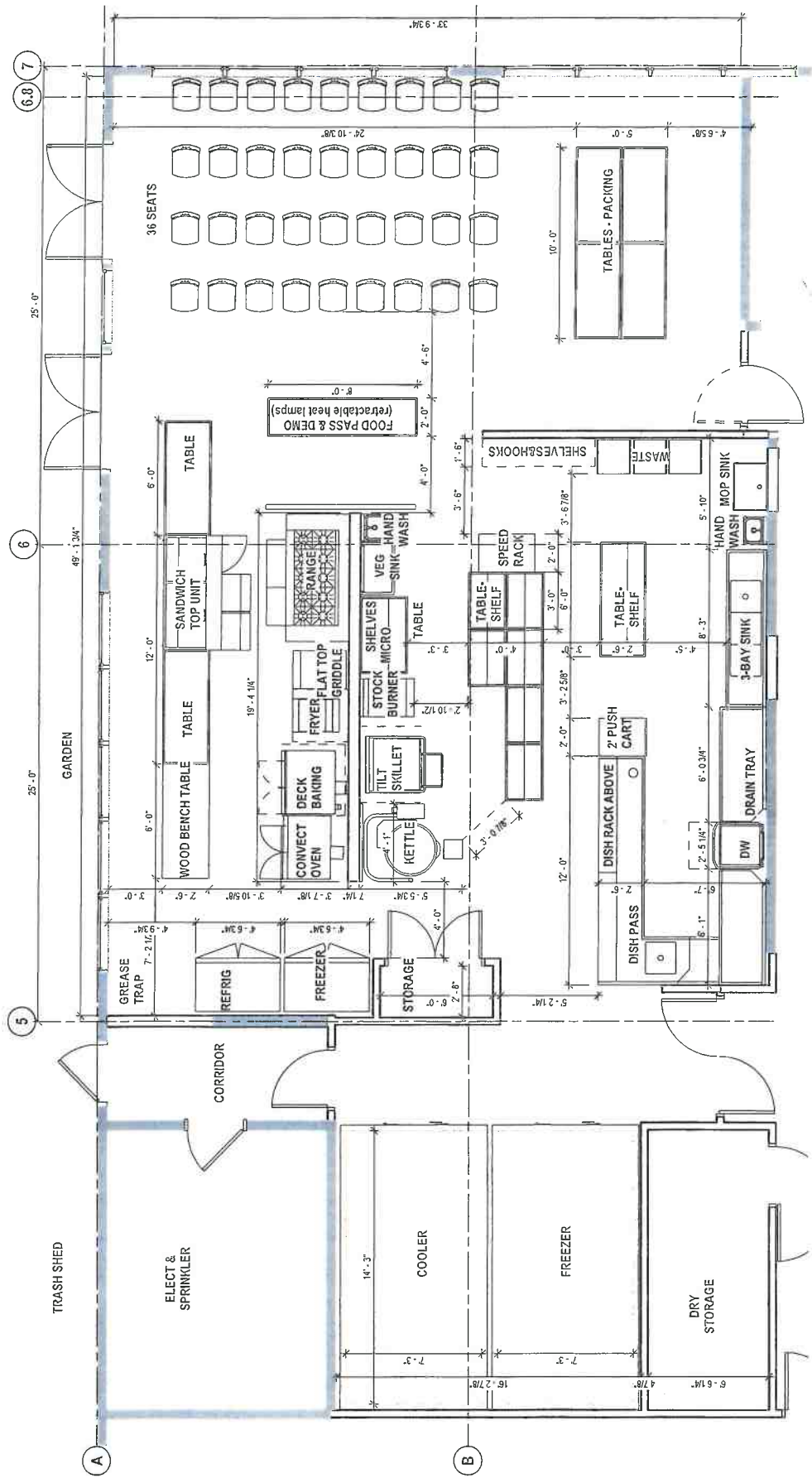
**CONCEPTUAL FLOOR PLAN**  
**GATHER AT 68 NH AVE**

SCALE: 1/16" = 1'-0"  
 4/30/2021

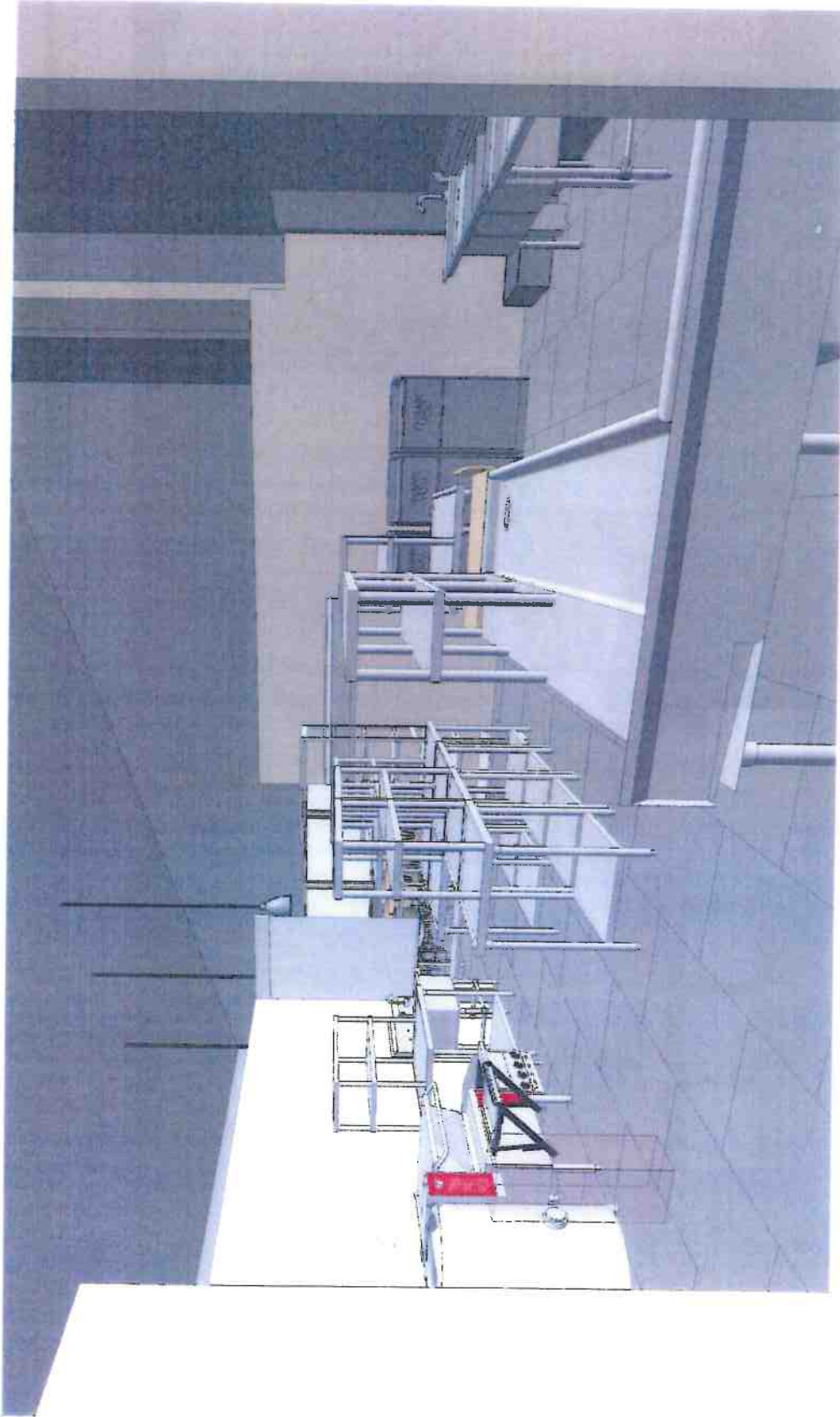


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**KITCHEN OPTION 1**  
**GATHER AT 68 NH AVE**  
 SCALE: 1/4" = 1'-0"  
 GRAPHIC SCALE: 1/8" = 1'-0"  
 4/20/2021  
 COPYRIGHT © 2021



1 Kitchen from dish pass

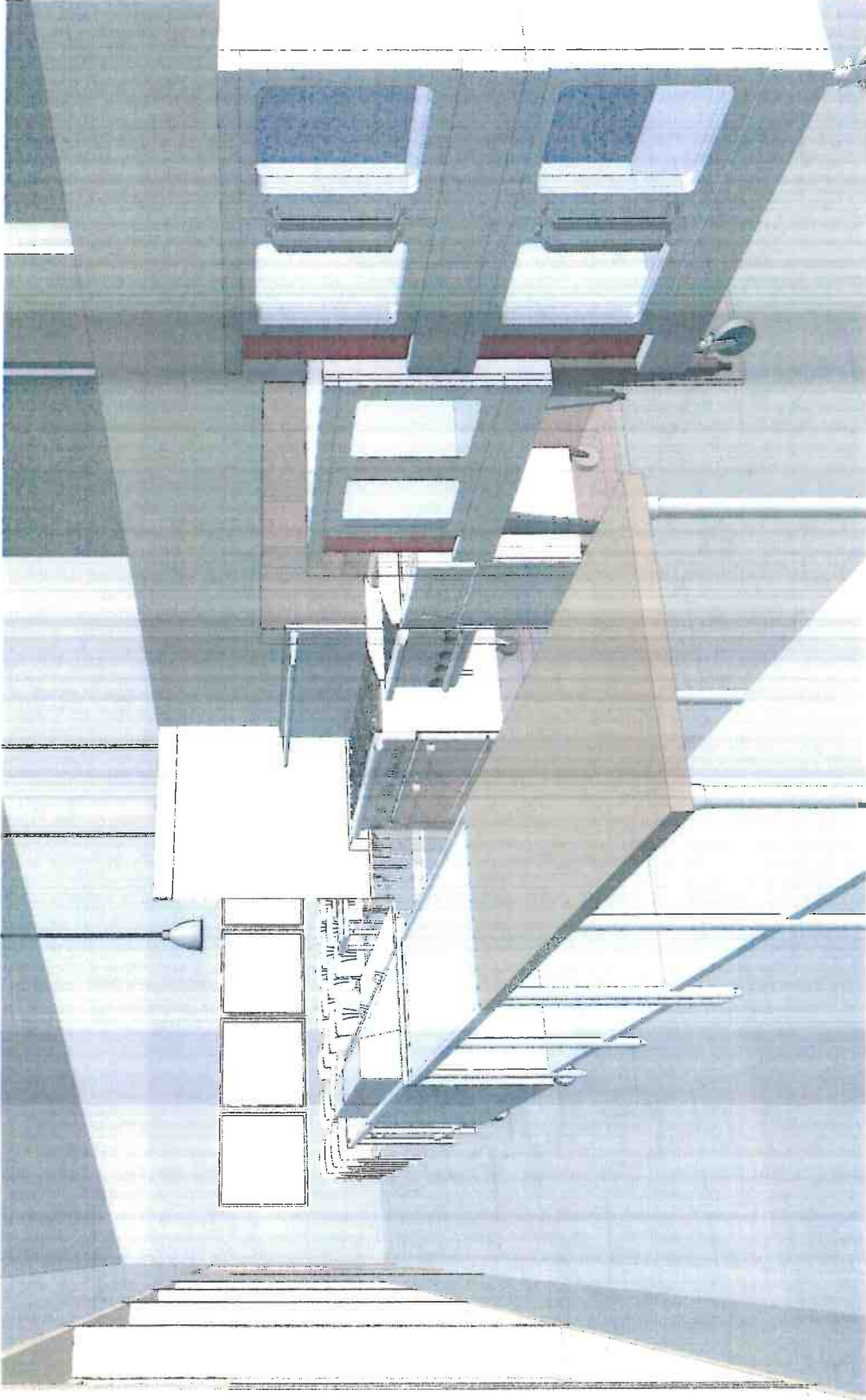
**VIGNETTE 1**

**GATHER AT 68 NH AVE**

SCALE:  
4/30/2021



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INTERIORS  
PLANNERS  
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1 Kitchen from grease trap

**VIGNETTE 2**

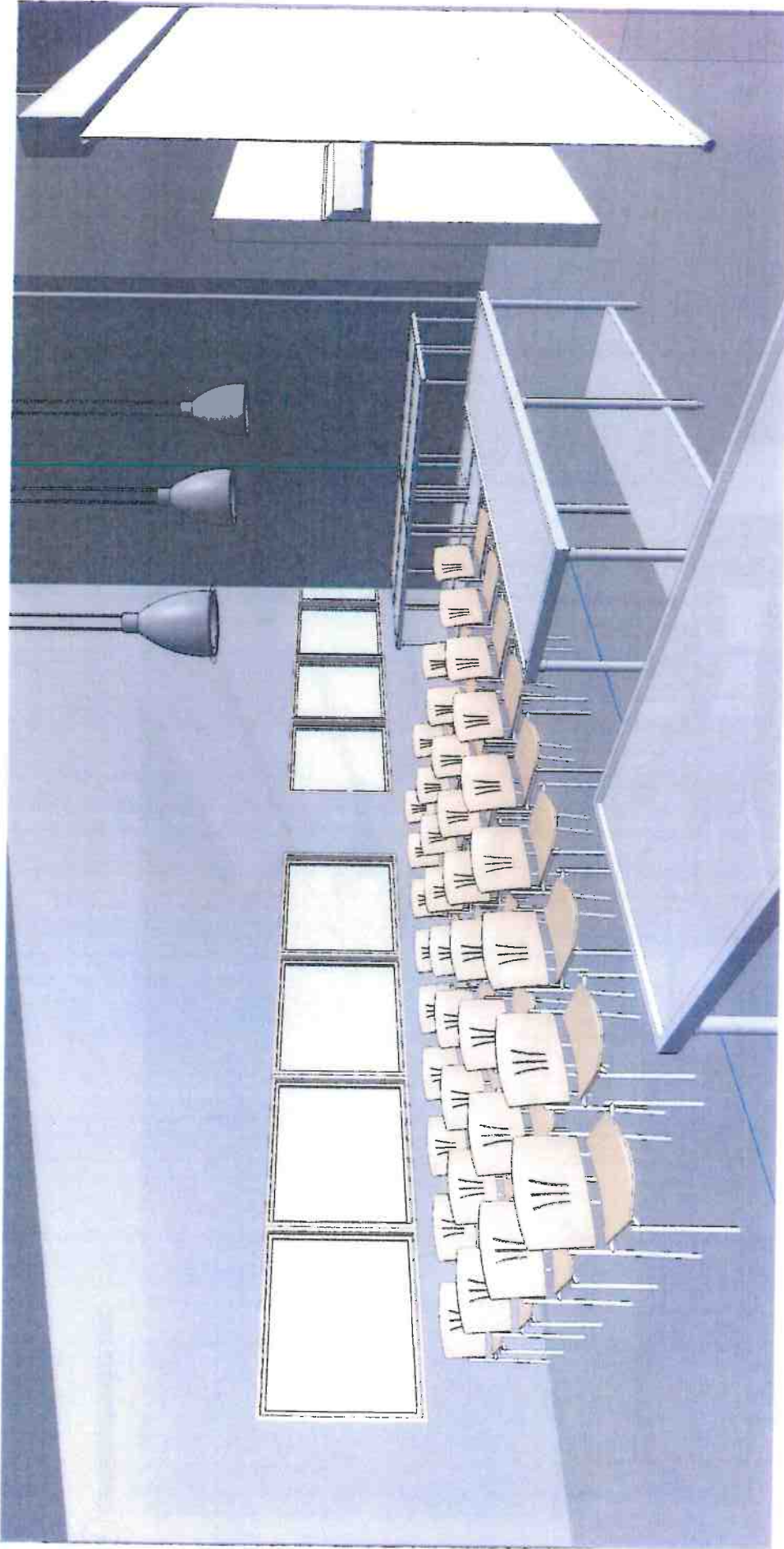
**GATHER AT 68 NH AVE**

SCALE:  
4/30/2021



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1 Kitchen demo seating from work tables

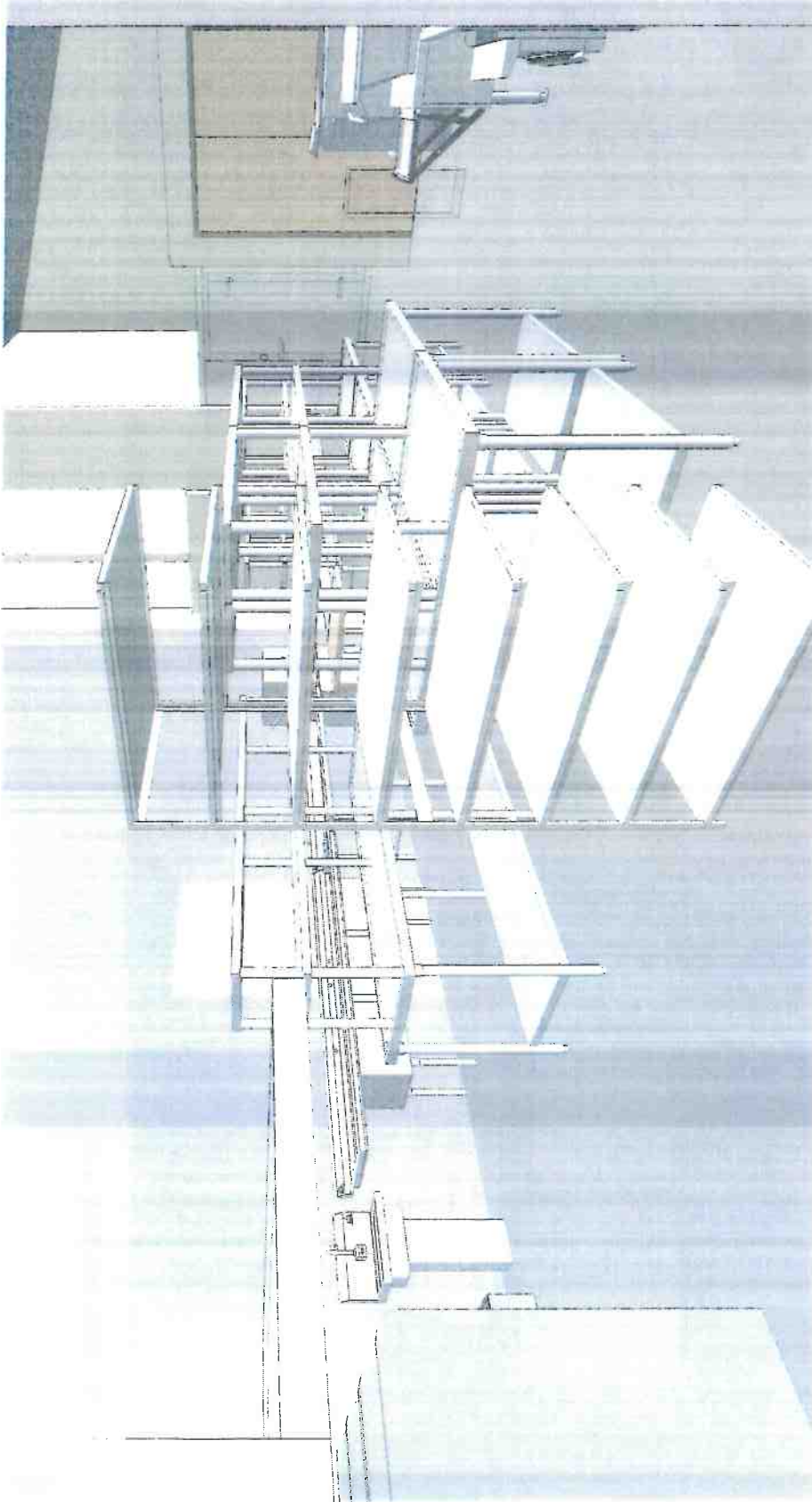
**VIGNETTE 3**

**GATHER AT 68 NH AVE**

SCALE:  
4/30/2021



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1 Front Kitchen from food pass

VIGNETTE 4

GATHER AT 68 NH AVE

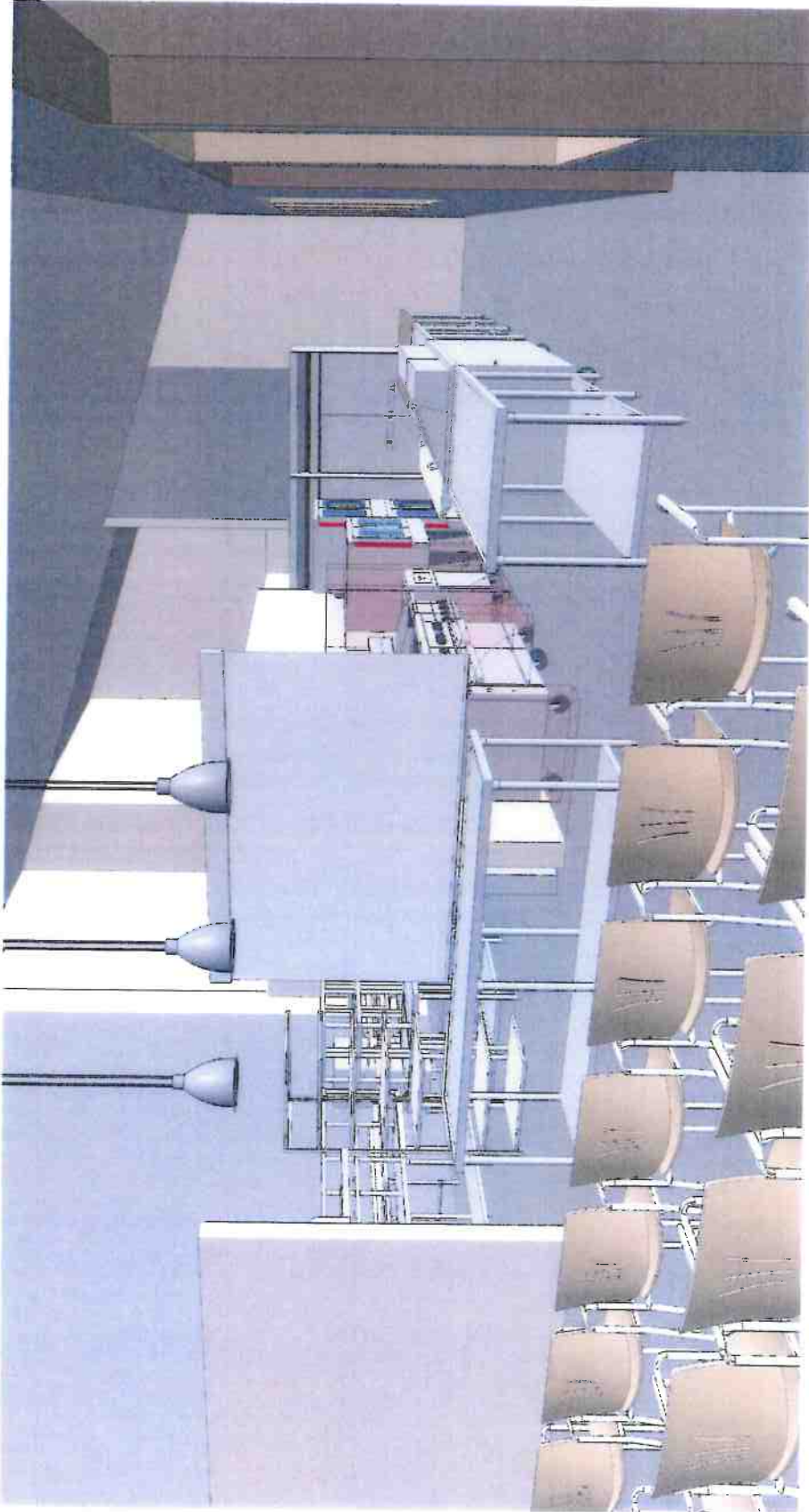
SCALE:  
4/30/2021



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1 Rear Kitchen from demo seating

**VIGNETTE 5**

**GATHER AT 68 NH AVE**

SCALE:  
4/30/2021



## MOTION


Director Anderson:

The PDA Board of Directors approves of and authorizes the Executive Director to complete negotiations and to enter into a contract with LeaseQuery for Property Management Leasing Accounting Software; all in accordance with the memorandum of Suzy Anzalone, Assistant Director of Finance, dated June 8, 2021, attached hereto.

N:\RESOLVES\2021\LeaseQuery – Lease Management Software 6-17-2021.docx

## MEMORANDUM

To: Paul Brean, Executive Director

From: Suzy Anzalone, Assistant Director of Finance 

Date: June 8, 2021

Subject: Contract with LeaseQuery for Lease Management Software

---

The Pease Development Authority is interested in purchasing property management lease accounting software. This software purchase is driven by the requirements of GASB 87, a Government Accounting Standard requiring governmental agencies to change the accounting and financial reporting of leases. Each of PDA's approximately 120 leases will need to be individually converted to this new standard as the current lease management software, Binary Systems, does not have the capability to meet the requirements of this new standard. GASB 87 is effective for fiscal years beginning after June 15, 2021, meaning PDA's FY22 audited financials must reflect the new reporting requirements.

In preparation for this new regulatory requirement, PDA conducted a Request for Proposals (RFP) in January, 2021. We received four bids from vendors, all of whom met the guidelines outlined in the RFP. Software demonstrations were scheduled with 3 of the 4 vendors; LeaseQuery, a low bidder in terms of cost, was chosen as having the most appropriate technology necessary to meet the needs of PDA.

LeaseQuery is a cloud based lease management software. The company has extensive experience in implementing GASB 87. PDA's Information Technology Director, Greg Siegenthaler, participated in the RFP review process and has confirmed that LeaseQuery meets PDA's cybersecurity requirements.

The annual subscription cost for this software is \$10,500 for up to 125 records/leases. One-time training and implementation/configuration fees will total \$12,500, and an additional \$5,000 one-time fee will be incurred for data entry and analysis of up to 25 leases. Analysis of additional leases would be billed at \$250 per lease if PDA felt analysis was necessary.

At the June 17, 2021, meeting of the PDA Board of Directors, please seek approval to complete negotiations with LeaseQuery and to enter into a one year agreement for the provision of property management lease accounting software. Thank you for your consideration in this matter.



## MOTION

Director Levesque:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to institute a temporary application process for the short-term display of banner flag signs for the purpose of assisting small retail business impacted by the COVID-19 pandemic as they reopen, all in accordance with the Memorandum from Maria J. Stowell, P.E., Manager - Engineering, dated June 9, 2021, attached hereto.

N:\RESOLVES\2021\Banner Signs - 14 Manchester Square 6-17-2021.docx



**PEASE**

INTERNATIONAL

DEVELOPMENT  
AUTHORITY

55 International Drive Portsmouth, NH 03801

## MEMORANDUM

To: Paul E Brean, Executive Director *Paul*  
From: Maria J. Stowell, P.E., Engineering Manager *Maria*  
Date: June 9, 2021  
Subject: Temporary Signs for Covid Impacted Businesses

As you know, signs are displayed on the Tradeport only after a tenant submits a request, that request is reviewed by staff and, if necessary, by the Board, and the reviews culminate in an approval. Recently, two small retail type businesses that are subtenants of PDA tenants have placed tall banners outside of their businesses to attract customers in violation of PDA land use controls and the applicable leases. Staff contacted PDA's tenant at the relevant locations to discuss the removal of the banners. The tenant, who subleases to these retail interests, indicated the immediate need for the banners in light of the downturn in business due to the pandemic. The businesses, which were forced to close for a time, have found the banner displays to be most effective in letting the public know that they have recently reopened.

Recognizing the impact that Pease small retail businesses are still experiencing due to the pandemic and the very unique period of time we are in, staff is proposing that a temporary application process be implemented to allow the display of banners on a short-term basis. The process would, at a minimum, require:

1. The application is submitted by PDA's direct tenant;
2. The business seeking to display a banner has been impacted by the pandemic (i.e. small businesses that rely on foot/vehicle traffic as banners should not be allowed as a simple advertising tool);
3. The banner must advertise a particular business on the lot or service being offered.
4. The banner is of the tall, single support style, professionally made and properly erected. The banner proposal may be denied if the size is determined to be excessive;
5. The banner is on the same lot as the business;
6. Each business may have only one banner;
7. If more than one business is located on a lot, there may be only one banner per 250 feet of frontage;
8. The applicant shall submit a plan showing the approximate placement of the signs on the lot;
9. All temporary banners shall be removed by September 10, 2021, the Friday after Labor Day.

Staff would review the applications and grant the required approval based on the listed conditions. If you agree, please bring the matter to the PDA Board next week.



I have attached a memo from the tenant at the Retail Center that provides additional justification for the banners.

N:\ENGINEER\Board Memos\2021\CovidImpactSigns.docx

NH Avenue Retail Center, LLC  
1 New Hampshire Ave LLC  
25, 29 Retail, LLC  
C/O CPManagement, Inc.  
11 Court Street  
Exeter, NH 03833

**Memorandum**

To : Maria Stowell

From: James J. Horne

Date: June 8, 2021

Re: Promotional Banners/Flags at Pease – 14 Manchester Square and One NH Ave.

---

Maria:

Per our conversation today, we would like to request that the PDA temporarily allow the use of flags/banners as set forth below to promote certain retail businesses that were adversely affected by the pandemic.

At 14 Manchester Square and One New Hampshire Avenue we have six retail businesses severely affected first by the shutdowns and later (and ongoing) by the lack of customers at Pease. As you know, many office buildings remain at very low occupancy. Two of these businesses, Portsmouth Trade and Greeting and the US Post Office, have already closed down permanently, dealing a severe blow to our retail choices. The others, Belle Peppers, Tradeport Pizza, The Juicery, Tradeport Barber and What a Crock are only barely staying alive through government support and rent abatements.

Our entities realize the importance of retail choices at Pease. We have waived large sums of rent to preserve these choices.

Recently, *Tradeport Barber* and *Belle Peppers* have resorted to the placement of banners to attract more business from the street. These banners have been very effective.

Banners have been placed at the intersection of the driveways and Manchester Square and/or New Hampshire Avenue and the intersection of Manchester Square and New Hampshire Avenue. We are asking that permission be granted to allow this practice. We would regulate it such that no more than one banner would be allowed at a given intersection, and we would also make sure that the banner is placed on the lot and not on public land.

We understand the PDA rightfully restricts this type of promotion and we wholeheartedly support the typical restrictions. We do not want to degrade the streetscape with banners and advertisements. Notwithstanding, given the current tenuous situation faced by Pease retailers that are already marginal, we believe we need to do all we can from now until the end of 2021 to give these businesses a fighting chance.

# Memorandum

**To:** Paul Brean, Executive Director *PAB*  
**From:** Sandra McDonough, Airport Community Liaison *SM*  
**Date:** 6/9/2021  
**Subj:** Noise Report for May, 2021

---

Portsmouth International Airport at Pease received four noise inquiries in May, 2021. Three of the inquiries were pertaining to fixed wing aircraft and the fourth inquiry was pertaining to a rotor wing aircraft.

The fixed wing inquiries originated from Durham, Rye and Portsmouth. The Durham resident's concern was about noise and duration of six F-18's and two support tankers departing in succession to the North heading overseas. A follow up email was sent on May 11th. The Rye resident's concern was about a Military C-17 cargo aircraft departing to the south at 11:00 PM. A voice message was left on May 11th. The last fixed wing inquiry was from a Rochester resident about continuous noise of aircraft overhead. The noise was from aircraft taking passengers up to Skydive departing Lebanon Airport in Maine.

The rotor-wing aircraft inquiry was from a Portsmouth resident who lives adjacent to the southeast end of the airfield. The helicopter arrived and departed to the southeast putting the helicopter over the neighborhood. It was a normal take-off and landing but a courtesy phone call was made to Maine Helicopters to ask them to fly the runway heading to avoid the noise sensitive area if possible.

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 Ferrini:

The Pease Development Authority (“PDA”) Board of Directors approves of and authorizes the Executive Director to:

1. Expend funds in the amount of **\$11,832.00** for legal services rendered to the Pease Development Authority from:

**Sheehan Phinney Bass & Green**

April 1, 2021 – April 30, 2021	\$ 3,944.00
(for Tradeport General Representation)	

April 1, 2021 – April 30, 2021	<u>\$ 7,888.00</u>
(in support of MS4 and CLF settlement implementation)	

Total	<u><b>\$11,832.00</b></u>
-------	---------------------------

2. Expend funds in the amount of **\$10,656.00** for legal services rendered to the Pease Development Authority from **Anderson Kreiger** as outside counsel for Federal Regulatory Advice from April 1, 2021 through April 30, 2021.

**For a total amount of \$22,488.00 in legal services**

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:Lynn J. Preston  
Invoice Number: 361519

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$3,944.00
TOTAL EXPENSES:	\$0.00
	-----
TOTAL THIS BILL:	\$3,944.00
	-----
PREVIOUS BALANCE:	\$5,539.00
	-----
TOTAL BALANCE DUE:	\$9,483.00
	-----

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

To pay by CREDIT CARD, please visit [www.sheehan.com](http://www.sheehan.com), scroll to the bottom and click " ClientPay " or contact our office directly.



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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Permit Implementation

-----  
CLIENT/CASE NO. 14713-19658  
BILLING ATTORNEY:Lynn J. Preston  
Invoice Number: 361518

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$7,888.00
TOTAL EXPENSES:	\$0.00
	-----
TOTAL THIS BILL:	\$7,888.00
	-----
PREVIOUS BALANCE:	\$13,871.42
	-----
TOTAL BALANCE DUE:	\$21,759.42
	-----

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

To pay by CREDIT CARD, please visit [www.sheehan.com](http://www.sheehan.com), scroll to the bottom and click " ClientPay " or contact our office directly.

ANDERSON  
KREIGER

50 Milk Street, 21st Floor  
Boston, MA 02109  
(617) 621-6500  
EIN: 04-2988950

May 18, 2021

Pease Development Authority  
Anthony Blenkinsop, Deputy Director/General Counsel  
55 International Drive  
Portsmouth, NH 03801

Reference # 138197 / 1047-4136

In Reference To: Federal Regulatory Advice

Professional Services

Hours      Amount

Attorney/Paralegal Summary

Name	Hours	Rate	Amount
Scott P. Lewis	0.80	555.00	444.00
David S. Mackey	18.40	555.00	10,212.00

Total Current Billing: \$10,656.00



## MOTION

Director Fournier:

The Pease Development Authority Board of Directors hereby approves of the request made by 75 NH, LLC for the removal of ten (10) to twelve (12) trees near the building located at 85 New Hampshire Avenue, provided that any and all requisite permits are obtained and all tree removal work is done with reasonable prior notice to the PDA Engineering Department; all in accordance with the memorandum from Maria J. Stowell, P.E. – Manager – Engineering dated June 2, 2021 attached hereto.

N:\RESOLVES\2021\85 NH Ave Tree Removal Request.docx



## MEMORANDUM

To: Paul E Brean, Executive Director *pas*  
From: Maria J. Stowell, P.E., Engineering Manager *Maria*  
Date: June 2, 2021  
Subject: Tree Removal, 85 New Hampshire Ave

In 2015 and 2016, 75 NH, LLC secured approvals and permits for the construction of the two story building at 85 New Hampshire Avenue. Construction was completed about three years ago. In laying out the building site, the developer took advantage of Part 304-A.07(a)(13) of the Pease Wetlands Protection Ordinance and located a portion of the building and site facilities within 25 feet of the wetland. Part304-A.07(a)(13) allows redevelopment within the nominal buffer if the land has been previously disturbed for the construction of an impervious surface. The result is that the building is very near trees situated in the wetland or wetland buffer. (See attached drawing.)

75 NH, LLC recently notified staff that, for a second time, a tree had fallen onto the building causing damage and asked about approvals needed to remove ten to twelve trees. 75 NH provided the attached letter from its arborist, which assesses the condition of these trees and recommends their removal. Depending on the precise location of the trees to be removed (wetland or wetland buffer), the potential impact on the wetland, and the proposed method of tree removal, a DES wetland permit and/or a PDA conditional use permit may be required.

To reduce the risk of further damage to the building or building occupants, please ask the Board to approve the request of 75 NH, LLC to remove trees near the building at 85 New Hampshire Avenue, provided that the requisite permits are obtained.

N:\ENGINEER\Board Memos\2021\85NH Trees.docx

PISCATAQUA  
LANDSCAPING  
& TREE SERVICE

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[www.piscataqualandscaping.com](http://www.piscataqualandscaping.com)

26 Maclellan Lane, Eliot, ME 03903  
TEL 207.439.2241 FAX 207.439.6661

To: CP Management C/O: Jay Horne  
From Chris Kemp  
Regarding: 85 New Hampshire Avenue  
Date: May 13, 2021

Justin Gamester forwarded me your letter regarding the trees I marked for removal at **85 New Hampshire Avenue**. I marked these trees in response to (2) trees that fell onto the building, one of them shattering an office window. They range in size from 6"-16" in diameter. All the trees I marked for removal are close to the building, they are a shallow rooted species and/or they may have a compromised trunk or root structure which would pre-dispose them to failure. All trees are within striking distance of the building and make them hazardous in nature. The trees that I marked are also on the edge of a seasonal wetland. The wet soils generally tend to destabilize root systems.

Please let me know if you have any other questions regarding my assessment of the trees recommended for removal.

Sincerely,

*Chris Kemp*

Chris Kemp  
Certified ISA Arborist  
TRAQ certified





**AMBIT ENGINEERING, INC.**  
Civil Engineers & Land Surveyors  
200 Griffin Road - Unit 3  
Portsmouth, N.H. 03801-7114  
Tel (603) 430-9282  
Fax (603) 436-2315

**NOTES:**

- 1) THE CONTRACTOR SHALL NOTIFY DIG SAFE AT 1-888-DIG-SAFE (1-888-344-7233) AT LEAST 72 HOURS PRIOR TO COMMENCING ANY EXCAVATION ON PUBLIC OR PRIVATE PROPERTY.
- 2) UNDERGROUND UTILITY LOCATIONS ARE BASED UPON BEST AVAILABLE EVIDENCE AND ARE NOT FIELD VERIFIED. LOCATING AND PROTECTING ANY ABOVEGROUND OR UNDERGROUND UTILITIES IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR THE OWNER. UTILITY CONFLICTS SHOULD BE REPORTED AT ONCE TO THE DESIGN ENGINEER.
- 3) CONTRACTOR SHALL INSTALL AND MAINTAIN EROSION CONTROL MEASURES IN ACCORDANCE WITH THE "NEW HAMPSHIRE STORMWATER MANUAL, VOLUME 3, EROSION AND SEDIMENT CONTROLS DURING CONSTRUCTION. (NHDES DECEMBER 2008).
- 4) CONTRACTOR TO EXCAVATE AND REMOVE EXISTING BURIED CONCRETE SLAB BENEATH LIMITS OF PROPOSED BUILDING.
- 5) CONTRACTOR SHALL COORDINATE LANDSCAPE INSTALLATION LOCATIONS TO AVOID PLANTING OVER UTILITIES.
- 6) UPON COMPLETION OF CONSTRUCTION AND PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY AND RELEASE OF BOND, THE APPLICANT SHALL SUBMIT A LETTER TO THE PEASE DEVELOPMENT AUTHORITY, SIGNED AND STAMPED BY A PROFESSIONAL ENGINEER, STATING CONSTRUCTION HAS BEEN COMPLETED IN CONFORMANCE WITH THE APPROVED PLANS.
- 7) CONTRACTOR TO SUBMIT AS BUILT PLANS ON REPRODUCIBLE MYLAR AND IN DIGITAL FORMAT (.DWG FILE) ON DISK TO THE OWNER AND ENGINEER UPON COMPLETION OF THE PROJECT. AS BUILTS SHALL BE PREPARED AND CERTIFIED BY A NEW HAMPSHIRE LICENSED LAND SURVEYOR.
- 8) ALL CURB RADII SHALL BE 5' UNLESS NOTED OTHERWISE.
- 9) SNOW PILES SHALL BE REMOVED FROM THE SITE DURING WINTER PLOWING OPERATIONS.

**85 NEW HAMPSHIRE AVENUE  
PEASE INTERNATIONAL TRADEPORT  
PORTSMOUTH, N.H.**

4	REVISED LIMIT OF WORK	11/10/15
3	SIDEWALK, MILL/OVERLAY, SIGN, NOTE 9	9/18/15
2	ADA PARKING, MILL/OVERLAY	8/11/15
1	REVISED BUILDING, SITE LAYOUT, NOTES	7/21/15
0	ISSUED FOR COMMENT	6/15/15

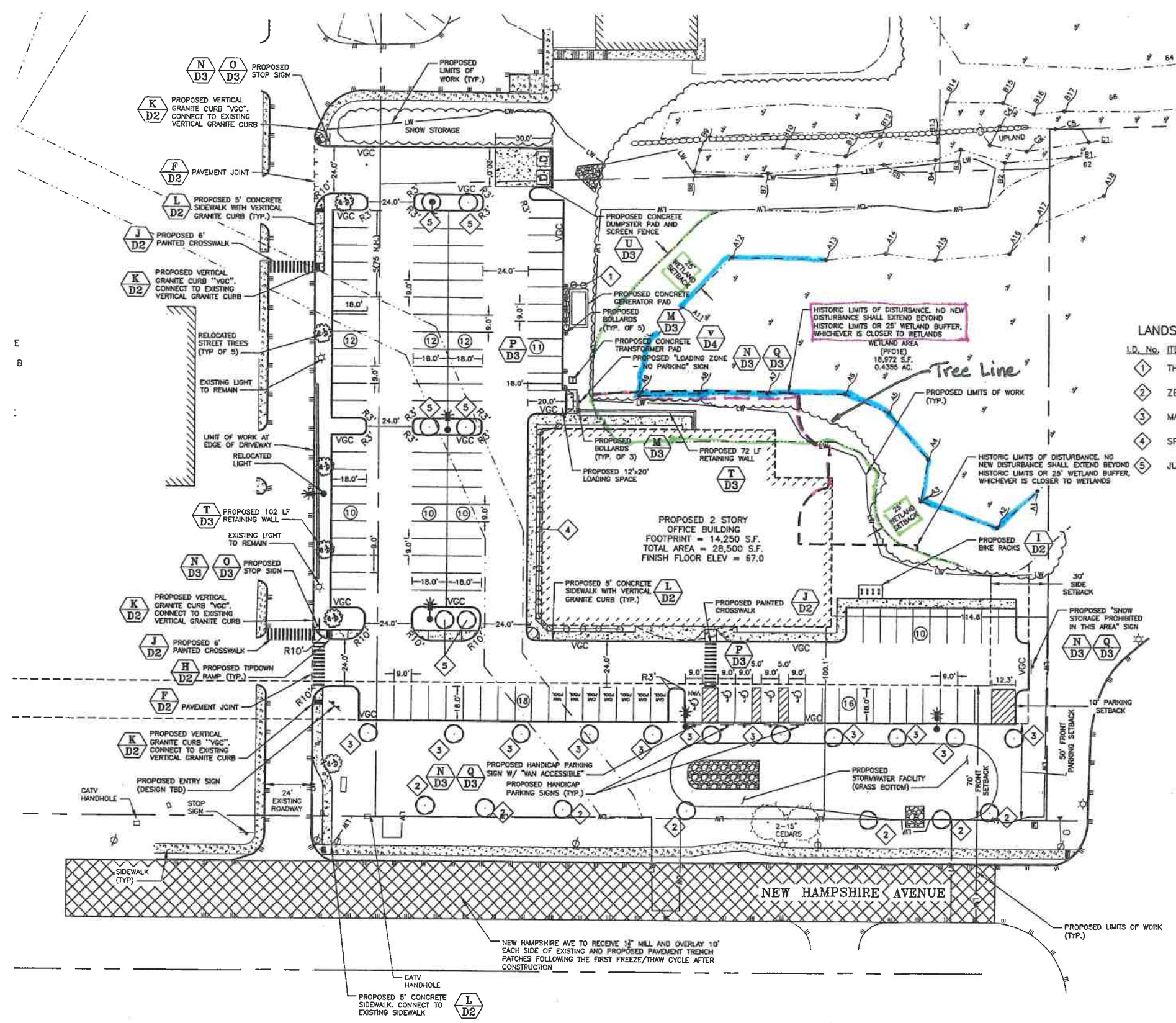
NO.	DESCRIPTION	DATE
REVISIONS		



SCALE: 1" = 30' JUNE 2015

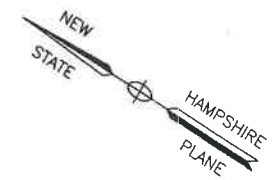
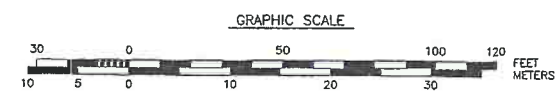
LAYOUT AND LANDSCAPE PLAN

C3



**LANDSCAPE SCHEDULE:**

I.D. No.	ITEM	QUANTITY	SIZE
1	THUJA OCCIDENTALIS 'NIGRA' DARK AMERICAN ABROBORVITAE	5	8' HT.
2	ZELKOVA SERRATA JAPANESE ZELKOVA	7	2" CAL.
3	MALUS 'BRANDYWINE' BRANDYWINE FLOWERING CRABAPPLE	11	2" CAL.
4	SPIREA JAPONICA LITTLE PRINCESS SPIREA	17	2 GAL.
5	JUNIPERUS COMMUNIS COMMON JUNIPER	6	2 GAL.





## MOTION

Director Lamson:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to take all such action as may be required or appropriate to increase the current aviation fuel flowage fee rate by \$.01, from \$.03 to \$.04 per gallon on 100 low lead fuel and Jet A fuel, commencing July 1, 2021; all in accordance with the memorandum of Andrew Pomeroy, Manager, Aviation Planning & Regulatory Compliance, dated June 8, 2021, attached hereto.



**To:** Paul E. Brean, Executive Director *PEB*

**From:** Andrew Pomeroy, Manager, Aviation Planning & Regulatory Compliance *AP*

**Date:** 6/8/2021

**Subj:** Aviation Fuel Flowage Fee Increase

---

On July 1, 2018, Portsmouth International Airport at Pease (“PSM”) implemented an aviation fuel flowage fee of .02 cents per gallon on Jet A and 100LL fuel sales and at its June 18, 2020 meeting the Board approved an increase to the fuel flowage fee by one cent to .03 cents per gallon. PSM continues to recognize a significant increase in operating expenses associated with maintenance and security requirements to maintain airport certification. Additionally, capital expenditures have also been committed to address increased aviation activity as well as deterioration of primary airfield asphalts. It is my recommendation the fuel flowage fee for both Jet A and 100LL fuel be increased to .04 cents per gallon as of July 1, 2021, to support additional aeronautical revenue.

Fuel flowage fees are prominent at most airports throughout the country with a national average of .09 cents per gallon. The table below is a survey of similar airports in the Northeast comparing fuel prices and associated fuel flowage fees. Neighboring airports average .08 cents a gallon for a flowage fee, and it should be noted the lowest priced fuel is sold directly by the airport operator and not a Fixed Base Operator.

With a proposed .01 cent increase PSM will remain extremely competitive with surrounding airports. Considerable attention should be given to the fact PSM is the only airport in the survey that does not charge landing fees to aircraft operators. Although landing fees are the most significant contributor to aeronautical revenue at airports, PSM must be conscientious to the fact ninety percent (90%) of PSM traffic can choose to use an alternative airport. A minimal increase to fuel flowage fee will safeguard operators seeking better value at alternative airports.

It is my recommendation that you request the Board to authorize increasing the fuel flowage fee .01 cents per gallon to .04 cents on both 100 low lead fuel and Jet A fuel. This fee will commence on July 1, 2021 and will be collected on a monthly basis directly from our Fixed Based Operators, and authorized self-fueling tenants.

Airport	100 LL	Jet A	Fee	Fee
PSM	\$5.60	\$5.25	.03/gal Avgas	.03/gal Jet A
MHT	\$6.75	\$5.95	.05/gal Jet A	.025/gal Cargo
BED	\$7.38	\$7.80	.11/gal Avgas	.16/gal Jet A
ORH	\$5.33	\$4.49	.05/gal Avgas	.11/gal Jet A
PVD	\$6.99	\$6.09	10% FBO Sales	10% FBO Sales
BVY	\$5.55	\$5.11	.10/gal Avgas	.10/gal Jet A
BGR*	\$5.17	\$3.77	No Fee	No Fee
PWM	\$5.02	\$3.85	% FBO Sales	% FBO Sales

\*BGR Airport runs FBO and sells the fuel



*Division of Ports and Harbors Advisory Council  
555 Market St.  
Portsmouth, NH 03801  
Tel 603-436-8500  
Fax 603-436-2780*

## **PORT ADVISORY COUNCIL MEETING MINUTES**

**WEDNESDAY, APRIL 14, 2021**

Pursuant to NH RSA 91-A:2 III(b) Port Council Chairman Roger Groux has declared COVID-19 an emergency condition and waived the requirement that a quorum be physically present at the meeting in accordance with the Governor's Executive Order 2020-04, Section 8 and Emergency Order #12, Sections 3 and 4. Port Council members participated remotely and identified their location and any person present with them at that location. All votes were by roll call. Members of the public were allowed to participate by using the access information provided. The moderator for this telephone conference was Greg Siegenthaler, from the Pease Development Authority, who explained the meeting protocols. The meeting was audio recorded (there was no video component available).

### **1. CALL TO ORDER**

A roll call attendance was taken and the meeting was called to order at 6:00 PM.

#### **PRESENT:**

Roger Groux, Chairman, Dover Point, NH with no other individuals present.

Brad Cook, Vice-Chairman, Hampton, NH, with no other individuals present.

Erik Anderson-arrived at 6:15 PM, Portsmouth, NH, with no other individuals present.

Chris Holt-Stratham, NH, no other individuals present.

Chris Snow-Dover Point, NH, with no other individuals present.

Mike Donahue-Newington, NH, with no other individuals present.

Esther Kennedy-arrived at 6:30 PM, Portsmouth, NH with no other individuals present.

Jeff Gilbert-Rye, NH with no other individuals present

### **2. APPROVE MINUTES**

Jeff made a motion to accept the March 10, 2021 minutes. Brad seconded, there no discussion, a roll call vote was taken and the motion passed. Regarding the minutes, Roger spoke on the bridge incident and asked Chris H. would report on the meeting that resulted in that. A meeting was held with the Coast Guard and the Supervisor of the NH DOT bridge authority. The Pilots are requested to call both bridges, discussed overall response for bridge tenders and communication issues. The bridge operator on duty has been spoken to and will now be following protocol and lift the bridge as requested. NH DOT should be reporting to the CG any bridge failures and delays, the Pilots practice is to write up an incident report. There have been no incidents since. In the end, communication will improve and operations will get back to normal. Geno said he spoke to Lt. Bourbeau from the CG, he went up on the SML and had a tour and viewed the operations. The minutes also mentioned the 2 letters that were approved to be sent on behalf of the Council (support for Grant Nichols, Lighthouse) and they have been sent to your email tonight.



3. FINANCE REPORT

Jeff reported that operating income is ahead of budget, the depreciation offsets and operating income. It appears that we are operating and are self-sustaining. Geno added that on Monday, Paul Brean testified before Senate Finance Committee on the operating budget, Geno reminded the Council that the only expenses that shows up in the State budget are the 6 classified positions. Wage and benefit costs are reimbursed by the PDA to the state so there is no effect on the State general fund.

4. VESSEL TRANSIT REPORT, the March report was presented, noted that there is quite a bit of asphalt coming in.

5. DIRECTOR'S REPORT

1. Director Marconi reported on the items from the March PDA Board meeting which included:

- Report: Portsmouth Fish Pier, Change order # 5, Hoists, \$11,000-discussion included switching from a chain hoist to hydraulic, cost of maintenance vs. chain hoist, and how many hoists will remain after construction. Original bid documents called for re-installing the existing hoists. Both hoists were examined and determined that it would cost more to fix them than to replace them. Director reported on the rest of the PFP construction project, the floating docks are built, jib hoists, steel pipe pile guides, and fuel dispensers are in the warehouse. As a reminder from the last meeting, they are focusing on quality but the schedule is not far off.
- Report: Commercial Fishing Days with DMV and Fish and Game-allows commercial fishermen a "one stop shop" to take care of their annual permits, licenses and boat registrations.
- Report: Several Commercial Mooring Transfers (copies in packet) allows commercial moorings to be transferred for commercial use in order to ensure there are a fair amount available to the local fishing industry. Also the USCG looks at commercial use when they determine dredging activities.
- Approval: Juliet Marine, GHOST boat, Right of Entry, Market St. Terminal
- Approval: Project Partnership Agreement with the Army Corp for the expansion of the Piscataqua River's Uppermost Turning Basin-discussion regarding dredge spoils and where it may go (3 locations in MA) any additional transportation costs will be paid by the receiver of the spoils. Discussion on the additional cost of the project (post dredge operating and maintenance) and how the difference will be funded through the state. The Division went to Public Works, it has house approval, and is now in the Senate. All of the local Senators were contacted and are in support of the project.

2. 2021 Mooring Permit Application Analysis Report-deferred to Chris Snow

6. COMMITTEE REPORTS

**Business and Economic Relations-** Mike reported on a webinar that he attended which was geared towards the Grantee responsibilities for the Foreign-Trade Zone, he explained the benefits of joining an FTZ and presented a handout (included in the meeting packet) with some basic information on the FTZ program. Roger thanked Mike for taking on the

challenge of learning about the FTZ. Geno said the Council will be receiving a report at their next meeting but did talk about the existing companies that are users of FTZ 81. Discussion continued around how duties are paused while product is in the Zone, and then calculated when it leaves, when the FTZ Act was passed, to help stimulate the economy and save jobs.

**Dredging-** Chris H. reported that Rye is done, as reported last month. The Army Corp is moving forward with the Turning Basin and bids should be going out around the end of May. Mike asked about the Simplex Reach, Chris reported that the ACOE said it's not in the budget so unfortunately doesn't look like it's going to be able to happen during the project.

**Fisheries-**Erik A. reported regarding the Right Whale regulations, the public comment period has ended and they should be issuing final rulings by the end of May and take effect at the beginning of January 2022. Erik explained some of the changes include color coding and quick release on the lines. This Sunday is the annual trap clean-up day on the shorelines, he thanked Geno and Fish & Game for their help in making this happen. Offshore wind is still developing and there are still a lot of questions regarding how it will effect the fishing industry. Offshore wind legislative committee meets monthly. There are a few boats ground fishing, lobster industry setting gear and getting ready to set some gear.

**Government Relations-**Esther K. reported that at the last meeting the city council voted to move forward with the Maritime Festival in the fall. She spoke about the North Mill Pond and the public gathering, concerns with the proposed 50' set back instead of the 100' and with pollution in the pond. Roger asked if a meeting would be warranted with NH Marine Patrol about boat traffic in the back channel before the season starts up. Esther said that might not be a bad idea. Lots of people are still looking for spots for their boats and expects a very busy boating season.

**Moorings-** Chris S. reported on the mooring permit analysis report (in packet), applications are pretty steady from year to year, add together the applicants that missed the late filing period or voluntarily didn't renew was only 8 this year. Most non-renewables are from non-waitlist and shorefront, so it doesn't appear there will be much movement in the mooring fields this year.

**PDA Liaison-**Roger reported on the issue with Port City Air and MillionAir, as far as who will become the FBO and if the facility will be able to support 2 FBO's. Erik added some further insight from a PDA Director point of view and said it's on the board agenda for tomorrow. Esther said the City of Portsmouth hasn't officially weighed in but 5 councilors individually signed a letter and sent to the paper. Roger also added that Great Bay Marine has a plan to increase their mooring fields by 5 per year over the next 25 years. Also, mentioned that all should complete their respect and civility training by 4/23.

**Recreational piers-**Brad reported that the Rye and Hampton are coming alive, floats are going in Rye on the 22<sup>nd</sup> and Hampton on the 23<sup>rd</sup>. Trailer storage is completely sold out. Whale Watch will start late May, due to Covid. Same with Star Island. Hampton charters have been going on decent weather days and fishing for Cod and haddock. Launches are up for private vessels. Variety of activities at each facility, both have lobster, Hampton has

oysters, several 6 pack operators, head boat operators. Recommend Council members take a drive to both facilities to take a look. Roger projects its going to be a big summer on the seacoast. Barring any Covid restrictions, let's hope that is the case and they can recoup. Esther sits on the board for Star Island and reported they are planning to open for 60% capacity and folks are signing up.

7. NEW BUSINESS-Article was presented on the delegation visit to the PNSY. Roger said none of this could have happened without our State Pier and we seem to be an unrecognized partner. Geno reported that he did reach out to Senator Shaheen's office after the article came out to be sure she is aware that all of this came across our docks and she is well aware and supports what we are doing.
8. OLD BUSINESS – Erik asked if there is an update about the boat that sank in Seabrook last month. The boat was hauled out and is being stored at our Hampton Facility. NH DES and the Coast Guard worked together to get the boat out. Geno reported there is also a different boat that was impounded and bids are being accepted, boat is in Hampton.
9. PUBLIC COMMENT –Peter complimented Chris H. on his diplomatic response to the Bridge operator's behavior.
10. PRESS QUESTIONS  
No press in attendance.
11. ADJOURNMENT  
Chris H. made a motion to adjourn, Mike seconded. The meeting adjourned at 7:42 PM. Director thanked Greg from PDA for this help in facilitating the meeting.



*Division of Ports and Harbors Advisory Council  
555 Market St.  
Portsmouth, NH 03801  
Tel 603-436-8500  
Fax 603-436-2780*

## **PORT ADVISORY COUNCIL MEETING MINUTES**

**WEDNESDAY, MAY 12, 2021**

Pursuant to NH RSA 91-A:2 III(b) Port Council Chairman Roger Groux has declared COVID-19 an emergency condition and waived the requirement that a quorum be physically present at the meeting in accordance with the Governor's Executive Order 2020-04, Section 8 and Emergency Order #12, Sections 3 and 4. Port Council members participated remotely and identified their location and any person present with them at that location. All votes were by roll call. Members of the public were allowed to participate by using the access information provided. The moderator for this telephone conference was Greg Siegenthaler, from the Pease Development Authority, who explained the meeting protocols. The meeting was audio recorded (there was no video component available).

1. CALL TO ORDER

A roll call attendance was taken and the meeting was called to order at 6:05 PM.

PRESENT:

Roger Groux, Chairman, Dover Point, NH with no other individuals present.  
Brad Cook, Vice-Chairman, Hampton, NH, with no other individuals present.  
Erik Anderson- Portsmouth, NH, with no other individuals present.  
Chris Snow-Dover Point, NH, with no other individuals present.  
Mike Donahue-Newington, NH, with no other individuals present.  
Jeff Gilbert-Rye, NH with no other individuals present

2. APPROVE MINUTES Jeff made a motion to accept the minutes as presented, Erik seconded. Roger pointed out that although there are no changes to the minutes he wanted to ask if the Council could be notified of all upcoming off shore wind committee meetings. Roger reminded the Council that the mandatory civility training needs to be completed. Esther and Jeff need to do theirs. A roll call vote was taken and the minutes were approved.
3. FINANCE REPORT Jeff reported that the positive operating results are due reduction in expenses, revenues are down as well but kudos are in order for the difficult circumstances to Geno and the Port staff for the remarkable outcome.
4. VESSEL TRANSIT REPORT, the April report was presented, this report is put together by the Pilots and required under the Administrative Rules, it is shared with quite a few other agencies. The report tracks the ships coming and going in the river and can also used to help track the pilot's activity, which is required for their reappointment. A lot of information on the report including cargo, tonnage, weather, etc.
5. DIRECTOR'S REPORT

1. Director Marconi reported on the items from the March PDA Board meeting which included:

- **Report:** Commercial Moorings for Hire, 6 in packet. Geno explained approval process for commercial moorings for hire which includes approval by the PDA Executive Director.
- **Report:** Foreign Trade Zone #81, Annual Report was presented. Customs duties for incoming foreign merchandise are not payable while in the FTZ Site. Geno reported there were 2 active users added in the last 2 years. There are 3 users now, including Millipore, Textiles Coated International, and Rochester Electronics. Geno went over the annual report with the Council and gave a detailed report on Millipore operations. Jeff asked if there were other prospects. Geno said there have been some inquiries from across the state. Currently there are 2 lobster companies that have applied but have not activated yet. Chris S. asked about the lumber industry and if they would benefit from the program, Geno said probably would qualify for duty deferral, which is a one-time cash savings. Also spoke about the estimated entry form. Mike added as an example that duties between lumber and millwork (final project) could be different. Geno spoke about back in the late 90's Brita (water filter company was an active user). Erik asked about the revenue, regulations for FTZ zones prohibit any incoming monies to be flagged as profit center, but can be used for furtherance of the program, such as educational and training, advertising, and administrative costs. We received the FTZ grant of authority, traditionally given to Port Authorities as they are a customs point of entry, in 1982. As of today there are 400 FTZ's in the U.S.
- **Approval:** Richard Holt Jr. Class I Pilot, the appointment runs concurrent with his Federal license which is through March 4, 2026 but annual certification is required. He was sworn in by Associate Justice ABH Marconi last week.
- **Approval:** Main Wharf Dredging Permit application-Harbor Dredge Pier Maintenance Fund. Due to realignment of the SML Bridge, there has been some shoaling on the face of the pier and it's not covered under the Functional Replacement. With the amount of dredging that is going on in the area it was a good idea to submit a dredge & fill permit application put together. The amount in the proposal is "not to exceed" number. Billing will be done in stages and the amount will be determined as the process goes along and depends on if there will need to be borings. Hoping to bid the job out in November and get a good price, it's maybe 5000 CY.

2. **Update on Facilities:** At PFP, the sheet piles are in place and have gone around the corner where it abuts the timber wall. The tie rods are in, whales, toe pins grouted, caissons are in, patching, started backfilling behind the old wall, hanging scaffolding for concrete forms for caps. Project is moving along pretty quickly. The sub-contractor for the fuel system will be on site soon, and get ready to start installing the fuel lines to get the pumps back up. All hardware elements are physically in the warehouse except for the light poles and CCTV video cameras, which are scheduled to be installed towards the end of the project. Sometime after the 1<sup>st</sup> of August the fuel pumps should be up.

Roger asked about the next phase of the Navy Yard, there is still some dredging left. Cianbro's dredging was put on hold as the Port has had 2 salt ships and another coming next week. They are bringing in a 6 story high precast entrance section for the flood basin at the end of the month, Geno described the process of installation and probable restrictions on navigation. The next phase is a 10 year project and involves turning the flood basin into a graving dock. The Port will be available to assist in any way it can.

Discussion on the Functional Replacement of the Barge Dock included discussion on the 65% design that was completed in 2019 and included an estimated increase in construction costs. At that point any design work was put on hold and a peer review was initiated by NH DOT. The results of the peer review were recently received and reviewed by the Port



Staff and Appledore Marine and a response was provided to NH DOT. It is difficult to determine any further cost savings without going into Final Design, NHDOT has not given Notice to Proceed into Final Design but we hope to receive that soon. Recently the Port has been working with NH DOT for alternate funding sources in the form of Federal Grants to make up the difference in costs. Regarding the BUILD grant (Main Pier) the Port is holding on filing DES permit applications until July 1<sup>st</sup> due to pending legislation that will cap the permit fee at \$10,000. Between the 2 projects this will save about \$140,000 that can be used towards construction costs rather than permit fees. Discussion regarding receiving credit for the mitigation expense for the prior construction project that wasn't completed.

## 6. NEW BUSINESS-

a) Winter boat storage initial proposed fee increase. The Port staff and based on the findings recommended an increase in fees to the Director. The Director reviewed and agreed. Local comparisons are in the packet, proposing going from \$9 to \$18 per foot. Proposed fees will be presented to the PDA Board next week, if approved, a public hearing will be held, address any comments then a final proposed fee structure will be presented to the PDA Board in August. Discussion regarding insurance requirements for boat storage, the storage right of entry, and fall under the PDA land use regulations. Director will report back at the next meeting with the exact wording on the form but believes there are indemnification and at your own risk wording. Discussion on history of the facilities being turned over from the Parks Dept. to Pease in 2002 which already had the boat storage program in place and just continued as it was. Brad commented that the boat storage fee as it is now is the bargain of the century and even if doubled it will still be the best deal out there. Further discussion on where the storage revenue goes. Jeff made a motion to recommend the initial proposed increase in fees to the PDA Board of Directors, Mike seconded the motion, a roll call vote was taken and all were in favor.

b) Airshow in September, expecting a lot of boat traffic. Article in packet.

## 7. COMMITTEE REPORTS

**Business and Economic Relations-** Nothing to add

**Dredging-** Geno spoke on the Turning Basin, ACOE is working with several coastal communities that are all asking to use the sand from the dredge. There will be about 750,000 CY available. Any extra transport costs (over 12 miles) will be absorbed by the municipality that gets the material. Instead of cash mitigation, regulators are requiring eel grass sites in the Piscataqua River and Little Bay, should be around \$225,000 our cost share is 25%. There is a Capital Budget request for the extra \$1.5 million going before the Senate on Friday then to House Committee. Further discussion on material composition which is glacial sand.

**Fisheries-**Erik reported. From the Marine Advisory committee meeting on Monday, CARES Act funding of \$2.1 million was distributed among NH Fisheries, part 2 of the CARES act will distribute more. The Fishing Industry is monitoring the wind power issue and was able to express concerns. There is a meeting next week with Mark Sanborn from

the Governor's office to discuss fishing industry concerns further. Ground fisheries are closed until June 15<sup>th</sup>. Trap cleanup day a couple weekends ago was successful. The DPH, NH F&G, and local fisherman participated. A little less than 10 tons of trash was collected of the beaches. Discussion on Menhaden, allocation is 1.2 million pounds. NH has no problem reaching that amount. Final Right Whale rules are coming out at the end of May implementing Jan 2022.

Moorings- Nothing to add

PDA – Erik reported there is a new Director replacing Peter Loughlin that will be representing Newington and Greenland, her first meeting will be May 20.

8. OLD BUSINESS -None

9. PUBLIC COMMENT-None

10. PRESS QUESTIONS-None

11. ADJOURNMENT

Chris S. made a motion to adjourn, Brad seconded. The meeting adjourned at 7:39 PM.



TO: Paul Brean, Executive Director, PDA *PaB*  
FROM: Geno J. Marconi, Director, DPH *GM*  
DATE: June 8, 2021  
RE: Commercial Mooring Transfer

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #7495, from James Flanders to Quinn Martell.

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

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

Division of Ports & Harbors  
Memorandum

To: Capt. Geno J. Marconi  
From: Chief H/M Tracy R. Shattuck *TCS*  
Re: Commercial Transfer  
Date: June 7, 2021

---

James Flanders and Quinn Martell of Bearded Lobster and Fish, Co are requesting the transfer of a Mooring Permit (#7495) in the Hampton Harbor area 3 mooring field. Attached is documentation of Marrtell's commercial enterprise in the form of his Partner's lobster license. Also attached is the transfer request and bill of sale from Flanders. Quinn Martell has asserted that he understands that the mooring must remain in commercial use.

I have reviewed this application and I believe that it is in compliance with the administrative rules.

I recommend that permit #7495 be transferred to:

Quinn Martell  
13 Main St  
Brookline, NH 03033



TO: Paul Brean, Executive Director, PDA *PAB*  
FROM: Geno J. Marconi, Director, DPH *[Signature]*  
DATE: June 9, 2021  
RE: Commercial Mooring Transfer

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #236, from Peter Flanigan to Casey Methot.

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

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



Division of Ports & Harbors  
Memorandum

To: Capt. Geno J. Marconi *PEB*  
From: Chief H/M Tracy R. Shattuck *TRS*  
Re: Commercial Transfer  
Date: June 9, 2021

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Peter Flanigan and Casey Methot are requesting the transfer of a Mooring Permit (#236) in the Sagamore Creek mooring field. Attached is documentation of Methot's commercial enterprise in the form of his lobster license. Also attached is the transfer request and bill of sale from Flanigan. Casey Methot has asserted that he understands that the mooring must remain in commercial use.

I have reviewed this application and I believe that it is in compliance with the administrative rules.

I recommend that permit #236 be transferred to:

Casey Methot  
15 Winter St  
Farmington, NH 03835

## MOTION

Director Anderson:

The Pease Development Authority Board of Directors hereby approves of and consents to the extension of a Right of Entry ("ROE") with Cianbro Corporation for the use of the facilities at the Market Street Terminal for the purpose of staging and loading equipment and materials (for the manufacture of concrete), loading structural components (i.e. steel sheets and beams) and the discharge of clean blasted rock all in accordance with the memorandum of Geno J. Marconi, Division Director, dated June 9, 2021, attached hereto.




# PEASE

INTERNATIONAL

555 Market Street, Suite 1 Portsmouth, NH 03801

PORTS AND HARBORS

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

From: Geno Marconi, Director 

Date: June 9, 2021

Subject: Cianbro Corporation, Right of Entry, Market St. Terminal

The Division of Ports and Harbors (the "Division") received a request from Cianbro Corporation ("Cianbro") for an extension of their Right of Entry ("ROE") to use the facilities at the Market St. Terminal (the "Premises") in support of their contract to construct a Super Flood Basin at the Portsmouth Naval Shipyard. The current ROE expires June 30, 2021.

The Division reviewed the request and recommends approval of an amendment to the existing ROE subject to the following terms and conditions:

**PREMISES:** Specified areas of the Market St. Terminal, 555 Market St., Portsmouth, NH as outlined in the attached lot map.

**PURPOSE:** Use for staging and loading equipment and materials (for the manufacture of concrete), loading structural components (i.e. steel sheets and beams) and the discharge of clean blasted rock.

**TERM:** July 1, 2021 through June 30, 2022

**FEE:** Terminal fees per Exhibit C which are not limited to and include the following:

a.	Dockage	\$500.00 per day per barge berth, not to exceed \$1,000 per day
b.	Wharfage	\$0.85 per ton of materials discharged and/or loaded
c.	Laydown	\$5250.00 per acre per month prorated on space used
d.	Security/TWIC	\$37/hr. when applicable

**ADDITIONAL REQUIREMENTS:** Secure all appropriate federal and state permits including but not limited to EPA Stormwater Discharge Permits. Provide PDA DPH with a Storm Water Pollution Prevention Plan.

**INSURANCE:** Minimum insurance coverage as outlined in Exhibit A (attached), as the same may be required or appropriate in connection with the individual operations of each entity doing business on state property. Coverage amounts and types may change from time to time contingent upon the nature and scope of operations.

June 8, 2021

Capt. Geno Marconi  
Director  
New Hampshire Port Authority  
555 Market St.  
Portsmouth, NH 03801

RE: **NHSP ROE**

Ref: PNSY-Superflood  
Owner's Contract No.: N40085-20C8500

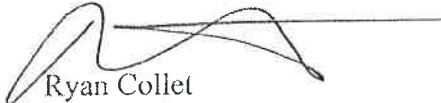
Dear Captain Marconi:

Cianbro would like to formally request an extension in the "Right of Entry" to the New Hampshire Port Authority for the duration of the P310 Superflood project at the Portsmouth Naval Shipyard. Given recent modifications to the contract we have a revised contract completion date of March 22, 2022. The modification is a significant confined underwater blasting contract which will deepen the bedrock elevation at Dry Dock 1. Cianbro would like to offload approximately 40,000 tons of clean blasted rock through the facility with the same means and methods we currently implement at the port.

Feel free to contact me at any time to discuss this matter. As always, Cianbro is committed to working with the port in order to find a mutually beneficial agreement.

Respectfully,

CIANBRO CORPORATION



Ryan Collet



**PEASE**

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

EXHIBIT A

**TO: ALL CONTRACTORS, SUBCONTRACTORS AND/OR AGENTS**

**RE: MINIMUM REQUIREMENTS OF CERTIFICATES OF INSURANCE FOR CONTRACTORS/SUBCONTRACTORS WORKING ON PROPERTY OF PEASE DEVELOPMENT AUTHORITY-DIVISION OF PORTS AND HARBORS**

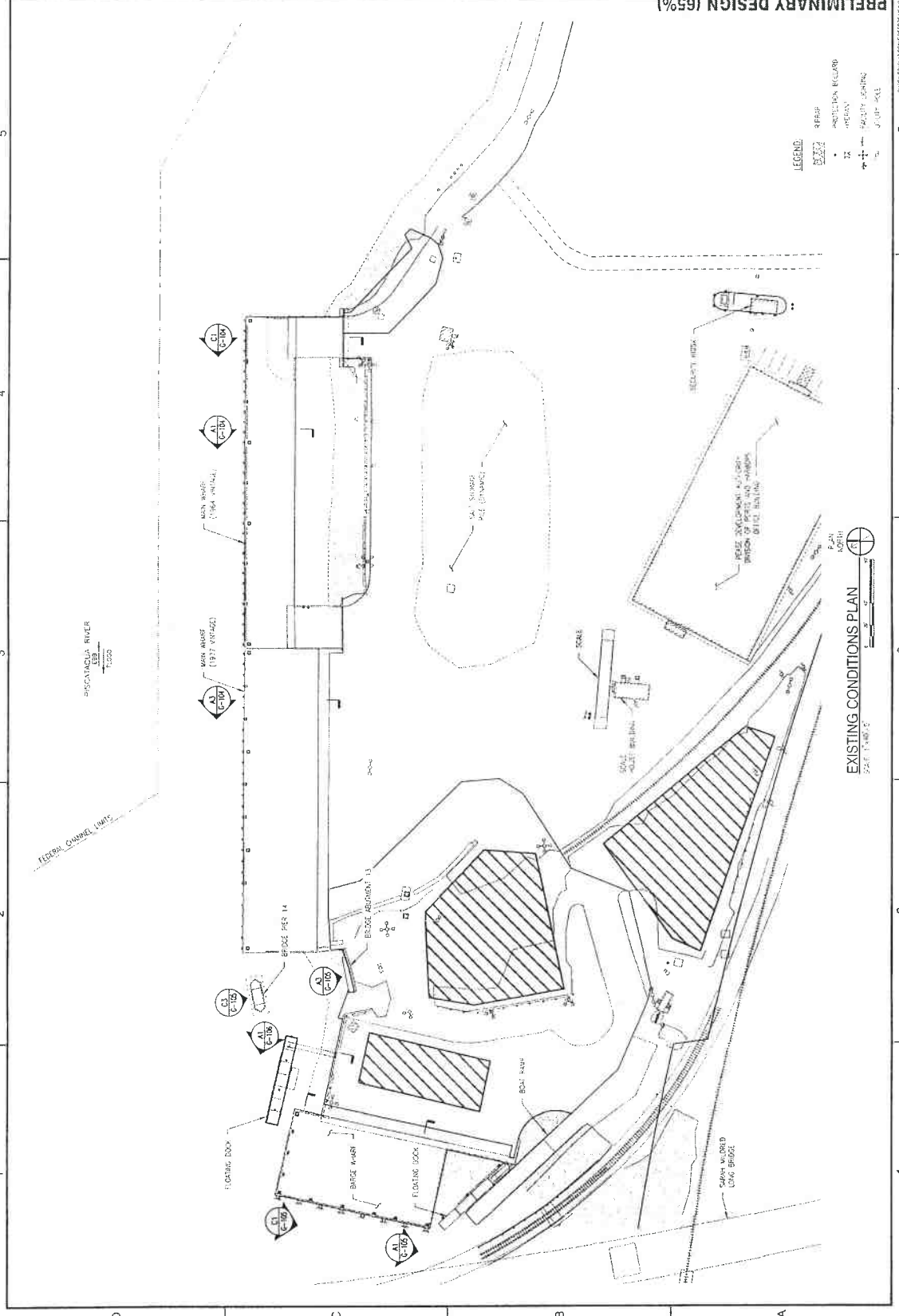
All contractors, subcontractors and/or any agents thereof are required to provide proof of insurance to the Pease Development Authority-Division of Ports and Harbors (PDA-DPH) before the commencement of any work on PDA-DPH property. The following are the minimum requirements for insurance coverage:

1. **Commercial General Liability:** Two (2) million dollars commercial general liability coverage per occurrence; and Two (2) million dollars per project aggregate.
2. **Automobile Liability:** One (1) million dollars automobile liability coverage.
3. **Workers Compensation:** Coverage equal to minimum statutory levels as required by New Hampshire State law.
4. **Longshore and Harbor Workers Compensation Act Insurance:** *To the extent applicable* and to limits as required by Federal and State law.
5. **Environmental/Pollution Liability:** As required by activities which give rise to the necessity for such coverage and in such amounts as determined by PDA-DPH from time to time.
6. **Additional Insureds:** Pease Development Authority Division of Ports and Harbors and the State of New Hampshire must be named as additional insureds under all liability coverages.
7. **Certificate Holder:** Pease Development Authority, Division of Ports of Harbors  
555 Market St.  
Portsmouth, NH 03801
8. **Professional Liability:** As required by activities which give rise to the necessity for such coverage and in a minimum amount of One (1) million dollars.
9. **Notice of Cancellation:** A 30 day notice of cancellation (with the exception of a 10 day notice for non-payment of premium) must be provided.
10. **Waiver of Subrogation:** With the exception of workers compensation coverage, a statement that a waiver of subrogation is included with respect to applicable coverage.
11. **Primary Insurance:** A provision that any liability coverage required to be carried shall be primary and noncontributing with respect to any insurance carried by the PDA.

For questions, please contact the Pease Development Authority Legal Department at (603) 433-6348.



<b>PEASE DEVELOPMENT AUTHORITY</b> DIVISION OF PORTS AND HARBORS, 555 MARKET STREET, PORTSMOUTH, NH <b>MAIN PIER FUNCTIONAL REPLACEMENT</b> EXISTING CONDITIONS PLAN		SHEET: B OF 54 G-103													
<b>Appledore Marine</b> 400 State Street, Portsmouth, NH 03801 Phone: 603.431.1111 Fax: 603.431.1112 Website: www.appledoremarine.com		REVISIONS <table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		NO.	DATE	DESCRIPTION									
NO.	DATE	DESCRIPTION													



**LEGEND:**

- REFRAC (Symbol)
- PROTECTION BULKHEAD (Symbol)
- WRECK (Symbol)
- PROPERTY BOUNDARY (Symbol)
- UTILITY (Symbol)

**EXISTING CONDITIONS PLAN**  
 SCALE: 1" = 20'-0"

1 2 3 4 5

A B C D

PEASE RIVER

FERROUS CHANNEL LIMITS

PEASE CHANNEL

SANDY WOODS LONG BRIDGE

SCALE BULK BUILDING

SCALE WAREHOUSE

FLOTTING DOCK

EDGE PERM 12

EDGE PERM 13

EDGE PERM 14

UTILITY