

Place: 55 International Drive –Board Conference Room

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**BOARD OF DIRECTORS' MEETING**

**AGENDA**

- I. Call to Order / Roll Call:**
- II. Acceptance of Meeting Minutes: Board of Directors' Meeting of August 18, 2022 \* (Anderson)**
- III. Public Comment:**
- IV. Finance:**
  - A. Executive Summary \*
  - B. Reports:
    - 1. FY2023 Financial Report for the One Month Period Ending July 31, 2022 \*
    - 2. Cash Flow Projections for the Nine Month Period Ending May 31, 2023 \*
  - C. Approvals:
    - 1. Updated Corporate Resolution – Bank Accounts \* (**Levesque**)
- V. Licenses/ROEs/Easements/Rights of Way:**
  - A. Report \*:
    - 1. PlaneSense – Right of Entry – 105 Flightline Road
- VI. Leases:**
  - A. Reports \*:
    - 1. Sublease from One New Hampshire Avenue, LLC to Boulos Holdings, LLC – 1 New Hampshire Avenue (Suite #207)
    - 2. Sublease from 200 International Limited Partnership to IPC TFIC LLC d/b/a
- VII. Contracts:**
  - A. Reports \*:
    - 1. US Ecology (success to NRC East Environmental) – Exercise of option
  - B. Approvals:
    - 1. Insurance Producer / Broker Services + (**Ferrini**)
    - 2. Non-Hazardous Solid Waste Removal – Bid Award \* (**Lamson**)
    - 3. Seacoast Security – Duress Alarm System \* (**Anderson**)
    - 4. HID Security – Airport Badge System Updates \* (**Levesque**)
    - 5. Skyhaven LED Taxiway Lighting \* (**Parker**)

**VIII. Executive Director:**

**A. Reports:**

1. Golf Course Operations \*
2. Corporate Drive Project Update
3. Airport Operations
  - a) Portsmouth International Airport at Pease (PSM) \*
  - b) Skyhaven Airport (DAW)
  - c) Noise Line Report
    - (i) August, 2022 \*

**B. Approvals:**

1. Bills for Legal Services \* **(Ferrini)**

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

**A. Reports:**

1. Foreign-Trade Zones Board - Annual Report \*

**B. Approvals:**

1. Appledore Marine Engineering, LLC – Proposal for Portsmouth Fish Pier Repairs \* **(Parker)**
2. Swell Oyster Company LLC – Hampton Harbor – Proposed Expansion of Back Building \* **(Lamson)**

**X. Special Event:**

**A. Reports \*:**

1. Newington School Supporters – Road Race on Arboretum Drive
2. Wentworth Douglass – Seacoast Cancer 5k

**XI. Upcoming Meetings:**

Port Committee	October 6, 2022 @ 8:00 a.m.
Audit Committee	October 17, 2022 @ 8:30 a.m.
Board of Directors	October 20, 2022 @ 8:30 a.m.

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


**XII. Directors' Comments:**

**XIII. Non-public Session: \* (Lamson)**

**XIV. Vote of Confidentiality: \* (Parker)**

**XV. Adjournment:**

**XVI. Press Questions:**

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

**MOTION**

Director Anderson:

I make a motion to accept the meeting minutes of the Board of Directors' meeting held on August 18, 2022.

N:\RESOLVES\2022\Approve Minutes 8-18-22 (9-15-2022).docx

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

**Thursday, August 18, 2022**

Presiding: Stephen M. Duprey, Chairman  
Present: Neil Levesque, Vice Chair; Thomas G. Ferrini, Treasurer; Erik Anderson; Steve Fournier; Margaret F. Lamson; and Susan B. Parker  
Attending: Paul E. Brean, Pease Development Authority ("PDA") Executive Director; Anthony I. Blenkinsop, Deputy Director / General Counsel; Maria Stowell Engineering Manager; Suzy Anzalone, Finance Director; Geno Marconi, Division of Ports and Harbors ("DPH") Director; Grant Nichols, Asst. Director of DPH; Scott DeVito, Pease Golf Course General Manager; Jessica Patterson, IT Administrator; Andrew Pomeroy, Manager, Aviation Planning & Regulatory Compliance; Chasen Congreves, Manager of Airport Administration and Raeline A. O'Neil, Legal Executive Assistant

**I. Call to Order / Roll Call:**

Chairman Duprey ("Duprey") called the roll with all physically present; the meeting commenced at **8:30 a.m.**

**II. Acceptance of Meeting Minutes: Board of Directors' Meeting of June 16, 2022**

Director Anderson moved the motion and Director Lamson seconded to approve the minutes of the Pease Development Authority Board of Directors meeting dated Thursday, June 16, 2022.

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

**III. Public Comment:**

*Adam Baker ("Baker") with Vintage Fish Company (Rye Harbor)* – provided photos to the Board depicting his shack when purchased in 2018 and improvements he has made. Baker indicated the shack is utilized as a Bait and Tackle shop, Gift Shop and for Ticket Sales of his Charters which supports his boat located in the harbor on a commercial mooring; did not connect to the waterline due to the cost. Rye Harbor is quaint and expressed concern of what he has heard regarding potential changes at the Harbor. Baker indicated he owns the building, pays taxes and pays a permit fee to have building on state property. Doesn't make business sense if RoE is changed to a rental agreement. Spoke of other businesses at the harbor who maintain shacks where they keep equipment, tools, ice machines etc. to support their boats. Would like to see the area stay the way it currently is and wanted Board to understand the process he went through to build the building and his business.

*Brad Cook ("Cook"), Vice Chair of Port Advisory Council ("PAC")* – Spoke to discussions over the years regarding traffic and safety issues at Rye Harbor and various waivers which have been issued. While there has been some improvement, there remains a significant series of questions and difficulties PAC wishes to address at its September meeting in order to provide input for the Board's consideration.

Chairman Duprey ("Duprey") asked of the issues referred to by PAC; Cook stated the number of vehicles coming into the Harbor, patrons of some of the businesses mistreating and being discourteous to



Division of Ports and Harbors (“DPH”) staff, the addition of the fire lane has gone a long way to control some of the traffic concerns but there are still outstanding issues to address.

Duprey indicated after he was the tie breaker regarding the Rye Harbor waiver requests, he has visited the Harbor on several occasions. Believes the traffic is better since the fire lane has been added. However, feels it is unfair that if you go in to get a lobster roll and there is a \$5 charge, but if you go to snack bar operated by Whale Watch which has public access there is no charge; views this to be unfair. In the future there will be discussions regarding RoEs and potential improvements. Further, the few times he had been down there, he didn’t think traffic was bad and the staff dealing with traffic weren’t necessary.

Director Lamson (“Lamson”) stated she made a grave mistake when she voted to follow the Governor’s approval for RHLP’s request to sell lobster rolls etc.; should have followed the regulations which were in place.

*Phil von Hemert, Chairman of the Piscataqua Maritime Commission* – Thanked the Board for allowing PMC to utilize Portsmouth Fish Pier for its recent three day event regarding the Tall Ships event. Commended the DPH staff who were available throughout the event and in the planning stages. Director Marconi (“Marconi”) Division Director of DPH further indicated that PMC has a program called the Sail Challenge and the money PMC raises, it puts at risk children for a week to 10 days out to sea on a sailing vessel where they learn important skills.

*Sylvia Cheever of Rye Harbor Lobster Pound* – asked the Board to review the traffic control detail amendment as it is very expensive and cost prohibitive (\$65/hr. on weekends and \$86/hr. on holidays – over \$5,000 spent during the month of July). Understands the concern, but the traffic flow has shifted a little bit; there is generally one time when the Harbor is busy and it has nothing to do with RHLP. Rather, it is when the Whale Watch goes out for its morning and afternoon charters. Indicated the parking attendant is there for a long period of time not doing much. RHLP is being squished under the economic wake of the different parameters. RHLP is a small family business within the community trying to survive and hoping the Board will take this into consideration when moving forward with a Master Plan to support small local/family businesses and to keep the charm of the Harbor.

*Stephen Bailey* – Deferred comments to the mooring agenda item.

*Mike Lehrman* – Indicated he would not be speaking during public comment.

#### **IV. Old Business:**

##### **A. Reports:**

##### **1. Skyhaven Airport Ineligible Grant Costs**

Executive Director Brean (“Brean”) indicated this was an FAA project that was grant funded by both the FAA and NH DoT (Block Grant Program) for a total of \$141,000 for design of ramp parking at Skyhaven Airport. After the design was mostly completed, PDA was informed by FAA there was \$26,000 that was ineligible. While PDA does have funding available, have been advised by NH DoT to put in for an annual airport grant. NH DoT feels this would be an eligible expense to be covered through the State at a rate of 80% grant / 20% PDA match. Further, Brean stated that many projects in the region have come in over bid so eligibility for funding is being reviewed very closely.

Duprey asked if the project has been held up until confirmation has been received regarding funding; Brean affirmed. Brean did clarify to indicate the design portion has been completed but project closeout was delayed.

## 2. 165 Arboretum, LLC – Presentation

Michael Mates (“Mates”), Engineering Project Manager, introduced Shawn Tobey of Hoyle Tanner and Ryan Plummer of Two International Group who spoke to 165 Arboretum Drive.

Shawn Tobey (“Tobey”), a civil engineer with Hoyle Tanner, provided a brief summary to the Board of the project, displayed photos of the proposed site and stated it is located south of Arboretum roundabout. Previously the site had been utilized for stockpiles of soils and materials for various area projects. This would be a facility for Sig Sauer which has an existing facility already on the Tradeport and this new space would be utilized for manufacturing / warehouse / offices. In the front area there will be 15,000 sq. ft. for office space, the back of the building will be 167,000 sq. ft. utilized for manufacturing / warehouse and there will be a mezzanine of 23,000 sq. ft. located in the warehouse area for a total of approximately 182,000 sq. ft., with a total building of a little over 200,000 sq. ft. There will be two entrances to the lot with each entrance having a sidewalk to and from the building and extended down Arboretum to provide connectivity to the Tradeport. The site will have 220 vehicle parking spaces and 20 loading docks (towards rear of building).

Lamson asked who Hoyle Tanner represented; Tobey indicated Two International Group who is the developer of the parcel. Lamson asked of the truck traffic going out onto the Spaulding; Tobey affirmed. Further, Tobey indicated it is anticipated that a majority of truck traffic would utilize the Spaulding Turnpike.

Tobey spoke briefly of the wetlands to the west and south which have a 25’ buffer which have been designed around. Also, the project has been designed to abide with all parking / building setbacks and no variances or waivers are anticipated. There are two areas (former house foundations) on the site that have been deemed historic and will have a recommended a 25’ non-disturb buffer which will be maintained and protected during construction. Further there are existing fuel lines that run through the parcel area from the Air Force, the lines have been decommissioned, cleaned and need to be removed. The removal and capping of these lines will be done by the developer in coordination with the Air Force and DOD.

Lamson inquired about the stormwater pond, wetland and the retaining wall; Tobey spoke to the various processes and procedures which will be followed so all PDA, DES for AOT regulations are met.

Duprey asked if the AOT had been completed; Tobey indicated the developer is still in the conceptual approval phase and once approval is received would put together a full design plan and will continue working with PDA staff through the process.

Duprey asked if there have been any surveys completed yet regarding any species that may need mitigation; Tobey indicated that the process has been changed a little to help with streamlining. But a review has been submitted and indicated it has come back that there are no species of significance and no further field studies are required.

Parker asked if were known the dating of the foundations as they are located in a sensitive area and further asked Tobey to speak more to the reference of non-usability of the soil which will be aggregated

into a berm. Tobey indicated as part of the fuel line removal project a full archeological study had been done and believes the foundations are roughly from the 1800s. Regarding the non-usability of the soil it is not that the soil is contaminated, rather it is bad from a structural standpoint and could not support the weight of the building. Parker requested more information on the historical significance of the foundations as the area (Newington / Dover Point) has precolonial dates and she would like to hear more.

Duprey indicated the developers could do a great job on research and history of the area and perhaps a story board of sorts could provide historical value to the area identified so the public would know of the foundations and the significance of the area. Tobey indicated this may be a good idea as no one would know the foundations are located on the site.

Director Ferrini (“Ferrini”) indicated that prior to the area being colonized it was probably a busy area traveled by Native Americans.

Brean indicated that every building the developers, Two International Group, does is a quality building which provides amenities not only for its tenants, but also other tenants and believes they understand the architectural history the area serves.

Director Anderson (“Anderson”) asked of the projected ground breaking for the project; Tobey indicated permitting would dictate; has an aggressive schedule and hopes would be by the end of the year or springtime [to start project].

Ryan Plumber (“Plumber”) indicated the timeline for the tenant would be as soon as possible and the developers anticipate completion roughly twelve months out after permitting is received; spring of 2024.

Director Levesque (“Levesque”) stated the developer did not need to disclose the end user but glad the developer did as Sig Sauer is not only good for the area, but supports the armed forces and is a great compliment to Pease.

Duprey asked of traffic to the area; Tobey indicated it is based on square footage and employee count. Tobey stated that typically manufacturing is not as dense a use as office space and feel confident with the anticipated traffic estimations provided.

**B. Approval:**

**1. 165 Arboretum, LLC – Concept Approval**

Director Fournier moved the motion and Director Lamson seconded that **the Pease Development Authority Board of Directors hereby approves the concept plan for 165 Arboretum, LLC at 165 Arboretum Drive, as submitted by 165 Arboretum, LLC and attached hereto and incorporated herein; all in accordance with the memorandum of Michael R. Mates, Engineering Project Manager, dated August 9, 2022.**

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



**V. Finance:**

**A. Executive Summary**

Finance Director Suzy Anzalone (“Anzalone”) spoke to the Financial Report and referenced the Fiscal Year 2022 (“FY22”) draft unaudited financial results for PDA. Anzalone indicated there are only two remaining entries which need to be made. The first is a non-cash entry update regarding Pension and OPEB liability (waiting for reports from the State) which reports on the performance of the pension, as well as the GASB 87 lease accounting standard which will put a receivable of the present value of all of the leases on the balance sheet. Anzalone spoke to the operating revenues exceeding the budget by \$2.9 million (reminded Board the operating revenues for this year do include the \$1.7 million sale of 30 NH). Anzalone stated that operating expenses are trending favorably and PDA is on target with its budget for wages for FY22. Further, she brought to the Board’s attention of wage transfers in / out and benefits transferred in / out which are adjustments made at the end of the year of maintenance and administrative wages to each of the business units. This adjustment is done to accurately reflect the carrying cost of each of the units by an allocation of some of the maintenance and some overhead. Ended the year to the positive of a net operating income.

Speaking to the various business units, Anzalone said total airport revenues were favorable by 15.5% (driven by parking and fuel flowage fees) and was over budget in its operating expenses due to the maintenance allocation. Skyhaven revenue is operating favorable to budget for the year; operating expenses were over budget due to the allocation for maintenance / administrative wages, as well as improvements made to the facilities.

Tradeport operated favorable (the sale of 30 NH included); facility rentals trended favorably with rent increases based on CPI adjustments (due to inflation a lot of them hit the 3% cap).

The Golf Course exceeding budget by 21.5% with the public play revenue being the biggest driver. The concession fees for Grille 28 were higher as its sales were up since COVID (PDA receives a percentage of its sales for its concession fee). Duprey indicated the good thing with these types of agreements is it isn’t a lease payment it is based off sales.

Anderson asked for confirmation of the percentage received from Grille 28 sales; Anzalone indicated 17%.

Duprey asked if the Golf Course also received the maintenance / administration allocation; Anzalone affirmed.

Division of Ports and Harbors (“DPH”) revenue came in under budget which is as a result of lower fuel sales than budgeted mainly due to the Portsmouth Fish Pier (“PFP”). The PFP became fully operational at a later date than budgeted estimates. Its operating expenses were over budget due to a lot of repairs at some of the harbors, jetty wall, storm damage, pavement repairs, and snow removal costs etc.

Ferrini asked with DPH being most volatile due to its location, to what extent is PDA / DPH vulnerable and to what extent are capital improvement plans necessary to avert these various repairs. Asked if paving was necessitated due to storm repairs or performed as a capital expense and what the long term improvement may look like. Anzalone indicated when the fire lane was added (Rye Harbor) that was a capitalized project, but some of the pavement repairs are a result of the encroaching water.



Brean indicated when viewing PDA is very thorough with its pavement projects with a preventive maintenance plan (airport has about a 20 year overview); however, the harbors are unique to the necessary permitting requirements.

Anzalone spoke to the strong cash balance for both PDA / DPH, but as PDA gets underway with its capital projects for FY23, there are approximately \$9 million of internally funded projects, this strong cash balance will reduce the chance of having to go into the Revolving Line of Credit (“RLOC”). The majority of the \$1.4 million in restricted assets are associated with the Revolving Loan Fund (“RLF”) with 21 loans. Therefore, a majority of the capital has been loaned out and as payments come back, a couple additional loans could be made.

Duprey asked of the reduction of \$7.6 million to the \$1.4 million in restricted funds; Anzalone stated that was a result of a payment made on behalf of the Piscataqua Turning Basin project and recorded the approximate \$6 million payment made to start that project.

Anderson asked if the CARES act funding were removed, how would that affect the bottom line; Anzalone stated PDA would still be approximately 2.5% favorable to budget consolidated. Brean further indicated the timing of the CARES funding was extremely beneficial with cash flow during the runway reconstruction and terminal construction, which allowed PDA not to have to utilize its RLOC as previously anticipated.

Parker indicated she thought there was a successor Act to the CARES Act and there may be some money available for capital expenses. Anzalone indicated she had not received anything and didn’t know if Maria Stowell (“Stowell”) Engineering Manager knew of any potential funding. Parker indicated the government’s end of FY would be September 30<sup>th</sup>. Stowell spoke to funding via CARES, CRRSAA, American Rescue Plan and the last is BIL. Stowell indicated there were two parts to the BIL, one which dealt with the terminal and the Air Traffic Control Tower part and another part (entitlement) which PDA has not used yet. Stowell indicated the second part would probably go towards pavement projects. Anzalone affirmed that PDA will be receiving ARPA funding through the State for some projects. Parker spoke to the need of knowing what may be available for funding.

Duprey indicated there is still approximately \$200 million in ARPA funds which need to be allocated by December 1<sup>st</sup>.

Anzalone indicated the report contained a list of projects which had been completed during the fiscal year. Further, it is anticipated the cash flow will be reduced to approximately \$3 million over the next 9 months due to capital projects to be funded in-house. Duprey thanked Anzalone and her staff of three and a half for overseeing a sophisticated and multifaceted financial accounting for PDA.

Anzalone also discussed the potential of a short term money market / CD account with the Board, which would be very liquid allowing for the ability to access the funds, should it be necessary.

**B. Reports:**

- 1. FY2022 Financial Report for the Twelve Month Period Ending June 30, 2022**
- 2. Cash Flow Projections for the Nine Month Period Ending April 30, 2023**

**VI. Licenses/ROEs/Easements/Rights of Way:**

**A. Reports:**

1. **IAPP – 100 New Hampshire Avenue - Right of Entry**
2. **Jalbert Leasing, Inc. d/b/a C & J Bus Lines– 96 Grafton Drive - Right of Entry**
3. **Town of Newington Police Department – North Apron – Right of Entry**
4. **IAPP – 100 New Hampshire Avenue - Right of Entry**

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: IAPP  
License: Right of Entry  
Location: 100 New Hampshire Avenue  
Purpose: Parking 70+/- vehicles in connection with a company meeting  
Term: June 21, 2022 through June 23, 2022
2. Name: Jalbert Leasing, Inc. d/b/a C & J Bus Lines  
License: Right of Entry  
Location: 96 Grafton Drive  
Purpose: For geotechnical survey purposes  
Term: August 1, 2022 through January 25, 2023
3. Name: Town of Newington Police Department  
License: Right of Entry  
Location: North Apron  
Purpose: Emergency Vehicle Driver Training Course  
Term: August 8, 2022 and August 9, 2022
4. Name: IAPP  
License: Right of Entry  
Location: 100 New Hampshire Avenue  
Purpose: Parking 70+/- vehicles in connection with a company meeting  
Term: August 25, 2022

Director Fournier was consulted and granted his consent regarding these Rights of Entry.

**B. Approval:**

1. **Wood Environment & Infrastructure Solutions, Inc. – 35 Airline Avenue**

Director Lamson **moved** the **motion** and Director Parker **seconded** that the **Pease Development Authority Board of Directors approves and consents to an additional three (3) month extension, through October 31, 2022, of the Right of Entry (“ROE”) issued to Wood Environment & Infrastructure Solutions, Inc. for use of the premises at 35 Airline Avenue; all in accordance with a letter from Paul E. Brean, Executive Director, dated July 22, 2022.**

**Discussion:** None. **Disposition:** Resolved by **unanimous** (7–0) vote for; motion **carried**.

**VII. Leases:**

**A. Reports:**

1. **Sublease from NH Avenue Retail Center, LLC to RWW Home & Community Rehab Services, Inc. – 14 Manchester Square (Suite #150)**
2. **Sublease from 30 International Drive, LLC to Pan Am Group, LLC – 30 International Drive**
3. **Sublease from 100 International, LLC to Waterstone Mortgage Corporation – 100 International Drive (Suite #355)**
4. **Sublease from 68 New Hampshire Ave LLC to Lonza – 68 New Hampshire Avenue**

In accordance with the “Delegation to Executive Director: Consent, Approval of Sub-Sublease Agreements” PDA approved the following lease option with:

1. Tenant: RWW Home & Community Rehab Services, Inc.  
Space: 14 Manchester Square (Suite #150)  
Use: Retail Service use which must conform to the retail service complex uses authorized by the PDA  
Term: Three (3) years and one month beginning the earliest of the date upon which the NH Secretary of State issues a Certificate of Good Standing for the Sublessee or July 1, 2022, with such date to be memorialized with a commencement letter executed by the parties with one, three (3) year option to extend
2. Tenant: Pan Am Group, LLC  
Space: 30 International Drive (Suite #102)  
Use: Professional office and related uses  
Term: Five (5) years which shall commence on July 1, 2022
3. Tenant: Waterstone Mortgage Corporation  
Space: 100 International Drive (Suite #355)  
Use: Office and related uses  
Term: Three (3) years
4. Tenant: Lonza  
Space: 68 New Hampshire Avenue  
Use: General Office, research and development, laboratory and such ancillary uses  
Term: Eleven (11) years with two additional terms of five (5) years each if available under the ground lease.

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

**VIII. Contracts:**

**A. Reports:**

1. **OAG Aviation Worldwide LLC – License Agreement – Terminal FIDS Boards at PSM – Exercise of Option Extension**



2. **Martineau Electric – On-Call Electrical Maintenance Services – Exercise of Option Extension**
3. **Vogel Vending, Inc. – Two ATMs – Exercise of Option Extension**
4. **Stanley Elevators –Elevator Service & Repair Service - Exercise of Option Extension**

In accordance with Article 3.9.1.1 of the PDA Bylaws, PDA reported on the following:

1. Project Name: OAG Aviation Worldwide LLC  
 Board Authority: In accordance with the authorization provided by the Board of Directors at its meeting on August 19, 2021  
 Summary: Exercise the first of its two, one year options to July 31, 2023 regarding the Terminal Flight Information Display System Boards at PSM.
2. Project Name: Martineau Electric, Inc.  
 Board Authority: In accordance with the authorization provided by the Board of Directors at its meeting on June 21, 2018  
 Summary: Exercise the last of its one year option to extend through June 30, 2023.
3. Project Name: Vogel Vending, Inc.  
 Board Authority: In accordance with the authorization provided by the Board of Directors at its meeting on June 21, 2018 and its subsequent Addendum No. 1 effective September 1, 2021  
 Summary: Exercise the last of its one year option to extend through August 31, 2023 of its ATM vending agreement.
4. Project Name: Stanley Elevator Co., Inc.  
 Board Authority: In accordance with the authorization provided by the Board of Directors at its meeting on August 16, 2018  
 Summary: Exercise the last of its one year options to extend through August 31, 2023.

**B. Approvals:**

1. **Compass Facility Services, Inc. – Rate Increase**

Director Levesque moved the motion and Director Lamson seconded that the Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to approve a 4% (four percent) price increase to the contract with Compass Facility Services, retroactive to July 1, 2022, for the purpose of providing janitorial services to PDA facilities (Division of Ports and Harbors Market Street Facility, Portsmouth International Airport at Pease, Pease Golf Course and the PDA Corporate Offices); all in accordance with the memorandum of Chasen Congreves, Manager of Airport Administration, dated August 2, 2022.

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

**2. Alliance Group Inc.– Pease Golf Course Clubhouse - Replace CPVC Piping at the Pease Golf Course Clubhouse**

Director Ferrini moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to execute a contract with Alliance Group Inc., in an amount not to exceed \$53,250.00, for the replacement of CPVC Piping at the Pease Golf Course Clubhouse; and further authorizes a ten (10) percent project contingency, with any contingency expenditures requiring the approval of the Executive Director; all in accordance with the memorandum from Scott DeVito, PGA General Manager, dated August 5, 2022.

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

**3. University of New Hampshire - Wildcat Sports Properties, LLC – Sponsorship Agreement**

Director Parker moved the motion and Director Anderson seconded that the Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director to enter into a contract with Wildcat Sports Properties, LLC for athletic department sponsorship opportunities at the University of New Hampshire, from August 31, 2022 through June 30, 2023, for a sponsorship fee of \$30,500.00; all in accordance with the memorandum from Paul E. Brean, Executive Director, dated August 8, 2022.

Discussion: Brean stated for clarity PDA budgets \$300,000 for overall marketing and not \$100,000 as referenced in the memo.

Anderson indicated that two meetings ago, the Board approved providing \$100,000 to Allegiant for marketing purposes. Brean stated last fiscal year the Board approved Allegiant to spend up to \$100,000 for direct marketing for airline service. Further, Brean indicated Allegiant didn’t come close to the amount approved, rather thought the amount utilized was around \$26,000.

Ferrini understands the market connection and asked of the level of advertisement PDA does, is it competitive to others who do similar advertising in the same venue. Brean stated this is a comprehensive package which starts during the football season and goes through the hockey season. Brean stated the Portsmouth Airport logo goes on the Dasher Board. By working closely with Allegiant, PDA knows its demographic and the attendees of these two sporting events will reach the demographic Allegiant wants to pitch to; it is very effective as a lot of UNH students and their families utilize the airport.

Disposition: Resolved by unanimous (7–0) vote for; motion carried.

**IX. Executive Director:**

**A. Reports:**

**1. Golf Course Operations**

**(i) June 2022 and July 2022**

Scott DeVito (“DeVito”) Pease Golf Course (“PGC”) General Manager recapped the two PGC slides in the Board packet. The first slide wraps up the FY22 season. DeVito reiterated Anzalone’s comments regarding the apparent bounce back since COVID regarding the Food and Beverage concession. DeVito stated that traffic is up in the restaurant and patio areas. DeVito spoke to tournament play being down a little bit resulting from events last July and August that did not fill out as anticipated and the re-classification of tournaments.

DeVito spoke to the second slide which was for the month of July in FY23. He indicated he thought the numbers provided are the highest ever; there was over 12,000 rounds played (majority being public play) which included six rain dates.

DeVito stated as a result of COVID there were certain restrictions on the golf course, being what could be put out for amenities (i.e.; ball washers and water coolers). Working with staff, some of the ball washers were rebuilt and placed them back on the course at the request of players. Staff has been hesitant to put the water coolers back out from a hygiene standpoint. During COVID players brought their own water bottles, but there has since been a number of requests to put the water coolers back on the golf course. Therefore, PGC has initiated a program with PDA / PGC maintenance staff at installing water fill stations. Currently there is one inside the clubhouse, looking to place one by the starter shack and a couple additional locations on the golf course.

Anderson asked how much water has been used by PGC under the agreement with the City of Portsmouth (“COP”). DeVito indicated 15 million is allocated which includes everything domestically into the clubhouse, on the golf course and any irrigation around the golf course, and once PGC hits the allotment COP notifies PGC will get billed for additional use. DeVito indicated that PGC has not yet received a bill this year (last billing period was two weeks ago). DeVito indicated that there have been two or three significant storms which has allowed them to go out 2 or 3 days before it is necessary to irrigate, plus the pond refills.

DeVito indicated the Superintendent is very conscientious on what is used, how it is applied and does his best to monitor. Fournier asked of the condition of the course; DeVito indicated overall it is in good condition. There are areas that will require aerification on the fairways; greens aerification will start next week. DeVito indicated the Superintendent has been on the NH Board of Superintendents for 10 years or so.

**2. Airport Operations**  
**a) Portsmouth International Airport at Pease (PSM)**

Brean spoke to the airport slide in the Board’s packet and stated PSM is trending favorably with passenger enplanements (YTD of 54,371). The significance is commercial / Allegiant traffic is outpacing DOD traffic. This is due to the five destinations which were in operation this summer. Brean also indicated that revenues for pay for parking were up during the summer as well as the fuel flowage fee. He further spoke to the breakdown in aviation and how there has been growth in general aviation and commercial which correlates to work that Port City Air is doing by getting out to the corporate market through network groups.

Brean reported that for several years, have encountered challenges with the labor resources received from US Customs and Border Patrol from the Portland office as they do not have the budget and manpower to support PSM when busy. Have recently been informed PSM will now be under the Boston station;



Boston has a larger labor force residing in the region and has budgeting to support overtime. Brean indicated that Boston Logan does not have the room for corporate activity and feels there could be more of a trend up to the PSM facility which would serve the corporate needs above Boston.

Brean stated this is the peak rental car season and recent activity (April to June) for Enterprise has increased.

Anderson asked what percentage of revenue parking is generated from commercial activity; Brean indicated it is all related to Allegiant activity. Further, PDA could have farmed the parking out to a large parking management vendor, but it constructed, maintains and is operated all in-house by the various PDA departments (Engineering, Maintenance, IT etc.) which provides PDA a higher revenue (97% on the dollar as 3% is a card transaction fee).

Brean informed the Board that PSM will have Punta Gorda, Southwest Florida and Sanford/Orlando through the winter and believe that St. Pete / Tampa / Clearwater did very well. Allegiant too is struggling with labor and COVID protocols; a forecasted reduction in capacity. Feel as though Allegiant is being very smart when booking flights so they can provide the continued service. It is anticipated as flights are booked out, Allegiant will continue to add more capacity to the routes.

UNH Athletics have quite a few road games this year and have signed a contract with Avelo Airlines (charter) and will be moving the athletic teams through PSM.

Lamson asked of Allegiant's Nashville Tennessee flights; Brean stated the last flight was on August 15<sup>th</sup>. This is a seasonal service and hopefully will continue to get great capacity to see those extended. Brean stated it typically starts up in April but most things with the airline industry at this time are purely speculative.

**b) Skyhaven Airport (DAW)**

Brean spoke to the shortcoming at DAW regarding the ramp and apron project which PDA is trying to get straightened out with DoT Aeronautics Division. Expenses at Skyhaven are a little higher than normal as have addressed some shortcomings with ADA ramps and accessibility at the terminal building. The updates have been completed in-house by PDA maintenance personnel. PDA monitors the price of fuel and when it is necessary to request fuel deliveries; there is no middleman, aviators are seeing a good price resulting in increased fuel sales.

**c) Noise Line Report**

**(i) June 2022 and July 2022**

There were two noise complaints for the month of June. One from a Dover resident who reported a C-5 flying low as it was approaching Runway 16. A second noise concern was received when Runway 34 was in use, from a resident of Dover who reported a Piper Cub flying low over the Bellamy River.

Further, for the month of July, there were two noise complaints. One was associated with Runway 34 from a North Woodstock resident who reported military refueling tankers flying all afternoon over North Woodstock, it is unknown where the aircraft originated. The second was when Runway 16 was in use; a resident of Eliot, Maine reported military aircraft flying over Eliot when coming in for landing.

**B. Approval:**

**1. Bills for Legal Services:**

Director Fournier moved the motion and Director Levesque seconded that the Pease Development Authority (“PDA”) Board of Directors approves of and authorized the Executive Director to expend funds in the amount of \$24,418.00 for legal services rendered to the Pease Development Authority from Sheehan Phinney Bass & Green for the period of May 1, 2022 – May 31, 2022 in the amount of \$7,888.00 (for Permit Implementation); May 1, 2022 – May 31, 2022 in the amount of \$9,222.00 (for Tradeport General Representation); June 1, 2022 – June 30, 2022 in the amount of \$1,131.00 (for Permit Implementation); and June 1, 2022 – June 30, 2022 in the amount of \$6,177.00 (for Tradeport General Representation); and to expend funds in the amount of \$6,111.00 for legal services rendered to the Pease Development Authority from Anderson Kreiger as outside counsel for Federal Regulatory Advice from May 1, 2022 through May 31, 2022 in the amount of \$590.00 and from June 1, 2022 through June 30, 2022 in the amount of \$5,521.00. For a total amount of \$30,529.00 in legal services.

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

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

Geno Marconi (“Marconi”), Division of Ports and Harbors (“DPH”) Director took a moment and introduced Grant Nichols (“Nichols”) who will be the Assistant Director of DPH and provided background information regarding Nichol’s employment with DPH.

Ferrini asked for the indulgence of the Board as Mr. Bailey has been patiently waiting to have his appeal heard and for a suspension of the rules to bring forward agenda item X.C.1. as referenced below and then have Marconi continue with his report.

Director Ferrini moved the motion and Director Anderson seconded to suspend the rules and bring forward agenda item X.C.1. regarding Appeal of Stephen N. Bailey.

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

**Board Action on Mooring Permit Appeal (Pda 514.08):**

**1. Appeal of Stephen N. Bailey – Recommended Decision of Director Ferrini**

Ferrini stated the decision rendered was as a result of having heard Mr. Bailey’s case. There are two motions before the Board, to either grant or deny the appeal; Ferrini indicated he would answer any questions from the Board regarding his recommendation.

Stephen Bailey (“Bailey”) indicated the existence of the PDA rules there is the fair and even handed treatment across all mooring applicants / holders. The Authority is, within the bounds PDA rules, to deny or maintain the permit so he can come current on it. There are some unwritten rules / policies within the Division that he was not able to receive as any other applicant would have, such as sending an e-mail to the applicant notifying of returned mailed; the e-mail was not received. Bailey alleged Deputy Director / General Counsel Anthony Blenkinsop (“Blenkinsop”) can confirm there are issues of my receipt of e-mails from PDA. The second phone call which was made toward the end of the waiting period made from a number not on the Division’s website (436, 431, Portsmouth extension) and appeared to be a robo call.

Should the PDA allow him to come current on his mooring after 17 / 18 years of timely submittals, it would not be outside of its bounds.

Parker asked if the only reason for denial is late submittal; Ferrini indicated the materials provided includes his decision which is fact specific and rather dense, as well as various documentation submitted by Mr. Bailey. The materials cannot be oversimplified by one statement. Ferrini indicated if the Board wanted to take a recess on this matter that is fine as the details matter.

Blenkinsop stated the way the Administrative Rules are structured the PDA Board makes the final decision. Chairman Duprey appointed Director Ferrini to consider the appeal in the first instance and make a recommendation to the full board. Blenkinsop provided an overview of the process regarding the appeal stating a meeting was held in June, after which Ferrini provided his decision to Mr. Bailey in a timely manner. Consistent with the rules Mr. Bailey was provided an opportunity to speak, as well as Director Marconi. The Board can either deny the appeal (consistent with Ferrini's decision), grant the appeal if the Board desires, or make a decision at the next Board meeting after today's hearing. If the Board wished to postpone its determination, it could postpone out to the September meeting for a final decision.

Fournier indicated he had reviewed the information and is comfortable with Ferrini's determination and making the motion which could be voted up or down.

Blenkinsop indicated prior to a motion being made, Director Marconi, under the rules, should be afforded an opportunity to speak.

Ferrini further indicated it was not clear whether the motion should be made before the case is presented or after.

Blenkinsop indicated it would be after because it is necessary to go through the process under the rules of providing the opportunity to speak.

Duprey indicated where the Board is still in the hearing process, did Marconi want to address the Board.

Marconi pointed out the Administrative Rules do not require the Division to send any notifications (e-mails or phone calls) or follow up on returned mailings. Rather this is something that the mooring administrator does. E-mails were sent to the e-mail listed on the application submitted by Mr. Bailey. For clarification, Marconi indicated the number which Mr. Bailey received a call from was a 766 number which is a Portsmouth exchange.

Bailey did not fault the efforts of the Division. With respect to the e-mails there is some mystery why he has been unable to receive e-mails from PDA, and he was not aware there was a 766 exchange in Portsmouth. Further he stated when he received a call from the Harbormaster on August 4<sup>th</sup>; that number came with a caller id. He had not received the same opportunities as other applicants in that regard.

Duprey closed the hearing so a motion could be presented to the Board.



Director Fournier moved the motion and Director Lamson seconded that having considered the record pursuant to Pda 514.09(b), the Pease Development Authority (“PDA”) Board of Directors hereby accepts the report of the PDA Board designee and determines that the appellant, Stephen Bailey, has not met his burden of proof and denies his appeal pursuant to the provisions of New Hampshire administrative rules Pda 514.10 and Pda 514.11.

Discussion: Duprey stated DPH did everything it should have and more than they are legally required to do.

Ferrini indicated that Mr. Bailey is a sincere individual who is earnest and heartfelt in his offering but Ferrini did not hear any evidence that goes to the level of changing the action of the Division. The difficulty when there has been a delay in mooring renewal is the fact that people’s rights around the water are hotly contested and there is a long waiting list of individuals who desire moorings. The Board is in the challenging position of being sympathetic but there are rules to be enforced. Ferrini offered his opinion regrettably, but as he saw the facts presented, the appeal should be denied.

Disposition: Resolved by unanimous (7–0) vote for; motion carried.

**A. Reports:**

**1. Port Advisory Council Minutes of May 11, 2022**

Marconi indicated the Board had in its packet the minutes of the Port Advisory Council meeting of May 11, 2022. The minutes have been provided so the Board is aware of the Council’s activity.

**2. Commercial Mooring Transfer – Wilich to Carter**

**3. Commercial Mooring Transfer – Hogan to Lamott**

Marconi stated the above two are Commercial Mooring Transfers requested have been reviewed by the local Harbormaster who made a **recommendation** to the Chief Harbor Master, who made a **recommendation** to Marconi. Marconi reviewed the documentation to make sure it is consistent with the Code of Administrative Rules and passed the request along to Brean to be signed off through the Delegation of Authority.

**4. Commercial Mooring for Hire – Esther’s Marina, LLC**

Marconi indicated that under the Code of Administration of Rules there is an ability to have a Commercial Mooring for Hire allowed and through a review process by the Harbor Master and Chief Harbormaster to Marconi who makes a recommendation to the Executive Director who is allowed to sign off on this through the Delegation of Authority. Marconi did state Esther’s Marina has been on the wait list for a mooring.

**5. Portsmouth Fish Pier - Change Order 10**

Marconi indicated that Change Order #10 had been modified to incorporate an additional \$2,513.00 in charges. Marconi stated pursuant to the Board’s Delegation of Authority, Brean executed the Change Order and received concurrence from Treasurer and Director Lamson.

**6. Biennial Report for the Fiscal Year Periods Ending June 30, 2020 & June 30, 2021**

Marconi spoke to the report in the Board Materials. Brean spoke to the a detailed report regarding contracts and stated there is less substance contained in the report as several contracts were impacted the last couple of seasons due to COVID. However, going forward, the Board would see more detail / evaluation of what the contracts entail.

**7. Board Review of Rye Harbor Right of Entry (“RoE”) Waiver – Police Detail**

Marconi indicated there is a memo prepared by the Executive Director concerning the Police Detail and the RoE for Rye Harbor Lobster Pound for the Board’s further discussion.

**8. Right of Entry (“RoE”) - Swell Oyster Company, LLC – Charter Boat Operations at Hampton Harbor**

Marconi stated this is an additional RoE for Swell Oyster Company, LLC (“Swell”), a current RoE holder. Swell is a local aquaculture farm which operates up in the marsh in Hampton Harbor and they have a shack at the Harbor where the oysters are processed. Have been receiving requests to tour the farm which has resulted in the request to be provided for charters.

**9. Hampton Water Line Leak**

Marconi spoke to the Hampton Harbor Water Line leak to say the operations manager reached out to several local contractors and there was only one contractor who responded to inquiry. That entity repaired the leak through the Delegation of Authority.

*Brean left the meeting at 10:13 a.m. and returned at 10:15 a.m.*

**10. Reallocation of Mitigation Funds to ARM Fund**

Marconi stated the Reallocation of mitigation funds to ARM fund is as a result of getting the wetlands permit to do the rehabilitation at the main wharf there was a mitigation component attached. NH DES recommended consideration of a shoreline restoration project by the John Bohenko Park on Market Street. It is the City of Portsmouth’s (“COP”) property which has wetlands permits in place and contracts / contractors and the engineers who designed and oversaw the project and DES indicated it would accept that project of building 400’ of shoreline and grass for not only the BUILD grant but the functional replacement which will be coming up next year. There have been discussions with the COP where it would manage the project and DPH would pay the City. The money was allocated through the ARPA fund, but the Army Corp of Engineers indicated it would not accept the project towards mitigation as the first 200’ of the COP’s project failed. Therefore, DPH made a contribution into the ARM fund at DES so permitting would not be held up. It is mitigation, but different than what DPH had submitted its original request for approval. After working with the GOFFER Committee and DPH’s business agent at Administrative Services, it was recommended that an informational item be submitted to the Fiscal Committee and Governor and Council for consideration. However, Governor and Council (questioned whether approval was required. As such, working with Administrative Services to bring it back before Governor and Council.



After the reports were reviewed by the Board, there was further discussion concerning **Rye Harbor Right of Entry ("RoE") Waiver – Police Detail.**

Brean indicated staff were working on the issue. The parking infrastructure has been improved and a fire lane for public emergency events was constructed. At the onset there was a struggle obtaining the law enforcement traffic details and therefore was supported by a customer service agent; still difficulties staffing internally. Internal staff being utilized were from the DPH and Airport Security units, but that too is being challenged this time of year. DPH is tasked with a major project and the Airport is getting ready for FAA inspection; not sure if will be successful with future support or if the need is there. The waiver requires a detail; the Board should discuss this further whether it wants to continue with traffic enforcement and detail as stated in the waiver.

Ferrini asked for an explanation of how the traffic enforcement aspect worked. Marconi indicated by having someone there on the weekends it helped move people along. Marconi indicated the original intent was to have someone with law enforcement and therefore it hasn't been as efficient. There is still an issue of how staff are treated; a majority of DPH staff are summer help and high school kids. Marconi stated the Town of Rye indicated it would need to have an agreement in place regarding policing of the area.

Parker asked if due to the labor situation of badged police officers that PDA encountered a situation that PDA could not put into alignment with what it required.

Levesque indicated it is interesting that the Town wouldn't police the location and doesn't have a clear understand as to why. He further stated he is at the harbor all the time and he sees a lot of traffic from the Whale Watch when they go in / out. Since the Board's last meeting the other venue has started selling lobster rolls. One vendor [RHLP] has indicated it paid \$5,000 for policing and there are two other vendors who are also generating individuals coming to the port who don't have to pay and doesn't think it is fair. If there needs to be police or any kind of enforcement from staff, it certainly should not be charged to one vendor. Through this whole process, he has thought fairness at the harbor is the issue. Further between 20 and 80% of the vehicles parked on the commercial side do not have a commercial sticker meaning revenues are not being received; there doesn't appear to be patrolling of that through ticketing or anything else. Felt there are other issues the taxpayers of NH, who own the harbor, are not reaping the appropriate benefits by not having the appropriate access and fairness.

Duprey stated he originally thought the food concession for the Whale Watch sold candy bars and soda etc., but they have a sandwich board sign along the road which indicates open for breakfast and lunch and he views that as a restaurant. Seems as though one vendor is paying an undue penalty when she isn't creating all of the traffic. Found out when parking ticket is validated, it is actually being subsidized by the vendor, but if go to Whale Watch snack bar you don't have to pay the \$5 parking fee. Marconi disagreed with the comments made and stated anyone who goes into the parking lot pays \$5. However, since last year, DPH assigned a 15 minute parking pass to each shack (i.e.; RHLP has two shacks they have 2 passes; Rye Harborside / Whale Watch has three shacks so they have 3 passes) which are returned by the vehicle holder upon exiting the harbor. If someone comes in and the passes have been distributed then they pay \$5. At the request of the vendor [RHLP] if the passes are distributed the individual is told they can get their ticket validated by the vendor. Duprey asked why doesn't DPH take a couple rows next to the shacks and make



those 15 minute spots, but if they go over the time period, they pay so we make money (may turn parking over quicker).

Ferrini indicated that could be part of the redesign. Asked the requirement of police hours.

Brean indicated it is the end of the season and not only can we not get traffic enforcement support but PDA / DPH is losing its seasonal staff. Brean indicated that improvements are being worked on and the plan is to have a very comprehensive look of how to go into next season. Further, he suggested to move forward with the remainder of this season and at the discretion of the Director, PDA / DPH will staff for traffic enforcement. The conversation has changed since the onset with another vendor advertising out to the general public from when it was originally reviewed. Suggested the Director, at his discretion, allow PDA / DPH to staff and self-fund any traffic enforcement for the remainder of the summer (weekends / holidays) that may be necessary without a surcharge back to a particular vendor.

Levesque thought the suggestion was a resolution.

Anderson indicated by trying to fix the situation late in the season restructure it wouldn't be without difficulty. Going back to the previous discussions, the parameters have been crystal clear and by deviating from the five bullets of waiver approval, the Board has an option to make a decision now. DPH has been extremely cordial by putting water line in and addition of parking attendants to try to come up with a compromise to the current situation.

Parker spoke of the number of dynamics in the operations, but there is the fact that PDA is a public / private entity and not profit making. She can see why people visit the harbor as it is very picturesque and authentic. After hearing all of the discussion she would go along with some mitigation.

Lamson spoke to frequenting Rye Harbor and there is an outstanding group of personnel at the harbor and commended Marconi for all of his hard work.

Duprey spoke to change over time and the outcome is not always liked, but change is hard.

Levesque indicated the Port Committee too is looking at this entire matter and what would Rye Harbor look like in 40 years and what do we commit to for access for commercial fishermen, public and recreational.

Anderson indicated the facility is unique having a commercial entity abutting a recreational entity and a determination needs to be made of the future vision of the facility and how it should function. For any vendor at the harbor, they should know that circumstances could change.

Blenkinsop indicated during the April meeting the Board voted for certain conditions to be met and where one of the conditions is being altered for the remainder of the season it would be helpful to have a motion on the record that the condition of the police detail / traffic control at the RoE holder's expense is being waived for the remainder of the season.

Director Ferrini **moved** the **motion** and Director Parker **seconded** of a modification from the previous meeting where the Right of Entry holder is responsible for the police detail and the PDA / DPH will assume that responsibility for remainder of the season.

**Discussion:** Fournier asked for clarification, at the discretion of the DPH; Blenkinsop indicated in the April motion it was inherent that it was at the discretion of the Director. What was done is the discretion still exists, but the cost that was supposed to be borne by the RoE holder who accepted the waiver (RHLP was the only entity that did so), the expense requirement would be waived and the expense would be on PDA / DPH.

Fournier asked if the Board was requiring PDA / DPH to get police officers which would be expensive and he couldn't vote for that. If we are using internal staff fine. Blenkinsop indicated the Board is not requiring the provision of a police detail. Since roughly July 4<sup>th</sup> weekend, to the present, the traffic control has been staffed by PDA / DPH staff. So to the extent the Director wishes to continue to staff it, the cost of it will be borne by PDA / DPH.

Brean indicated the discretion would be too if there is inclement weather, staff could be called off.

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

**B. Approvals:**

**1. Northeast Fishery Sector XI - Portsmouth Fish Pier – Office Rental - Right of Entry**

Director Anderson **moved** the **motion** and Director Levesque **seconded** that the Pease Development Authority Board of Directors hereby authorizes the Executive Director to finalize and enter into a Right of Entry with the Northeast Fishery Sector XI for two (2) years, retroactively commencing July 1, 2022, with two (2) options of one (1) year each, subject to the approval of the Executive Director, for office space located at the Portsmouth Fish Pier on substantially the same terms and conditions set forth in the memorandum from Geno J. Marconi, Director of the Division of Ports and Harbors, dated August 4, 2022.

**Discussion:** Anderson thanked Marconi for looking into this. **Disposition:** Resolved by **unanimous** (7-0) vote for; motion **carried**.

**2. Hampton Harbor Marine Facility – Float and Dock Replacement - Change Order**

Director Levesque **moved** the **motion** and Director Lamson **seconded** that the Pease Development Authority Board of Directors hereby approves contract Change Order #1 with Riverside & Pickering Marine Contractors with respect to the contract for Hampton Harbor dock improvements approved by the Board on March 17, 2022, and authorizes the Executive Director to expend additional funds in the amount of \$142,635.00 for the construction and installation of 905 square feet of wooden replacement dock floats at the Hampton Harbor Marine facility, through American Rescue Plan Act funds received from the State of New Hampshire; all in accordance with the Memorandum of Geno Marconi, Division Director, dated August 5, 2022.

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

### 3. Appledore Marine Engineering – Functional Replacement - Amendment #1

Director Lamson moved the motion and Director Ferrini seconded that the Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to finalize and execute Amendment #1 to the contract with Appledore Marine Engineering, LLC, originally approved by the PDA Board of Directors on April 20, 2018, for the purpose of conducting design, engineering and permitting work for the Barge Dock Functional Replacement Project, in an amount not to exceed \$4,860,091.00, subject to funding by the Federal Highway Administration; all in accordance with the Memorandum of Geno J. Marconi, Division Director, dated August 5, 2022.

Discussion: Anderson stated the background material contained worksheets and each one had a different figure; asked if this locks the price in. Marconi spoke to an agreement with Appledore Engineering of an MOA approved by the Governor and Council with NHDoT for funding through the Federal Highway Administration to replace what was lost when the [Sarah Long] Bridge was built. Currently going into final design and NH DoT asked Appledore for additional work that was not in the contract so the amendment includes various items. As DPH goes into final design there has been an increase in the cost since the original estimate in 2015 of \$19 million. Today construction costs are \$34 million. This still has to be approved by the Governor and Council and Federal Highway has to approve the amendment to DPH contract. There is another item, engineering oversight during construction, would be Federal Highway requirements state DPH has to have an onsite engineer present every day throughout the project. The proposal contains the fee structure of over \$5 million. DPH is required to do an Independent Government Evaluation on the project and negotiated with Appledore down to the \$4.8 million. This has been accepted by NHDoT and it has gone to Federal Highway for its review and once received back the DoT will submit an amended contract to the Board and the Governor and Council for approval. Marconi indicated they are hoping to start on the project in July of next year; this would be for the functional replacement (for what was lost of the Barge Dock). Years ago the legislature set it up for agencies who do not have cash on hand to make a payment and ask for reimbursement, the payment request from contractor can be submitted to Treasury, they pay. When reimbursement comes back the money goes to Treasury.

Anderson asked if there is confidence in the amount of this project because of cost overruns with past projects.

Fournier responded that there are not projects in the public sector where a project will be an exact number with no overruns. The confidence is in the contractors and you have to deal with the overruns when they occur.

Marconi gave the example of issues regarding the BUILD grant project and additional work.

Disposition: Resolved by unanimous (7–0) vote for; motion carried.

### 4. BUILD Main Wharf Rehabilitation Project at the Market Street Marine Terminal – Delegation to Division Director

Director Parker moved the motion and Director Lamson seconded that;

**WHEREAS, RSA ch. 12-G provides that the Board shall appoint an Executive Director, who shall be the chief executive and administrative officer of the Pease Development Authority (“Authority”) and who shall have general and active supervision and direction over the day-to-day**



business and affairs of the Authority, subject to the direction and control of the Board, and shall perform all such duties as from time to time may be assigned to him by the Board; and

WHEREAS, RSA ch. 12-G further establishes within the Authority a Division of Ports and Harbors ("Division") and vests the oversight and control of the Division in the Pease Development Authority Board of Directors; and

WHEREAS, RSA ch. 12-G further provides that the Board shall appoint a Division Director who shall be the administrative officer of the Division and shall have general and active supervision and direction over the day-to-day business and affairs of the Division and its employees, subject, however, to the direction and control of the Board and the Executive Director; and

WHEREAS, the Authority has duly enacted By-Laws in accordance with the provisions of NH RSA 12-G:8, XIX; and

WHEREAS, the By-Laws provide that the Executive Director shall have all the authority of the Chairman with respect to the signing of contracts, leases, releases, bonds, notes and other instruments and documents approved by the Authority; and

WHEREAS, the Division is undertaking the BUILD Main Wharf Rehabilitation Project at the Market Street Marine Terminal in Portsmouth, New Hampshire, a project of vital importance to the shipping industry, to the continued support of the Portsmouth Naval Shipyard Project, for emergency responder access, and to the New Hampshire seacoast region;

WHEREAS, the Authority deems it necessary for the timely management and regulation of the BUILD Project to delegate to the Division Director, subject to the prior approval of the Executive Director and the PDA Treasurer, the authority to consent to and approve of certain documents in connection with contract change orders pertaining to the project, conditioned upon the prior appropriation of State funds to cover any increase in project costs resulting from said change order.

NOW, BE IT RESOLVED, that the Authority does hereby delegate to the Director of the Division of Ports and Harbors the authority to consent to, approve, and execute certain contract change order documents in accordance with the terms and conditions of the *Delegation to the Director of Ports and Harbors: Consent, Approval, and Execution of Contract Change Order Documents for the BUILD Main Wharf Rehabilitation Project at the Market Street Marine Terminal Portsmouth, NH* project.

Discussion: Anderson asked of the total project cost of the project and if this were specifically just the BUILD Main Wharf Project. This is different than in the past with change orders coming to the Board of Directors. Marconi indicated he did not have the numbers directly in front of him but estimated it to be approximately \$12 million. Marconi displayed various photos of the project and spoke to the various aspects of the project. Anderson asked how any exceedances over the \$12 million will be handled. Marconi indicated the only thing there is left for any change orders is approximately \$230,000; he anticipates putting in a request for additional money for necessary pile driving. Anderson asked of an obligation to report information to the Board; Marconi affirmed. He further stated that he only does these changes orders after speaking with the Executive Director and General Counsel with a follow-up report to the Board.

Brean indicated the justification is an incredible amount of technology and labor mobilized for this project and DPH needs the wharfage space back as soon as possible. This would facilitate moving the project along so the project is not being held up waiting for approval of a change order.

Marconi indicated last week that one of DPH's tenants, Granite State Minerals, was awarded by DoT to supply the Districts its salt; they are anxious to start bringing ships in.

Blenkinsop indicated the motion to approve the Delegation has the Delegation of Authority attached and is clear on what conditions must be met for the change orders to be approved.

Anderson wanted to make sure this is a one-time thing and PDA should not abdicate its authority under certain circumstances. He is not opposed he just wants some explanation; Blenkinsop indicated they are exercising their authority in granting the delegation.

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

5. **Riverside & Pickering Marine Contractors for 2 projects:**
  - **Portsmouth Fish Pier, Six (6) Fender Pile replacement**
  - **Burge Wharf, Guide Pile re-set**

Director Ferrini **moved** the **motion** and Director Fournier **seconded** that the Pease Development Authority Board of Directors approves of and authorizes the Executive Director, on behalf of the Pease Development Authority–Division of Ports and Harbors (“PDA-DPH”), to accept the proposal from Riverside & Pickering Marine Contractors (“Riverside”) to replace six (6) fender piles at the Portsmouth Fish Pier and to re-set a guide pile on the floating dock at the Burge Wharf, for a total project cost not to exceed \$18,145.00; all in accordance with the Memorandum of Geno Marconi, Division Director, dated August 8, 2022.

In accordance with the provisions of RSA 12–G:8, VIII, the Board justifies the waiver of the formal RFP requirement as PDA–DPH received cost proposals from two local marine construction companies with Riverside providing the lowest cost proposal.

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

- C. **Board Action on Mooring Permit Appeal (Pda 514.08):**
  1. **Appeal of Stephen N. Bailey – Recommended Decision of Director Ferrini**

The Board suspended the rules to move this item forward earlier in the meeting; the motion was made, the item was discussed and voted on.

- XI. **Special Event:**
  - A. **Report:**
    1. **Sabine Strong 3.3 Mile Run/Walk held on Sunday, August 14, 2022**

Brean stated Sabine Strong held its 3.3 Mile Run/Walk on Sunday, August 14, 2022 and it was a success without incident.

## XII. **Upcoming Meetings:**

Executive Committee	September 1, 2022 @ 11:30 a.m.
Golf Committee	September 12, 2022 @ 8:30 a.m.
Finance Committee	September 12, 2022 @ 9:00 a.m.
Board of Directors	September 15, 2022 @ 8:30 a.m.

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

### **XIII. Directors' Comments:**

Anderson asked the status of the development with Million Air as they have received the wetlands approval requested and how will it proceed from this point forward. Brean indicated the Engineering and Operation staff recently met with Million Air. PDA is looking for information on some of the design and anticipate Million Air will return with answers in the near future. Anderson asked if Million Air would eventually come before the Board for Land Use authorization; Brean affirmed.

Duprey stated as he understands it, that is not a road that any fuel would travel over. Brean affirmed and further stated the fuel deliveries would be through the ramp, the same as other entities. Duprey asked if an appeal has been filed with respect to the wetland permit; Brean indicated there has been an appeal by Port City Air. PDA will continue on the design and approval process. Duprey indicated he has been receiving letters from citizens concerned of the secondary groundwater source (or historically was for the City of Portsmouth) and want to make sure PDA is looking out for that. Brean indicated PDA has heard the narrative from the public and have requested more information, but PDA has seen a good design by the entity. Duprey spoke to the need to broadcast / educate the public as there are individuals who fear that fuel trucks will be going over a wetland. Brean indicated anytime PDA gets a new fuel system it is more advanced than what is already here.

Anderson asked if the updated Zoning Ordinances, Site Plan Regulations and Subdivision Regulations mirror or are in line with the City of Portsmouth; Stowell affirmed.

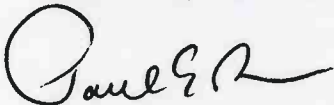
### **XIV. Adjournment:**

Director Lamson moved the motion and Director Parker seconded to adjourn the Board meeting. Meeting adjourned at 11:06 a.m.

### **XV. Press Questions:**

No comments from the press.

Respectfully submitted,



Paul E. Brean  
Executive Director



Date: September 5, 2022

To: Paul Brean, Executive Director

From: Suzy Anzalone, Director of Finance *Suzy*

Subject: Executive Summary- Financial Reports

In anticipation of the upcoming September 15, 2022 Pease Development Authority Board meeting, the following is an Executive Summary of the financial results for the one month ended July 31, 2022:

**Consolidated Results**

<b>Pease Development Authority - Consolidated</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Variance Fav (unfav)</b>
Operating Revenues	2,300	1,924	376
Operating Expenses	1,243	1,385	142
<b>Operating Income</b>	<b>1,057</b>	<b>539</b>	<b>518</b>
Depreciation	576	572	4
Non Oper. (Inc)/Exp	(1)	0	0
<b>Net Operating Income</b>	<b>482</b>	<b>(33)</b>	<b>515</b>

Consolidated operating revenues of \$2.3 million are favorable to budget by 19.6%. Fuel flowage fees, golf course public play, fuel sales, parking fees and income from short-term option agreements were the main contributors to July's favorable revenue.

Operating expenses of \$1.1 million are below budget by \$142,000 (10.3%) primarily due to expense underruns in wages and benefits, facilities and maintenance, professional services, and marketing. Fuel purchases were over budgeted projections for the month due to higher fuel sales.

July net operating income was \$482,000, performing favorably against the budgeted loss of \$33,000. Although we are only one month into the new fiscal year, at this time there are no notable trends that might challenge the FY23 budget.

Business Unit Performance

Portsmouth Airport

<b>Portsmouth Airport ( PSM)</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Variance Fav (unfav)</b>
Operating Revenues	310	113	197
Operating Expenses	246	273	27
<b>Operating Income</b>	<b>64</b>	<b>(160)</b>	<b>224</b>
Depreciation	381	361	20
Non Oper. (Inc)/Exp	0	0	0
<b>Net Operating Income</b>	<b>(317)</b>	<b>(521)</b>	<b>204</b>

Portsmouth Airport operating revenues are higher than budget for the first month of FY23, mainly attributable to parking revenues and income from short term option payments. Airport operating expense are also under budget by 9.8% (\$27,000) for July.

Skyhaven Airport

<b>Skyhaven ( DAW)</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Variance Fav (unfav)</b>
Operating Revenues	36	21	15
Operating Expenses	30	19	(11)
<b>Operating Income</b>	<b>6</b>	<b>2</b>	<b>4</b>
Depreciation	35	41	(6)
Non Oper. (Inc)/Exp	0	0	0
<b>Net Operating Income</b>	<b>(29)</b>	<b>(39)</b>	<b>10</b>

Skyhaven operating revenues performed well over budget (71.9%) due to higher fuel sales driven by both gallons sold and pricing. July fuel sales totaled 3,662 gallons vs. 1,530 gallons in FY22. Price per gallon averaged \$6.39 against last July's pricing of \$4.78 per gallon. Operating expenses for the month were \$11,000 over budget resulting from higher fuel consumption as a result of increased sales volume.

Tradeport

<b>Tradeport</b>			
	<b>Actual</b>	<b>Budget</b>	<b>Variance Fav (unfav)</b>
Operating Revenues	960	961	(1)
Operating Expenses	37	41	4
<b>Operating Income</b>	<b>923</b>	<b>920</b>	<b>3</b>
Depreciation	63	75	(12)
Non Oper. (Inc)/Exp	0	0	0
<b>Net Operating Income</b>	<b>860</b>	<b>845</b>	<b>15</b>

Tradeport revenue is right on budget for July and operating expenses are trending slightly under budget as we start the new fiscal year.

**Golf Course**

**Pease Golf Course**

	Actual	Budget	Variance Fav (unfav)
Operating Revenues	580	549	31
Operating Expenses	254	258	4
<b>Operating Income</b>	<b>326</b>	<b>291</b>	<b>35</b>
Depreciation	32	31	1
Non Oper. (Inc)/Exp	0	0	0
<b>Net Operating Income</b>	<b>294</b>	<b>260</b>	<b>34</b>

Golf Course operations are looking good with July revenues 5.7% higher than budget attributable to public play revenue. Operating expenses are slightly under budget for the month.

**Division of Ports and Harbors-Unrestricted**

**Division of Ports and Harbors (Unrestricted)**

	Actual	Budget	Variance Fav (unfav)
Operating Revenues	392	265	127
Operating Expenses	343	312	(31)
<b>Operating Income</b>	<b>49</b>	<b>(47)</b>	<b>96</b>
Depreciation	52	52	0
Non Oper. (Inc)/Exp	0	0	0
<b>Net Operating Income</b>	<b>(3)</b>	<b>(99)</b>	<b>96</b>

Unrestricted operating revenues for the DPH were \$127,000 (47.9%) higher than budget mainly due to higher fuel sales as well as parking revenue. Operating expense overruns of \$31,000 result from higher fuel consumption expense (pricing and gallons sold).

**Balance Sheet/Statement of Net Position**

	As of 7/31/2022	As of 6/30/2022
<b>Assets</b>		
Current Assets	13,798	14,354
Restricted Assets	1,545	1,428
Capital Assets	95,600	96,101
<b>Total Assets</b>	<b>110,943</b>	<b>111,882</b>
<b>Liabilities</b>		
Current Liabilities	3,341	5,148
Non-Current Liabilities	12,003	14,555
<b>Total Liabilities</b>	<b>15,344</b>	<b>19,703</b>
<b>Net Position</b>		
Net Invest. in Cap Assets	95,436	96,101
Restricted	1,287	1,230
Unrestricted	(455)	(3,858)
<b>Total Net Position</b>	<b>96,268</b>	<b>93,473</b>



The overall financial health of the PDA remains strong as we start the fiscal year off with \$13.8 million in current assets, \$3.3 million in current liabilities, and no outstanding debt.

Current assets consist primarily of \$10.1 million in unrestricted cash, \$3.1 million in accounts receivables and 0.6 million in inventory and prepaid expenses. The majority of the accounts receivable balances are attributable to federal or state construction activities. Restricted assets total \$1.6 million and consist primarily of the Revolving Loan Fund. At present, there are 21 participant loans outstanding with a principal balance outstanding of \$1.2 million.

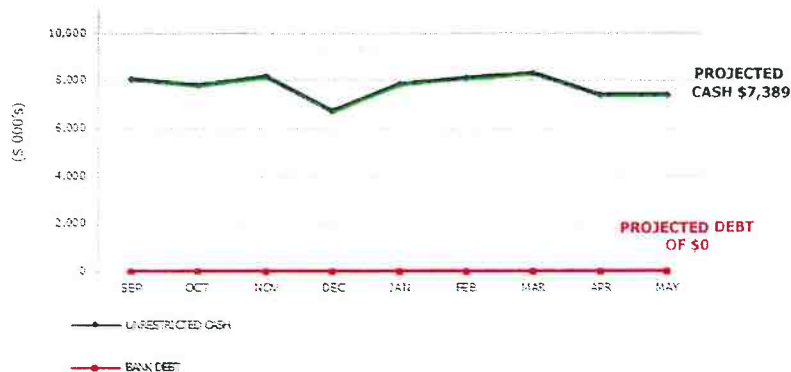
Capital expenditures totaled \$75,000 for July mainly related to projects at the Division of Ports and Harbors.

Current liabilities of \$3.3 million are largely related to trade accounts payable and various accrued expenses. Non-current liabilities of \$12.0 million mainly represent the current pension and OPEB liability which is currently \$11.6 million. The actuarial consultant reports were received in late August for the period ended June 30, 2021 (pension reporting is always one year in arrears). The pension/OPEB liability decreased by \$2.5 million over the previous year mainly as a result of significantly higher return on investments than the previous reporting year. Return on investments for the plan were 29.4% for the fiscal year ended June 30, 2021 vs. 1.1% for the year ended June 30, 2020.

**Cash Flow Projections for the Nine Month Period Ending May 31, 2023**

During the next nine-month period, cash inflows are projected at \$15.6 million, mainly provided by operating revenues and include \$2.7 million in grant funding.

Cash outflows of \$17.6 million during this same period incorporate \$6.8 million in both grant and non-grant related expenditures, as well as outflows from normal operating expenses. Current projections indicate that we will not need to draw on our line of credit over the next nine months, and expect unrestricted cash at approximately \$7.4 million in May, 2023. This could vary however, as we prioritize capital expenditures in the upcoming months. The chart below outlines cash and debt balances over the next nine month period.



Please let me know if you have any questions or require supplemental information.

PEASE DEVELOPMENT AUTHORITY  
FY2023 FINANCIAL REPORT  
FOR THE ONE MONTH PERIOD  
ENDING JULY 31, 2022



BOARD OF DIRECTORS MEETING  
SEPTEMBER 15, 2022



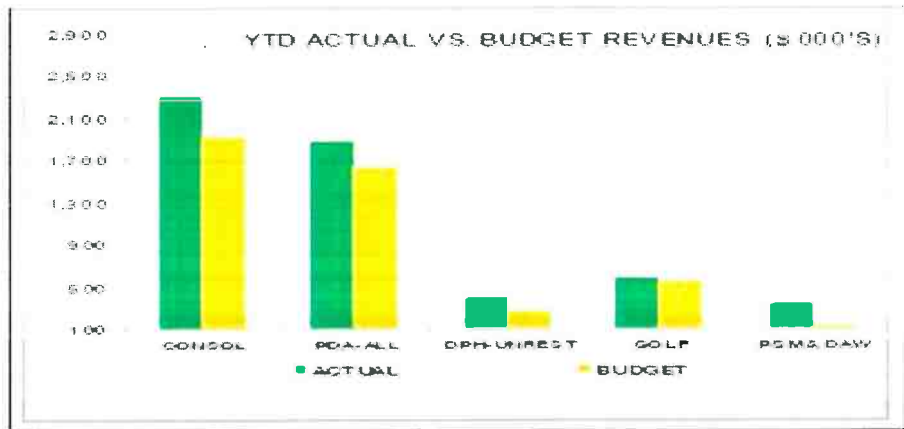
# PEASE DEVELOPMENT AUTHORITY

## Revenues and Expenditures – One Month Ended July 31, 2022

**Trends:**

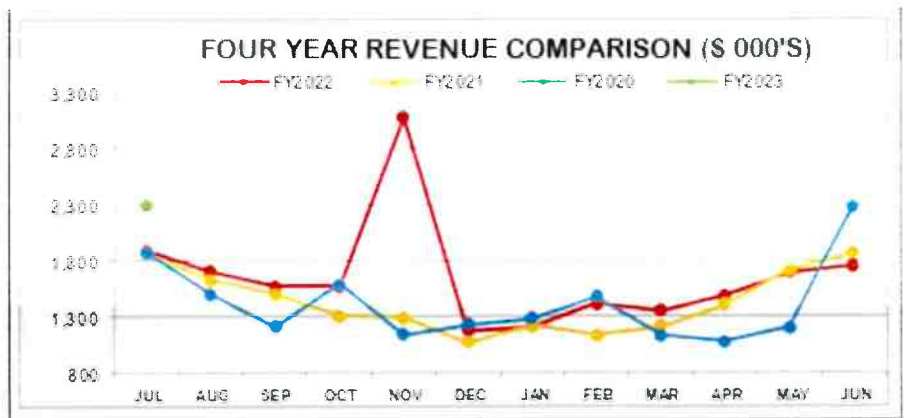
**YTD revenue higher by 19.6%:**

- Golf Fees, Fuel Flowage, Parking fees, Fuel Sales and income from Short-Term Option payments trending higher than budget



**Trends:**

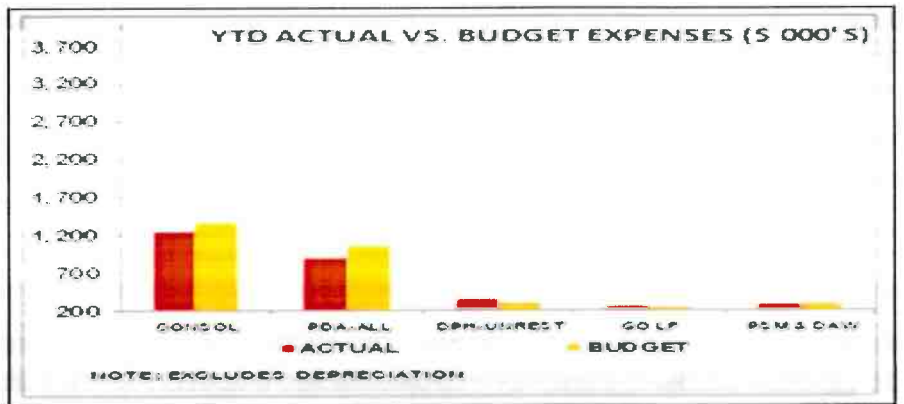
- **November 2021** includes sale of 30 NH Ave
- **July revenues** include annual rent payment-Great Bay Comm. College
- **June revenues** include increase in Golf fee revenue



**Trends:**

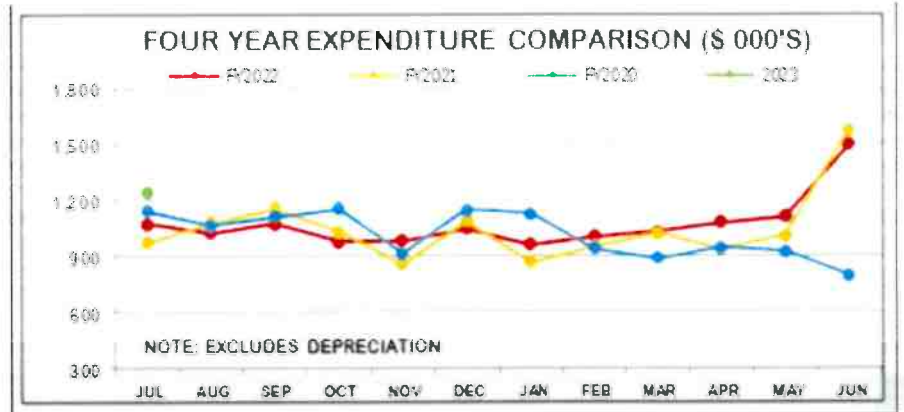
**YTD Operating Expenses lower by 10.3%:**

- Wages & Benefits, Professional Svcs., Marketing trending lower than budget
- Offset by cost overruns fuel purchases (due to higher fuel sales)



**Trends:**

- **March 2019**-\$800k CLF settlement
- **June 2019-June 2021** – Retirement OPEB year end adjustments





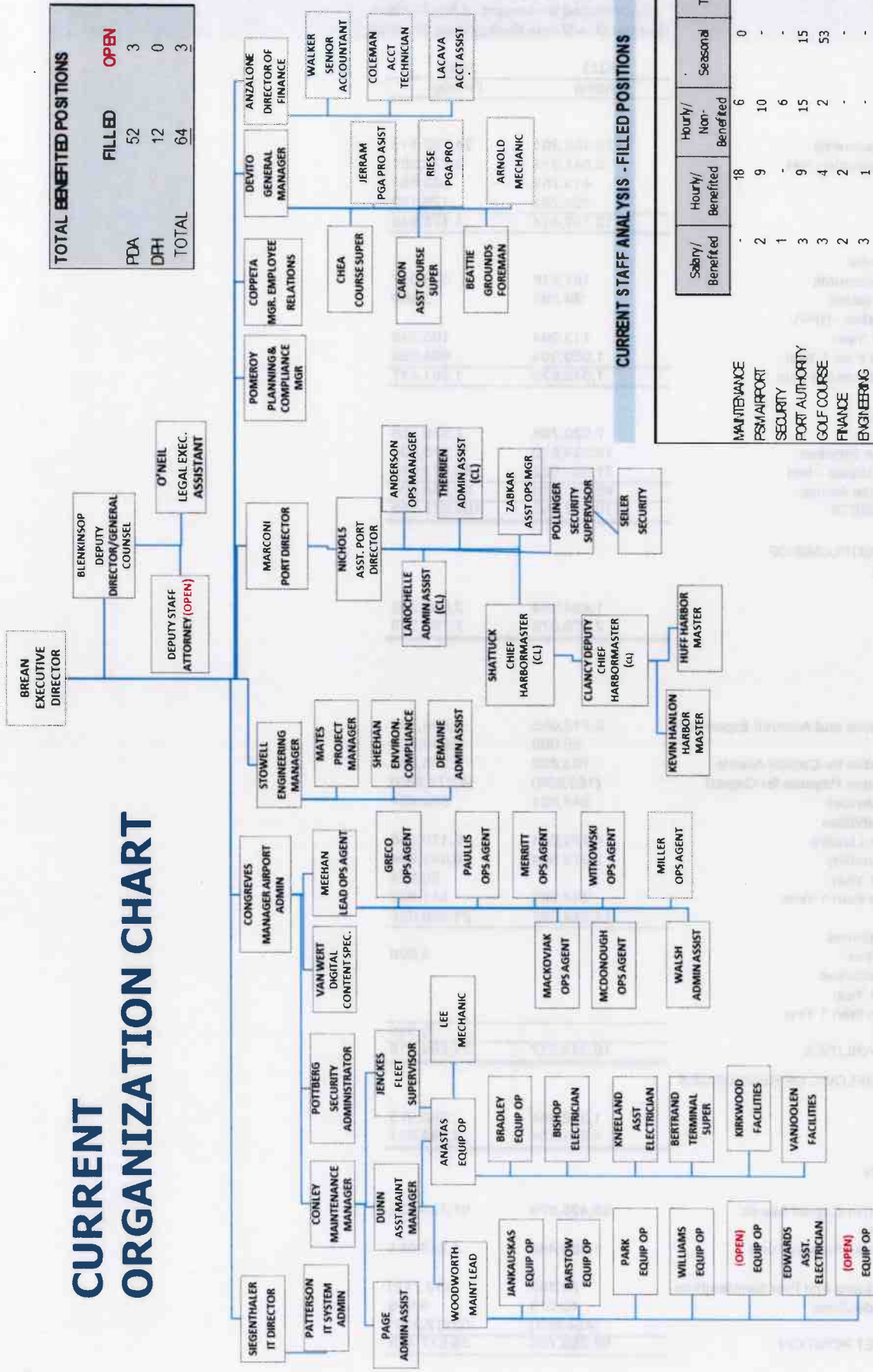
**PEASE DEVELOPMENT AUTHORITY**  
**Consolidated Statement of Revenues and Expenses**  
**For the One Month Ending July 31, 2022**

	Actual Jul FY 2023	Budget Jul FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL								
FACILITIES	\$1,046,666	\$1,040,253	\$6,413	0.6%	\$1,046,666	\$1,040,253	\$6,413	0.6%
CARGO AND HANGARS	14,234	15,238	(1,004)	(6.6%)	14,234	15,238	(1,004)	(6.6%)
	<u>1,060,900</u>	<u>1,055,491</u>	<u>5,409</u>	<u>0.5%</u>	<u>1,060,900</u>	<u>1,055,491</u>	<u>5,409</u>	<u>0.5%</u>
CONCESSION REVENUE	55,070	59,262	(4,193)	(7.1%)	55,070	59,262	(4,193)	(7.1%)
<b>FEE REVENUE</b>								
AVIATION FEES		74	(74)	(100.0%)		74	(74)	(100.0%)
FUEL FLOWAGE	45,246	10,242	35,004	341.8%	45,246	10,242	35,004	341.8%
PSM TSA/LEO REVENUE	3,760	1,856	1,904	102.5%	3,760	1,856	1,904	102.5%
PSM SECURITY REVENUE	2,305	2,411	(106)	(4.4%)	2,305	2,411	(106)	(4.4%)
GOLF FEES	419,687	385,541	34,146	8.9%	419,687	385,541	34,146	8.9%
GOLF SIMULATORS	955	1,150	(195)	(17.0%)	955	1,150	(195)	(17.0%)
GOLF MEMBERSHIPS	51,058	54,375	(3,317)	(6.1%)	51,058	54,375	(3,317)	(6.1%)
GOLF LESSONS	11,591	8,660	2,931	33.9%	11,591	8,660	2,931	33.9%
MOORING FEES	39,637	38,750	887	2.3%	39,637	38,750	887	2.3%
PARKING	70,969	47,391	23,578	49.8%	70,969	47,391	23,578	49.8%
PIER USAGE FEES	13,014	8,417	4,597	54.6%	13,014	8,417	4,597	54.6%
REGISTRATIONS	16,000	833	15,167	1820.0%	16,000	833	15,167	1820.0%
TERMINAL FEES				-				-
WHARFAGE AND DOCKAGE				-				-
	<u>674,222</u>	<u>559,700</u>	<u>114,523</u>	<u>20.5%</u>	<u>674,222</u>	<u>559,700</u>	<u>114,523</u>	<u>20.5%</u>
FUEL SALES	260,496	149,196	111,300	74.6%	260,496	149,196	111,300	74.6%
<b>INTEREST INCOME</b>								
LOAN INTEREST	3,111	2,583	528	20.4%	3,111	2,583	528	20.4%
<b>OTHER REVENUES</b>								
MERCHANDISE	43,665	41,601	2,065	5.0%	43,665	41,601	2,065	5.0%
ALL OTHER	202,277	55,813	146,463	262.4%	202,277	55,813	146,463	262.4%
	<u>245,942</u>	<u>97,414</u>	<u>(148,528)</u>	<u>(152.5%)</u>	<u>245,942</u>	<u>97,414</u>	<u>(148,528)</u>	<u>(152.5%)</u>
<b>TOTAL OPERATING REVENUE</b>	<b>2,299,741</b>	<b>1,923,646</b>	<b>376,095</b>	<b>19.6%</b>	<b>2,299,741</b>	<b>1,923,646</b>	<b>376,095</b>	<b>19.6%</b>
<b>OPERATING EXPENSES</b>								
<b>WAGES AND FRINGE BENEFITS</b>								
<b>WAGES</b>								
BENEFITED REGULAR	338,229	443,288	105,059	23.7%	338,229	443,288	105,059	23.7%
BENEFITED OVERTIME	17,191	17,742	552	3.1%	17,191	17,742	552	3.1%
NON-BENEFITED REGULAR	108,804	97,536	(11,268)	(11.6%)	108,804	97,536	(11,268)	(11.6%)
NON-BENEFITED OVERTIME	5,617	5,255	(362)	(6.9%)	5,617	5,255	(362)	(6.9%)
ACCRUED VACATION BENEFITS	(2,025)	1,008	3,033	300.8%	(2,025)	1,008	3,033	300.8%
ACCRUED SICK TIME BENEFITS	1,658	433	(1,225)	(282.6%)	1,658	433	(1,225)	(282.6%)
	<u>469,474</u>	<u>565,262</u>	<u>95,788</u>	<u>16.9%</u>	<u>469,474</u>	<u>565,262</u>	<u>95,788</u>	<u>16.9%</u>
WAGE TRANSFERS OUT				-				-
	<u>469,474</u>	<u>565,262</u>	<u>95,788</u>	<u>16.9%</u>	<u>469,474</u>	<u>565,262</u>	<u>95,788</u>	<u>16.9%</u>
<b>BENEFITS</b>								
DENTAL INSURANCE	5,246	5,902	656	11.1%	5,246	5,902	656	11.1%
HEALTH INSURANCE	98,781	112,153	13,372	11.9%	98,781	112,153	13,372	11.9%
LIFE INSURANCE	2,540	2,676	136	5.1%	2,540	2,676	136	5.1%
NEW HAMPSHIRE RETIREMENT	52,651	64,212	11,561	18.0%	52,651	64,212	11,561	18.0%
POST RETIREMENT BENEFITS	9,472	10,216	744	7.3%	9,472	10,216	744	7.3%
EMPLOYEE DRUG TEST	257	170	(87)	(51.2%)	257	170	(87)	(51.2%)
OPEB EXPENSE				-				-
EMPLOYER FICA	35,352	44,630	9,278	20.8%	35,352	44,630	9,278	20.8%
UNEMPLOYMENT INS				-				-
	<u>204,299</u>	<u>239,959</u>	<u>35,660</u>	<u>14.9%</u>	<u>204,299</u>	<u>239,959</u>	<u>35,660</u>	<u>14.9%</u>
BENEFIT TRANSFERS OUT				-				-
	<u>204,299</u>	<u>239,959</u>	<u>35,660</u>	<u>14.9%</u>	<u>204,299</u>	<u>239,959</u>	<u>35,660</u>	<u>14.9%</u>
<b>TOTAL WAGES &amp; BENEFITS</b>	<b>673,773</b>	<b>805,221</b>	<b>131,448</b>	<b>16.3%</b>	<b>673,773</b>	<b>805,221</b>	<b>131,448</b>	<b>16.3%</b>

**PEASE DEVELOPMENT AUTHORITY**  
**Consolidated Statement of Revenues and Expenses**  
**For the One Month Ending July 31, 2022**

	Actual Jul FY 2023	Budget Jul FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
<b>BUILDING AND FACILITIES</b>								
AIRFIELD MAINTENANCE	325	8,284	7,959	96.1%	325	8,284	7,959	96.1%
COVID-19		590	590	100.0%		590	590	100.0%
SOIL & VEGETATION CONTROL	2,756	9,637	6,881	71.4%	2,756	9,637	6,881	71.4%
ENVIRONMENTAL TESTING	8,357	8,050	(307)	(3.8%)	8,357	8,050	(307)	(3.8%)
EQUIPMENT MAINTENANCE	36,745	35,171	(1,574)	(4.5%)	36,745	35,171	(1,574)	(4.5%)
FACILITIES MAINTENANCE	61,861	66,674	4,813	7.2%	61,861	66,674	4,813	7.2%
LANDSCAPING	1,230	3,168	1,939	61.2%	1,230	3,168	1,939	61.2%
NAVIGATION MAINTENANCE		4,642	4,642	100.0%		4,642	4,642	100.0%
OTHER EXPENSES				-				-
SECURITY	21,876	19,893	(1,983)	(10.0%)	21,876	19,893	(1,983)	(10.0%)
SNOW REMOVAL				-				-
EXPENSE TRANSFERS				-				-
	133,150	156,109	22,960	14.7%	133,150	156,109	22,960	14.7%
WAGE & BENEFIT TRANSFER IN				-				-
	133,150	156,109	22,960	14.7%	133,150	156,109	22,960	14.7%
<b>GENERAL AND ADMINISTRATIVE</b>								
BAD DEBT EXPENSE		42	42	100.0%		42	42	100.0%
BANK FEES	16,162	11,003	(5,159)	(46.9%)	16,162	11,003	(5,159)	(46.9%)
COMPUTER EXPENSES	6,203	5,788	(415)	(7.2%)	6,203	5,788	(415)	(7.2%)
DISCOUNTS AND LATE FEES	(466)	(171)	295	(172.9%)	(466)	(171)	295	(172.9%)
EQUIPMENT UNDER \$5,000	3,956	5,993	2,037	34.0%	3,956	5,993	2,037	34.0%
FEES AND LICENSES	3,556	7,236	3,680	50.9%	3,556	7,236	3,680	50.9%
INSURANCE	34,647	32,566	(2,081)	(6.4%)	34,647	32,566	(2,081)	(6.4%)
OFFICE EQUIPMENT	1,389	1,834	445	24.2%	1,389	1,834	445	24.2%
PROFESSIONAL DEVELOPMENT	1,375	4,788	3,413	71.3%	1,375	4,788	3,413	71.3%
SUPPLIES	7,939	8,829	891	10.1%	7,939	8,829	891	10.1%
TELEPHONES AND COMMUNICATIONS	12,580	13,272	692	5.2%	12,580	13,272	692	5.2%
TRAVEL AND MILEAGE	1,219	4,092	2,873	70.2%	1,219	4,092	2,873	70.2%
OTHER EXPENSES	1,593	5,659	4,066	71.9%	1,593	5,659	4,066	71.9%
	90,153	100,931	10,777	10.7%	90,153	100,931	10,777	10.7%
<b>UTILITIES</b>								
ELECTRICITY	45,392	53,132	7,740	14.6%	45,392	53,132	7,740	14.6%
ELECTRICITY TRANSFERS				-				-
HEATING OIL				-				-
NATURAL GAS	1,766	314	(1,451)	(462.1%)	1,766	314	(1,451)	(462.1%)
NATURAL GAS TRANSFERS				-				-
PROPANE	2,569	2,727	158	5.8%	2,569	2,727	158	5.8%
WASTE REMOVAL	6,454	9,270	2,816	30.4%	6,454	9,270	2,816	30.4%
WASTE REMOVAL TRANSFERS				-				-
WATER	2,560	525	(2,035)	(387.5%)	2,560	525	(2,035)	(387.5%)
WATER TRANSFERS				-				-
	58,741	65,968	7,227	11.0%	58,741	65,968	7,227	11.0%
<b>PROFESSIONAL SERVICES</b>								
AUDIT				-				-
INFORMATION TECHNOLOGY	11,145	9,722	(1,423)	(14.6%)	11,145	9,722	(1,423)	(14.6%)
LEGAL		10,767	10,767	100.0%		10,767	10,767	100.0%
LEGAL PERMIT IMPLEMENT		14,583	14,583	100.0%		14,583	14,583	100.0%
ADMINISTRATIVE SERVICES	4,629	5,917	1,287	21.8%	4,629	5,917	1,287	21.8%
	15,774	40,989	25,214	61.5%	15,774	40,989	25,214	61.5%
<b>MARKETING AND PROMOTION</b>								
ADVERTISING	2,540	4,489	1,948	43.4%	2,540	4,489	1,948	43.4%
OTHER MARKETING	3,601	25,588	21,988	85.9%	3,601	25,588	21,988	85.9%
FLIGHT INCENTIVES				-				-
	6,141	30,077	23,936	79.6%	6,141	30,077	23,936	79.6%
<b>OTHER OPERATING EXPENSES</b>								
COAST TROLLEY	10,000	10,000		-	10,000	10,000		-
FUEL	208,986	124,329	(84,657)	(68.1%)	208,986	124,329	(84,657)	(68.1%)
GOLF CART LEASE	20,717	20,500	(217)	(1.1%)	20,717	20,500	(217)	(1.1%)
MERCHANDISE	25,407	31,201	5,794	18.6%	25,407	31,201	5,794	18.6%
	265,110	186,030	(79,080)	(42.5%)	265,110	186,030	(79,080)	(42.5%)
<b>TOTAL OPERATING EXPENSES</b>	<b>1,242,842</b>	<b>1,385,325</b>	<b>142,483</b>	<b>10.3%</b>	<b>1,242,842</b>	<b>1,385,325</b>	<b>142,483</b>	<b>10.3%</b>
<b>OPERATING INCOME/(LOSS)</b>	<b>1,056,899</b>	<b>538,321</b>	<b>518,578</b>	<b>96.3%</b>	<b>1,056,899</b>	<b>538,321</b>	<b>518,578</b>	<b>96.3%</b>
DEPRECIATION	576,427	572,225	(4,202)	(0.7%)	576,427	572,225	(4,202)	(0.7%)
AMORTIZATION				-				-
<b>NON-OPERATING (INCOME)/EXPENSES</b>								
INTEREST EXPENSE		833	833	100.0%		833	833	100.0%
INTEREST INCOME	(1,089)	(735)	354	(48.1%)	(1,089)	(735)	354	(48.1%)
NON-OPERATING GRANT FUNDING				-				-
GAIN/LOSS ON ASSETS				-				-
OTHER NON-OPERATING				-				-
	(1,089)	98	1,187	1211.3%	(1,089)	98	1,187	1211.3%
<b>NET OPERATING INCOME/(LOSS)</b>	<b>481,561</b>	<b>(34,002)</b>	<b>515,563</b>	<b>(1516.4%)</b>	<b>481,561</b>	<b>(34,002)</b>	<b>515,563</b>	<b>(1516.4%)</b>

# CURRENT ORGANIZATION CHART



**TOTAL BENEFITED POSITIONS**

	FILLED	OPEN
PDA	52	3
DPH	12	0
TOTAL	64	3

## CURRENT STAFF ANALYSIS - FILLED POSITIONS

	Sabry/ Benefited	Hourly/ Benefited	Hourly/ Non-Benefited	Seasonal	TOTAL
MAINTENANCE	2	18	6	0	24
PSM/AIRPORT	1	9	10	-	21
SECURITY	3	9	6	-	7
PORT AUTHORITY	3	9	15	15	42
GOLF COURSE	2	4	2	53	62
FINANCE	3	2	-	-	4
ENGINEERING	1	1	-	-	4
LEGAL	1	1	3	-	2
DAWARPORT	1	1	-	-	3
TECHNOLOGY	1	1	-	-	2
HUMAN RESOURCES	0	1	-	-	1
MARKETING	1	1	-	-	1
EXECUTIVE	1	-	-	-	1
<b>TOTAL</b>	<b>18</b>	<b>46</b>	<b>42</b>	<b>68</b>	<b>174</b>



**PEASE DEVELOPMENT AUTHORITY**  
**Consolidated Statement of Net Position**  
**For the One Month Ending July 31, 2022**

	2023	2022
	Ending	Ending
<b>ASSETS</b>		
Cash and Investments	\$10,105,291	\$4,722,111
Accounts Receivable - Net	3,041,313	3,273,981
Inventories	413,759	303,661
Prepays	237,251	176,192
	<u>13,797,614</u>	<u>8,475,945</u>
Restricted Assets		
Cash and Investments	357,816	578,017
Current Receivables	24,599	3,460
Loans Receivable - NHFL		
Due within 1 Year	113,204	105,249
Due in more than 1 Year	1,050,004	894,692
Total Restricted Assets	<u>1,545,623</u>	<u>1,581,417</u>
Capital Assets		
Land	7,520,786	7,520,786
Construction-in-Process	10,539,910	4,516,924
Other Capital Assets - Net	77,539,022	83,822,990
Total Capital Assets	<u>95,599,718</u>	<u>95,860,700</u>
TOTAL ASSETS	<u>110,942,955</u>	<u>105,918,063</u>
DEFERRED OUTFLOWS OF RESOURCES		
Pension	1,424,984	2,008,286
OPEB	<u>2,279,876</u>	<u>2,193,378</u>
LIABILITIES		
Accounts Payable and Accrued Expenses	2,712,695	3,806,191
Retainage	85,000	2,594,225
Accounts Payable for Capital Assets	163,839	4,373,869
Offset to Accounts Payable for Capital	(163,839)	(4,373,869)
Unearned Revenues	544,021	540,431
Long-Term Liabilities		
Net Pension Liability	4,279,644	6,170,435
Net OPEB Liability	7,378,664	8,041,994
Due within 1 Year		90,924
Due in more than 1 Year	344,202	341,822
	<u>15,344,227</u>	<u>21,586,022</u>
Restricted Liabilities		
Current Liabilities		8,396
Long-Term Liabilities		
Due within 1 Year		
Due in more than 1 Year		
		<u>8,396</u>
TOTAL LIABILITIES	<u>15,344,227</u>	<u>21,594,418</u>
DEFERRED INFLOWS OF RESOURCES		
Pension	1,382,954	360,975
OPEB	<u>1,651,884</u>	<u>2,546,921</u>
NET POSITION		
Net Investment in Capital Assets	95,435,879	91,486,832
Restricted For:		
Revolving Loan Fishery Fund	1,250,449	1,243,681
Harbor Dredging and Pier Maintenance	24,367	(10,772)
Foreign Trade Zone	12,919	9,905
Unrestricted	(454,864)	(7,112,232)
TOTAL NET POSITION	<u>96,268,750</u>	<u>85,617,413</u>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - PORTSMOUTH AIRPORT incl Security**  
For the One Month Ending July 31, 2022

	Actual Jul FY 2023	Budget Jul FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL	\$56,042	\$54,133	\$1,909	3.5%	\$56,042	\$54,133	\$1,909	3.5%
CARGO AND HANGARS	\$2,475	\$2,536	(\$61)	(2.4%)	\$2,475	\$2,536	(\$61)	(2.4%)
CONCESSION REVENUE	\$994	\$876	\$118	13.5%	\$994	\$876	\$118	13.5%
FEE REVENUE	\$85,200	\$38,836	\$46,364	119.4%	\$85,200	\$38,836	\$46,364	119.4%
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	\$165,715	\$16,767	\$148,948	888.3%	\$165,715	\$16,767	\$148,948	888.3%
<b>TOTAL OPERATING REVENUES</b>	<b>310,426</b>	<b>113,148</b>	<b>197,278</b>	<b>174.4%</b>	<b>310,426</b>	<b>113,148</b>	<b>197,278</b>	<b>174.4%</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	105,691	113,576	7,885	6.9%	105,691	113,576	7,885	6.9%
BUILDING AND FACILITIES	71,855	75,053	3,198	4.3%	71,855	75,053	3,198	4.3%
GENERAL AND ADMINISTRATIVE	33,590	32,429	(1,161)	(3.6%)	33,590	32,429	(1,161)	(3.6%)
UTILITIES	28,623	38,180	9,557	25.0%	28,623	38,180	9,557	25.0%
PROFESSIONAL SERVICES	2,900	4,917	2,017	41.0%	2,900	4,917	2,017	41.0%
MARKETING AND PROMOTION	3,367	8,542	5,175	60.6%	3,367	8,542	5,175	60.6%
OTHER OPERATING EXPENSES								
<b>TOTAL OPERATING EXPENSES</b>	<b>246,026</b>	<b>272,697</b>	<b>26,671</b>	<b>9.8%</b>	<b>246,026</b>	<b>272,697</b>	<b>26,671</b>	<b>9.8%</b>
<b>OPERATING INCOME</b>	<b>64,400</b>	<b>(159,549)</b>	<b>223,949</b>	<b>140.4%</b>	<b>64,400</b>	<b>(159,549)</b>	<b>223,949</b>	<b>140.4%</b>
NON-OPERATING (INCOME) EXPENSE	0	0	0	-	0	0	0	-
DEPRECIATION	381,194	360,950	(20,244)	(5.6%)	381,194	360,950	(20,244)	(5.6%)
<b>NET OPERATING INCOME</b>	<b>(316,794)</b>	<b>(520,499)</b>	<b>(203,705)</b>	<b>39.1%</b>	<b>(316,794)</b>	<b>(520,499)</b>	<b>(203,705)</b>	<b>39.1%</b>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - SKYHAVEN AIRPORT**  
For the One Month Ending July 31, 2022

	Actual Jul FY 2023	Budget Jul FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL								
CARGO AND HANGARS	11,759	12,702	(943)	(7.4%)	11,759	12,702	(943)	(7.4%)
CONCESSION REVENUE	712	250	462	184.8%	712	250	462	184.8%
FEE REVENUE		74	(74)	(100.0%)		74	(74)	(100.0%)
FUEL SALES	23,397	7,750	15,648	201.9%	23,397	7,750	15,648	201.9%
INTEREST								
MERCHANDISE								
OTHER REVENUE		92	(92)	(100.0%)		92	(92)	(100.0%)
<b>TOTAL OPERATING REVENUES</b>	<b>35,868</b>	<b>20,868</b>	<b>15,001</b>	<b>71.9%</b>	<b>35,868</b>	<b>20,868</b>	<b>15,001</b>	<b>71.9%</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	2,125	4,037	1,911	47.3%	2,125	4,037	1,911	47.3%
BUILDING AND FACILITIES	2,380	3,996	1,617	40.5%	2,380	3,996	1,617	40.5%
GENERAL AND ADMINISTRATIVE	4,244	4,372	129	2.9%	4,244	4,372	129	2.9%
UTILITIES	1,290	1,789	499	27.9%	1,290	1,789	499	27.9%
PROFESSIONAL SERVICES		385	385	100.0%		385	385	100.0%
MARKETING AND PROMOTION	225	292	67	22.9%	225	292	67	22.9%
OTHER OPERATING EXPENSES	19,754	4,100	(15,654)	(381.8%)	19,754	4,100	(15,654)	(381.8%)
<b>TOTAL OPERATING EXPENSES</b>	<b>30,018</b>	<b>18,971</b>	<b>(11,047)</b>	<b>(58.2%)</b>	<b>30,018</b>	<b>18,971</b>	<b>(11,047)</b>	<b>(58.2%)</b>
<b>OPERATING INCOME</b>	<b>5,850</b>	<b>1,897</b>	<b>3,954</b>	<b>208.5%</b>	<b>5,850</b>	<b>1,897</b>	<b>3,954</b>	<b>208.5%</b>
NON-OPERATING (INCOME) EXPENSE								
DEPRECIATION	34,736	40,752	6,017	14.8%	34,736	40,752	6,017	14.8%
<b>NET OPERATING INCOME</b>	<b>(28,886)</b>	<b>(38,855)</b>	<b>9,970</b>	<b>(25.7%)</b>	<b>(28,886)</b>	<b>(38,855)</b>	<b>9,970</b>	<b>(25.7%)</b>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - TRADEPORT OPERATIONS**  
**For the One Month Ending July 31, 2022**

	Actual Jul FY 2023	Budget Jul FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL	\$957,592	\$952,387	\$5,205	0.5%	\$957,592	\$952,387	\$5,205	0.5%
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE								
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	2,713	8,333	(5,621)	(67.4%)	2,713	8,333	(5,621)	(67.4%)
<b>TOTAL OPERATING REVENUES</b>	<b>960,305</b>	<b>960,720</b>	<b>(416)</b>	<b>(0.0%)</b>	<b>960,305</b>	<b>960,720</b>	<b>(416)</b>	<b>(0.0%)</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES	12,659	17,746	5,087	28.7%	12,659	17,746	5,087	28.7%
GENERAL AND ADMINISTRATIVE	7,868	6,821	(1,047)	(15.4%)	7,868	6,821	(1,047)	(15.4%)
UTILITIES	6,818	5,872	(946)	(16.1%)	6,818	5,872	(946)	(16.1%)
PROFESSIONAL SERVICES								
MARKETING AND PROMOTION		192	192	100.0%		192	192	100.0%
OTHER OPERATING EXPENSES	10,000	10,000	-	-	10,000	10,000	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>37,345</b>	<b>40,631</b>	<b>3,286</b>	<b>8.1%</b>	<b>37,345</b>	<b>40,631</b>	<b>3,286</b>	<b>8.1%</b>
<b>OPERATING INCOME</b>	<b>922,960</b>	<b>920,089</b>	<b>2,870</b>	<b>0.3%</b>	<b>922,960</b>	<b>920,089</b>	<b>2,870</b>	<b>0.3%</b>
<b>NON-OPERATING (INCOME) EXPENSE</b>								
DEPRECIATION	62,577	75,210	12,633	16.8%	62,577	75,210	12,633	16.8%
<b>NET OPERATING INCOME</b>	<b>860,383</b>	<b>844,879</b>	<b>15,503</b>	<b>1.8%</b>	<b>860,383</b>	<b>844,879</b>	<b>15,503</b>	<b>1.8%</b>



**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - GOLF COURSE**  
For the One Month Ending July 31, 2022

	Actual Jul FY 2023	Budget Jul FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	50,364	55,137	(4,773)	(8.7%)	50,364	55,137	(4,773)	(8.7%)
FEE REVENUE	483,291	449,726	33,566	7.5%	483,291	449,726	33,566	7.5%
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	43,665	41,601	2,065	5.0%	43,665	41,601	2,065	5.0%
OTHER REVENUE	2,973	2,333	640	27.4%	2,973	2,333	640	27.4%
<b>TOTAL OPERATING REVENUES</b>	<b>580,293</b>	<b>548,797</b>	<b>31,497</b>	<b>5.7%</b>	<b>580,293</b>	<b>548,797</b>	<b>31,497</b>	<b>5.7%</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	134,051	143,363	9,312	6.5%	134,051	143,363	9,312	6.5%
BUILDING AND FACILITIES	28,960	25,383	(3,577)	(14.1%)	28,960	25,383	(3,577)	(14.1%)
GENERAL AND ADMINISTRATIVE	24,218	22,105	(2,113)	(9.6%)	24,218	22,105	(2,113)	(9.6%)
UTILITIES	14,589	9,284	(5,305)	(57.1%)	14,589	9,284	(5,305)	(57.1%)
PROFESSIONAL SERVICES	5,448	2,818	(2,630)	(93.3%)	5,448	2,818	(2,630)	(93.3%)
MARKETING AND PROMOTION	557	3,034	2,477	81.6%	557	3,034	2,477	81.6%
OTHER OPERATING EXPENSES	46,124	51,701	5,577	10.8%	46,124	51,701	5,577	10.8%
<b>TOTAL OPERATING EXPENSES</b>	<b>253,947</b>	<b>257,688</b>	<b>3,741</b>	<b>1.5%</b>	<b>253,947</b>	<b>257,688</b>	<b>3,741</b>	<b>1.5%</b>
<b>OPERATING INCOME</b>	<b>326,346</b>	<b>291,109</b>	<b>35,238</b>	<b>12.1%</b>	<b>326,346</b>	<b>291,109</b>	<b>35,238</b>	<b>12.1%</b>
NON-OPERATING (INCOME) EXPENSE	(22)	(17)	5	(32.9%)	(22)	(17)	5	(32.9%)
DEPRECIATION	31,774	31,287	(488)	(1.6%)	31,774	31,287	(488)	(1.6%)
<b>NET OPERATING INCOME</b>	<b>294,594</b>	<b>259,839</b>	<b>34,756</b>	<b>13.4%</b>	<b>294,594</b>	<b>259,839</b>	<b>34,756</b>	<b>13.4%</b>

<b>BUSINESS UNIT ANALYSIS</b>	<b>PRO SHOP</b>	<b>COURSE OPERATIONS</b>	<b>FOOD/BEV</b>	<b>SIMULATOR</b>	<b>TOTAL</b>
OPERATING REVENUES	43,665	485,195	50,478	955	580,293
OPERATING EXPENSES* *Excluding Depreciation	30,540	202,627	16,452	4,328	253,947
<b>OPERATING INCOME</b>	<b>13,125</b>	<b>282,568</b>	<b>34,026</b>	<b>(3,373)</b>	<b>326,346</b>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - DIVISION OF PORTS AND HARBORS-UNRESTRICTED**  
For the One Month Ending July 31, 2022

	Actual Jul FY 2023	Budget Jul FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL	\$31,032	\$31,734	(\$701)	(2.2%)	\$31,032	\$31,734	(\$701)	(2.2%)
CARGO AND HANGARS				-				-
CONCESSION REVENUE	3,000	3,000		-	3,000	3,000		-
FEE REVENUE	85,652	57,547	28,105	48.8%	85,652	57,547	28,105	48.8%
FUEL SALES	237,099	141,446	95,653	67.6%	237,099	141,446	95,653	67.6%
INTEREST				-				-
MERCHANDISE				-				-
OTHER REVENUE	35,791	31,730	4,061	12.8%	35,791	31,730	4,061	12.8%
<b>TOTAL OPERATING REVENUES</b>	<b>392,574</b>	<b>265,457</b>	<b>127,117</b>	<b>47.9%</b>	<b>392,574</b>	<b>265,457</b>	<b>127,117</b>	<b>47.9%</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	125,168	150,263	25,095	16.7%	125,168	150,263	25,095	16.7%
BUILDING AND FACILITIES	10,408	18,896	8,488	44.9%	10,408	18,896	8,488	44.9%
GENERAL AND ADMINISTRATIVE	10,295	10,301	6	0.1%	10,295	10,301	6	0.1%
UTILITIES	7,420	10,717	3,297	30.8%	7,420	10,717	3,297	30.8%
PROFESSIONAL SERVICES	367	1,270	903	71.1%	367	1,270	903	71.1%
MARKETING AND PROMOTION	412	268	(144)	(53.8%)	412	268	(144)	(53.8%)
OTHER OPERATING EXPENSES	189,231	120,229	(69,002)	(57.4%)	189,231	120,229	(69,002)	(57.4%)
<b>TOTAL OPERATING EXPENSES</b>	<b>343,301</b>	<b>311,944</b>	<b>(31,358)</b>	<b>(10.1%)</b>	<b>343,301</b>	<b>311,944</b>	<b>(31,358)</b>	<b>(10.1%)</b>
<b>OPERATING INCOME</b>	<b>49,273</b>	<b>(46,487)</b>	<b>95,759</b>	<b>(206.0%)</b>	<b>49,273</b>	<b>(46,487)</b>	<b>95,759</b>	<b>(206.0%)</b>
NON-OPERATING (INCOME) EXPENSE	(199)	(183)	16	(8.6%)	(199)	(183)	16	(8.6%)
DEPRECIATION	51,658	51,749	91	0.2%	51,658	51,749	91	0.2%
<b>NET OPERATING INCOME</b>	<b>(2,186)</b>	<b>(98,053)</b>	<b>95,866</b>	<b>(97.8%)</b>	<b>(2,186)</b>	<b>(98,053)</b>	<b>95,866</b>	<b>(97.8%)</b>

BUSINESS UNIT ANALYSIS	RYE	HAMPTON	PORTS.	MARKET	HARBOR	ADMIN	TOTAL
	HARBOR	HARBOR	FISH PIER	ST.	MGMT		
OPERATING REVENUES	82,044	127,483	98,089	30,321	54,637	0	392,574
OPERATING EXPENSES*	66,260	102,211	87,288	30,646	30,078	26,818	343,301
*Excluding Depreciation							
<b>OPERATING INCOME</b>	<b>15,784</b>	<b>25,272</b>	<b>10,801</b>	<b>(325)</b>	<b>24,559</b>	<b>(26,818)</b>	<b>49,273</b>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - FOREIGN TRADE ZONE**  
For the One Month Ending July 31, 2022

	Actual Jul FY 2023	Budget Jul FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL	-	-	-	-	\$12,000	\$12,000	-	-
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	-	-	-	-	-	-	-	-
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,000</b>	<b>12,000</b>	<b>-</b>	<b>-</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE UTILITIES	-	83	83	100.0%	1,250	917	(333)	(36.4%)
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	6,202	7,969	1,767	22.2%
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>-</b>	<b>83</b>	<b>83</b>	<b>100.0%</b>	<b>7,452</b>	<b>8,886</b>	<b>1,434</b>	<b>16.1%</b>
<b>OPERATING INCOME</b>	<b>-</b>	<b>(83)</b>	<b>83</b>	<b>(100.0%)</b>	<b>4,548</b>	<b>3,114</b>	<b>1,434</b>	<b>46.0%</b>
NON-OPERATING (INCOME) EXPENSE DEPRECIATION	0	-	0	-	(4)	-	4	-
<b>NET OPERATING INCOME</b>	<b>0</b>	<b>(83)</b>	<b>84</b>	<b>(100.5%)</b>	<b>4,552</b>	<b>3,114</b>	<b>1,438</b>	<b>46.2%</b>

**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - HARBOR DREDGING**  
For the One Month Ending July 31, 2022

	Actual Jul FY 2023	Budget Jul FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	14,014	9,250	4,764	51.5%	14,014	9,250	4,764	51.5%
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	1,150	750	400	53.3%	1,150	750	400	53.3%
<b>TOTAL OPERATING REVENUES</b>	<b>15,164</b>	<b>10,000</b>	<b>5,164</b>	<b>51.6%</b>	<b>15,164</b>	<b>10,000</b>	<b>5,164</b>	<b>51.6%</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	5,917	5,917	100.0%	-	5,917	5,917	100.0%
GENERAL AND ADMINISTRATIVE UTILITIES	(1)	2,000	2,001	100.0%	(1)	2,000	2,001	100.0%
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>(1)</b>	<b>7,917</b>	<b>7,917</b>	<b>100.0%</b>	<b>(1)</b>	<b>7,917</b>	<b>7,917</b>	<b>100.0%</b>
<b>OPERATING INCOME</b>	<b>15,165</b>	<b>2,083</b>	<b>13,081</b>	<b>627.9%</b>	<b>15,165</b>	<b>2,083</b>	<b>13,081</b>	<b>627.9%</b>
NON-OPERATING (INCOME) EXPENSE DEPRECIATION	(30)	(35)	(5)	14.2%	(30)	(35)	(5)	14.2%
	6,078	5,833	(244)	(4.2%)	6,078	5,833	(244)	(4.2%)
<b>NET OPERATING INCOME</b>	<b>9,117</b>	<b>(3,715)</b>	<b>12,832</b>	<b>(345.4%)</b>	<b>9,117</b>	<b>(3,715)</b>	<b>12,832</b>	<b>(345.4%)</b>



**PEASE DEVELOPMENT AUTHORITY**  
**Statement of Revenues and Expenses - REVOLVING LOAN FUND**  
For the One Month Ending July 31, 2022

	Actual Jul FY 2023	Budget Jul FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
<b>OPERATING REVENUES</b>								
FACILITY RENTAL								
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE								
FUEL SALES								
INTEREST	3,111	2,583	528	20.4%	3,111	2,583	528	20.4%
MERCHANDISE								
OTHER REVENUE		75	(75)	(100.0%)		75	(75)	(100.0%)
<b>TOTAL OPERATING REVENUES</b>	<b>3,111</b>	<b>2,658</b>	<b>453</b>	<b>17.0%</b>	<b>3,111</b>	<b>2,658</b>	<b>453</b>	<b>17.0%</b>
<b>EXPENSES</b>								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES								
GENERAL AND ADMINISTRATIVE UTILITIES		46	46	100.0%		46	46	100.0%
PROFESSIONAL SERVICES	1,495	1,000	(495)	(49.5%)	1,495	1,000	(495)	(49.5%)
MARKETING AND PROMOTION								
OTHER OPERATING EXPENSES								
<b>TOTAL OPERATING EXPENSES</b>	<b>1,495</b>	<b>1,046</b>	<b>(449)</b>	<b>(42.9%)</b>	<b>1,495</b>	<b>1,046</b>	<b>(449)</b>	<b>(42.9%)</b>
<b>OPERATING INCOME</b>	<b>1,616</b>	<b>1,612</b>	<b>4</b>	<b>0.2%</b>	<b>1,616</b>	<b>1,612</b>	<b>4</b>	<b>0.2%</b>
NON-OPERATING (INCOME) EXPENSE DEPRECIATION	(6)		6	-	(6)		6	-
<b>NET OPERATING INCOME</b>	<b>1,622</b>	<b>1,612</b>	<b>10</b>	<b>0.6%</b>	<b>1,622</b>	<b>1,612</b>	<b>10</b>	<b>0.6%</b>

REVOLVING LOAN FUND (\$ 000's)	BALANCE AT 07-31-2022	BALANCE AT 06-30-2022
<b>CASH BALANCES</b>		
GENERAL FUNDS	87	75
SEQUESTERED FUNDS	-	-
	<u>87</u>	<u>75</u>
<b>LOANS OUTSTANDING (21)</b>		
CURRENT	113	113
LONG TERM	1,050	1,059
	<u>1,163</u>	<u>1,172</u>
<b>TOTAL CAPITAL BASE</b>	<u>1,250</u>	<u>1,247</u>
<b>CAPTIAL UTILIZATION RATE -% *</b>	<u>93.0%</u>	<u>94.0%</u>

\*EXCLUDES SEQUESTERED FUNDS

**SUMMARY OF INTERGOVERNMENTAL RECEIVABLES  
AS OF JULY 31, 2022**

(\$000's)

<u>BUSINESS UNIT</u>	<u>TOTAL PROJECT</u>	<u>GRANT AWARD</u>	<u>EXPENDED TO DATE</u>	<u>PDA SHARE</u>	<u>RECEIVED TO DATE</u>	<u>BALANCE DUE PDA</u>	<u>AMOUNT SUBMITTED</u>
PORTSMOUTH AIRPORT	28,119	26,200	25,207	(1,299)	24,141	1,725	45
SKYHAVEN AIRPORT	141	141	145	(26)	78	27	27
DIVISION OF PORTS AND HARBORS	13,253	0	9,191	(39)	8,578	546	546
	<b><u>41,513</u></b>	<b><u>26,341</u></b>	<b><u>34,543</u></b>	<b><u>(1,364)</u></b>	<b><u>32,797</u></b>	<b><u>2,298</u></b>	<b><u>618</u></b>

**SUMMARY OF CONSTRUCTION WORK IN PROCESS  
AS OF JULY 31, 2022**

(\$000's)

<u>PROJECT NAME</u>	<u>BALANCE AT 06-30-22</u>	<u>CURRENT YEAR EXPENDITURES</u>	<u>TRANSFER TO PLANT IN SERVICE</u>	<u>NET CURRENT YEAR CHANGE</u>	<u>BALANCE AT 07-31-22</u>
<b>PORTSMOUTH AIRPORT</b>					
TERMINAL EXPANSION (NON-GRANT)	581	(1)	-	(1)	580
RUNWAY 16-34 RECONSTRUCTION (AIP 64)	(26)	5	-	5	(21)
TERMINAL BUILDING EXPANSION (AIP 66)	3	-	-	-	3
TERMINAL BUILDING EXPANSION (AIP 62)	25	-	-	-	25
ALPHA SOUTH HOLD BAY (AIP 67)	6	-	-	-	6
SNOW REMOVAL EQUIPMENT (AIP 69)	21	-	-	-	21
LOWERY LANE (AIP 70)	312	-	-	-	312
PSM ACCESS CONTROL BOARD	39	5	-	5	44
GATE ACCESS CONTROL	44	0	-	-	44
CORPORATE DRIVE DRAINAGE	84	0	-	-	84
TAXIWAY A REPAIRS	7	0	-	-	7
SNOW REMOVAL EQUIPMENT (AIP 74)	10	-	-	-	10
PSM MOBILE RADIO PURCHASE	26	0	-	-	26
	<b><u>1,132</u></b>	<b><u>9</u></b>	<b><u>0</u></b>	<b><u>9</u></b>	<b><u>1,141</u></b>
<b>SKYHAVEN AIRPORT</b>					
TERMINAL APRON DESIGN (SBG 15-09)	145	0	-	0	145
TERMINAL UPGRADES	17	1	-	1	18
	<b><u>162</u></b>	<b><u>1</u></b>	<b><u>-</u></b>	<b><u>1</u></b>	<b><u>163</u></b>
<b>DIVISION OF PORTS AND HARBORS (DPH)</b>					
FUNCTIONAL REPLACEMENT- BARGE DOCK	1,801	65	-	65	1,866
PPF BULKHEAD REPAIR AND CONSTRUCTION	3,073	-	-	-	3,073
MAIN PIER (BUILD GRANT)	3,754	-	-	-	3,754
MARKET ST SITE LIGHTING IMPROVEMENTS	157	-	-	-	157
HAMPTON DOCK REPLACEMENT (ARPA)	342	-	-	-	342
RYE WATER LINE INSTALL	7	-	-	-	7
RYE FUEL LINE INSTALL	37	-	-	-	37
	<b><u>9,171</u></b>	<b><u>65</u></b>	<b><u>0</u></b>	<b><u>65</u></b>	<b><u>9,236</u></b>
<b>TOTAL</b>	<b><u>10,465</u></b>	<b><u>75</u></b>	<b><u>0</u></b>	<b><u>75</u></b>	<b><u>10,540</u></b>

# CASH FLOW PROJECTIONS FOR THE NINE MONTH PERIOD ENDING MAY 31, 2023

**BOARD OF DIRECTORS MEETING  
SEPTEMBER 15, 2022**



2023 MAY 31 10:00 AM 31' 3053  
CASA CHIMMYA OAKEMIER  
BEVER DEARETOMNEAL VILHOKTLLA



# PEASE DEVELOPMENT AUTHORITY CASH FLOW SUMMARY OVERVIEW SEPTEMBER 1, 2022 TO MAY 31, 2023

(EXCLUDING DIVISION OF PORTS AND HARBORS)

(\$ 000's)

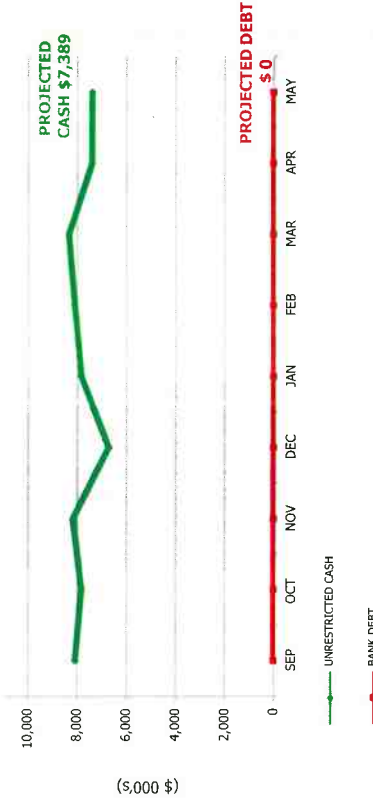
(\$ 000's)

	<u>AMOUNT</u>
<b>OPENING FUND BALANCE</b>	<b>9,164</b>
<b><u>SOURCES OF FUNDS</u></b>	
GRANT AWARDS (SEE PAGE #9)	2,742
TRADEPORT TENANTS	7,834
MUNICIPAL SERVICE FEE (COP)	2,079
GOLF COURSE FEE AND CONCESSION REVENUES	1,683
REVOLVING LINE OF CREDIT (PROVIDENT BANK)	0
PSM AIRPORT- LEASES, FUEL FLOWAGE FEES AND PARKING	1,278
SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES	165
	<u>15,781</u>
<b><u>USES OF FUNDS</u></b>	
OPERATING EXPENSES	9,333
CAPITAL EXPENDITURES- NON-GRANT (SEE PAGES #5-#8)	5,448
CAPITAL EXPENDITURES- GRANT (SEE PAGE #4)	1,375
MUNICIPAL SERVICE FEE (COP)- NET	1,400
	<u>17,556</u>
<b>NET CASH FLOW</b>	<b>(1,775)</b>
<b>CLOSING FUND BALANCE</b>	<b>7,389</b>

DISCUSSION

AT THIS TIME, THE PDA DOES NOT 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.

**PROJECTED CASH AND DEBT BALANCES**



TOTAL FUND BALANCES	BALANCE AT 08-31-2022	BALANCE AT 06-30-2022
UNRESTRICTED	9,164	6,967
DESIGNATED	14	14
TOTAL	<u>9,178</u>	<u>6,981</u>

# PEASE DEVELOPMENT AUTHORITY

## STATEMENT OF CASH FLOW (EXCLUDING THE DIVISION OF PORTS AND HARBORS)

### (UNRESTRICTED FUNDS)

(\$,000's)

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
<b>OPENING FUND BALANCE</b>	<u>9,164</u>	<u>8,076</u>	<u>7,817</u>	<u>8,167</u>	<u>6,713</u>	<u>7,826</u>	<u>8,097</u>	<u>8,333</u>	<u>7,395</u>	<u>9,164</u>
<b>SOURCES OF FUNDS</b>										
GRANT AWARDS <small>(SEE PAGE #9)</small>	-	40	1,430	-	948	324	-	-	-	2,742
TRADEPORT TENANTS	838	833	894	841	935	892	852	880	869	7,834
MUNICIPAL SERVICE FEE	135	423	135	135	423	135	135	423	135	2,079
GOLF COURSE	402	272	138	46	33	34	88	247	423	1,683
PORTSMOUTH AIRPORT- (PSM)	38	37	26	22	42	22	145	43	62	437
PSM PAY FOR PARKING	13	22	33	31	36	51	82	102	53	423
PSM FLOWAGE FEES	26	15	46	59	39	36	58	71	68	418
SKYHAVEN AIRPORT	25	19	17	16	16	16	17	20	19	165
EXTERNAL FINANCING- NET	-	-	-	-	-	-	-	-	-	-
	<u>1,477</u>	<u>1,661</u>	<u>2,719</u>	<u>1,150</u>	<u>2,472</u>	<u>1,510</u>	<u>1,377</u>	<u>1,786</u>	<u>1,629</u>	<u>15,781</u>
<b>USE OF FUNDS</b>										
CAPITAL- GRANT RELATED <small>(SEE PAGE #4)</small>	22	223	1,030	30	30	40	-	-	-	1,375
CAPITAL- NONGRANT <small>(SEE PAGES #5-#6)</small>	1,450	653	339	143	340	175	80	1,679	589	5,448
OPERATING EXPENSES	1,093	1,044	1,000	1,031	989	1,024	1,061	1,045	1,046	9,333
MUNICIPAL SERVICE FEE	-	-	-	1,400	-	-	-	-	-	1,400
	<u>2,565</u>	<u>1,920</u>	<u>2,369</u>	<u>2,604</u>	<u>1,359</u>	<u>1,239</u>	<u>1,141</u>	<u>2,724</u>	<u>1,635</u>	<u>17,556</u>
<b>NET CASH FLOW</b>	<u>(1,088)</u>	<u>(259)</u>	<u>350</u>	<u>(1,454)</u>	<u>1,113</u>	<u>271</u>	<u>236</u>	<u>(938)</u>	<u>(6)</u>	<u>(1,775)</u>
<b>CLOSING FUND BALANCE</b>	<u>8,076</u>	<u>7,817</u>	<u>8,167</u>	<u>6,713</u>	<u>7,826</u>	<u>8,097</u>	<u>8,333</u>	<u>7,395</u>	<u>7,389</u>	<u>7,389</u>

# PEASE DEVELOPMENT AUTHORITY CAPITAL EXPENDITURES

(EXCLUDING THE DIVISION OF PORTS AND HARBORS)

(\$ 000's)

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
<b><u>GRANT REIMBURSEMENT PROJECTS</u></b>										
<b><u>PORTSMOUTH AIRPORT</u></b>										
TERMINAL EXPANSION DESIGN AND CONSTRUCTION (AIP 62- \$1.6M)	-	101	-	-	-	-	-	-	-	101
TERMINAL EXPANSION DESIGN AND CONSTRUCTION (AIP 66- \$2.0M)	-	77	-	-	-	-	-	-	-	77
RUNWAY 16-34 RECONSTRUCTION (AIP 64)	20	15	-	-	-	-	-	-	-	35
TW A SOUTH HOLD BAY (AIP 67)	2	-	-	-	-	-	-	-	-	2
PEASE BOULEVARD-ARBORETUM AVE	-	30	30	30	30	40	-	-	-	160
LOWERY LANE PAVING	-	-	-	-	-	-	-	-	-	-
SNOW REMOVAL EQUIPMENT (AIP 69)	-	-	1,000	-	-	-	-	-	-	1,000
SNOW REMOVAL EQUIPMENT (AIP 74)	-	-	-	-	-	-	-	-	-	-
	<u>22</u>	<u>223</u>	<u>1,030</u>	<u>30</u>	<u>30</u>	<u>40</u>	-	-	-	<u>1,375</u>
<b><u>SKYHAVEN AIRPORT</u></b>										
TERMINAL APRON DESIGN (SBG 9)	-	-	-	-	-	-	-	-	-	-
	<u>22</u>	<u>223</u>	<u>1,030</u>	<u>30</u>	<u>30</u>	<u>40</u>	-	-	-	<u>1,375</u>

NOTE:  
\*\* PENDING BOARD APPROVAL



# PEASE DEVELOPMENT AUTHORITY CAPITAL EXPENDITURES

(EXCLUDING THE DIVISION OF PORTS AND HARBORS)

(\$ 000's)

(CONTINUED):

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
<b><u>NON-GRANT REIMBURSEMENT PROJECTS</u></b>										
<b><u>TECHNOLOGY/ADMINISTRATION</u></b>										
MICROSOFT SOFTWARE UPGRADES **	-	-	40	-	-	-	-	-	-	40
PAYCHEX PAYROLL KISOSKS **	-	5	-	-	-	-	-	-	-	5
TECHNOLOGY ENHANCEMENTS **	10	-	-	-	10	10	-	-	-	30
WEBSITE UPGRADES**	-	30	-	-	-	-	-	-	-	30
ADMIN ELECTRIC VEHICLE	26	-	-	-	-	-	-	-	-	26
	<b>36</b>	<b>35</b>	<b>40</b>	<b>-</b>	<b>10</b>	<b>10</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>131</b>
<b><u>GOLF COURSE</u></b>										
COURSE EQUIPMENT	-	-	-	-	-	45	-	-	89	134
WATER LINE REPLACEMENT CLUBHOUSE	-	25	30	-	-	-	-	-	-	55
CLUBHOUSE KITCHEN EQUIPMENT	-	-	-	-	-	-	-	-	-	-
VIDEO SURVEILLANCE SYSTEM**	-	-	-	15	20	-	-	-	-	35
COURSE IMPROVEMENTS**	-	-	50	50	-	-	-	-	-	100
	<b>-</b>	<b>25</b>	<b>80</b>	<b>65</b>	<b>20</b>	<b>45</b>	<b>-</b>	<b>-</b>	<b>89</b>	<b>324</b>

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

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

	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>TOTAL</u>
<b><u>NON-GRANT REIMBURSEMENT</u></b>										
<b><u>PROJECTS (CONTINUED):</u></b>										
<b><u>PORTSMOUTH AIRPORT</u></b>										
TERMINAL EXPANSION	125	50	18	-	-	-	-	-	-	193
TERMINAL CARPETING **	-	-	-	-	-	-	-	-	-	-
AIRFIELD SIGNAGE **	-	-	-	-	-	-	-	-	-	-
MOBILE RADIO UPGRADE **	-	20	-	-	-	-	-	-	-	20
FENCE CONSTRUCTION **	-	35	-	-	-	-	-	-	-	35
GENERATOR UPGRADE **	10	-	-	-	-	-	-	-	-	10
TAXIWAY A REPAIRS	190	-	-	-	-	-	-	-	-	190
TERMINAL ARRIVALS AREA-DESIGN	500	200	-	-	-	-	-	-	-	700
TERMINAL ARRIVALS AREA-CONSTRUCT**	-	-	-	-	-	-	-	500	500	1,000
FLIGHTLINE RD PIPE RELOCATION**	-	-	-	-	-	-	-	750	-	750
	<b>825</b>	<b>305</b>	<b>18</b>					<b>1,250</b>	<b>500</b>	<b>2,898</b>
<b><u>SKYHAVEN AIRPORT</u></b>										
SRE DOOR REPLACEMENT**	-	-	20	-	-	-	-	-	-	20
FUEL SYSTEM CREDIT CARD **	-	-	-	5	-	-	-	-	-	5
RENOVATION WORK-TERMINAL BLDG	16	-	-	-	-	-	-	-	-	16
TIRES -FRONT END LOADER	10	-	-	-	-	-	-	-	-	10
LED LIGHT REPLACEMENT**	31	-	-	-	-	-	-	-	-	31
INTERIOR LIGHTING - T-HANGARS**	-	7	-	-	-	-	-	-	-	7
TOW BEHIND MOWER ATTACHMENT	11	-	-	-	-	-	-	-	-	11
REROOF TERMINAL BUILDING **	-	-	25	-	-	-	-	-	-	25
	<b>68</b>	<b>7</b>	<b>45</b>	<b>5</b>						<b>125</b>

NOTE:  
 \*\* PENDING BOARD APPROVAL

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

(\$ 000's)

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
<b><u>NON-GRANT REIMBURSEMENT PROJECTS</u></b> (CONTINUED):										
<b><u>SECURITY</u></b>										
<b>PORTSMOUTH AIRPORT</b>										
CCTV SECURITY GATES	-	-	50	-	-	-	-	-	-	50
DOOR ACCESS CONTROL	-	-	-	-	-	-	-	-	-	-
REPLACE BADGING WORKSTATIONS	-	-	-	-	90	-	-	-	-	90
TRAINING VIDEO PRODUCTION	-	115	-	-	-	-	-	-	-	115
BADGE READER & MEDIA REPLACEMENT	-	16	-	73	-	-	-	-	-	89
SECURITY SYSTEM UPGRADE **	-	-	-	-	170	100	-	-	-	270
	-	<u>131</u>	<u>50</u>	<u>73</u>	<u>260</u>	<u>100</u>	-	-	-	<u>614</u>
<b><u>SECURITY</u></b>										
<b>SKYHAVEN AIRPORT</b>										
DOOR ACCESS CONTROL **	-	-	25	-	-	-	-	-	-	25
	-	-	<u>25</u>	-	-	-	-	-	-	<u>25</u>

NOTE:  
 \*\* PENDING BOARD APPROVAL



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

(CONTINUED) (\$ 000's)

	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>TOTAL</u>
<b><u>NON-GRANT REIMBURSEMENT PROJECTS (CONTINUED)</u></b>										
<b><u>TRADEPORT</u></b>										
STORMWATER UPGRADES	-	25	-	-	-	-	25	-	-	50
GRAFTON RD AND GOLF COURSE INTERIM**	-	-	-	-	10	10	20	20	-	60
GRAFTON RD AND AVIATION AVE**	-	-	-	-	10	10	20	20	-	60
CORPORATE DRIVE- DRAINAGE	325	125	-	-	-	-	-	-	-	450
	<u>325</u>	<u>150</u>	-	-	<u>20</u>	<u>20</u>	<u>65</u>	<u>40</u>	-	<u>620</u>

**MAINTENANCE**

VEHICLE FLEET REPLACEMENT	54	-	81	-	-	-	-	60	-	195
PAINT MACHINE **	-	-	-	-	-	-	15	-	-	15
BUILDING INFRASTRUCTURE **	-	-	-	-	-	-	-	50	-	50
HIGH LIFT **	-	-	-	-	30	-	-	-	-	30
CRACK SEALING MACHINE	120	-	-	-	-	-	-	-	-	120
ZERO TURN MOWER	22	-	-	-	-	-	-	-	-	22
JD DIESEL TRACTOR/TOW BEHIND MOWER	-	-	-	-	-	-	-	129	-	129
SWPPP WASH RACK	-	-	-	-	-	-	-	150	-	150
	<u>196</u>	-	<u>81</u>	-	<u>30</u>	-	<u>15</u>	<u>389</u>	-	<u>711</u>
<b>TOTAL NON-GRANT REIMBURSEMENT PROJECTS</b>	<u>1,450</u>	<u>653</u>	<u>339</u>	<u>143</u>	<u>340</u>	<u>175</u>	<u>80</u>	<u>1,679</u>	<u>589</u>	<u>5,448</u>

NOTE:  
\*\* PENDING BOARD APPROVAL

# PEASE DEVELOPMENT AUTHORITY

## RECEIPT GRANT AWARDS (EXCLUDING THE DIVISION OF PORTS AND HARBORS)

(\$,000's)

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
<b><u>PORTSMOUTH AIRPORT</u></b>										
TERMINAL EXPANSION DESIGN AND CONSTRUCTION (AIP 62-\$1.6M)	-	-	167	-	-	-	-	-	-	167
TERMINAL EXPANSION DESIGN AND CONSTRUCTION (AIP 66-\$2.0M)	-	-	211	-	-	-	-	-	-	211
RUNWAY 16-34 RECONSTRUCTION (AIP 64)	-	-	932	-	-	-	-	-	-	932
RUNWAY- AIR NATIONAL GUARD	-	-	-	-	-	300	-	-	-	300
TW A SOUTH HOLD BAY (AIP 67)	-	-	90	-	-	-	-	-	-	90
PEASE BOULEVARD- ARBORETUM AVE	-	-	-	-	48	24	-	-	-	72
SNOW REMOVAL EQUIPMENT (AIP 69)	-	-	-	-	900	-	-	-	-	900
LOWERY LANE PAVING (AIP 70)	-	-	30	-	-	-	-	-	-	30
<b><u>SKYHAVEN AIRPORT</u></b>										
TERMINAL APRON DESIGN (SBG-9)	-	40	-	-	-	-	-	-	-	40
<b>TOTAL</b>	<b>40</b>	<b>1,430</b>	<b>948</b>	<b>324</b>	<b>948</b>	<b>324</b>	<b>300</b>	<b>72</b>	<b>900</b>	<b>2,742</b>

# PEASE DEVELOPMENT AUTHORITY CREDIT FACILITIES AND OUTSTANDING DEBT ANALYSIS

(\$ 000's)

**REVOLVING LETTER OF CREDIT (RLOC)** THE PROVIDENT BANK  
 AMOUNT OF CREDIT FACILITY 15,000  
 AMOUNT CURRENTLY AVAILABLE 15,000  
 TERM DATE 12-31-2022

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

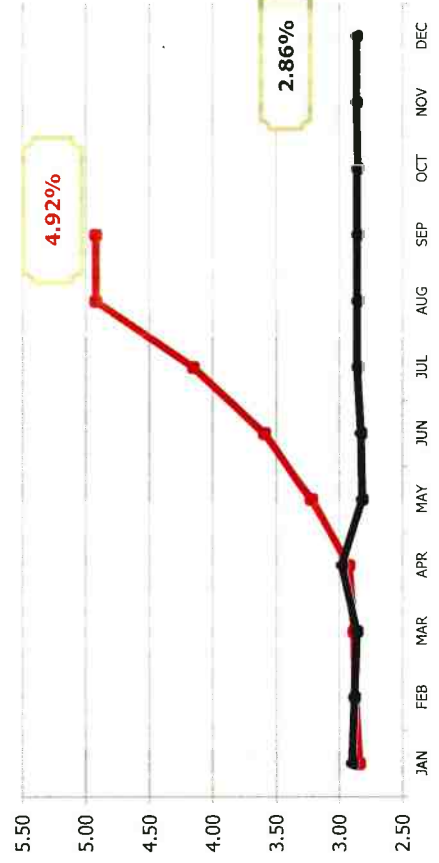
**INTEREST RATE** ONE MONTH FHLB (CLASSIC) + 250 BASIS POINTS

**MINIMUM SIZE OF DRAWDOWN** NO MINIMUM

**OTHER** DOES NOT CARRY THE STATE GUARANTEE

OUTSTANDING DEBT ANALYSIS	BALANCE AT 08-31-2022	BALANCE AT 06-30-2022	MATURITY DATE	INTEREST RATE %
THE PROVIDENT BANK (RLOC)	-	-	12-31-2022	VARIABLE
WEIGHTED AVERAGE	3.59%	2.86%		

TRENDING THE ONE MONTH FHLB (CLASSIC) INTEREST RATE + MARK-UP 2022 VERSUS 2021





# DIVISION OF PORTS AND HARBORS CASH FLOW SUMMARY OVERVIEW SEPTEMBER 1, 2022 TO MAY 31, 2023

(\$ 000's)

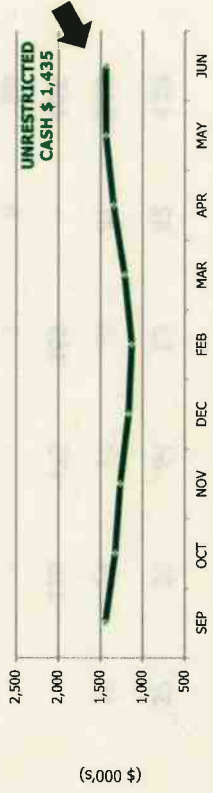
	<u>AMOUNT</u>	
<b>OPENING FUND BALANCE</b>	<u>1,534</u>	
<b>SOURCES OF FUNDS</b>		
FACILITY RENTALS AND CONCESSIONS	420	
FUEL SALES	346	
REGISTRATIONS / WHARFAGE	604	
MOORING FEES	465	
PARKING FEES	28	
	<u>1,863</u>	
<b>USES OF FUNDS</b>		
PERSONNEL SERVICES AND BENEFITS	1,158	
FUEL PROCUREMENT	277	
OPERATING EXPENSES	427	
CAPITAL EXPENDITURES AND OTHER	100	
	<u>1,962</u>	
<b>NET CASH FLOW</b>	<u>(99)</u>	
<b>CLOSING FUND BALANCE</b>	<u>1,435</u>	

**DISCUSSION**

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

\$ 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**



	<u>BALANCE AT 08/31/2022</u>	<u>BALANCE AT 06/30/22</u>
<b>TOTAL FUND BALANCES</b>	<b>1,534</b>	<b>1,520</b>
<b>UNRESTRICTED FUNDS</b>	<b>160</b>	<b>160</b>
<b>DESIGNATED FUNDS:</b>		
HARBOR DREDGING	231	279
REVOLVING LOAN FUND	97	75
FOREIGN TRADE ZONE	13	11
	<u>341</u>	<u>365</u>

# DIVISION OF PORTS AND HARBORS

## STATEMENT OF CASH FLOW

### (UNRESTRICTED FUNDS)

(\$ 000's)

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
<b>OPENING FUND BALANCE</b>	<u>1,534</u>	<u>1,439</u>	<u>1,322</u>	<u>1,262</u>	<u>1,163</u>	<u>1,126</u>	<u>1,211</u>	<u>1,343</u>	<u>1,433</u>	<u>1,534</u>
<b>SOURCES OF FUNDS</b>										
FACILITY RENTALS AND CONCESSIONS	44	48	43	41	37	39	64	62	42	420
FUEL SALES	107	39	22	22	18	14	17	26	81	346
MOORING FEES	-	-	-	-	-	125	175	165	-	465
PARKING FEES	12	5	-	-	-	-	-	5	6	28
REGISTRATIONS / WHARFAGE	12	3	50	72	88	92	81	81	125	604
	<u>175</u>	<u>95</u>	<u>115</u>	<u>135</u>	<u>143</u>	<u>270</u>	<u>337</u>	<u>339</u>	<u>254</u>	<u>1,863</u>
<b>USE OF FUNDS</b>										
PERSONNEL SERVICES AND BENEFITS	142	134	116	124	122	119	134	124	143	1,158
FUEL PROCUREMENT	86	31	18	18	14	11	14	21	65	277
UTILITIES	11	13	12	12	14	12	15	15	13	117
GENERAL AND ADMINISTRATIVE	11	10	10	10	10	10	10	10	10	91
BUILDINGS AND FACILITIES	19	19	19	19	19	31	32	28	19	205
PROFESSIONAL SERVICES	1	5	1	1	1	1	1	1	2	14
CAPITAL EXPENDITURES AND OTHER	-	-	-	50	-	-	-	50	-	100
	<u>270</u>	<u>212</u>	<u>176</u>	<u>234</u>	<u>180</u>	<u>184</u>	<u>206</u>	<u>249</u>	<u>252</u>	<u>1,962</u>
<b>NET CASH FLOW</b>	(95)	(117)	(61)	(99)	(37)	86	131	90	2	(99)
<b>CLOSING FUND BALANCE</b>	<u>1,439</u>	<u>1,322</u>	<u>1,262</u>	<u>1,163</u>	<u>1,126</u>	<u>1,211</u>	<u>1,343</u>	<u>1,433</u>	<u>1,435</u>	<u>1,435</u>

# DIVISION OF PORTS AND HARBORS

## STATEMENT OF CASH FLOW- HARBOR DREDGING FUND

### (RESTRICTED FUNDS)

(\$ 000's)

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
<b>OPENING FUND BALANCE</b>	231	239	199	209	165	175	183	143	101	231
<b>SOURCES OF FUNDS</b>										
PIER USAGE FEES	9	9	9	9	9	9	9	9	9	81
REGISTRATIONS	1	1	1	1	1	1	1	1	1	9
FUEL FLOWAGE FEES	-	-	-	-	-	-	-	-	-	-
GRANT FUNDING	-	-	-	-	-	-	-	-	-	-
	10	10	10	10	10	10	10	10	10	90
<b>USE OF FUNDS</b>										
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-	-	-	-	-	-
BUILDINGS AND FACILITIES	-	50	-	2	-	2	-	50	-	104
GENERAL AND ADMINISTRATIVE	2	-	-	2	-	-	-	2	-	6
UTILITIES	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	-
ALL OTHER- (CBOC)	-	-	-	50	-	-	50	-	-	100
	2	50	-	54	-	2	50	52	-	210
<b>NET CASH FLOW</b>	8	(40)	10	(44)	10	8	(40)	(42)	10	(120)
<b>CLOSING FUND BALANCE</b>	239	199	209	165	175	183	143	101	111	111

# DIVISION OF PORTS AND HARBORS

## STATEMENT OF CASH FLOW- REVOLVING LOAN FUND

### (RESTRICTED FUNDS)

(\$ 000's)

	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>TOTAL</u>
<b>OPENING FUND BALANCE</b>	97	108	119	128	90	102	112	125	108	97
<b><u>SOURCES OF FUNDS</u></b>										
LOAN REPAYMENTS	9	9	9	10	10	10	11	11	11	90
INTEREST INCOME-LOANS	3	3	3	3	3	3	3	3	3	27
INTEREST INCOME- FUND BALANCE	-	-	-	-	-	-	-	-	-	-
	12	12	12	13	13	13	14	14	14	117
<b><u>USE OF FUNDS</u></b>										
NEW LOANS PROJECTED	-	-	-	50	-	-	-	30	-	80
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-	-	-	-	-	-
BUILDINGS AND FACILITIES	-	-	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	-	-	2	-	-	2	-	-	-	4
UTILITIES	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	1	1	1	1	1	1	1	1	1	9
ALL OTHER	-	-	-	-	-	-	-	-	-	-
	1	1	3	51	1	3	1	31	1	93
<b>NET CASH FLOW</b>	11	11	9	(38)	12	10	13	(17)	13	24
<b>CLOSING FUND BALANCE</b>	<u>108</u>	<u>119</u>	<u>128</u>	<u>90</u>	<u>102</u>	<u>112</u>	<u>125</u>	<u>108</u>	<u>121</u>	<u>121</u>



# DIVISION OF PORTS AND HARBORS

## STATEMENT OF CASH FLOW- FOREIGN TRADE ZONE FUND

### (RESTRICTED FUNDS)

(\$,000's)

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
<b>OPENING FUND BALANCE</b>	13	12	11	16	18	18	18	16	16	13
<b>SOURCES OF FUNDS</b>										
FACILITY RENTALS	-	-	5	5	-	-	-	-	-	10
ALL OTHER	-	-	-	-	-	-	-	-	-	-
	-	-	5	5	-	-	-	-	-	10
<b>USE OF FUNDS</b>										
PERSONNEL SERVICES AND BENEFITS	-	-	-	-	-	-	-	-	-	-
BUILDINGS AND FACILITIES	-	-	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	1	-	-	1	-	-	1	-	-	3
UTILITIES	-	-	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-	-	-
ALL OTHER	-	1	-	2	-	-	1	-	-	4
	1	1	-	3	-	-	2	-	-	7
<b>NET CASH FLOW</b>	(1)	(1)	5	2	-	-	(2)	-	-	3
<b>CLOSING FUND BALANCE</b>	12	11	16	18	18	18	16	16	16	16

## MOTION

Director Levesque:

The Pease Development Authority (“PDA”) Board of Directors hereby authorizes PDA employee Michael R. Mates to endorse all checks, drafts, depository agreements and/or other related bank documents in accordance with the powers previously granted by this Board to the Treasurer, Executive Director, General Counsel, and Manager of Engineering of the PDA concerning PDA bank accounts, and consistent with bank resolutions previously adopted; The authority hereby conferred shall be and remain in full force and effect until written notice of the revocation is presented.

The following appointed official and employees are authorized to endorse all checks, drafts, depository agreements and/or other related bank documents in accordance with the powers so granted:

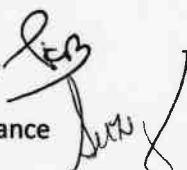

Thomas G. Ferrini	Treasurer
Paul E. Brean	Executive Director
Anthony I. Blenkinsop	Deputy Director/General Counsel
Michael R. Mates	Engineering Project Manager

The authority hereby conferred upon the above named Agents shall be and remain in full force and effect until written notice of the revocation is presented;

Further, the Board respectfully revokes such authority of Manager of Engineering Maria J. Stowell;

All in accordance with a memorandum from Suzy Anzalone, Finance Director, dated September 1, 2022.

**NOTE: ROLL CALL Vote Required.**

TO: Paul Brean, Executive Director   
FROM: Suzy Anzalone, Director of Finance   
DATE: September 1, 2022  
RE: Updated Corporate Resolutions – Bank Accounts

---

With the upcoming retirement of Engineering Manager Maria Stowell, who is a designated signatory on Pease Development Authority (PDA) bank accounts, the Corporate Resolutions for all PDA bank accounts need to be updated to remove Maria and give Michael Mates signing authority. The updated resolutions will grant Michael, as the new Engineering Manager, the authority to endorse all checks, drafts, depository agreements, and other related bank documents.

Accordingly, I am requesting that we seek Board approval at its September 15<sup>th</sup> meeting for Michael Mates to act as an authorized agent, with the authorities listed above, for all PDA bank accounts. In addition, I also respectfully request that the Board revoke signing authority for retiring Engineering Manager, Maria Stowell.

If approved, the following appointed official and PDA employees will be the current authorized endorsers/agents on all PDA bank accounts:

Thomas G. Ferrini, Treasurer  
Paul Brean, Executive Director  
Anthony Blenkinsop, Deputy Director/General Counsel  
Michael Mates, Engineering Manager

Please let me know if you have any questions or need additional information.

## MEMORANDUM

TO: Pease Development Authority Board of Directors  
FROM: Paul E. Brean, Executive Director *PEB*  
RE: Licenses / ROEs / Easements / Rights of Way  
DATE: September 7, 2022

\*\*\*\*\*

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: PlaneSense  
License: Right of Entry  
Location: 105 Flightline Road  
Purpose: For the purpose of survey / site inspection  
Term: September 1, 2022 through November 30, 2022

Director Fournier was consulted and granted his consent regarding this Right of Entry.



August 23, 2022

Gary M. Arber, Vice President and General Counsel  
PlaneSense, Inc.  
115 Flightline Road  
Portsmouth, NH 03801

**Re: Right of Entry — 105 Flightline Road, Pease International Tradeport,  
Portsmouth, NH**

Dear Attorney Arber:

This letter will authorize PlaneSense Inc. ("PlaneSense") and/or its agents and contractors to enter 105 Flightline Road, and the surrounding designated premises, as shown on the attached Exhibit A (the "Premises") for the period beginning September 1, 2022 through November 30, 2022, for survey / site inspection purposes. Such inspection may include a review of environmental matters, including soils testing, wetlands review, adequacy of utility services, general site conditions, and any other similar inspection or evaluation of the Premises you deem reasonably necessary. This Right of Entry will expire at the close of business on November 30, 2022, unless otherwise extended by written agreement of PlaneSense and the Pease Development Authority ("PDA"). The PDA may **terminate** this Right of Entry upon thirty (30) days written notice to PlaneSense.

This authorization is conditioned upon the following:

1. PlaneSense providing the PDA, upon execution of this letter of authorization or promptly upon completion of its inspection, with a copy of any report, letter, plan, or summary with respect to conditions found at the Premises;
2. PlaneSense's understanding and agreement that the PDA makes no representations about the condition of the Premises or its suitability for the purposes and uses allowed under this Right of Entry. PlaneSense'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. PlaneSense expressly waives all claims against the Pease Development Authority for any such loss, damage, personal injury or death caused by or



Page Two  
August 23, 2022

**Re: Right of Entry —105 Flightline Road, Pease International Tradeport,  
Portsmouth, NH**

occurring as a consequence of PlaneSense's use of the Premises or the conduct of activities or the performance of responsibilities under this authorization. PlaneSense further agrees to indemnify, save, hold harmless, and defend the Pease Development Authority, its officers, board members, agents and employees, from and against all suits, claims, demands or actions, liabilities, judgments, costs and attorney's fees arising out of PlaneSense's use of the Premises or any activities conducted or undertaken in connection with or pursuant to this authorization.

3. PlaneSense and any agent or contractor of PlaneSense providing PDA with satisfactory evidence of commercial general liability insurance to a limit of not less than Two Million Dollars (\$2,000,000), naming the PDA as an additional insured. PlaneSense and any agent or contractor of PlaneSense providing PDA with satisfactory evidence of automobile liability insurance coverage in the amount of \$1,000,000.00 and workers' compensation coverage to statutory limits. Each such policy or certificate therefor issued by the insurer shall contain (i) an agreement by the insurer that such policy shall not be canceled without thirty (30) days prior written notice by mail to PDA, (ii) with the exception of workers compensation coverage, provide that the insurer shall have no right of subrogation against the PDA and (iii) a provision that any liability insurance coverage required to be carried shall be primary and non-contributing with respect to any insurance carried by PDA.

4. PlaneSense obtaining the prior written consent of the Engineering Department of the Pease Development Authority before conducting any drilling, testpitting, borings, or other pavement or soil disturbing activities on the Premises, and thereafter complying with all terms and conditions of said consent. No trees or vegetation may be cut without written permission from the PDA. No geo-technical exploration shall be done on the Site without proper clearance from Portsmouth International Airport Operations Department and PDA Engineering Department.

5. PlaneSense's agreement to restore said Premises to its condition as the same existed prior to the commencement of any work undertaken pursuant to this Right of Entry.

6. PlaneSense'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. PlaneSense acknowledges and agrees that, except as otherwise set forth herein, no legal obligations shall arise with respect to the Premises or lease thereof until a Lease Agreement is executed by the parties.



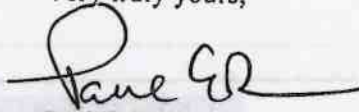
Page Three

August 23, 2022

Re: **Right of Entry —105 Flightline Road, Pease International Tradeport,  
Portsmouth, NH**

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

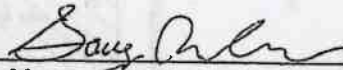
Very truly yours,



Paul E. Brean  
Executive Director

Agreed and accepted this 23<sup>rd</sup> day of August, 2022.

PlaneSense Inc.

By:   
Print Name: GARY M. ARSEN  
Its Duly Authorized: Vice President

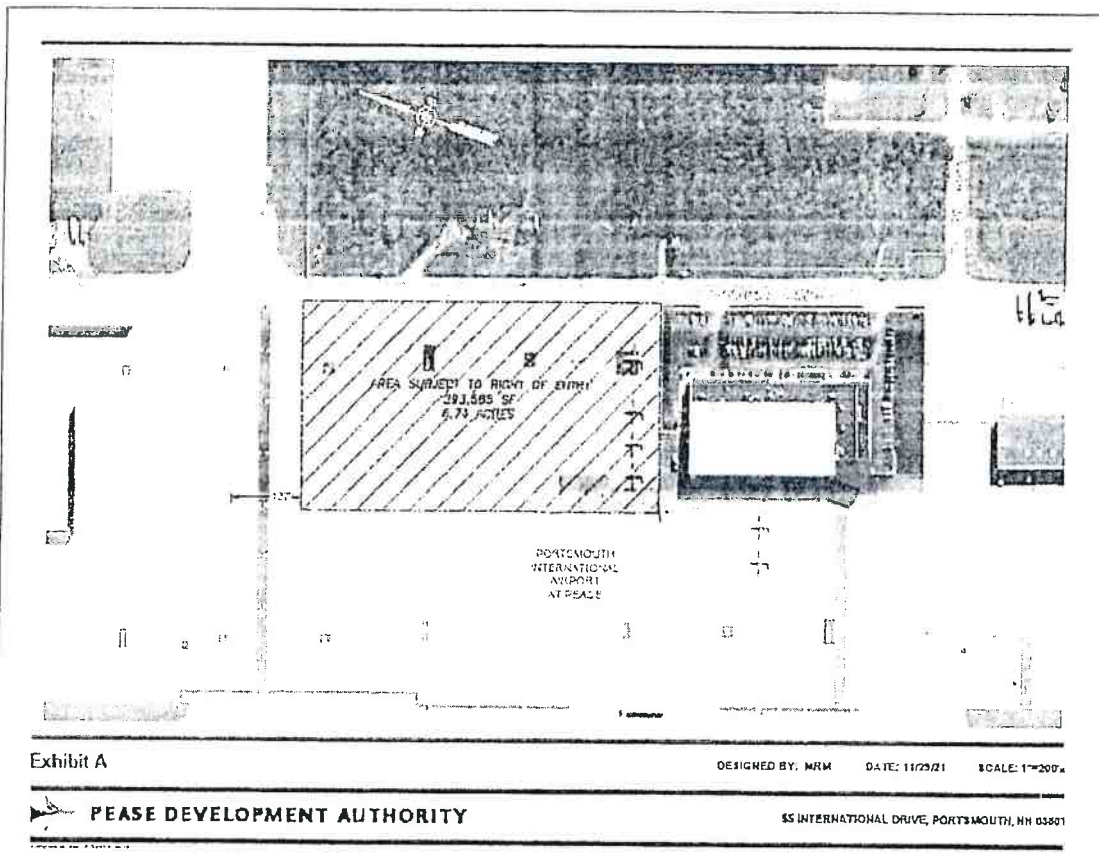
Page Four

August 23, 2022

Re: Right of Entry — 105 Flightline Road Parcel, Pease International Tradeport,  
Portsmouth, NH

**EXHIBIT "A"**

**PREMISES**





## MEMORANDUM

TO: Pease Development Authority Board of Directors  
FROM: Paul E. Brean, Executive Director *PEB*  
RE: Lease Reports  
DATE: September 7, 2022


\*\*\*\*\*

In accordance with the "Delegation to Executive Director: Consent, Approval of Sub-Sublease Agreements" PDA approved the following lease option with:

1. Tenant: Boulos Holdings, LLC  
Space: One New Hampshire Avenue (Suite 207)  
Use: Office and Related Use  
Term: Five (5) years with commencement anticipated to be no later than August 1, 2022.
  
2. Tenant: IPS TFIC LLC d/b/a Infraspect  
Space: 200 International Drive  
Use: General Office Use and Light Industrial  
Term: Five (5) years and three (3) months

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

## MEMORANDUM

To: Pease Development Authority Board of Directors  
From: Paul E. Brean, Executive Director   
Date: September 1, 2022  
Re: Sublease between One New Hampshire Avenue, LLC and Boulos Holdings, LLC

In accordance with the "Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements" adopted by the Board on August 8, 1996, I am pleased to report that PDA has approved a sublease between One New Hampshire Avenue, LLC ("ONH") and **Boulos Holdings, LLC** ("**Boulos**") consisting of approximately **2,000 square feet at 1 New Hampshire Avenue (Suite #207)**. The **Boulos** Sublease is for a period of **five (5) years** commencement anticipated to be no later than August 1, 2022 and expiring five (5) full years thereafter. **Boulos** will use the subleased premises for office and related use.

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

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

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

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

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

PATWOINTEMI New Hampshire\Board\Boulos Holdings LLC.doc

## NOTICE OF CONSENT

This NOTICE OF CONSENT ("Notice") is given by the PEASE DEVELOPMENT AUTHORITY ("Lessor") to ONE NEW HAMPSHIRE AVENUE, LLC ("Lessee"). Lessor and Lessee may be referred to jointly as the "Parties."

### RECITALS

A. The Parties entered into a Lease for 1 New Hampshire Avenue at Pease International Tradeport on June 22, 2001 (the "Lease").

B. Section 19.3 of the Lease states that Lessor shall not unreasonably withhold its consent to sublease if:

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

C. Lessee has requested authorization to sublease approximately 2,000 square feet (Suite #207) within the Leased Premises at One New Hampshire Avenue to **Boulos Holdings, LLC** ("**Boulos**"), a New Hampshire limited liability company/corporation.

D. The proposed sublease to **Boulos** is for office use and related uses.

### TERMS AND CONDITIONS

1. Lessor hereby authorizes Lessee to execute the sublease, attached hereto as Exhibit A, with TCC for approximately 2,000 square feet within the Leased Premises.
2. Upon execution of the sublease with **Boulos**, Lessee shall provide Lessor with a copy of the executed sublease, copies of all required insurance certificates and a certificate of good standing from the State of New Hampshire for **Boulos**.
3. Lessee hereby agrees that occupancy shall be subject to the issuance of a Certificate of Occupancy as may be required in accordance with PDA Zoning Regulations, Section 315.03(a).
4. Lessee hereby agrees and affirms that it shall remain primarily liable to Lessor to pay rent and to perform all other obligations to be performed by Lessee under the original Lease.

This Notice of Consent is executed, effective this 23 day of August, 2022 by the Pease Development Authority.

**PEASE DEVELOPMENT AUTHORITY**

By: [Signature]  
Its: Executive Director

**AGREED AND ACCEPTED**

**ONE NEW HAMPSHIRE AVENUE, LLC**

7-26-22  
Date

By: [Signature]  
Its: Co-Mgr



EXHIBIT A  
SUBLEASE

THIS SUBLEASE AGREEMENT is made this 1st day of April, 2013, between  
DORIS HORNBY LLC, a limited liability company, with its principal office at  
100 NEW HAMPSHIRE AVENUE, SUITE 200, FORTMOUTH, NEW HAMPSHIRE 03043,  
and  
DORIS HORNBY LLC, a limited liability company, with its principal office at  
100 NEW HAMPSHIRE AVENUE, SUITE 200, FORTMOUTH, NEW HAMPSHIRE 03043,  
as  
LESSOR and  
SUBLESSEE.

SUBLEASE

BETWEEN

ONE NEW HAMPSHIRE AVENUE, LLC

AS  
"SUBLESSOR"

AND

BOULOS HOLDINGS, LLC

AS  
"SUBLESSEE"


ONE NEW HAMPSHIRE AVENUE

SUITE #207

PORTSMOUTH, NEW HAMPSHIRE 03801

DATED AS OF APRIL 22<sup>nd</sup>, 2022

MEMORANDUM

To: Pease Development Authority Board of Directors  
From: Paul E. Brean, Executive Director   
Date: September 1, 2022  
Re: Sublease between 200 International Limited Partnership and IPC TFIC LLC d/b/a Infraspect

In accordance with the "Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements" adopted by the Board on August 8, 1996, I am pleased to report that PDA has approved a sublease at 200 International Drive between 200 International Limited Partnership ("TIG") for the following tenants:

- A. Tenant: IPC TFIC LLC d/b/a Infraspect  
Space: 9,241 square feet  
Use: General Office Use and Light Industrial  
Term: For a term of five (5) years and three (3) months

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

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

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

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

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

## NOTICE OF CONSENT

This NOTICE OF CONSENT ("Notice") is given by the PEASE DEVELOPMENT AUTHORITY ("Lessor") to 200 International Limited Partnership ("Lessee"). Lessor and Lessee may be referred to jointly as the "Parties."

### RECITALS

A. The Parties entered into a Lease for 200 International Drive at Pease International Tradeport on April 5, 2001, as amended (the "Lease").

B. Section 19.3 of the Lease states that Lessor shall not unreasonably withhold its consent to sublease if:

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

C. Lessee has requested authorization to sublease approximately 9,241 square feet of the Leased Premises at **200 International Drive (Suite #195)** to **IPC TFIC LLC d/b/a Infraspect** ("Sublessee"), a New Hampshire limited liability company authorized to do business in New Hampshire.

D. The proposed sublease to Sublessee is for general office use and light industrial consistent with the Lease, and for no other uses without Lessee's and PDA's prior written consent.

### TERMS AND CONDITIONS

1. Lessor hereby authorizes Lessee to execute the sublease, attached hereto as Exhibit A, with Sublessee for approximately 9,241 square feet within the Leased Premises.
2. Upon execution of the sublease with Sublessee, Lessee shall provide Lessor with a copy of the executed sublease, copies of all required insurance certificates, and a certificate of good standing from the State of New Hampshire for Sublessee
3. Lessee hereby agrees that occupancy shall be subject to the issuance of a Certificate of Occupancy as may be required in accordance with PDA Zoning Regulations, Section 315.03(a).



4. Lessee hereby agrees and affirms that it shall remain primarily liable to Lessor to pay rent and to perform all other obligations to be performed by Lessee under the original Lease.

This Notice of Consent is executed, effective this 18 day of August, 2022 by the Pease Development Authority, and conditioned upon the acceptance by the Lessee as noted by the signature below.

**PEASE DEVELOPMENT AUTHORITY**

By:   
Its: Executive Director

AGREED AND ACCEPTED BY:

**200 INTERNATIONAL LIMITED PARTNERSHIP**

8-16-22  
Date

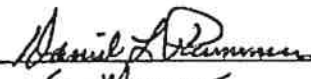
By:   
Its: Co-Manager

EXHIBIT A  
SUBLEASED PREMISES

REVENUE

BETWEEN

500 INTERNATIONAL LIMITED PARTNERSHIP

AS

LESSOR

AND

500 THE LYC BROW-BARRACKS

AS

LESSEE

500 INTERNATIONAL DRIVE

SUITE 4100

PORTLAND, MAINE 04108

DATED AS OF MAY 1, 2001

X

SUBLEASE

BETWEEN

200 INTERNATIONAL LIMITED PARTNERSHIP

AS  
"SUBLESSOR"

AND

IPC TFIC LLC D/B/A INFRASPECT

AS  
"SUBLESSEE"

200 INTERNATIONAL DRIVE

SUITE #195

PORTSMOUTH, NEW HAMPSHIRE 03801

DATED AS OF JULY 8, 2022

## MEMORANDUM

TO: Pease Development Authority Board of Directors  
FROM: Paul E. Brean, Executive Director *PEB*  
RE: Contract Reports  
DATE: September 8, 2022

\*\*\*\*\*

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

1. Project Name: US Ecology (successor to NRC East Environmental)  
Board Authority: In accordance with the authorization provided by the Board of Directors at its meeting on August 22, 2019  
Summary: Exercise the first of its two, one year options to September 30, 2023 for emergency spill response & waste disposal services





August 30, 2022

VIA EMAIL

Brittney Hutchinson  
Account Executive  
US Ecology  
60 West Road  
Portsmouth, NH 03801  
[Brittney.Hutchinson@usecology.com](mailto:Brittney.Hutchinson@usecology.com)

**Re: US Ecology - Agreement for Emergency Spill Response & Waste Disposal Services**

Dear Ms. Hutchinson:

In accordance with its Agreement with US Ecology (successor to NRC East Environmental), the Pease Development Authority is exercising the first of its one year options to extend the Agreement effective October 1, 2022, on the same terms and conditions. As such, the Agreement will now expire on September 30, 2023, unless otherwise terminated. Kindly countersign this letter below and return it to me at your earliest convenience.

Sincerely,

Paul E. Brean  
Executive Director

Acknowledged this 7th day of September, 2022

US Ecology

By: 

Print Name & Title: Operations Supervisor

○○○○ TAKING YOU THERE



## MOTION

Director Lamson:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a contract with Win Waste Innovations of Northern New England Inc. for the purpose of providing non-hazardous solid waste removal services at Pease Development Authority facilities for a period of two (2) years at an estimated monthly cost of \$4,917.00, with potential fluctuations due to increased trash pick-ups at PDA facilities during business seasonality, along with two (2) one (1) year options to extend; all in accordance with the memorandum of Jared Sheehan, Environmental Compliance Coordinator, dated September 2, 2022, attached hereto.

N:\RESOLVES\2022\Non-Hazardous Waste Removal (Win Waste Innovations) 9-15-2022.docx

# MEMORANDUM

To: Paul E. Brean, Executive Director   
From: Jared Sheehan, Environmental Compliance Coordinator   
Date: September 2, 2022  
Subject: Non-Hazardous Solid Waste Removal Services

With the current solid waste contract expiring, the Engineering Department advertised a request for bids to provide non-hazardous solid waste removal services at PDA operated properties. Two contractors submitted timely bids.

After reviewing the responsive bids, staff recommends awarding the contract to the lowest bidder Win Waste Innovations of Northern New England Inc. (Win-Waste), at a cost of approximately \$4,917 per month. This cost is estimated and may fluctuate due to the frequency of additional trash pickups at PDA facilities and the seasonality of the Port Authority and Golf Course businesses.

At the September Board of Directors meeting, please ask the Board of Directors to authorize the Executive Director to enter into a contract with Win-Waste for a period of two years, with two one-year extension options to be based on mutually agreeable terms and conditions exercised at the discretion of the Executive Director, consistent with the request for bid and the Win-Waste bid submitted on August 30, 2022.

## MOTION

Director Anderson:

The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to enter into an agreement with Seacoast Security of Portsmouth, NH, in the amount of \$11,110.00 for the provision and installation of emergency duress alarm systems at certain PDA facilities, as well as a monthly monitoring fee of \$210.00; all in accordance with the memorandum of Ed Pottberg, Airport Security Administrator, dated September 7, 2022 attached hereto.

In accordance with the provisions of RSA 12-G:8 VIII, the Board justifies the waiver of the RFP requirement as Seacoast Security is under contract with the PDA for the provision of security services.

**NOTE: This motion requires 5 affirmative votes.**

N:\RESOLVES\2022\Seacoast Security Duress Alarm System 9-15-2022



# Memo

**To:** Chasen Congreves, C.M., Manager of Airport Administration

**CC:** Paul Brean, C.M., Executive Director

**From:** Ed Pottberg, Airport Security Administrator, C.M., ACE 

**Date:** 9/7/2022

**Re:** Duress Alarm System

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Employees of the Pease Development Authority ("PDA") and Division of Ports and Harbors ("DPH") are exposed to certain workplace scenarios that may necessitate emergency notifications and communications without verbal communication. Based on an evaluation of PDA and DPH operations, the PDA obtained a quote from Seacoast Security, an entity with an existing security services contract with the PDA and DPH, to provide a quote for both mobile and fixed duress alarms at certain specified locations set forth below:

- 55 International Drive: \$750.
- 555 Market Street: \$1,600.
- 42 Airline Ave: \$4,510.
- Hampton Harbor: \$2,125.
- Rye Harbor: \$2,125.

The total cost to install and maintain these systems is \$11,110, with recurring monitoring costs equating to \$210.00 a month.

At the September 15, 2022, PDA Board of Director's meeting, please request authority from the Board to amend the existing contract with Seacoast Security to include the emergency duress alarm systems at the locations and costs described herein. Please seek approval to waive the request for proposal requirement given the PDA's existing contractual relationship with Seacoast Security.

## MOTION

Director Levesque:

The Pease Development Authority Board of Directors authorizes the Executive Director to enter into an agreement with HID in a total amount not to exceed \$12,000.00 for the purpose completing an upgrade to the Airport Badge System at Portsmouth International Airport at Pease ("PSM"); all in accordance with the memorandum of Ed F. Pottberg, Airport Security Administrator, dated August 31, 2022, attached hereto.

In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement as HID is the existing provider of PSM's badging equipment and software.

**NOTE: This requires 5 affirmative votes.**

N:\RESOLVES\2022\A-Ops HID Badge System Updates 9-15-22.docx



**PEASE**  
AIRPORT

Badging & Security

55 International Drive, Portsmouth, NH 03801

603.433.6536

# Memo

**To:** Chasen Congreves, Manager of Airport Administration *CC*

**CC:** Paul Brean, Executive Director

**From:** Ed Pottberg, Airport Security Administrator, C.M., ACE *EP*

**Date:** 8/31/2022

**Re:** Airport Badge System Updates

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The Transportation Security Administration (“TSA”) regulations require the Pease Development Authority (“PDA”) to update the airport badging system to comply with TSA badging regulations. TSA recently completed a **comprehensive** audit of Portsmouth International Airport’s (“PSM”) badging program and is requiring the PDA to reorganize its badge media to broadcast the badge applicant’s access levels at the airport to TSA in a manner that matches 49 CFR 1542. The badges would also be updated to mesh with PSM’s new interactive badging program that highlights training **accomplishments** for certain areas of the airport as Secured Identification Display Area (“SIDA”) versus General Aviation (“GA”), or **non-movement** area driving versus movement area driving. To bring the badging system into compliance with these requirements, I am requesting the PDA contract with HID, the provider of PSM’s badging equipment and software, for \$12,000 in order to complete an upgrade of the airport badge templates and application record transmission to TSA.

At the September 15th Board of Director’s meeting, please seek approval from the Board to contract with HID for \$12,000 in order to complete the work described herein. Please also seek approval to waive the request for proposal requirement as HID is the existing provider of PSM’s badging equipment and software.

## MOTION

Director Parker:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into a contract with ADB Safegate Americas LLC, at a cost not to exceed \$31,000.00, for the purchase of one hundred fifty (150) LED taxiway light fixtures for Skyhaven Airport; all in accordance with the memorandum of Andrew B. Pomeroy, Manager Aviation Planning and Regulatory Compliance, dated September 8, 2022, attached hereto.

In accordance with the provisions of RSA 12-G:8 VIII, the Board waives the RFP requirement for the following reasons:

1. The Portsmouth International Airport at Pease ("PSM") currently uses ADB LED Taxiway lights, and utilizing the same taxiway lights will save considerable amounts of time, money, and effort by maintaining one common interchangeable parts inventory to serve both airports.

2. ADB LED taxiway edge lights have performed well at PSM over the past decade.

**Note: This motion requires 5 affirmative votes.  
Roll Call vote required.**



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INTEROFFICE MEMORANDUM

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TO: PAUL BREAN, EXECUTIVE DIRECTOR *PB*  
FROM: ANDREW B. POMEROY, C.M., MANAGER, AVIATION PLANNING AND REGULATORY COMPLIANCE *ABP*  
SUBJECT: SKYHAVEN LED TAXIWAY LIGHTING  
DATE: 9/8/2022

In 2014, the Skyhaven Airport's Runway was narrowed and repaved. Along with that construction the PDA installed LED Runway Edge Lighting consistent with the PDA's energy conservation initiative. These lights have saved on electrical costs and maintenance costs since they were installed; however, the Skyhaven Airport still has traditional incandescent taxiway lights on all taxiways. Airport Staff would like to continue the move toward efficiency and cost savings by replacing these incandescent taxiway light fixtures with new LED fixtures. To this end, the PDA has included \$31,000.00 in the FY 2023 budget to purchase replacement LED taxiway light fixtures from ADB Safegate Americas LLC (ADB). These new taxiway light fixtures will be installed by PDA Airport Electricians, saving time and contractor fees. These new LED fixtures will save the PDA and the Skyhaven Airport an estimated 12,812 KWH consumption per year.

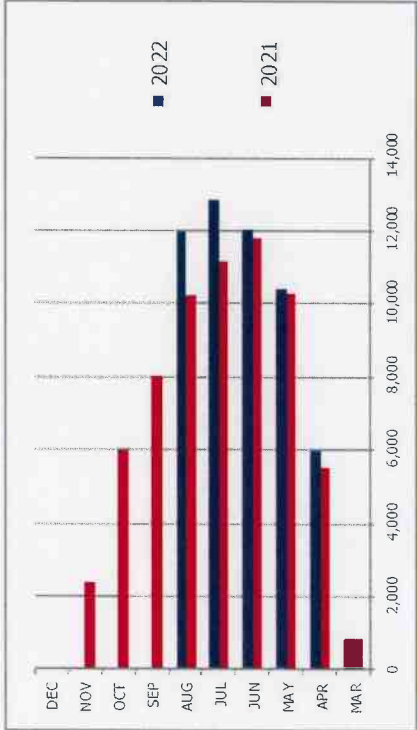
In accordance with the provisions of RSA 12-G:8 VIII, staff recommends waiving the RFP requirement for the following reasons:

1. Parts inventory and commonality: The Portsmouth Airport currently uses ADB LED taxiway lights. Our goal is to use the exact same taxiway lights at both the airports maintained by the PDA. This will save a considerable amount of time, money, and effort by maintaining one common interchangeable parts inventory that can be used to serve both airports.
2. Proven reliability: The Portsmouth Airport has been using these same ADB LED taxiway edge lights for over a decade. In that time they have performed well, requiring little to no maintenance.

Therefore, the Airport seeks Board of Directors to waive the RFP requirement and authorize the Executive Director to order 150 LED replacement taxiway edge lights from ADB Safe gate Americas, LLC utilizing the \$31,000.00 budgeted for this purpose in the FY2023 Capital Expenditures Budget.

# KEY GOLF COURSE BENCHMARKING DATA

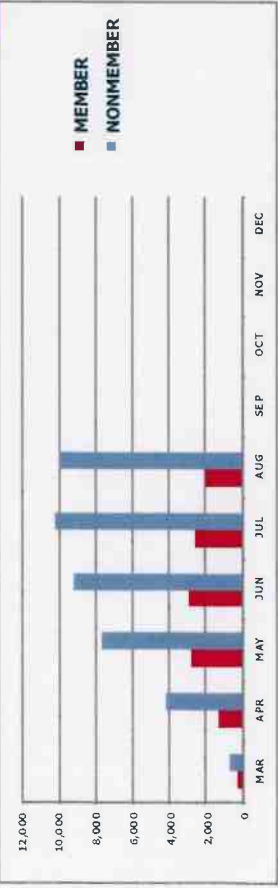
ROUNDS OF GOLF PLAYED (SEASON)



	2022	2021	2020
SEASON	54,110	66,590	62,315

ROUNDS PLAYED	54,110	66,590	62,315
RAIN DAYS	32	49	66

2022 MEMBER / NONMEMBER ROUNDS (SEASON)

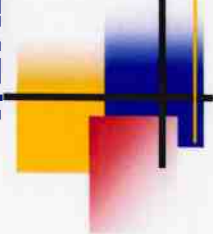


	FY 2023	FY 2022	GRILL 28 GROSS SALES	FY 2023	FY 2022
JULY	\$495	\$ 1,158	JULY	296,042	\$262,957
AUGUST	\$827	\$915	AUGUST	360,829	270,631
SEPTEMBER		\$326	SEPTEMBER		235,234
OCTOBER		\$4,244	OCTOBER		191,416
NOVEMBER		\$14,746	NOVEMBER		119,952
DECEMBER		\$23,112	DECEMBER		138,710
JANUARY		\$24,253	JANUARY		94,159
FEBRUARY		\$26,580	FEBRUARY		109,814
MARCH		\$23,360	MARCH		150,980
APRIL		\$4,429,	APRIL		190,483
MAY		\$135	MAY		284,835
JUNE		\$517	JUNE		312,758
	\$1,322	\$123,358		\$656,871	\$2,361,932

2022 ROUNDS- SEASON		2021 ROUNDS- SEASON	
MEMBER	11,676	MEMBER	18,489
NONMEMBER	42,434	NONMEMBER	48,101
<b>TOTAL</b>	<b>54,110</b>	<b>TOTAL</b>	<b>66,590</b>

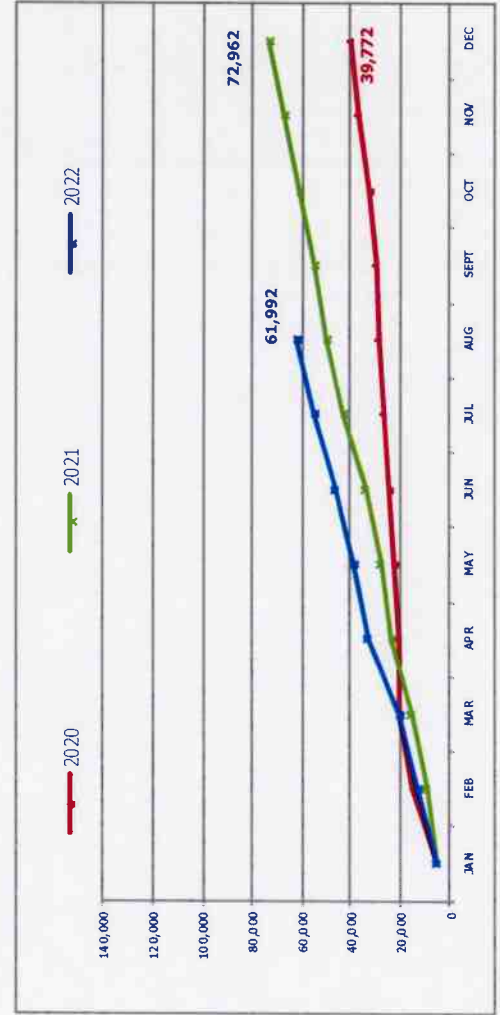
CLUB/ COURSE FUNCTIONS	FY 2023 YTD	FY 2022 YTD
GROUPS 12-59	23,766	12,232
TOURNAMENT PLAY	62,772	39,281
LEAGUES	31,206	29,992
FOOD AND ROOM FEES	97,883	51,887

# AIRPORT REPORT PERIOD ENDING AUGUST 2022

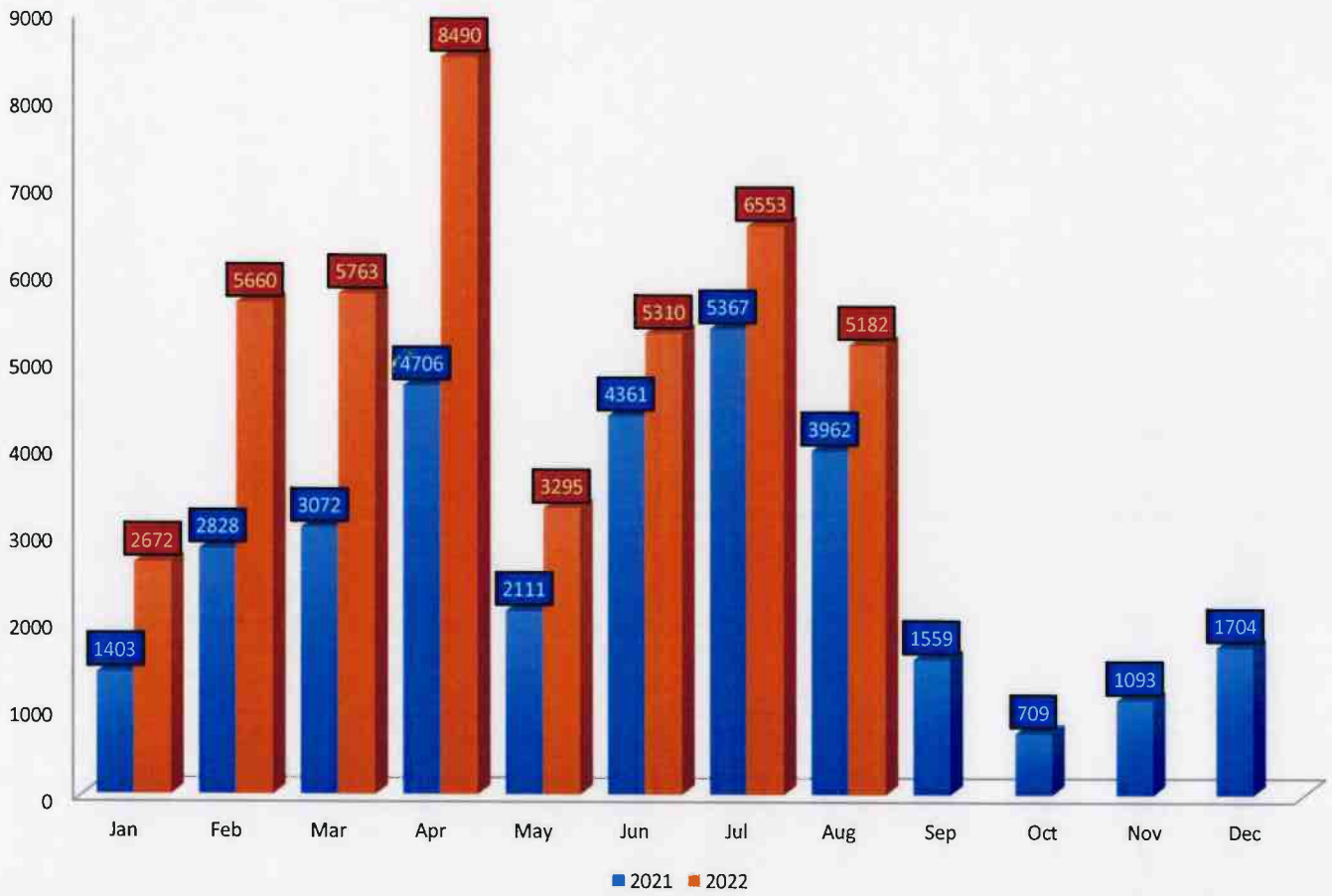


<b>ENPLANEMENTS</b>		2022
Scheduled Enplanements		5,182
Chartered Enplanements		2,439
<b>Total Enplanements</b>		<b>7,621</b>
<b>2022 Enplanements YTD</b>		<b>61,992</b>

<b>REVENUE PARKING</b>	\$31,122
	783 Transactions @ \$39.74
<b>FUEL FLOWAGE FEES</b>	\$57,482.05
Total Gallons	1,149,641
CRAF and DOD	69%
Commercial	11%
General Aviation	20%



- **U.S. CBP**
  - Staffing
  - 0700-1900
- **Allegiant**
  - PIE Extension
  - PGD, SFB all winter
- **Avelo Airlines**
  - UNH Athletic Charters through PSM



## Memorandum

**To:** John Meehan, Lead Airport Operations Specialist *JM*

**From:** Sandy McDonough, Airport Community Liaison *SM*

**Date:** 9/6/2022

**Subj:** Noise Report for August, 2022

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The Portsmouth International Airport at Pease received six noise complaints in August, 2022.

Of the six, two were received when Runway 34 was in use.

- On August 18, 2022, a voice mail was left with little information regarding the caller. The caller was concerned about increased activity but his residence is unknown. He left a number, but unfortunately does not have voicemail. There were several military aircraft arriving and departing throughout the day, including based and non-based aircraft.
- On August 18, 2022, a Portsmouth resident called inquiring about a military KC46 that, "flew over his house when he doesn't usually have traffic over his house." The aircraft did 3 take offs and landings in a row and went over his house once. I explained that the crew was following Portsmouth International Airport's voluntary noise procedures by varying their approach slightly each time as to not go over any particular house repeatedly.

There were four noise complaints when Runway 16 was in use.

- On August 15, 2022, a Portsmouth resident called inquiring if the flight paths had changed because he never had aircraft over his house and now he has occasional flights fly over, which can be very loud when they do.





# PEASE

AIRPORT

MANAGEMENT

36 Airline Ave. Portsmouth, NH 03801

603.433.6536

- On August 22, 2022, a Portsmouth resident called about being woken up by an aircraft departing the airport at 5:30 AM. The Boeing 757 was operated by Air Transport International and was carrying United States services members home from deployment.
- On August 30, 2022, a resident of Portsmouth called concerning multiple aircraft flying over North Mill Pond neighborhood around 8:00 PM. There were multiple aircraft flying in and out of the airport and aircraft that were practicing takeoffs and landings. The two aircraft that were staying in the traffic pattern were a Military C5 and a Gulfstream 2. Air Traffic Control will use left and right traffic patterns to have adequate spacing for safety.
- On August 30, 2022, a Rye resident called about, "multiple jets flying overhead." There were multiple aircraft flying in and out of the airport and aircraft that were practicing takeoffs and landings. The aircraft that were staying in the traffic pattern were a Military C5 and a Gulfstream 2. Air Traffic Control will use left and right traffic patterns to have adequate spacing for safety.

**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 **\$4,466.00** for legal services rendered to the Pease Development Authority from:

**Sheehan Phinney Bass & Green**

July 1, 2022 – July 31, 2022 (for Permit Implementation)	\$ 522.00
July 1, 2022 – July 31, 2022 (for Ports and Harbors)	\$ 667.00
August 1, 2022 – August 31, 2022 (for Tradeport General Representation)	\$ 638.00
August 1, 2022 – August 31, 2022 (for Permit Implementation)	\$2,639.00
Total	<b><u>\$4,466.00</u></b>

2. Expend funds in the amount of **\$531.00** for legal services rendered to the Pease Development Authority from **Anderson Kreiger** as outside counsel for Federal Regulatory Advice from July 1, 2022 through July 31, 2022.

**For a total amount of \$4,997.00 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: Permit Implementation

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CLIENT/CASE NO. 14713-19658

TOTAL FOR PROFESSIONAL SERVICES RENDERED: \$522.00

TOTAL EXPENSES: \$0.00

TOTAL THIS BILL: \$522.00

BALANCE DUE: \$522.00

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

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

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Division of Ports & Harbors

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CLIENT/CASE NO. 14713-9621

TOTAL FOR PROFESSIONAL SERVICES RENDERED: \$667.00

TOTAL EXPENSES: \$0.00  
-----

TOTAL THIS BILL: \$667.00  
-----

BALANCE DUE: \$667.00  
-----  
-----

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

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

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Trade Port - General Representation  
-----

CLIENT/CASE NO. 14713-10167

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$638.00
TOTAL EXPENSES:	\$0.00
	-----
TOTAL THIS BILL:	\$638.00
	-----
BALANCE DUE:	\$638.00
	-----
	-----

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

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



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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Permit Implementation

-----  
CLIENT/CASE NO. 14713-19658

TOTAL FOR PROFESSIONAL SERVICES RENDERED: \$2,639.00

TOTAL EXPENSES: \$0.00

TOTAL THIS BILL: \$2,639.00

BALANCE DUE: \$2,639.00

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

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

# ANDERSON KREIGER

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

August 17, 2022

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

Reference # 143512 / 1047-4136

In Reference To: Federal Regulatory Advice

## Professional Services

Hours      Amount

### Attorney/Paralegal Summary

Name	Hours	Rate	Amount
David S. Mackey	0.90	590.00	531.00

Total Current Billing: \$531.00

Previous Balance Due: \$6,111.00

Total Now Due: \$6,642.00

PLEASE NOTE: ALL BALANCES DUE WITHIN 30 DAYS



83rd Annual Report  
of the  
**Foreign-Trade  
Zones Board**  
to the Congress  
of the United States

## U.S. FOREIGN-TRADE ZONES

Foreign-trade zones are secure areas under supervision of U.S. Customs and Border Protection (CBP) that are considered outside the customs territory of the United States for the purposes of duty payment. Located in or near customs ports of entry, they are the U.S. version of what are known internationally as free trade zones. Authority for establishing these facilities is granted by the Foreign-Trade Zones (FTZ) Board under the Foreign-Trade Zones Act of 1934, as amended (19 U.S.C. §§81a-81u), and the Board's regulations (15 C.F.R. Part 400). The Executive Secretariat of the Board is located within Enforcement and Compliance of the U.S. Department of Commerce in Washington, D.C.

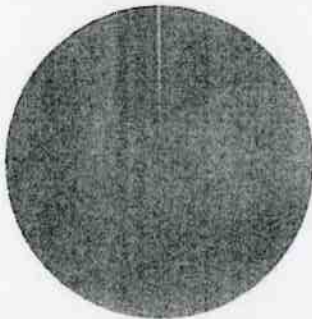
Foreign and domestic merchandise may, subject to FTZ Board and CBP regulations, be moved into zones for operations not otherwise prohibited by law involving storage, exhibition, assembly, manufacturing, and processing. All zone activity is subject to public interest review, and all production activity requires a case-by-case review. Under zone procedures, the usual formal customs entry procedure and payment of duties are not required on the foreign merchandise unless and until it enters customs territory for domestic consumption, in which case the importer may have a choice of paying duties either on the original foreign materials or the finished product. Domestic goods moved into a zone for export are considered exported upon entering the zone for purposes of excise tax rebates and drawback. The benefits obtained through FTZ procedures help encourage U.S. activity, employment and value added, often in competition with foreign alternatives. FTZ sites and activities remain within the jurisdiction of federal, state and local governments and agencies.

A foreign-trade zone is created when a local organization, such as a city, county or port authority, applies to the FTZ Board for a grant to establish and operate a zone to serve a specifically defined geographic area. Upon approval of the zone by the FTZ Board, the organization becomes known as the FTZ "grantee". Grantees are then able to submit applications to the FTZ Board to establish FTZ sites or subzones for use by companies in that area. Under the FTZ Act, grantees are required to operate their zones as "public utilities" and provide "uniform treatment under like conditions" to companies using the zone.

The regulations of the Foreign-Trade Zones Board are published in the Code of Federal Regulations at Title 15, Part 400 (15 C.F.R. Part 400), and the regulations of U.S. Customs and Border Protection concerning zones are published in the Code of Federal Regulations at Title 19, Part 146 (19 C.F.R. Part 146). Information on foreign-trade zones is available of the FTZ Web site at: <http://www.trade.gov/ftz>.

## NEW HAMPSHIRE

### TOP FOREIGN-STATUS PRODUCTS BY VALUE



- ▣ Pharmaceuticals (90%)
- ▣ Other Electronics (9%)
- ▣ Plastic/Rubber (1%)
- ▣ Textiles/Footwear (<1%)

### STATE SUMMARY

Merchandise Received:	\$250-500 mil
Exports:	\$10-25 mil
Total Shipments:	\$100-250 mil
Employees:	1,501-2,000

### FTZ 81, PORTSMOUTH

GRANTEE: PEASE DEVELOPMENT AUTHORITY, DIVISION OF PORTS AND HARBORS

#### All Activity:

MERCHANDISE RECEIVED	EXPORTS	EMPLOYEES
\$250-500 mil	\$10-25 mil	1,501-2,000

#### Warehouse/Distribution Activity:

NUMBER OF OPERATORS	MERCHANDISE RECEIVED	EXPORTS	TOTAL SHIPMENTS
1	\$50-75 mil	\$5-10 mil	\$25-50 mil

#### Production Activity:

	COMPANY	MERCHANDISE RECEIVED	EXPORTS	TOTAL SHIPMENTS
81	Textiles Coated International	\$10-25 mil	\$5-10 mil	\$10-25 mil
81D	Millipore Corporation	\$100-250 mil	\$1-5 mil	\$100-250 mil




## MOTION

Director Parker:

The Pease Development Authority Board of Directors authorizes the Executive Director to finalize and execute a contract with the Division of Ports and Harbors contracted on-call marine engineering service provider, Appledore Marine Engineering, LLC, for the purpose of providing marine engineering and construction services related to the repair of the pier at the Portsmouth Commercial Fish Pier facility, in an amount not to exceed \$193,174.00; all in accordance with the memorandum of Geno J. Marconi, Division Director of Ports and Harbors, dated August 26, 2022.

N:\RESOLVES\2022\DPH - Appledore Marine - Ports Fish Pier Repair 9-15-22.docx

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

From: Geno Marconi, Division Director 

Date: August 26, 2022

RE: Portsmouth Fish Pier Repair, Appledore Marine Proposal

The Division of Ports and Harbors ("the Division") seeks approval to accept a proposal from its contracted on-call Marine Engineer, Appledore Marine Engineering, LLC ("AME"), in the amount of \$193,174, for engineering and construction services related to the repair of the pier at the Portsmouth Commercial Fishing Facility (the "Pier"). Per the attached Proposal, the scope of work includes Repair Design Inspections, Environmental Permitting Services, Repair Design, and Procurement (bid) and Construction Phase Services.

The Pier, constructed in 1977 and shown in the attached photo, is comprised of timber piles, pile caps, decking, and bracing. A routine inspection completed in 2017 showed that the timber pier and bulkhead were in poor condition, and that the floating docks were in fair condition. In 2019, the steel sheet pile bulkhead failed and in 2021 it was replaced, along with the floating docks, fuel dispensing system, and jib cranes (for offloading harvested seafood and fishing equipment). During the bulkhead construction it was determined that the pilings, pile caps, and the deck stringers of the pier were still serviceable, however as discussed in the inspection report, the bracing and the timber deck were failing. Although complete replacement of the pile and timber pier is not required, recommended repairs to extend the service life include replacing the bracing, decking, curbs, and damaged sections of the fender system.

The Pier is vitally important to the area commercial fishermen as it provides access to the Portsmouth Commercial Fish Pier facility and has cold storage for lobster bait and fresh caught fish, and access to bulk ice and diesel fuel. Gasoline and diesel fuel for purchase by the public is also available. The facility offers overnight berthing for twenty (20) commercial vessels with an additional thirty-nine (39) vessels with pier-use permits.

The Division has appropriated \$1,250,000 to complete the necessary repairs through the Governor's Office for Emergency Relief and Recovery (GOFERR). This proposal intends to provide the engineering services to support the Division through investigations, design, bidding, and construction support services to complete the project.

After review of the Proposal and based on its negotiations with AME, the Division recommends that the PDA Board of Directors authorize the Executive Director to execute the Proposal in order to begin this crucial project.



# Appledore Marine Engineering, LLC

600 State Street, Suite E | Portsmouth New Hampshire 03801

August 8, 2022

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

Re: Proposal to Provide Marine Engineering Services for the  
**Design of Repairs – Portsmouth Fish Pier**  
Portsmouth, New Hampshire

Dear Captain Marconi:

Appledore Marine Engineering, LLC. (AME) is pleased to present this proposal for Marine Engineering Services for the above-referenced project. This proposal will discuss the Background, Scope of Services, Schedule of Work, and Fee for the services required to complete the work.

## **BACKGROUND**

The Portsmouth Fish Pier, constructed in 1977 (approximately 45 years old), is comprised of timber piles, pile caps, decking, and bracing. A routine inspection completed in 2017 rated the structure in Poor condition, with an estimated remaining service life of 10 years without repairs and remedial action. Recommended repairs to extend the service life included replacing the bracing, decking, curbs, and damaged sections of the fender system.

We understand the PDA has appropriated \$1,250,000 to complete the necessary repairs. This proposal intends to provide the engineering services to support PDA through investigations, design, bidding, and construction support services to complete the project.

## **SCOPE OF SERVICES**

The following tasks provide a sequential approach to completing the project.

### **Task 1 – Repair Design Inspection**

A team of engineers will complete a repair design inspection to complete the following objectives:

- Documentation of the location and size of the proposed method of repair for each defect or component to be repaired or replaced.
- Documentation of specific attributes of each repair, location potential conditions such as utilities or other obstructions to alert the bidding contractor.
- Information leading to quantity estimates.
- Collection of material properties that may elevate the cost of disposal of removed materials such as creosote-contaminated timbers.

Upon the completion of the repair design inspection, AME will develop a preliminary design and an engineer's opinion of the probable cost of construction.

### **Task 2 - Environmental Permitting Services**

The repair of the Fish Pier will require State and Federal permits due to the pier's location within the marine environment.

The work is expected to meet the criteria for a minor impact project and will qualify for authorization under the Army Corps General Permit. We will prepare the application form and **required** attachments for coastal projects, request a Natural Heritage Bureau database review and US Fish & Wildlife species list, and coordinate via email with the Natural Heritage Bureau and NH Fish & Game to receive concurrence required for the application package. As the project will entail in-kind repairs, rare species impacts are not anticipated. Army Corps requirements will be addressed in the NHDES application package.

The Portsmouth Conservation Commission requires permit applicants to present permit applications at a regularly scheduled meeting. We will attend this meeting and present the project on behalf of the PDA.

### **Task 3 – Repair Design**

#### **Phasing Plan Development**

A phasing plan will be developed to allow continuity of operations throughout construction as much as possible. The phasing plan will require coordination with operational personnel and provide sequential steps through anticipated project phases.

#### **Draft Design (85% Progression)**

This task will include preparing a draft design package to allow PDA to validate the scope and cost of the project. This submission will consist of preliminary design plans, technical specifications, and an opinion of the construction cost. The following tasks are included within the draft design phase:

- Development of a design basis that captures the objectives of the project. This document provides a narrative of the design approach and serves as a guide to foster a clear understanding between the owner and engineer. As changes are made, this document will be updated and form a part of the engineering record to support future changes and modifications to the facility.
- Preliminary design plans depicting the repairs, thus enabling the development of construction cost estimates.
- Preliminary technical specifications for significant construction tasks.
- Preliminary opinion of the probable construction costs based on a competitive bid environment by qualified marine contractors, based on the level of design progression.

This task includes a meeting onsite at project kick-off and a meeting to present the preliminary design.



### Final Design

This task will include preparing a final design package to allow PDA to validate the status and direction of the pier repair project. This submission will consist of final design plans, technical specifications, and an opinion of the construction cost. Deliverables developed by AME for this task are considered final in form. They would serve as an opportunity for PDA to provide review comments to be incorporated into the bid package by AME. At this stage, no significant changes in the program would occur, and changes would generally be minor adjustments. Activities included in this task consist of:

- Updating the basis of design.
- Preparation of final design plans, including required details to allow bidding by qualified marine contractors. Design plans will be completed in AutoCAD following AME's in-house drafting and electronic file management standards.
- Preparation of final technical specifications completed using the standardized SPECSINTACT system, saved to PDF format for reproduction.
- Preparation of an opinion of the probable construction costs based on a competitive bid environment by qualified marine contractors.

This task includes one meeting onsite.

### Contract and Bidding Documents

We will develop contract documents (front end) based on the EJCDC standard documents. These documents will form the basis of the agreement between the owner and contractor and provide guidance through bidding and the completion of construction.

### Task 4 - Procurement and Construction Phase Services

#### Procurement Phase

This task is intended to assist the owner in bidding and securing a qualified contractor to complete the construction. The following tasks are included:

- Developing a list of qualified marine contractors and assisting the owner with outreach to contact qualified contractors and encourage a competitive bid environment.
- Preparing responses to questions from prospective bidders in the form of addenda.
- Reviewing contractor bids, compiling a bid comparison including the base bids and options to assist the owner in selecting a contractor for the project.

One meeting is anticipated to meet with contractors on site.



---

Construction Phase Services

Services under this task involve consulting with and advising PDA during construction. The services under this phase are limited to the level of engagement and awareness that the engineer is only knowledgeable of the onsite construction work based on submittals and RFI's from the contractor, and periodic site visits to assess the level of completion and become generally familiar with the quality of work. During this phase, the contractor is responsible for notifying the owner of conflicts or issues with the construction that require engagement by the engineer, as well as the construction means, methods, techniques, sequences, or procedures, and site safety.

This task includes the following activities as requested by PDA:

- Reviewing for compliance with overall design intent, shop drawings, material certifications, and other submittals by the contractor.
- Visiting the project site at appropriate intervals as construction proceeds to observe and report on the progress and the overall quality of the completed work. The visits are anticipated weekly, with additional visits during critical construction milestones. Complete inspection reports documenting work progress after the scheduled site visits, noting specific observations, deficiencies, and photographs.
- Observe tests required by the Contract Documents are appropriately performed and record the details relative to the test procedures.
- Assisting with office administration of the contract, including assisting the owner with reviewing pay requests by the contractor.
- Making a final visit and reporting on the level of completion. This final visit will be completed after the contract is substantially complete and will assist the owner in developing a punch list of work items requiring completion or re-work.

This proposal is premised on a qualified, experienced contractor; therefore, weekly construction inspections are deemed adequate. If it is determined during construction that the contractor is having challenges with achieving the design intent or quality of work, additional inspection services may be added through a modification to this contract.

The presence or duties of AME's personnel at a construction site, whether as onsite representatives or otherwise, do not make AME or AME's personnel in any way responsible for those duties that belong to PDA and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, scheduling, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction contract documents and any health or safety precautions required by such construction work.

AME and AME's personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and

have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor(s) or other entity or any other persons at the site except AME's own personnel.

The presence of AME's personnel at a construction site is for the purpose of providing PDA a greater degree of confidence that the completed construction work will conform generally to the construction documents and that the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the construction contractor(s). AME neither guarantees the performance of the construction contractor(s) nor assumes responsibility for the construction contractor's failure to perform work in accordance with the construction documents.

#### **SUB-CONSULTANTS**

The following sub-consultants are envisioned to be used to support AME's services, and we understand that this is acceptable to the owner.

- Regulatory Permitting Consultant

#### **EXCLUSIONS AND CLARIFICATIONS**

This proposal is based on the following considerations:

- Utility design or design of utility repairs is not included.
- Hazardous material consulting and testing is excluded, except for testing timber for creosote contamination.
- The owner will pay Regulatory Permit Fees and no mitigation is anticipated to be required.

#### **SCHEDULE**

We have developed the following schedule based on our experience and a project progression allowing generous owner engagement and reviews. If the below schedule is not tenable, we suggest meeting and evaluating approaches to accelerate as needed.

Preliminary Design	75 days from NTP
Permitting	120 days from submission of permit applications, estimated total duration of 180 days
Contract Documents	30 days from receipt of comments on Preliminary Design

#### **FEES FOR CONSULTING SERVICES**

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

Proposal to Provide Marine Engineering Services  
Design of Repairs – Portsmouth Fish Pier

August 8, 2022

**ENGINEERING SERVICES**

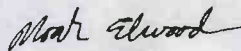
Task 1 – Repair Design Inspection	\$ 25,539
Task 2 – Environmental Permitting Services	\$ 24,604
Task 3 – Repair Design	\$ 85,243
<u>Task 4 – Procurement and Construction Phase Services</u>	<u>\$ 57,788</u>
<b>TOTAL BASE FEES</b>	<b>\$193,174</b>

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

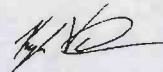
Thank you for giving us the opportunity to present a proposal for this work.

If you have any questions or require additional information, please do not hesitate to contact me.

Regards,



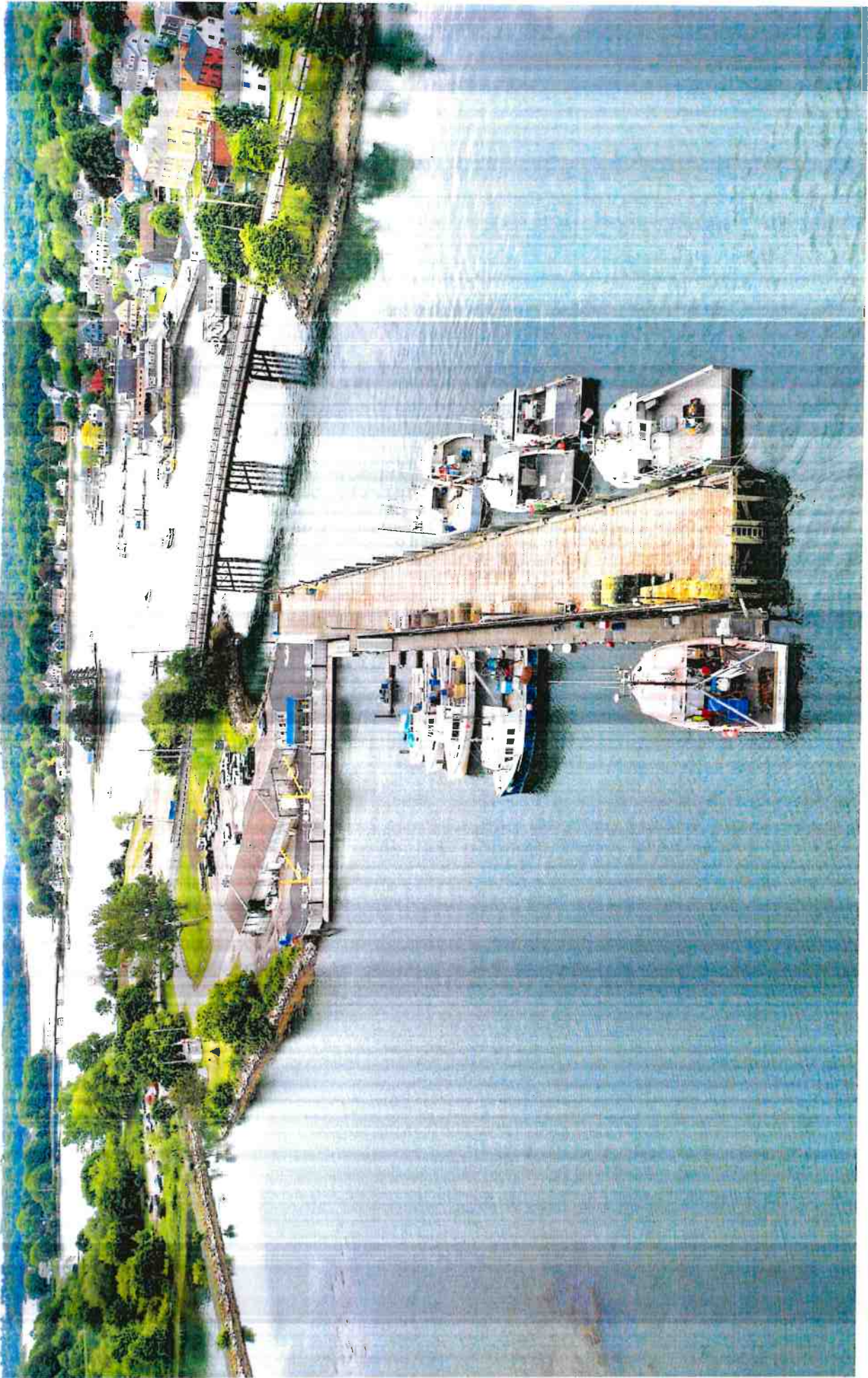
Noah J. Elwood, PE  
President



Kyle M. Vandemoer, PE  
Project Engineer

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





PORTSMOUTH FISH PIER REPAIRS 2022

SEPTEMBER 15, 2022  
PDA BOARD MEETING

## MOTION

Director Lamson:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to approve an amendment to the Right of Entry with Swell Oyster Company to enlarge the size of its approved building at the Hampton Harbor Marine Facility; all in accordance with the terms and conditions set forth in the memorandum of Geno J. Marconi, Division Director, dated September 1, 2022, attached hereto.

N:\RESOLVES\2022\DPH - Swell Oyster (buiding expansion) 9-15-22.docx






# PEASE

INTERNATIONAL

PORTS AND HARBORS

855 Market Street, Suite 1 Portsmouth, NH 03801

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

FROM: Geno J. Marconi, Division Director 

DATE: September 1, 2022

RE: Swell Oyster Company, LLC. Right of Entry, amend size of cold storage building, Hampton Harbor Marine Facility

The Division of Ports and Harbors (the "Division") received a request (attached) from Swell Oyster Company, LLC. ("Swell") to amend their Right of Entry (ROE) at the Hampton Harbor Marine Facility (Hampton) and allow Swell to build a larger building than originally approved.

In May of 2021, the PDA Board approved an ROE to Swell to provide a location for a 12.5'W x 17.5'L building to house an 8'x 8' cooler and a sorting table in association with Swell's ROE at the Hampton Harbor Marine Facility. The approved building has not been constructed on site yet and in reviewing the plans Swell has determined a slightly larger footprint would be more efficient and better serve the needs of the business. Specifically, the enlarged footprint would enable Swell to incorporate a walk-in cooler into the building, which Swell contends would be an enhancement to its operations. As such, Swell is requesting to build a 15.5' x 20' building, rather than the 12.5' x 17.5' building that was originally planned. There is sufficient space to accommodate this larger structure.

Swell has been a valued tenant since 2019 and provides freshly harvested oysters from the Hampton estuary to the general public, supporting the local fishing industry. Therefore, the Division recommends that the PDA Board of Directors approve Swell's request to amend the size of the building at the Hampton Harbor Marine Facility, as shown on the attached site map, and under the same terms and conditions of the existing Right of Entry.

**From:** Russ Hilliard [mailto:russ@swelloysterco.com]

**Sent:** Wednesday, August 31, 2022 5:30 PM

**To:** Geno Marconi <G.Marconi@peasedev.org>

**Cc:** Brenda Therrien <B.Therrien@peasedev.org>; conor@swelloysterco.com; Kevin Hanlon <K.Hanlon@peasedev.org>

**Subject:** Re: Back Shack Request

**EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.**

To whom it may concern,

We would like to amend our original approved ROE for a back shack, located behind our current shack. The current approved back shack has a 12.5'W X17.5'L footprint, we would like to change these dimensions to 15.5'W x 20'L.

After further investigation and visiting other oyster farm operations, we have learned the best way to store fresh harvested product is in a walk-in cooler. All of the farms use plastic pallets (48inX42in) that can be moved easily with a pallet jack, cleaned thoroughly and can withstand a beating and heavy load. Oyster bags can be piled on the pallets much more efficiently than metro shelves. This style of oyster cold storage is not only back saving but it also helps make the movement, organization and tagging of larger quantities of oysters much more efficient.

This summer has been a big step in the right direction for Swell Oyster Company and its wholesale segment. Utilizing our pallet tote coolers, hauling with the cranes that you provide at the dock and then being able to pallet jack product into the walk in would make the scale up process much more accessible and efficient.

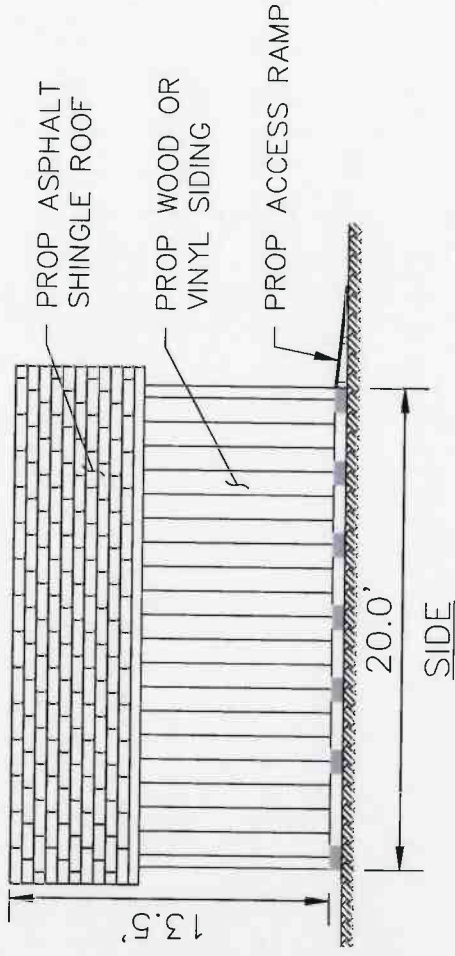
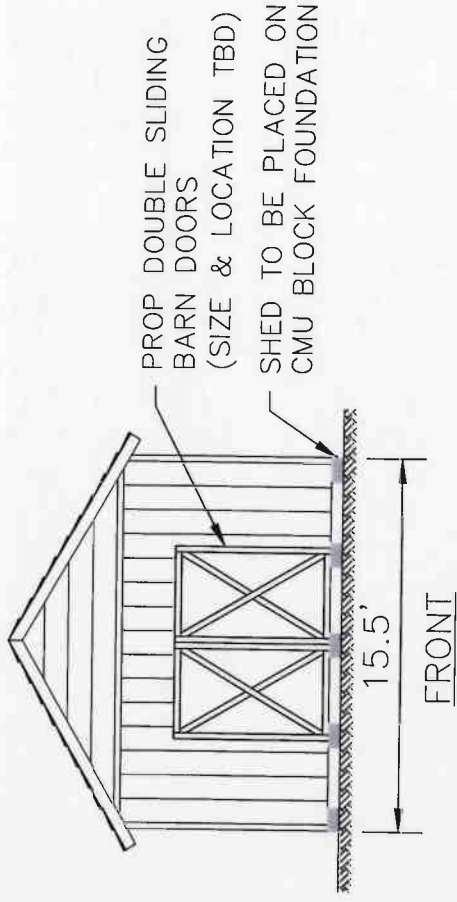
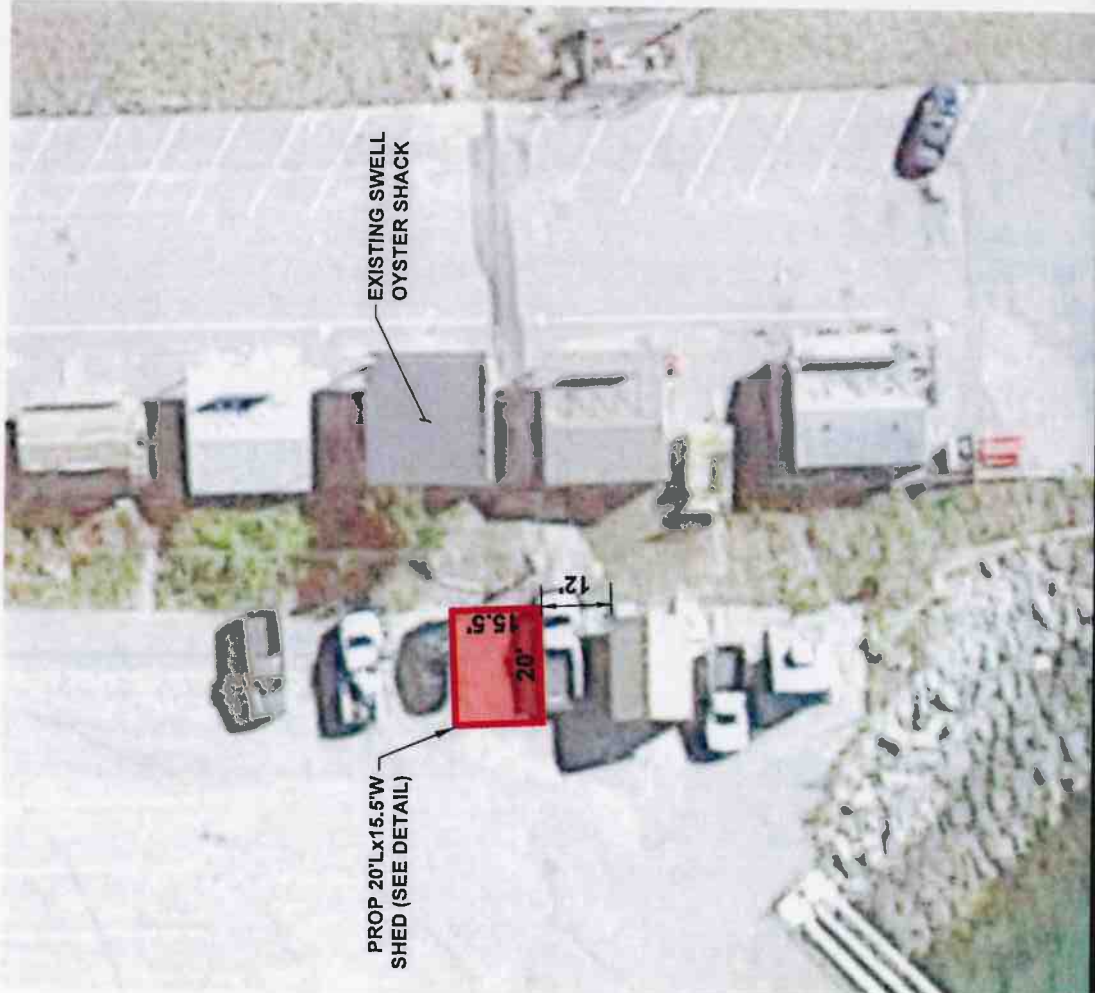
In order for the walk-in to function this way with pallets as the storage structure, our cooler will need to be at least 14' wide by 14' long, this will allow for pallets to sit against the side walls and for there to be a pallet sized travel lane down the center.

All condensers will be kept within the building, under the roof.

Attached to this email you will find a rendering of a side and front view of the proposed shack, along with an aerial view from above showing its footprint.

Thank you for your consideration,

Russ and Conor




**PROPOSED SHED  
SWELL OYSTER CO.**

August 30, 2022



**MEMORANDUM**

To: Pease Development Authority Board of Directors  
From: Paul E. Brean, Executive Director   
Date: September 6, 2022  
Re: Special Events

I am pleased to report on the following special events:

1. Fox Point Sunset 5 Miler Course for use of a portion of Arboretum Drive to be held on Saturday, September 24, 2022; and
2. Wentworth Douglass Hospital, Seacoast Cancer 5K to be held on Sunday, September 25, 2022.

Lori Arsenault  
Fox Point Sunset 5 Miler  
319 Fox Point Road  
Newington, NH 03801

Liz LaCava  
Pease International Development Authority  
55 International Drive  
Portsmouth, NH 03801

April 12, 2022

Re: Right of Entry for Use of Road Network for Road Race, Saturday, September 24, 2022

Dear Liz,

I am writing to request permission for the Newington School Supporters to utilize a portion of Arboretum Drive on Saturday, September 24th, to be used as a leg of the Fox Point Sunset 5 Miler course. The portion of Arboretum Drive that would be utilized extends from the gate at the end of Nimble Hill Road to the start of the bike path. The start time for the road race is 5pm. I have enclosed a copy of the course map. The race is staged at the Old Town Hall and Town Grove in Newington. Parking is at the Newington Historic Rectory and Stone School, as well as the town garage.

I am a member of the Newington School Supporters and the Road Race Committee. Dana Nowell is the Director of the Road Race. The Newington School Supporters and Race Committee members are responsible for course set up and break down. The event safety plan is enclosed.

As in years past, the Fox Point Sunset 5 Miler will obtain insurance through USA Track and Field of New England. ***Please let me know what specific requirements you will have for this insurance.***

Thank you in advance for your consideration of this request.

Sincerely,

Lori Arsenault  
(603) 828-1732  
larsenault1231@gmail.com





**WENTWORTH-DOUGLASS  
HOSPITAL**  
A Mass General Community Hospital  
CHARITABLE FOUNDATION

February 28, 2022

Mr. Paul Brean  
Executive Director  
Pease Development Authority  
55 International Drive  
Portsmouth, NH 03801

Dear Paul,

Thank you for meeting with me and my colleagues, Todd Sigmon and Emily Moore, last month. It was a pleasure to meet you and have an opportunity to talk about Pease and its growth, as well as the growth of the Hospital's Portsmouth Outpatient Center. We are delighted to have such a significant presence on the Tradeport.

As you know, the Hospital has held its annual Seacoast Cancer 5K for the past 7 years at the Hospital's main campus in Dover. Given the event's growth, and our predictions for an increase in 2022 participants, we would like to hold the 5K weekend festivities at the Pease Tradeport.

The Seacoast Cancer 5K officially begins with our virtual event, taking place from Sunday, September 18 through Sunday, September 25, 2022. The final weekend's festivities begin with a Community Celebration consisting of live bands on the main stage, food trucks, beer garden and a Survivor's Lap. We are hoping to work with Cisco on the event logistics and partner with them on the food/beer component. The walk/run portion of the 5K will begin on Sunday, September 25<sup>th</sup> in the morning with late festivities mirroring the previous evening's Community Celebration. I have attached our suggested 5K and 1-mile race routes.

We respectfully request permission to host our weekend Seacoast Cancer 5K festivities on Saturday, September 24 and Sunday, September 25, 2022, on the Pease Tradeport with the centralized activities at our Seacoast Cancer Center location. Please let us know if you have any questions. Thank you in advance for your consideration.

Sincerely,

Cristine C. More, CFRE  
Chief Philanthropy Officer/Vice President for Philanthropy

Cc: Todd Sigmon  
AVP, Pease Business Development  
Wentworth-Douglass Hospital

Enclosure (Route Map)

*Healthcare with heart.*

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 Lamson:

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. Dismissal, Promotion, or Compensation of any Public Employee [NH RSA 91-A:3, II (a)]; and
2. Consideration of Legal Advice provided by Legal Counsel [NH RSA 91-A:3, II (I)]

**NOTE: Roll Call vote required.**

## MOTION

Director Parker:

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 September 15, 2022, regarding Dismissal, Promotion, or Compensation of any Public Employee; and Consideration of Legal Advice provided by Legal Counsel are confidential 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.

**NOTE: NOTE: Roll Call vote required.  
Requires two-thirds vote of members present.**