

Place: 55 International Drive –Board Conference Room
Watch Meeting Via Live Stream: https://townhallstreams.com/towns/pease_dev_nh

BOARD OF DIRECTORS' MEETING

AGENDA

- I. Call to Order / Roll Call:**
- II. Acceptance of Meeting Minutes: Board of Directors' Meeting of December 15, 2022 * (Anderson)**
- III. Public Comment:**
- IV. Old Business:**
 - A. Approvals:**
 - 1. Lonza Biologics, Inc. – 70 / 80 Corporate Drive – Iron Parcel Concept Update *
(Levesque)
 - 2. Aviation Avenue Group, LLC – 100 New Hampshire Avenue – Variance Request *
(Ferrini)
 - 3. Pease Aviation Partners, LLC (d/b/a Million Air Portsmouth) – 53 Exeter Street –
Extension of Land Review Timeframes * **(Fournier)**
- V. Finance:**
 - A. Executive Summary ***
 - B. Reports:**
 - 1. FY2023 Financial Report for the Five Month Period Ending November 30, 2022 *
 - 2. Cash Flow Projections for the Nine Month Period Ending September 30, 2023 *
- VI. Licenses/Right of Entries/Easements/Rights of Way:**
 - A. Report *:**
 - 1. Lonza Biologics, Inc. – Right of Entry – 55 International Drive
- VII. Leases:**
 - A. Report *:**
 - 1. Sublease between 119 International Drive, L.L.C. and Pilot Construction, Inc. – 15 Rye
Street (Suite #312)
- VIII. Contracts:**
 - A. Report *:**
 - 1. Hoyle Tanner & Associates Inc. – Alpha Taxiway North Reconstruction
 - B. Approvals:**
 - 1. Pease Golf Course – Special Events Tent * **(Lamson)**
 - 2. Jacobs Engineering – Preparation of Design and Bid for Snow Removal Equipment *
(Levesque)

IX. Signs:

A. Report *:

- 1. Seacoast Newspapers - 111 New Hampshire Avenue – Optima Dermatology

X. Executive Director:

A. Reports:

- 1. Golf Course Operations *
- 2. Airport Operations *
 - a) Portsmouth International Airport at Pease (PSM)
 - b) Skyhaven Airport (DAW)
 - c) Noise Line Report
 - (i) December, 2022 *

B. Approval:

- 1. Bills for Legal Services * (**Parker**)

XI. Division of Ports and Harbors:

A. Reports:

- 1. Port Advisory Council Meeting Minutes – November 9, 2022 *
- 2. Tyler Zabkar Marine Terminal Operator and HAZCOM Certifications
- 3. Whit Anderson and Tyler Zabkar–NOAA Vessel Ferdinand R. Hassler (S 250)

B. Approvals:

- 1. Rye Harbor Marine Facility – Fuel Dispensing System - Lakes Region Environmental Contractors * (**Ferrini**)
- 2. Rye Harbor Marine Facility – Fuel System Enclosure – Appledore Marine Engineering * (**Fournier**)
- 3. 555 Market Street – Market Street Warehouse Roof Concepts – Appledore Marine Engineering, LLC * (**Anderson**)

XII. Upcoming Meetings:

Golf Committee	March 13, 2023 @ 8:30 a.m.
Finance Committee	March 13, 2023 @ 9:00 a.m.
Board of Directors	March 16, 2023 @ 8:30 a.m.


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

XIII. Directors' Comments:

XIV. Adjournment:

XV. Press Questions:

XVI. Consultation with Counsel (RSA 91-A:2, I(b))

- * 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 December 15, 2022.

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

Thursday, December 15, 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; Michael R. Mates, Director of Engineering; 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; Greg Siegenthaler, IT Director; Andrew Pomeroy, Director of Aviation Planning & Regulatory Compliance; Chasen Congreves, Director of Operations and Raeline A. O'Neil, Executive Administrative Assistant

I. Call to Order / Roll Call:

Chairman Duprey ("Duprey") stated all Board members were in attendance; the meeting commenced at **8:31 a.m.**

II. Acceptance of Meeting Minutes: Board of Directors' Meeting of November 17, 2022:

Director Lamson moved the motion and Director Parker seconded to **approve the minutes of the Pease Development Authority Board of Directors meeting dated Thursday, November 17, 2022.**

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

III. Public Comment:

Phil Winslow – Rye Selectboard Chair – Spoke to flights arriving / departing on Runway 34 which traverses over Rye. On the evening of December 3rd, while there was a gathering for the holiday festivities, a military flight flew over with a C17 drowning out carolers. His concern is that if air cargo of some sort were to be allowed at Pease, he believes there would be thousands of flights a year. Increased noise and flights is okay to protect the country, but not to profit businesses. Winslow asked PDA to consider the impact air cargo could have to surrounding communities.

IV. Old Business:

A. Report:

1. 165 Arboretum, LLC – 165 Arboretum Drive – Concept Approval Update

Executive Director Paul Brean ("Brean") indicated Director of Engineering Mike Mates ("Mates") was available to answer any questions of the Board, if necessary. When this project was initially presented to the Board, no wetland impacts were contemplated. However, it is now anticipated there will be wetland buffer impacts primarily for a sidewalk and utility run, as well as temporary disturbance during construction.

Duprey stated the developer found out about the impacts and are addressing it with the Board; the impacts are minor.

Director Lamson (“Lamson”) appreciated the aerial photo accompanying the memorandum as it provided an overview of the area for all to understand.

B. Approval:

1. Aviation Avenue Group, LLC – 100 New Hampshire Avenue – Option Agreement Extension and Letter of Intent

Director Levesque moved the motion and Director Lamson seconded that the Pease Development Authority (“PDA”) Board of Directors hereby:

1. Approves a six (6) month extension of the Option Agreement between the PDA and Aviation Avenue Group, LLC (“AAG”) regarding a potential development at 100 New Hampshire Avenue (the “Premises”);
2. Approves the terms of the Letter of Intent between the PDA and AAG, dated November 29, 2022, regarding a potential lease agreement concerning the Premises; and
3. Authorizes the Executive Director to complete negotiations with AAG and finalize and execute a Lease Agreement for the Premises on terms and conditions in general accordance to those set forth in said Letter of Intent as well as such other terms and conditions recommended by PDA General Counsel, following receipt of all required land use approvals for the potential development;

all in accordance with the memoranda of Paul E. Brean, Executive Director dated December 6, 2022, attached hereto.

Discussion: Duprey confirmed that this was an extension to allow the developers to continue with its due diligence; Brean affirmed. Further he stated the six month extension allowed the developer to continue work on its design and approval process. Brean indicated there is also a Letter of Intent which identifies the substance of potential lease negotiations.

Director Anderson (“Anderson”) asked with the approval if the developer would make payment for the option; Brean affirmed further stating this option period triggers a 30% value of the annual land use. Anderson asked if the funds received would be a credit to the developers; Brean indicated it would not.

Disposition: Resolved by unanimous vote for; motion carried.

2. Pease Aviation Partners, LLC (d/b/a Million Air Portsmouth) – 53 Exeter Street - Extension of Land Review Timeframes

Director Fournier moved the motion and Director Lamson seconded that the Pease Development Authority (PDA) Board of Directors hereby approves of extensions to certain timeframes for the review of the site and subdivision application pertaining to a proposed development at 53 Exeter Street by Pease Aviation Partners, LLC (d/b/a Million Air Portsmouth), as follows:

- a 45 day extension for the completion of TRC review per 404.01(h) of the PDA Land Use Controls;
- an extension of the 30 day deadline for review of the site review application by the Board at a public hearing to 90 days;
- an extension of the 30 day deadline for review of the subdivision application by the Board at a public hearing to 90 days; and
- a 60 day extension for completion of the subdivision application process per 503.02(h).

All in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering, dated December 9, 2022.

Discussion: Brean stated PDA Land Use Controls are present to help foster the development of a project and to protect the applicant with a 45 day deadline from when developer/engineering firm requests a Technical Review Committee (“TRC”), committing PDA to schedule a meeting. PDA and the City of Portsmouth (“COP”) are doing its due diligence on the project and where there is no PDA Board meeting in February, PDA would like to extend the time to make sure both the developer and PDA can do their due diligence. The developer is aware and in agreement, this will allow PDA time for proper review.

Lamson asked why the developer is putting the development in this location as alternative sites are available.

Parker asked if the deadlines referenced above are minimum / general timeframes or hard and fast deadlines; Brean indicated they are a deadline. General Counsel Anthony Blenkinsop (“Blenkinsop”) indicated they are requirements that historically may not have been adhered to. They have been put into place to indicate to developers that a project will move forward in a timely manner. Parker spoke further to a planning guideline as all projects are not created equal and suggested PDA avail itself of time needed in order to answer questions, including unanticipated research. Blenkinsop affirmed Parker’s suggestion and stated staff has had these same discussions internally. The rules are constructed with set time periods which may not be conducive to all projects; the rules may need to be reviewed and amended to provide flexibility on a case-by-case basis.

Ferrini asked if PDA were within its rights to take additional considerations, taking into respect state timelines which too may be triggered. This would allow a clear understanding to what the state may be reviewing or if there is a need to wait for Land Use Controls. Ferrini asked if PDA would be in a position to move time out if it is determined additional time is needed; Blenkinsop affirmed and further stated on this

particular project it may be necessary to do just that. The state has issued permits for the project; however, one of the permits is under appeal; under state law it is a valid permit, while appeal is pending.

Ferrini asked if it were possible to have at some of the hearings someone from the state present to speak to questions about the permit; Blenkinsop indicated PDA could ask if desired.

Duprey stated that while this is one project, the role of the Board (after it goes through various reviews) is that of a Planning Board. Once all of the information is then received by the experts, part of the fair resolution is that input is heard. Not everyone is ever going to be happy with a decision, but acceptance of the decision is the feeling that all parties are fairly treated and heard.

Blenkinsop indicated the current application would go before Technical Review Committee (“TRC”) which include staff from City of Portsmouth. Once completed the wetland buffer impacts would go before the Land Planning Committee of the PDA at a public meeting for consideration. After this process and any adjustments / recommendations made, this would be brought before the PDA Board sitting as a Planning Board, allowing the public with an opportunity to speak on the application.

Parker asked of the Condition Use Permit (“CUP”) process; Mates stated this refers to review of wetland buffer impacts. The state reviews all wetland impacts and PDA reviews wetland buffer impacts through CUP which will be reviewed by the PDA Capital Improvement and Land Planning Committee in association with the project.

Duprey asked for confirmation that the state permit looks at wetlands impact and its permitting process doesn’t cover anything about buffers; Blenkinsop affirmed.

Anderson asked if the COP Planning Board would be getting a look at this also; Blenkinsop indicated this does not go to the COP Planning Board as it is in the airport zone. Brean stated there are staff from the COP that sit on the TRC.

Disposition: Resolved by unanimous vote for; motion carried.

V. Finance:

A. Executive Summary

Director of Finance, Suzy Anzalone (“Anzalone”), indicated revenues are trending just under 10% favorable to budget projections and operating expenses are trending 8.1% under budget. Anzalone indicated she had been watching wages the first couple of months as they had been trending over budget but has determined that was as a result of seasonal staff which has since balanced out. Reviewing the individual business units, there are no challenges to speak to as they are operating favorably. Anzalone did indicate that Skyhaven expenses are higher than budget as there have been some maintenance expenses incurred, but nothing of concern. Looking at the balance sheet there are no issues with receivables in collection and accounts payable are current.

Anzalone informed the Board that the December tax bill from the COP has been received and is due at the end of December. With respect to capital projects, funds have been expended regarding the DPH Main Street Wharf project as well as on smaller projects. Anzalone indicated over the next nine months the cash flow projections show non-grant expenditures with a significant portion being the Terminal Arrivals

Hall project. PDA is being conservative in the funding of this project by anticipating it being fully funded by PDA; do not anticipate needing to use PDA's Revolving Line of Credit ("RLOC") during the next nine months.

Anzalone stated the Cash Flow report has been modified so that it has consistent formatting with the other reports. Duprey spoke to the cash flow and the fact that PDA may not receive federal funding for the Arrivals Hall project; Anzalone spoke to the projection of the expenditure of funds over the next nine months shown in the detail. Brean clarified that PDA is self-funding the next phase of the terminal project and details are indicated in the cash flow. Duprey stated there may be small chance of federal funding for this project; Brean affirmed.

Duprey asked of the location of the offsetting expense line for the cost of fuel; Anzalone indicated it would be located under other operating expenses.

Anderson asked of the Arrivals Hall project and its funding; Anzalone affirmed that PDA has projected it will be internally funded and where the cash flow only goes out nine months, the full cost projection is not incorporated. However, she assured the Board that careful review has been given to the internal funding of this project. Anzalone indicated there may be a need to go into the RLOC temporary in order to cover significant expenditures; does not anticipate borrowing on the RLOC for any long term basis on this project.

B. Reports:

1. **FY2023 Financial Report for the Four Month Period Ending October 31, 2022**
2. **Cash Flow Projections for the Nine Month Period Ending August 31, 2023**

C. Approval:

1. **Revolving Line of Credit Renewal – Provident Bank**

Director Ferrini moved the motion and Director Anderson seconded that the Pease Development Authority (PDA) Board of Directors hereby approves of and authorizes the Executive Director to renew the PDA's Revolving Line of Credit with BankProv for a three (3) year term; all in accordance with the memorandum of Suzy Anzalone, Director of Finance, dated December 6, 2022.

Discussion: Anzalone informed the Board of the terms of the RLOC. Further she indicated the total outstanding amount has been decreased and the bank has extended the current loan rate. Anzalone did state if at any time there were a need to increase the RLOC, it could be done quickly and easily. The RLOC would remain with PDA's current bank, BankProv, who also administers the fishing loans. Brean informed the Board he had discussions with senior leadership at BankProv and stated the bank is well diversified.

Anderson asked if there were any incentive provided to reduce the RLOC; Anzalone indicated the reduction was done in good faith. There were no discussions regarding rates aside from keeping them the same. Anzalone indicated the bank's Rate Committee may have charged a higher rate, had the RLOC not been reduced, but she did not inquire into what that rate may have been if the RLOC had remained the same.

Duprey stated by PDA reducing its RLOC liability, this allows the bank to lend to other entities rather than tying funds up that may never be used. Duprey asked if PDA had any accounts with BankProv over the

insured FDIC level; Anzalone stated BankProv has insurance over the FDIC level. Brean informed the Board a portion of PDA savings had been moved into a money market account with a different institution.

Disposition: Resolved by unanimous vote for; motion carried.

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

A. Report:

1. **Portsmouth Christian Academy – Right of Entry - Loop area off 200 Grafton Drive**
2. **Eric C. Mitchell & Associates, Inc. – Right of Entry – Pease Golf Course**

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: Portsmouth Christian Academy
License: Right of Entry
Location: Circular Transportation Area off 200 Grafton Drive
Purpose: For the purposes of facilitating a twice daily bus pick-up and drop off location for its students Monday through Friday
Term: October 31, 2022 through March 31, 2023

2. Name: Eric C. Mitchell & Associates
License: Right of Entry
Location: Pease International Tradeport
Purpose: For survey purposes on abutting property next to the Golf Course
Term: November 21, 2022 through December 30, 2022

VII. Leases:

A. Report:

1. **Sublease between Two International Group, L.L.C. and GreenPages, Inc. – 2 International Drive**

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

1. Tenant: GreenPages, Inc.
Space: 2 International Drive
Use: Office and related uses
Term: Four (4) years commencing November 1, 2022, expiring October 31, 2026

VIII. Contracts:

A. Approvals:

1. Portsmouth International Airport at Portsmouth – Terminal Arrival Hall Bid Approval

Director Parker moved the motion and Director Fournier seconded that the Pease Development Authority (“PDA”) Board of Directors approves of and authorizes the Portsmouth International Airport at Pease (“PSM”) Terminal Arrivals Hall expansion project, as follows:

1. Award a contract to the low bidder, Hutter Construction Corporation, in the amount of \$9,048,148.48 for the base bid plus allowances associated with the construction of the PSM Terminal Arrivals Hall expansion;
2. Amend PDA’s on-call contract with McFarland-Johnson, Inc. to add construction phase engineering services for the project in the amount of \$1,253,300;
3. Accept a grant, if offered, from the FAA in an amount of up to \$7,000,000.00;
4. Accept matching funds of up to \$184,210.00 from NH DOT Bureau of Aeronautics in conjunction with any FAA grant; and
5. Expend PDA funds up to the full amount of \$10,852,448.48 for the PSM Terminal Arrivals Hall expansion project, this amount to be reduced by any funding amount award from FAA and NHDOT;

all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering, dated December 2, 2022.

Discussion: Duprey asked of the one bid received; Mates stated this also happened with the terminal expansion project (same contractor).

Brean asked how many showed up for the pre-construction bid; Mates stated there was at least two or three prime contractors as well as various subcontractors.

Ferrini asked of the reluctance to bid; Mates stated the current construction market is a difficult one. Mates indicated the bid requested a hold on pricing for a six month period and with the uncertainties such as steel, construction and labor market costs, this associated a big risk for a contractor to take.

Brean indicated additionally this has been bid out per FAA specs, in the event any funding is received.

Anderson indicated he was provided a tour of the terminal by Brean and was impressed with the facility. He expressed some angst where there was only one bidder and the potential for an additional amount of funding of add-on items for the project. He asked if this project had previously been submitted to FAA; Brean affirmed. He further stated the airport is in a certain “silo” for funding through the FAA with approximately \$4 billion in applications and only roughly \$1 billion in funding. FAA is looking for energy

efficiency in the potential projects and PSM is looking to replace the old Air Force electrical system with the expansion going to upgrade those. There are alt add items such as security enhancements, camera initiatives, hardscape and IT infrastructure (in an effort to secure the troop flight activity) and there could be a change in flooring (from carpeting to terrazzo) should funds be afforded for the project through savings / underfunds. If additional funding is received, Board will be informed.

Parker said as a public entity regarding spending transparency it should be noted that having a contractor hold its price for six months is a big deal. PDA is doing the best it can in a highly volatile situation.

Lamson spoke to the progress the terminal has made and commended staff for its work regarding the terminal expansion, previously performed and the continued proposed project for the Arrivals Hall.

Fournier and Board members spoke of entities bidding on projects in an effort to stay in the good graces for bidding on future projects as well. Hutter is a reputable firm that has integrity and provides a great product for its work.

Disposition: Resolved by unanimous vote for; motion carried.

2. Potassium Acetate – Runway Deicing Liquid

Director Anderson 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 Nachurs Alpine Solutions Industrial of Marion, Ohio, for the purpose of purchasing potassium acetate based runway deicing liquid at a price of \$6.76 per gallon for a three (3) year period, commencing January 1, 2023 through December 31, 2025; all in accordance with the memorandum of Sandra McDonough, Lead Airport Operations Specialist, dated December 1, 2022

Discussion: Anderson asked what this represents in a dollar amount; Brean stated it equates to roughly \$3,000 to \$3,500 per application. Further, roughly a decade ago this product was between \$9 and \$12 per gallon and its cost has gone down significantly.

Duprey asked how many times in a season this product is utilized; Brean stated it is utilized for freezing rain rather than snow events and it depends on the season as to how frequently it is utilized.

Disposition: Resolved by unanimous vote for; motion carried.

3. Sodium Formate – Runway Deicing Solid

Director Lamson moved the motion and Director Fournier seconded that the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to execute a contract with Nachurs Alpine Solutions Industrial of Marion, Ohio, for the purpose of purchasing sodium formate based runway deicing solid at a price of \$1.052 per pound for a three (3) year period, commencing January 1, 2023, through December 31, 2025; all in accordance with the memorandum of Sandra McDonough, Lead Airport Operations Specialist, dated December 1, 2022.

Discussion: Anderson asked of the annual anticipated expense; Brean indicated this is used when there is icing as it is a pelletized product used to break up existing ice. Brean stated PSM has inventory of this item on-hand; this is a procurement mechanism for the future.

Disposition: Resolved by unanimous vote for; motion carried.

Brean stated PDA's insurance representatives were present to provide the Board with an overview of the 2023 insurance coverages. Present were Jeff Olsen ("Olsen") (Sr. Vice President) and Devin Gallagher (Co-Client Executive) of Fred C. Church ("FCC") and David Hampson ("Hampson") of Hampson Aviation. Blenkinsop provided a handout containing a replacement motion and new premium summary as a few of the monetary amounts have been adjusted in an effort to provide PDA with the best rates available.

Olsen indicated a risk management review of PDA was performed and is ongoing; FCC staff have also toured the various PDA facilities and their operations. There are a couple of challenges in the market place such as aviation and lower coverages with increased pricing. Olsen spoke to property coverage and replacement values playing a role in the premiums. Further, he spoke to Workers' Compensation coverage and stated this past year there has been a 19% credit. Olsen indicated the new motion indicated a savings of approximately \$31,350 and stated an overall insurance increase of 7% for the upcoming policy year commencing 12/31/2022. Olsen spoke to the various factors considered in the commercial property coverage through Chubb providing a flat rate. With respect to Workers' Compensation, payroll increases were a factor, increased scheduled credits from 10 to 25% and stated rates went down for the different classifications.

Hampson spoke to the aviation aspect of insurance. He indicated AIG who provided a competitive bid, were motivated to insure PDA again. Spoke to the aviation liability class doing better than other aviation classes and provides better rates for airports who do not have exposure to liability, such as PDA. Further, Hampson indicate AIG offers a robust ancillary coverage package available in the market place.

Lastly, Olsen spoke to the importance of cyber insurance and stated companies are looking for multi-factor authentication systems, providing an extra layer of security which affects premiums and coverage amounts.

Ferrini asked Olsen if the agency, and PDA, would be privy to a matrix showing increase in premiums based on the amount of a deductible, changes in exclusions and other items which affects the premiums. Further he asked if staff would be able to be informed and PDA Board presented, on a year-to-year basis how the volatile markets change and the impacts received to coverage. Ferrini referred to the review of pricing and to how much coverage may be necessary. Olsen stated it is an ongoing process through review of coverages, payments, deductibles, age of inventory etc.

Ferrini asked of PDA's insurance coverage, not covered, dropped down or combined coverage with federal risks (i.e.; arrivals / departures of military flights). Hampson indicated if PDA was deemed liable for an incident, the airport liability policy would defend, but there is also some aspects of governmental immunity; the policy does provide the option to waive governmental immunity at the choice of the entity. Sometimes public entities do this to provide coverage to the injured party. Ferrini provided a scenario of an incident and stated if coverage were to be waived, then PDA would be paying for coverage it didn't think

would be waived. Asked how a claim could be paid if there isn't a waiver and if an entity decided it would like to waive, would there be a defense and indemnity money available to the entity from the carrier to pay or would PDA be taking that on as a self-insured risk. Hampson indicated it would be covered by the policy limit, but if outside the limit – the insurance company would not use the governmental defense if it is waived; part of the insurance company's risk is not utilizing the governmental waiver.

Parker indicated the aviation liability is a complex package and asked of a global pool (rate structure) and when they start to figure out the rates given to certain types of coverage there is a large pool; Hampson affirmed. Hampson further stated that both AIG and Starr are global companies.

Parker asked for Olsen to speak to Workers' Compensation (MEMIC) regarding its pool being domestic or broader. Olsen indicated MEMIC (Maine Employees Mutual Insurance Company) started in the early 1990s as the only insurance company in the State of Maine when everyone bailed out. The regulation of workers' compensation rates is done by states by gathering information from the NCCI (National Council of Compensation Insurance) which is funded by all workers' compensation companies and they determine the rates for different classifications for states. Olsen indicated in the State of NH, the state does a good job at gathering information from NCCI, doing hearings etc. and then determines a lost cost rate. Olsen spoke to Workers' Compensation pricing, premium and coverage and the percentage of an employee's wages and medical benefits.

Anderson asked where there was a reduction in the premium if the brokerage cost would be reduced; Olsen indicated it is on a fee basis now. Blenkinsop indicated back in September the Board approved an agreement with FCC with PDA moving from commission based to a fee based system.

Anderson stated he did not see any liability coverage for the Division of Ports and Harbors ("DPH"); Blenkinsop indicated DPH is covered under the State.

Anderson stated the motion and information is being received in December with the policy expiring the end of December putting the Board in a position to default the acceptance. Asked for a [Board] policy so items such as this go before the Board at least sixty (60) days (one or two meetings) prior to expiration of agreements / contracts so the Board has time to review, should it be necessary.

Duprey indicated everyone would like to have premiums earlier but getting premiums early is challenging in obtaining quotes and good premiums.

Ferrini asked what would preclude the Board by approving the coverage and then finding out there was a spike. As brokers, FCC could sell a new policy and cancel the other policy; Olsen affirmed. Olsen indicated it could be cancelled and further indicated there may be a cancellation penalty.

Olsen indicated it has been FCC's practice to bring the Worker's Compensation renewal to the November meeting. Olsen stated it starts its process five or six months out as it is his experience that the company would like to bring the renewals to clients at least a month ahead, which is aggressive; for cyber they do not go out 60 days. Going forward, November 2023, FCC will be having a discussion regarding commercial insurance. However, there may be times when the company cannot get the rates earlier to provide to the Board prior to November. Blenkinsop indicated this is the first time in the past four years the coverage by FCC has been brought before the Board in December. When the new agreement with FCC

was brought before the Board in September, the expectation with FCC was to get it onboard and go out to the market for renewals, then bringing rates back to the Board in December. Blenkinsop indicated staff would endeavor to provide insurance materials in November next year.

Duprey asked if PDA's excess liability is on top of the aviation liability; Hampson indicated it does not as it is two different coverages. Further, Hampson stated there is alt excess of auto liability when an auto is being operated on the airport and excess over employers' liability. Duprey further asked about the two commercial policies; Olsen indicated the Hanover program is general liability with the company adding in property insurance for a package rate.

Olsen spoke to the discussion concerning receipt of the information last minute; FCC will be looking at the potential of multi-year agreements in terms of rate commitments with a consideration of pros/cons.

4. Fred C. Church Insurance – PDA Insurance Coverages 2023

Director Levesque moved the motion and Director Lamson seconded that the Pease Development Authority ("PDA") Board of Directors authorizes the Executive Director to accept and bind insurance coverages for the PDA through Fred C. Church Insurance, as outlined in the attached Commercial Insurance Proposal, and to pay the projected total premium amount of \$424,843.28, for the for the stated policy periods, all in accordance with the memorandum of Anthony I. Blenkinsop, Deputy Director/General Counsel, dated December 12, 2022

Director Levesque departed the meeting at 9:18 a.m. and returned at 9:19 a.m.

Director Fournier departed the meeting at 9:34 a.m. and returned at 9:36 a.m.

Discussion: Blenkinsop indicated that the number in Director Levesque's motion does not include the fee payable to FCC that the Board approved back in September. Blenkinsop explained to the Board by adding the fee amount of \$37,574.25 the total would be \$462,417.53 as stated in the summary. Hampson also indicated that the auto commission had been backed out which is why the fee was adjusted from \$41,000 to the \$37,574.25. Olsen affirmed and further stating the 15% commission could not be removed.

Disposition: Resolved by unanimous vote for; motion carried.

IX. Signs:

A. Approval:

1. Penobscot Bay Medical Associates, Inc. - Portsmouth Physical Therapy - 161 Corporate Drive

Director Fournier moved the motion and Director Lamson seconded that the Pease Development Authority Board of Directors hereby approves the signage requested by Portsmouth Physical Therapy, a subtenant of Penobscot Bay Medical Associates, Inc. for 161 Corporate Drive; all in accordance with the memorandum of Michael R. Mates, Director of Engineering dated December 2, 2022.

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

X. Executive Director:

A. Reports:

1. 2023 Meeting Schedule

Brean indicated the schedule stays with the 3rd Thursday of the month for Board meetings along with a start time of 8:30 a.m. and the scheduled Committee meetings as well.

2023 MEETING SCHEDULE

Month	BOARD Meetings at 8:30 am		FINANCE Meetings at 9:00 am		GOLF Meetings at 8:30 am		AUDIT Meetings at 8:30 am		PORT Meetings at 8:00 am		Noise Compatibility Meetings at 6:30 pm	
	Day	Date	Day	Date	Day	Date	Day	Date	Day	Date	Day	Date
January	Thurs.	01/19/23							Thurs.	01/05/23		
February	None											
March	Thurs.	03/16/23	Mon.	03/13/23	Mon.	03/13/23						
April	Thurs.	04/20/23					Mon.	04/17/23	Thurs.	04/06/23		
May	Thurs.	05/18/23										
June	Thurs.	06/15/23	Mon.	06/12/23	Mon.	6/12/2023					Thurs.	06/15/23
July	None								Thurs.	07/06/23		
August	Thurs.	08/17/23										
September	Thurs.	09/21/23	Mon.	09/18/23	Mon.	09/18/23						
October	Thurs.	10/19/23					Mon.	10/16/23	Thurs.	10/05/23		
November	Thurs.	11/16/23										
December	Thurs.	12/21/23	Mon.	12/18/23	Mon.	12/18/23					Thurs.	12/21/2023
Annual	Thurs.	12/21/23	Mon.	12/18/23	Mon.	12/18/23					Thurs.	12/21/2023
NOTE: ALL MEETINGS BEGIN AT 8:30 A.M. UNLESS OTHERWISE POSTED.												
Legend												
Board	3rd Thursday		No meetings Feb or July									
Finance	Quarterly - Monday before Board											
Golf	Quarterly - Monday before Board											
Audit	Semi-Annually-Monday before Board (April/Oct)											
Port	Quarterly - 1st Thursday											
Noise	Semi-Annually - 3rd Thursday (June and December)											
P:\Boardmtg\2022\2023 Proposed Mtgs												

P:\BOARDMTG\2022\2023 Proposed Mtgs & Holidays

Duprey asked the Board to review the meeting scheduled and advise him if there were any issues regarding the proposed schedule.

Fournier asked if the Board was still doing no meeting in February; Brean affirmed and also stated no meeting in July as well.

2. Elections (Vice-Chair and Treasurer)

Brean stated in accordance with Section 3.4 of the PDA By-Laws, our agenda today includes the election of officers. Pursuant to Section 3.6 of the PDA By-laws, the officers you need to elect are a Vice-Chairman and a Treasurer of the Board, both of whom will serve in such capacity for a term of one (1) year or until the next Annual Meeting, whichever first occurs.

Duprey asked for a motion for election of a **Vice-Chairman**;

Director Anderson **moved** the **motion** and Director Ferrini **seconded** that we elect Director Levesque as **Vice-Chairman of the Pease Development Authority**.

Discussion: None. Disposition: Resolved by **unanimous** vote (6 – 0 with Levesque abstaining) for; motion **carried**.

Duprey asked for a motion for election of a **Treasurer**;

Director Fournier **moved** the **motion** and Director Parker **seconded** that we elect Director Ferrini as **Treasurer of the Pease Development Authority**.

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

3. Committee Appointments

Duprey indicated the list provided indicated the current appointments and recommended keeping the Committee members as they are moving forward.

PDA COMMITTEE LISTING – EFFECTIVE December 15, 2022

Standing Committees

Executive Committee

Stephen M. Duprey, Chair
Neil Levesque, Vice Chairman
Thomas G. Ferrini, Treasurer
Staff Contact: Brean/Blenkinsop

Marketing and Economic Development Committee

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

Finance Committee

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

Zoning Adjustment & Appeals Committee

Steve Fournier, Chair
Susan Parker
Stephen M. Duprey
Staff Contact: Blenkinsop/Mates

Airport Committee

Stephen M. Duprey, **Chair**
Steve Fournier
Margaret Lamson
Staff Contact: Brean/Mates

Ad Hoc Advisory Committees

Capital Improvement and Land Planning Committee

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

Transportation Management Committee

Margaret Lamson, **Chair**
Erik Anderson
Susan Parker
Staff Contact: Mates

Golf Committee

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

Port Committee

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

Audit Committee

Thomas G. Ferrini, **Chair**
Stephen M. Duprey
Erik Anderson
Staff Contact: Anzalone

Legal Bill Review

Stephen M. Duprey, **Chair**
Thomas G. Ferrini
Erik Anderson
Staff Contact: Blenkinsop

Notes: Executive Committee must have Board Chairman as Executive Committee Chair and Board Vice-Chair as Executive Committee Vice-Chair. Finance Committee must have Board Treasurer as Chairman of Finance Committee. Other than that, each Committee must have a minimum of three Directors appointed to each Committee with a Chairman selected from such appointees; appointments to Committees are at sole discretion of Board Chairman.

4. PDA Holiday Schedule – 2023

New Year's Day	Observed	Monday	1/2/2023
Martin Luther King/Civil Rights Day		Monday	1/16/2023
Presidents' Day		Monday	2/20/2023
Memorial Day		Monday	5/29/2023
Independence Day		Tuesday	7/4/2023
Labor Day		Monday	9/4/2023
Columbus Day/Indigenous Peoples' Day		Monday	10/9/2023
Veterans' Day	Observed	Friday	11/10/2023

Thanksgiving Day		Thursday	11/23/2023
Day after Thanksgiving		Friday	11/24/2023
Christmas Day		Monday	12/25/2023

Brean stated these are the holidays observed by PDA / DPH staff and there were no changes from last year.

Fournier asked if this is the federal holiday schedule, and whether Juneteenth should be included; Brean indicated PDA follows the state holiday schedule. Blenkinsop indicated the Board can make modifications to the schedule.

Director Ferrini **moved** the **motion** and Director Fournier **seconded** the **addition of the Juneteenth holiday to the PDA holiday scheduled.**

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

5. Golf Course Operations

Scott DeVito (“DeVito”), Pease Golf Course (“PGC”) General Manager, indicated the last day of the season was Wednesday, November 30th, closing out the year with 71,985 rounds of golf played. DeVito commended both Tim Riese (PGA Professional) and EJ Chea (“Chea”) (Head Supervisor) for the work they and their staff did at PGC this season; Chea and his staff put the course to bed the over last ten days. DeVito indicated there are only a couple of part-time employees remaining which will be done as of today. Staff will start to break down and rebuild equipment to get ready for next season.

DeVito indicated PGC has a bid out for a seasonal tent for a one year rental; anticipate bringing a bid to the Board at the January meeting.

Duprey asked the cost of the tent per season; DeVito indicated PGC had a five year agreement at \$8,000 per year which he anticipated would triple. DeVito indicated the previous company cannot find staff and will be closing. At this time there have been a number of referrals interested in the bid.

Anderson asked if DeVito still was waiting on any equipment; DeVito indicated there have been a few pieces of equipment that were approved and anticipated receipt in the March / May 2023 timeframe.

Brean recognize the fact at PDA was 10% favorable to budget regarding revenue and an 8% favorable to budget in expenses. Everything has increased in pricing and commended staff for being conscious. Additionally, Brean spoke to the insight received from Director Ferrini that put PDA on a smart path on procuring insurance, as well as the work Blenkinsop performed in order to have the insurance policies in place prior to expiration; IT Director Greg Siegenthaler had put initiatives in place causing PDA not to spike the cyber insurance; and finally to the unit managers and Safety Committee work towards minimizing worker / employee incidents.

6. Airport Operations

a) Portsmouth International Airport at Pease (PSM)

Brean stated the past couple of months are the slowest time of year for commercial activity with approximately 630,000 gallons of fuel sold. He brought to the Board's attention that 43% of the fuel sales were general aviation and stated there had been an uptick of corporate aircraft utilizing PSM.

Through November, enplanements were at 75,469 and anticipated ending year around 80,000. Brean stated he anticipated troop flights increasing after the start of the year.

Parking revenue is slightly above budget and anticipated a busy upcoming travel season.

Anderson asked whether the fuel flowage fee will hold; Brean indicated he anticipated bringing a request to the Board next fiscal year for an increase and will provide an analysis of surrounding airports. A component Brean does not anticipate implementing at this time would be landing fees. Brean indicated PSM's current fuel flowage fee is \$0.05/gallon and stated Manchester's fuel flowage fee may be between \$0.60 to \$1.00/gallon. Further, most small airports in the northeast the average pricing is around \$0.08/gallon along with landing fees. Where PSM also receives military troop flights, this allows PDA to have low fuel flowage fees while providing remarkable value to those who utilize PSM.

Brean spoke to receiving a new 5,000 ton per hour Oshkosh snow blower, fully funded by the FAA and NHDOT. This was as a result of a grant received during COVID where the local share was waived; the cost of the equipment was approximately \$600,000.00. Brean spoke to the mechanics of the vehicle and the longevity of the current equipment. Brean indicated that the maintenance staff are all qualified to drive on the runway and are diversified on the operation of all equipment.

b) Skyhaven Airport (DAW)

Brean spoke to some of the increases seen at DAW as being related to ADA updates to the 1940s Cape style home which serves as the airport terminal in an effort to bring it into compliance.

a) Noise Line Report **(i) November, 2022**

Brean indicated there was one noise inquiry involving a military C17 aircraft.

Chasen Congreves ("Congreves"), Director of Operations, spoke to terminal upgrades / enhancements and specifically the new checkpoint / equipment received through TSA. There are quarterly meetings between TSA and PSM and recently PSM was advised that clearance through the check point prescreen has been reduced from 15 to 20 minute wait time to 3.6 minutes. This is a significant reduction and a reason passengers come to PSM; being it is easier and quicker for passengers to make their way through security (screening an average of 229 passengers daily).

Anderson spoke to his recent tour of the terminal facility and of an additional room under construction; Congreves referenced a lactation room. Congreves further stated that for ADA compliance

PSM was able to include a Service Animal Relief Area (SARA) in its design. Brean stated this was all done in compliance with ADA to allow / accommodate service dogs as well as a room to allow mothers a private space to feed their child.

B. Approvals:

1. Bills for Legal Services

Director Ferrini moved the motion and Director Fournier seconded that the Pease Development Authority Board of Directors approves of and authorizes the Executive Director to expend funds in a total amount of \$5,808.00 for payment of legal services to Sheehan Phinney Bass & Green and Anderson Kreiger; all in accordance with the memorandum from Anthony I. Blenkinsop, Deputy Director / General Counsel, dated December 6, 2022.

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

XI. Division of Ports and Harbors:

A. Reports:

- 1. Port Advisory Council Meeting Minutes of September 14, 2022 (UPDATED)**
- 2. Port Advisory Council Meeting Minutes of October 12, 2022**

Geno Marconi (“Marconi”), Division of Ports and Harbors (“DPH”) Director, stated the Board had the minutes of the Port Advisory Council (“PAC”) meetings of September 14, 2022 (UPDATED) and October 12, 2022 as a means to keep the Board aware of the Council’s activity. Marconi indicated that the September 14, 2022 minutes were included because previously the end of the minutes had been cut off and at the last PAC meeting amended minutes were approved.

Brean departed the meeting at 10:15 a.m. and returned at 10:17 a.m.

3. L.W. Morgridge & Son, Inc. – Right of Entry - Exercise Last One Year Option

Marconi stated the exercise of the last one year option for this ROE, will allow the entry into Portsmouth Harbor for the collection of sea water to be delivered inland to closed system lobster pounds in the area.

4. DiTucci Petroleum Carriers, Inc. dba Lawrence Tank – Right of Entry - Exercise the First of Two One Year Options

Marconi stated the exercise of the first one year option for this ROE, will allow the entry into Hampton Harbor for the collection of sea water to be delivered inland to closed system lobster pounds in the area.

Marconi stated over the last few weeks the have had three ships in at the Main dock and another one is anticipated sometime soon.

B. Approvals:

1. On-Call Marine Engineering Services – Appledore Marine Engineering, LLC

Director Parker moved the motion and Director Lamson seconded that the Pease Development Board of Directors hereby authorize the Executive Director to complete negotiations and execute a contract with Appledore Marine Engineering, LLC of Portsmouth, New Hampshire, for the purpose of On-Call Marine Engineering services for the Division of Ports and Harbors, for a one-year term with three (3) one-year options to extend; all in accordance with the memorandum of Geno J. Marconi, Division Director, dated November 28, 2022.

Discussion: Anderson asked how long Appledore had been the on-call engineer; Marconi responded for twenty years. Anderson stated the Board is tasked with approving Appledore as the on-call engineering firm from the recommendation of the “Ad Hoc Committee”. Anderson indicated he did not know the performance of Appledore over the past twenty years or the matrix utilized by the Committee in making the recommendation which compromises his ability to make an informed decision.

Mates indicated this was a Qualification Based Selection (“QBS”) process required by the rules of the State. PDA issued the Request for Qualification (“RFQ”) which was out for approximately four weeks and three companies submitted Statements of Qualifications (“SOQ”). In the RFQ it was indicated the SOQ would be evaluated on specific items, from this a matrix was prepared which had a point system for each category and from that the scores were added up for each firm. There were also interviews and internal discussions held which resulted in a recommendation.

Levesque asked of the Committee make-up; Marconi indicated the 4 DPH staff were Marconi, Asst. Director of DPH; DPH Operations Director; Chief Harbormaster; and from Engineering Department Mates; Chairman of PAC and PAC Member Donahue. Levesque stated the previous agreement was for three years and why was this only a year with options. Marconi indicated DPH has been doing that with a lot of its contracts recently. This provides DPH control over the contract so if something were to arise DPH would have the ability to make a change.

Anderson expressed a concern that this too was coming before the Board in December when the contract expires December 31st; suggested items such as this be presented to the Board 60 days in advance of expiration. Marconi reminded the Board that Appledore’s contract expired six months ago and the Board provided an extension of that contract as DPH has been overwhelmed with ongoing construction projects. Marconi spoke to the extensive process involved when doing an RFQ and preparation of a contract. Marconi stated that the projects that Appledore is currently associated with, do not expire until the project is completed. Anderson affirmed that even if another company were chosen, there were contracts with Appledore on other projects at this time where Appledore would see the project to the end.

Duprey indicated this would provide DPH with more flexibility than a longer contract would; Marconi affirmed.

Anderson restated his concerns when items are brought before the Board, not only from DPH but any aspect of PDA, where the Board may feel under time constraints to make a decision. Again suggested the time period of two months in advance of when an item should be provided to the Board to allow adequate time for review and consideration.

Duprey spoke to the concern raised about receiving contracts / approvals in advance of the expiration date and prior to a December meeting.

Fournier stated this goes back to previous discussions of having written Rules and Procedures (i.e.; the start and end time of meetings; time allowed for public to speak; receipt of agenda items; when items / agenda is provided to the Board; etc.)

Parker appreciated the work of all staff regarding items for consideration; the Board feels free to ask questions and where this is a public entity doing things a little differently to promote transparency. Also suggested the inclusion to explain what arms-length distance means when in a RFP process, this may eliminate the need to ask questions for both the public and the Board.

Duprey indicated he has served on a lot of state boards and the packet the PDA Board receives from staff makes it easy to understand if there is an issue, what the issue is and various points contained in backup memoranda. The information is thoroughly documented and the public has access to the information as well.

Duprey asked Brean and Blenkinsop to draft some Rules and Procedures that the Board could review for consideration.

Disposition: Resolved by **unanimous** vote for; motion **carried**.

2. **Hampton Harbor Marina to Facilitate the 2023 Hampton Beach Jetty Repair - SUP Addendum to the Special Use Permit from the Department of Natural and Cultural Resources, Division of Parks and Recreation and Right of Entry to the US Army Corps of Engineers**

Director Anderson **moved** the **motion** and Director Lamson **seconded** that the Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director to enter into a Special Use Permit (“SUP”) and SUP Addendum from the Department of Natural and Cultural Resources, Division of Parks and Recreation (“Division”) regarding access to Division property, and approves of the issuance of a Right of Entry (“ROE”) to the US Army Corps of Engineers (“ACOE”) in connection with the 2023 Hampton Beach Jetty Repair; substantially in accordance with the memorandum from Geno J. Marconi, Division Director dated November 30, 2022 and the draft SUP and ROE.

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

3. Final Proposed Amendment to the Schedule of Pilotage Fees and Pilotage Unit Rates

Director Levesque moved the motion and Director Lamson seconded that the Pease Development Authority (PDA) Board of Directors hereby approves of and authorizes adoption of the Final Proposed Amendments to the Schedule of Pilotage Fees and Pilotage Unit Rates, pursuant to Pda 311.01 of Chapter Pda 300, "Port Captains, Pilots and Pilotage", of the NH Code of Administrative Rules; all in accordance with the memorandum of Geno J. Marconi, Division Director, dated December 7, 2022.

Discussion: Levesque asked at the last meeting how the cost increase would alter the pricing of fuel oil being brought in to port; Brean stated Marconi ran some numbers utilizing a ship that goes into the Irving terminal (a tanker holding 38,000 metric tons of home heating oil) and estimated it would be a \$0.02 per 200 gallon increase. Marconi provided a handout and spoke to the Board outlining the breakdown.

Disposition: Resolved by unanimous vote for; motion carried.

XII. New Business:

XIII. Special Event:

A. Report:

1. Jingle all the Way 5K Road Race held on December 10, 2022

Levesque departed the meeting at 10:39 a.m. and returned at 10:40 a.m.

XIV. Employee Recognitions *:

Brean introduced Employee Relations Manager Tanya Coppeta (Coppeta") who indicated there were six employees being recognized for their years of service with the Pease Development Authority and whose contributions have made the Tradeport the success it is today.

At 10 years PDA recognized Whit Anderson of the Division of Ports and Harbors who started at DPH in 2012 as part-time maintenance assistant and is now the fulltime Operations Manager (one of Geno's right hands).

At 15 years PDA recognized Susan Coleman who started in 2007 as a receptionist and accounting clerk in the Finance Department. In 2017, she was promoted to payroll accountant to where she is today.

At 20 years PDA recognized Beth Demaine who started in 2002, as a secretary for the Division of Ports and Harbors, transitioned to an airport admin role and in 2017, as an engineering admin where she remains today.

Also at 20 years PDA recognized Liz LaCava who started in 2002, as an admin in the executive development department and assistant to the Executive Director for a period of time and in 2018, she joined Finance as receptionist / accountant. Liz is the smiling face of 55.

Lastly, there were two thirty year service awards.

Dane Kirkwood was hired in 1991, as an Airport Maintenance worker and over the years he has become PDA's facilities expert.

Robin Page was also hired in 1991, as a Secretary / Receptionist in the admin department and in 1999, went to the Airport Maintenance and has been its admin ever since. Robin has been described as the glue that holds the Airport Maintenance Department together.

Duprey stated an entity is a good employer when you see longevity of staff.

XV. Upcoming Meetings:

Port Committee	January 5, 2023 @ 8:00 a.m.
Board of Directors	January 19, 2023 @ 8:30 a.m.

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

XVI. Directors' Comments:

No comments by Board members.

Brean thanked the Board members for their volunteerism and support they provide to PDA and staff; a small token of appreciation was provided to each Board member.

XVII. Adjournment:

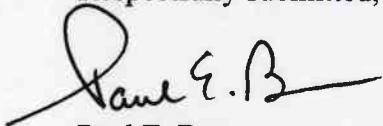
Director Levesque moved the motion and Director Fournier seconded to adjourn the Board meeting. Meeting adjourned at 10:47 a.m.

XVIII. Press Questions:

No comments from the press.

XIX. Consultation with Legal Counsel (NH RSA 91-A:2, I (b))

Respectfully submitted,



Paul E. Brean
Executive Director

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MOTION

Director Levesque:

The Pease Development Authority Board of Directors hereby approves of Lonza Biologics, Inc.'s ("Lonza") revised concept plan for the Iron Parcel development located at 70/80 Corporate Drive, with a revision consisting of reducing the height of the Proposed Building 1, from three stories to one story; all in accordance with the terms and conditions set forth in the memorandum of Michael R. Mates, P.E., Director of Engineering, dated January 9, 2023, attached hereto.

N:\RESOLVES\2023\Lonza Concept Plan Update (1-19-23).docx

MEMORANDUM

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: January 9, 2023
Subject: Lonza Iron Parcel Development – Revision to Concept Approval

In April of 2018, the PDA Board approved the concept plan submitted by Lonza for development at 70/80 Corporate Drive, also known as the Iron Parcel. In September of 2019, Lonza requested and the Board approved an amendment to the original concept plan related to providing one 7-story parking garage in lieu of 2 smaller garages. The currently approved concept plan includes two 3-story manufacturing buildings, a 7-story parking garage, a central utility building, a third multi-story manufacturing building, and significant improvements to drainage, utilities, landscaping and traffic circulation. (See attached 2019 Concept Plan.) Lonza has obtained subdivision and site review approvals for its plans, as well as other requisite state and local permits.

In a recent meeting with staff, Lonza requested approval to make minor amendments to the approved site plans. These amendments include reducing the height of one of the 3-story manufacturing buildings ("Building 1") to 1-story and a change in the construction phasing that was presented to the City of Portsmouth Boards during site review approval.

Part 407.03(a) of the Site Review Regulations allow the PDA Building Inspector discretion in evaluating and approving minor amendments to approved site plans. Upon review, I find that the requested revisions will have no adverse impacts to the site and, with only one exception, are consistent with the concept plan approved by the Board in 2019. That one exception is the reduction in height of the large (136,000± square feet footprint) manufacturing building, Building 1, from three stories (105 feet) to one story (36 feet), which is a significant visual change to the concept plan and should be brought back to the PDA Board for review.

When meeting with PDA staff, Lonza representatives discussed the need for the requested changes. Lonza is working with a client who has an immediate need for manufacturing space that can be accommodated with a one story building. A size reduction in Building 1 delays the need for the full buildout of the utility building and the parking garage. Lonza can satisfy Building 1's needs by constructing a utility building of about one-half the size shown on the approved concept plan and by providing a temporary surface parking lot in lieu of the parking garage.

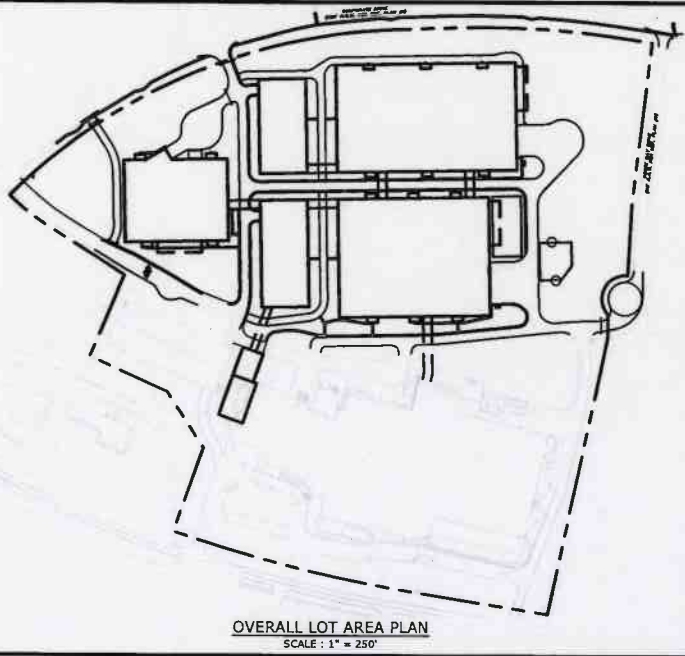
Lonza will ultimately construct these facilities, as approved, when subsequent phases of construction are undertaken. Requiring Lonza to construct the larger facilities at this early phase would unnecessarily delay the construction and occupancy of Building 1 and could jeopardize Lonza's commitment to its client. It should be made clear that, unlike the other requested changes, the

balance of Building 1 will not be completed at a later phase. The building will remain as a one story structure. Staff believes Lonza's need to satisfy the requirements of its current client, and the opportunity to bring this biotech manufacturing to the Tradeport, justifies this change in plan.

Lonza will be returning to the City Land Planning Boards to satisfy the conditions of its earlier site review approval¹. Should the Board vote to approve the change requested herein, Lonza will incorporate the smaller building and the new phasing into its submission when it goes back to the Technical Advisory Committee and Planning Board.

At the January meeting, please ask the Board of Directors to approve Lonza's revised concept plan for the Iron Parcel development. The revision consists of reducing the height of Proposed Building 1, as shown on the attachments, from three stories to one story. Relevant plans and a draft rendering are attached.

¹The City's recommended site review approval applied only to Phases 1A and 1B as defined on the submitted plans. Those Phases did not include fit-up and occupation of Building 1.



2019 CONCEPT PLAN
CURRENTLY APPROVED

SITE DATA
LOCATION: TAX MAP 305, LOTS 1 & 2
70 & 80 CORPORATE DRIVE
PORTSMOUTH, NH
TAX MAP 305, LOT 6
101 INTERNATIONAL DRIVE
PORTSMOUTH, NH

ZONING DISTRICT: AIRPORT, BUSINESS & COMMERCIAL (ABC)

DIMENSIONAL REQUIREMENTS:

	REQUIRED	PROVIDED
MINIMUM LOT AREA:	5 AC	43.4± AC
MINIMUM STREET FRONTAGE:	200 FT	1,038 FT
MINIMUM FRONT YARD SETBACK:	70 FT	70 FT
SIDE SETBACK:	30 FT	30 FT
REAR SETBACK:	50 FT	51 FT
MINIMUM OPEN SPACE:	25 %	43.3± %

MAXIMUM STRUCTURE HEIGHT SHALL NOT EXCEED FAA CRITERIA.

PARKING REQUIREMENTS:

REQUIRED PARKING
2 SPACES PER 3 EMPLOYEES ON LARGEST SHIFT
740 EXISTING EMPLOYEES 493 SPACES
1000 ANTICIPATED EMPLOYEES 667 SPACES
TOTAL REQUIRED: 1160 SPACES

PARKING PROVIDED
EXISTING SPACES: 522 SPACES
PROPOSED PARKING GARAGE #1: 700 SPACES
TOTAL: 1,222 SPACES



Tighe & Bond
Engineers | Environmental Specialists



Proposed Industrial Development
Lonza Biologics
Portsmouth, New Hampshire

MARK	DATE	DESCRIPTION
G	8/19/2019	Admin. Approval Submission
F	11/6/2018	P.B. Submission
E	8/30/2018	Revised Aot Submission
D	8/21/2018	Revised TAC Submission
C	5/18/2018	NHDES Aot Submission
B	5/21/2018	TAC Submission
A	4/3/2018	TAC W.S. Submission

WETLAND & BUFFER IMPACT TABLE:

	WETLAND	BUFFER
WETLAND IMPACT AREA #1:	17,628 SF	24,677 SF
WETLAND IMPACT AREA #2:	1,189 SF	NO BUFFER*
WETLAND IMPACT AREA #3:	20,204 SF	23,047 SF
WETLAND IMPACT AREA #4:	11,443 SF	19,128 SF
WETLAND IMPACT AREA #5:	5,091 SF	NO BUFFER*
TOTAL IMPACT AREA:	55,555 SF	66,852 SF

*PER PDA REGULATIONS: WETLANDS LESS THAN 10,000 SF DO NOT HAVE A BUFFER.

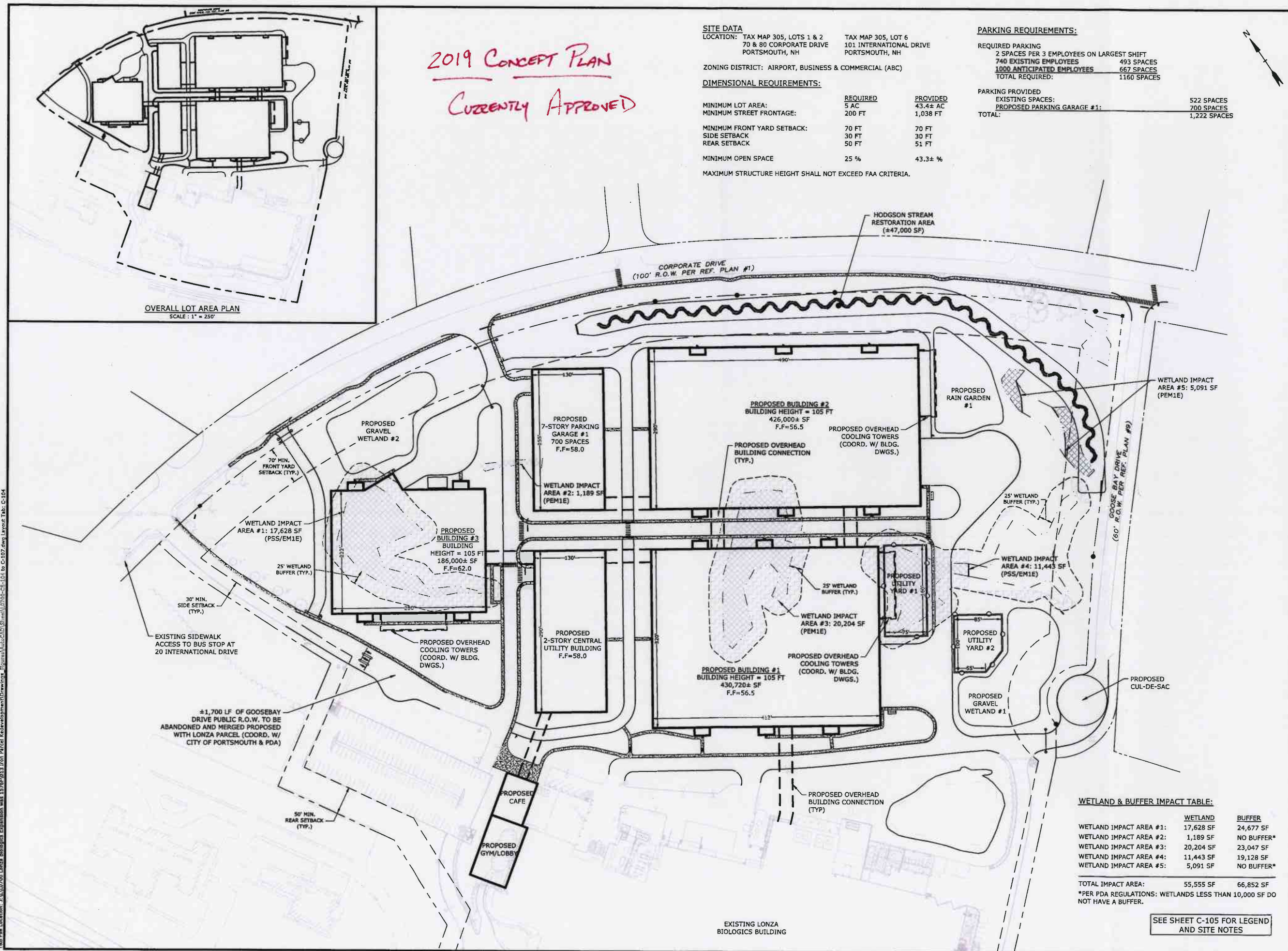
SEE SHEET C-105 FOR LEGEND AND SITE NOTES

MASTER SITE PLAN

SCALE: AS SHOWN

C-104

Last Date: August 19, 2019 11:46 AM BY: MAMANGEN
 Plot Date: August 19, 2019 11:46 AM BY: MAMANGEN
 TBM File Location: L:\L0700-Lonza Biologics Extension\18767\0131-0131.dwg
 L:\L0700-Lonza Biologics Extension\18767\0131-0131.dwg to C-107.dwg Layout Tab: C-104



NEWLY PROPOSED PHASE 2 SITE PLAN

DRAFT
FOR REVIEW 11/2/2022



Proposed Industrial Development

Lonza Biologics

Portsmouth, New Hampshire

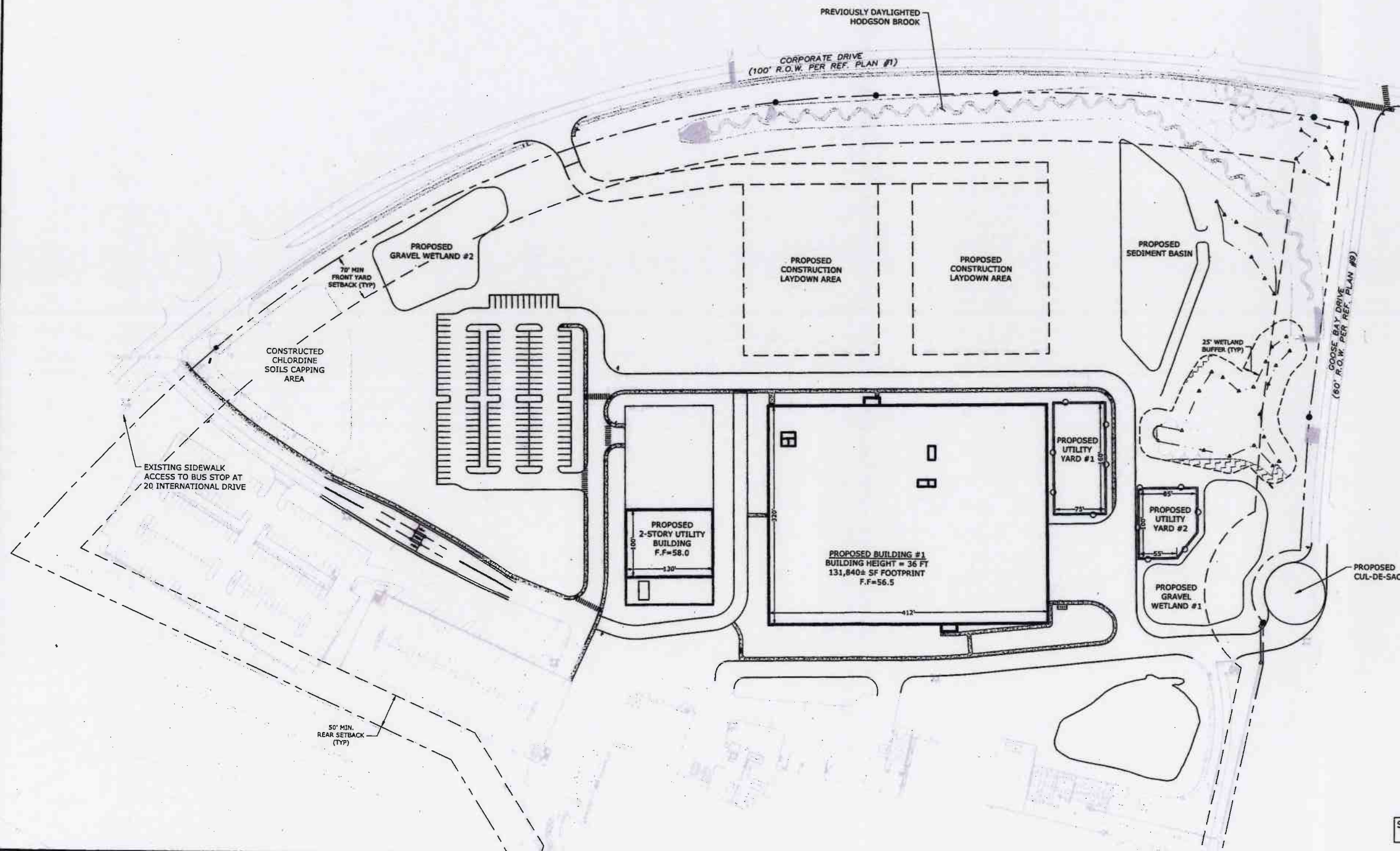
MARK	DATE	DESCRIPTION
L	9/1/2022	Issued for Construction
K	5/27/2022	Issued for Bid
J	5/23/2022	Third Party Rev. Comments
I	4/26/2022	Revised PB Stipulations
H	12/10/2021	Planning Board Stipulation
G	8/19/2019	Admin. Approval Submission
F	11/6/2018	P.B. Submission
E	8/30/2018	Revised AoT Submission

PROJECT NO:	L-0700-013
DATE:	04/03/2018
FILE:	L-0700-026-C-DSGN.dwg
DRAWN BY:	NAH/CJK
CHECKED:	PMC
APPROVED:	BLM

PHASE 2 OVERALL SITE PLAN

SCALE: AS SHOWN

C-164



Last Save Date: October 31, 2022 5:02 PM BY: CHAZCJOK
 Plot Date: Wednesday, November 02, 2022 Plotted By: Chaz Krzok
 Job File Location: Z:\L-0700-Lonza Biologics Expansion\15769\026 Project\Sheet\Drawings\Main\0700-026-C-025.dwg Layout Tab: C-164

SEE SHEET C-145 FOR LEGEND AND SITE NOTES

NEWLY PROPOSED BUILDING 1
AND CENTRAL UTILITY BUILDING





CELEBRATING OVER 85 YEARS OF SERVICE TO OUR CLIENTS

LIZABETH M. MACDONALD
JOHN J. RATIGAN
DENISE A. POULOS
ROBERT M. DEROSIER
CHRISTOPHER L. BOLDT
SHARON CUDDY SOMERS
DOUGLAS M. MANSFIELD
KATHERINE B. MILLER
CHRISTOPHER T. HILSON
HEIDI J. BARRETT-KITCHEN
JUSTIN L. PASAY
ERIC A. MAHER
CHRISTOPHER D. HAWKINS
VASILIOS "VAS" MANTHOS
ELANA L. HOEPPNER
WILLIAM K. WARREN
BRIANA L. MATUSZKO

11 January 2023

Via Email and U.S. Mail

M.Mates@peasedev.org

Michael R. Mates, P.E., Engineering Manager
Pease Development Authority
55 International Drive
Portsmouth, NH 03801

RETIRED
MICHAEL J. DONAHUE
CHARLES F. TUCKER
ROBERT D. CIANDELLA
NICHOLAS R. AESCHLIMAN

Re: Request by Lonza Biologics, Inc. ("Lonza") for Approval of Minor Amendment to Approved Site Plan

Dear Michael:

I write on behalf of Lonza to request that the Pease Development Authority ("PDA"), approve a minor amendment to Lonza's approved and previously amended site plan which contemplates three industrial buildings with related site improvements on the so-called Iron Parcel, as described below and in the attached plans.

Executive Summary

Lonza is working with a customer who has an immediate need for manufacturing space which Lonza intends to serve in Building 1 of its approved site plan. Before it can break ground on the construction of the shell for Building 1, however, certain minor amendments to Phase 1B of the approved site plan are required. We understand that you, acting in your capacity as Building Inspector, and pursuant to the authority stated in Part 407.03 of the PDA's Land Use Controls, intend to approve the majority of these amendments, outlined herein, and request written confirmation of same. We also understand that PDA Board review is required to approve Lonza's proposed reduction in the height of Building 1. As described in greater detail below, none of Lonza's proposed amendments will have any impact to the site and do not warrant further site plan review pursuant to Part 407.03.

Should the PDA Board grant Lonza's request, Lonza anticipates moving forward with the construction of the shell of the reduced-height Building 1 and central utility building, and proceeding with site plan review for the proposed surface parking lot in lieu of the 7-story parking garage and for the fit-up and occupation of Building 1 and the central utility building.

DONAHUE, TUCKER & CIANDELLA, PLLC

16 Acadia Lane, P.O. Box 630, Exeter, NH 03833

111 Maplewood Avenue, Suite D, Portsmouth, NH 03801

Towle House, Unit 2, 164 NH Route 25, Meredith, NH 03253

83 Clinton Street, Concord, NH 03301

Factual Context

By way of brief background, in April of 2018 the PDA Board approved a master plan concept for Lonza's development of the so-called Iron Parcel which, as noted above, contemplates three industrial buildings and related site improvements (the "Master Plan"). In January of 2019, Lonza obtained conditional Subdivision, Site Plan Review and Conditional Use Permit approvals to accommodate the phased development of the Master Plan. More specifically, Lonza's original approvals authorized the completion of Phase 1 of the Master Plan to include Phase 1A, which contemplates stream restoration and other site work, and Phase 1B, which contemplates the construction of the shell of Building 1, a 3-story (105 ft) building as approved, as well as other site improvements. Importantly, no occupation or fit-up of any building is authorized without further site plan review and approval by the City of Portsmouth's Planning Board and the PDA.

In September of 2019, Lonza requested and the PDA Board approved an amendment to Phase 1B of the of the approved site plan to convert one of the originally approved parking garages to a central utility building and to add construction of the shell for same to Phase 1B, to convert the second approved parking garage from four (4) stories to seven (7) stories, and to accommodate other minor changes. See Enclosure 1, Amended Phase 1B Overall Site Plan.

Since that time, Lonza has vested all local and state land use approvals for Phase 1 of the Master Plan.

Minor Amendment Request

Recently, Lonza began working with a customer who has an immediate need for manufacturing space which Lonza intends to accommodate in Building 1. However, the nature of that customer's operational demands is such that neither the currently approved 3-story Building 1, nor 7-story parking garage, is required or warranted at this time. Rather, the customer's operation can be accommodated with a 1-story Building 1 and corresponding surface parking lot. See Enclosure 2, Proposed Amended Phase 1B Overall Site Plan and Enclosure 3, Proposed Conceptual Phase 2 Site Plan.

To accommodate its new customer, Lonza proposes the following minor amendments to Phase 1B which we understand you intend to approve pursuant to Part 407.03 of the PDA's Land Use Controls:

- Reduce the footprint of the central utility building by approximately half, constructing only the portion of the utility building needed to support Building 1 operations. The remainder of the previously approved footprint will be used for utility space and construction activities.
- Move the 7-story parking garage from Phase 1B back to the Master Plan as originally approved so that a parking garage is no longer included as part of any of the requirements relating to this customer project.
- Revert the construction of Gravel Wetland #2 back to the Master Plan and construct a temporary sediment basin in its place, as originally approved.

Michael R. Mates, P.E., Engineering Manager

Page 3

11 January 2023

- Move the widening of the private portion of Goose Bay Drive and construction of security gates to Phase 2.

These proposed amendments will create no change to the overall Master Plan and will have no impact to the previously approved stormwater management for Phase 1B. By this letter we seek written confirmation of your approval of these minor amendments pursuant to Part 407.03 of the PDA's Land Use Controls.

Lonza also requests approval to reduce the height of Building 1 from 3-stories (105 ft) to 1 Story (36 ft). See Enclosure 4, Building 1 Rendering from Integrated Project Services, LLC. The original Building 1 footprint will stay the same. This is the only proposed amendment that will alter the Master Plan. Lonza understands that this requested amendment will require PDA Board review and approval.

The proposed reduction of the height of Building 1 is a minor amendment pursuant to Part 407.03(a) of the PDA's Land Use Controls because said reduction will have no impact to the site, and as such, does not require full site plan review and approval.

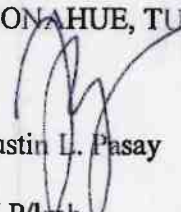
As noted above, the reduced-height Building 1 will be constructed as a shell and will not be occupied during Phase 1B because the express conditions of Lonza's existing land use approvals state that occupancy of Building 1 will not occur until fit up is approved by subsequent site plan review and approval. Should the PDA Board grant Lonza's request, Lonza anticipates moving forward with the construction of the shell of the reduced-height Building 1 and central utility building, and proceeding with site plan review for the proposed surface parking lot and for the fit-up and occupation of Building 1 and the central utility building, in accordance with its existing approvals. See Enclosure 4, Proposed Conceptual Phase 2 Site Plan.

Conclusion

This concludes our request. Thank you for your time and attention, and please let me know if you have any questions or comments regarding the forgoing or the enclosed. Finally, we respectfully request that the PDA Board take up our request to reduce the height of Building 1 at its next meeting, which we understand will be 19 January 2023.

Yours truly,

DONAHUE, TUCKER & CIANDELLA, PLLC


Justin L. Pasay

JLP/lwh

cc: Lonza Biologics
Suzanne Woodland, City of Portsmouth
Anthony Blenkinsop, Esquire
Patrick Crimmins, P.E.
Neil Hansen, P.E.



DATE: 08/19/2019
DRAWN BY: [Name]
CHECKED BY: [Name]

Proposed Industrial Development

Lonza Biologics

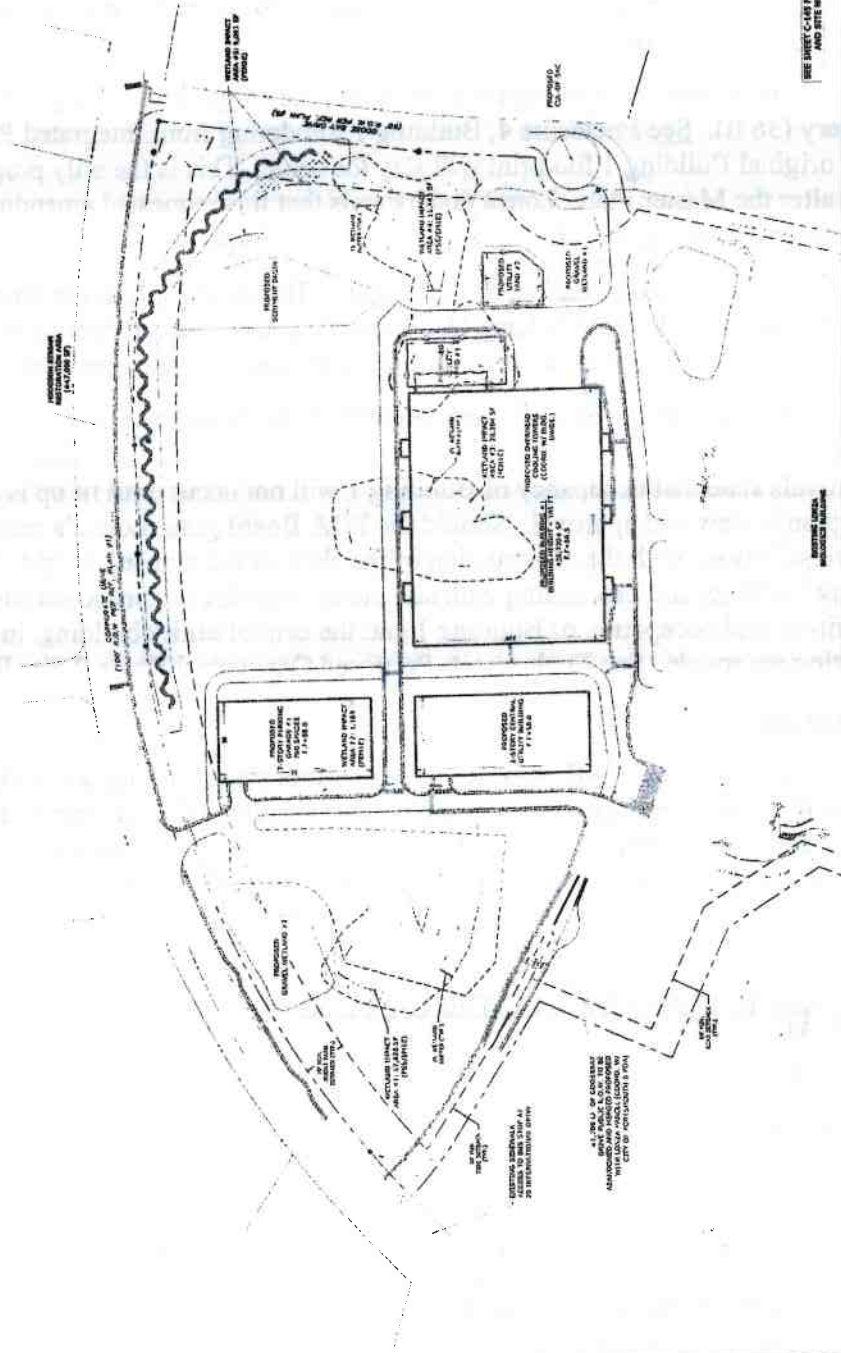
Portsmouth, New Hampshire

NO.	DESCRIPTION	DATE
1	PROPOSED INDUSTRIAL DEVELOPMENT	08/19/2019
2	REVISIONS	
3	REVISIONS	
4	REVISIONS	
5	REVISIONS	
6	REVISIONS	
7	REVISIONS	
8	REVISIONS	
9	REVISIONS	
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19	REVISIONS	
20	REVISIONS	

PHASE 1B OVERALL SITE PLAN
SCALE: AS SHOWN

C-144

ENCLOSURE 1:
AMENDED PHASE 1B
OVERALL SITE PLAN
APPROVED 8/19/2019

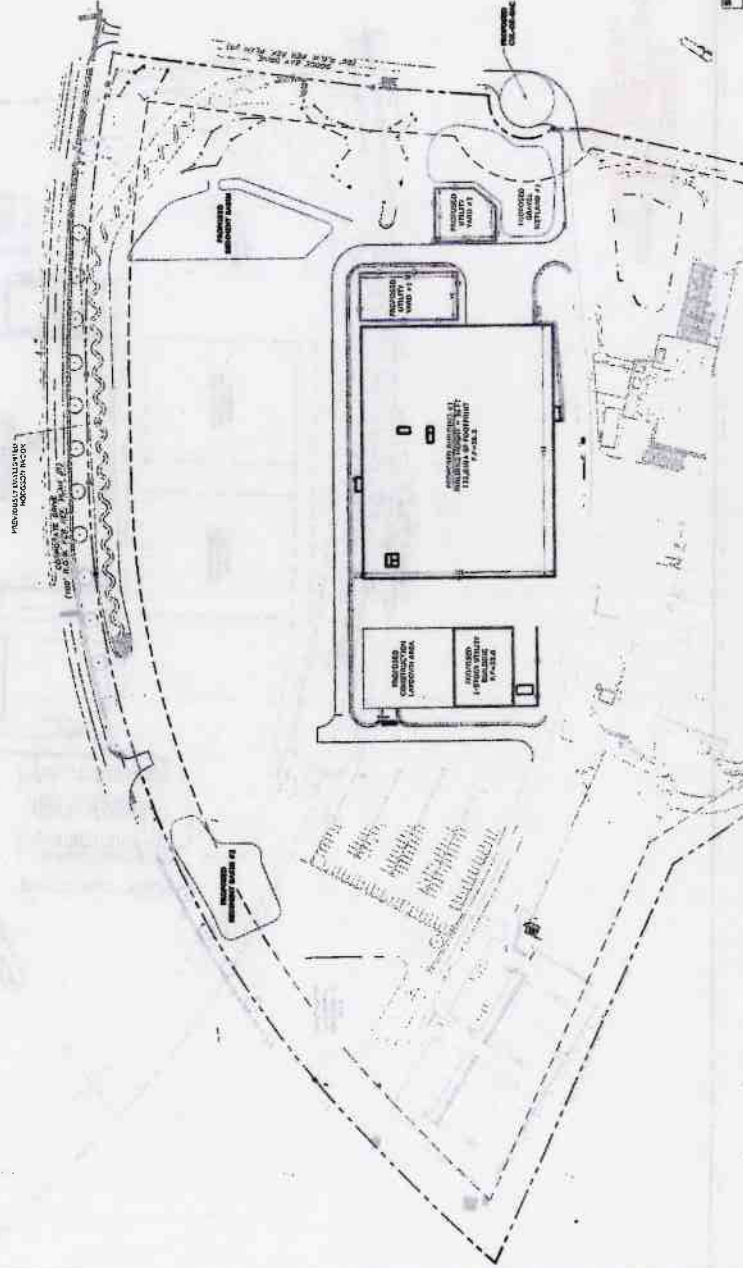


SEE SHEET C-145 FOR LEGEND AND SITE NOTES

INDUSTRIAL DEVELOPMENT

THE CITY OF PORTSMOUTH, NEW HAMPSHIRE, HAS REVIEWED THIS SITE PLAN AND HAS GRANTED A CONDITIONAL USE PERMIT TO THE CITY OF PORTSMOUTH, NEW HAMPSHIRE.

**ENCLOSURE 2:
PROPOSED AMENDED PHASE
1B OVERALL SITE PLAN**
1/09/2023



SCALE: 1" = 100'

**Proposed
Industrial
Development**
Lonza Biologics

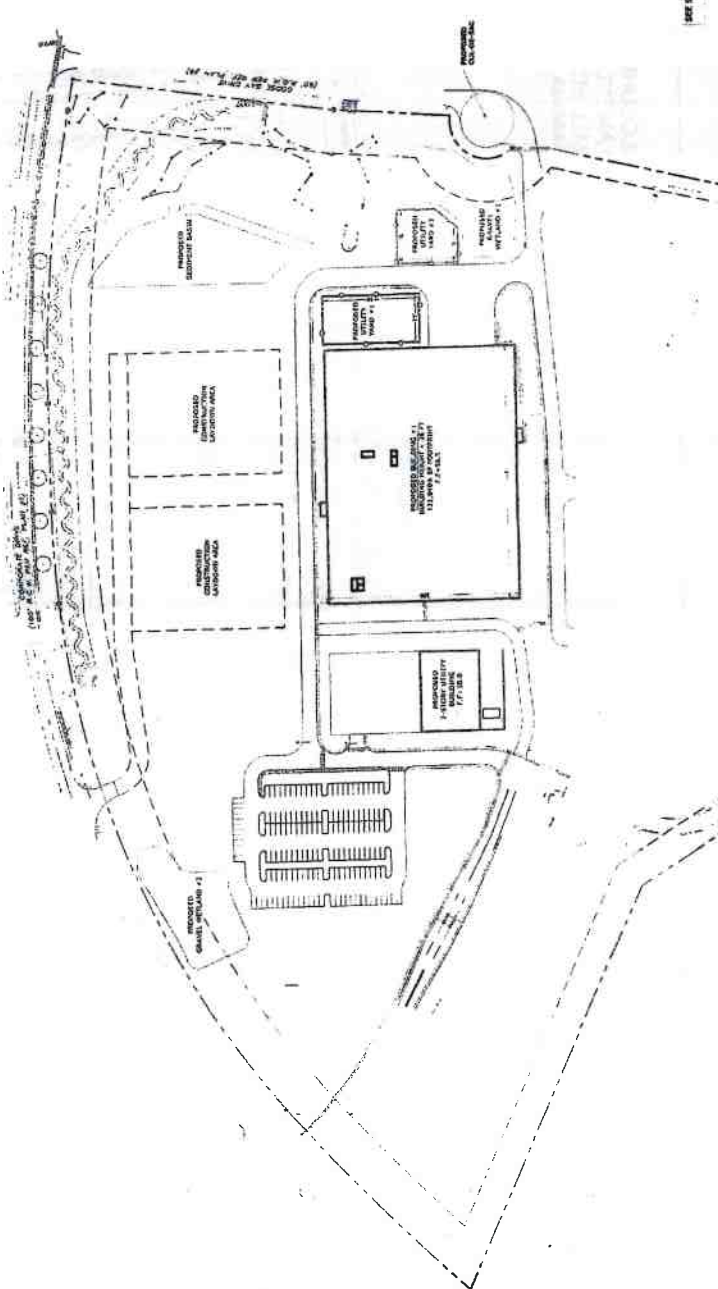
Portsmouth,
New Hampshire

1	DATE	1/09/2023
2	DESCRIPTION	PROPOSED AMENDED PHASE 1B OVERALL SITE PLAN
3	DESIGNER	TIGHE & BOND
4	CLIENT	Lonza Biologics
5	PROJECT	PROPOSED AMENDED PHASE 1B OVERALL SITE PLAN
6	LOCATION	Portsmouth, New Hampshire
7	SCALE	1" = 100'
8	DATE	1/09/2023
9	BY	TIGHE & BOND
10	CHECKED	TIGHE & BOND
11	APPROVED	TIGHE & BOND
12	DATE	1/09/2023
13	BY	TIGHE & BOND
14	CHECKED	TIGHE & BOND
15	APPROVED	TIGHE & BOND
16	DATE	1/09/2023
17	BY	TIGHE & BOND
18	CHECKED	TIGHE & BOND
19	APPROVED	TIGHE & BOND
20	DATE	1/09/2023
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88	DATE	1/09/2023
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91	APPROVED	TIGHE & BOND
92	DATE	1/09/2023
93	BY	TIGHE & BOND
94	CHECKED	TIGHE & BOND
95	APPROVED	TIGHE & BOND
96	DATE	1/09/2023
97	BY	TIGHE & BOND
98	CHECKED	TIGHE & BOND
99	APPROVED	TIGHE & BOND
100	DATE	1/09/2023

PHASE 1B OVERALL
SITE PLAN
SCALE: AS SHOWN
C-144

SEE SHEET C-143 FOR LEGEND
AND SITE NOTES

ENCLOSURE 3:
PROPOSED CONCEPTUAL
PHASE 2 SITE PLAN
1/09/2023



SCALE: 1:1000
METRIC SCALE

Proposed
Industrial
Development

Lonza Biologics

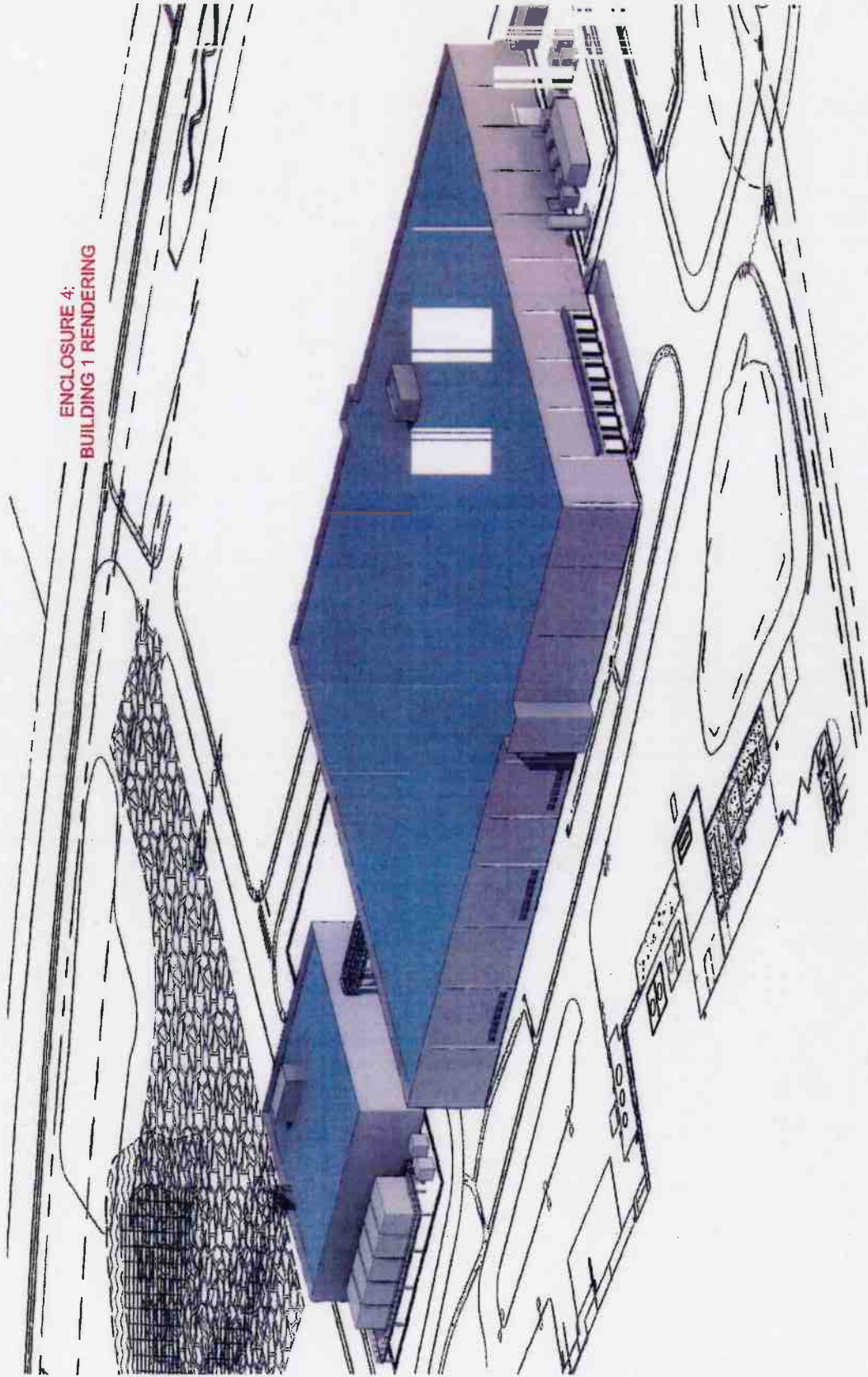
Portsmouth,
New Hampshire

1	OWNER	Lonza Biologics
2	DESIGNER	Tighe & Bond
3	DATE	1/09/2023
4	PROJECT	Proposed Industrial Development
5	SHEET NO.	C-164
6	TOTAL SHEETS	164
7	SCALE	1:1000
8	DATE PLOTTED	1/09/2023
9	PLOTTED BY	...
10	CHECKED BY	...
11	DATE CHECKED	...
12	DATE PRINTED	...
13	DATE PLOTTED	...
14	DATE PLOTTED	...
15	DATE PLOTTED	...
16	DATE PLOTTED	...
17	DATE PLOTTED	...
18	DATE PLOTTED	...
19	DATE PLOTTED	...
20	DATE PLOTTED	...

SEE SURVEY CALLS FOR LEGEND
AND SITE NOTES

PHASE 2 OVERALL
SITE PLAN
SCALE: AS SHOWN
C-164

ENCLOSURE 4:
BUILDING 1 RENDERING





55 International Drive Portsmouth, NH 03801

The Pease Development Authority Board of Directors approves the revised concept plan as submitted by Aviation Avenue Group, LLC, for the development at 100 New Hampshire Avenue; all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering, dated

MOTION

January 9, 2023.
Director Ferrini:

The Pease Development Authority Board of Directors approves the revised concept plan as submitted by Aviation Avenue Group, LLC, for the development at 100 New Hampshire Avenue; all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering, dated January 9, 2023, attached hereto.

N:\RESOLVES\2023\Aviation Avenue Group LLC - 100 NH Avenue Variance Request (1-19-2023).docx

MEMORANDUM

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: January 9, 2023
Subject: 100 New Hampshire Avenue – Revision to Concept Approval

Last October, the PDA Board of Directors approved a concept plan for development at 100 New Hampshire Avenue submitted by Aviation Avenue Group, LLC (“AAG”). AAG proposed the creation of an 11.4 acre lot to construct advanced manufacturing space with related offices and site improvements. At that time, staff reported that the proposed facility layout would require AAG to obtain a variance from the Zoning Ordinance to allow a front yard setback on New Hampshire Avenue of 51 feet where 70 feet is required. The Board approved the layout, allowing AAG to proceed to the City of Portsmouth Zoning Board of Adjustment (“BOA”) with an application for a variance. At its meeting on November 15, 2022, the BOA voted to recommend approval to the PDA Board and this finding became final on December 6, 2022.

Subsequently, more detailed site plans were prepared. Staff has reviewed the plans and in particular the proposed layout of the rear lot line on Rochester Avenue. With a goal of decreasing existing impervious surfaces, AAG agreed to narrow the pavement on Rochester Avenue, which is currently wider than needed. In doing so, AAG was proposing to establish a right of way line commensurate with the narrowed pavement, that is, the right of way as contemplated by PDA would shift to the west along with the pavement edge. In reviewing the consequences of this shift, including the consistency of the Rochester Avenue right of way and its impact on the location of existing utility lines, staff and the developer concluded that the right of way line should extend in a straight line from the already established ROW along Rochester Avenue, thus minimizing utility impacts and avoiding a jog in the ROW layout.

The impact of situating the ROW and rear lot line in the staff’s preferred location, as described above, is that the proposed building would be only 28 feet from the rear property line where 50 feet is required. As such, AAG would need to obtain a second variance. Staff believes an application for variance from the rear setback is justified for the same reasons that the front setback was granted. In order for this building to function as an advanced manufacturing facility, 50 feet by 50 feet bays with a 2:1 length to width ratio is desirable. A narrower building will not suit its purpose. Furthermore, the layout and proposed setback relief are consistent with other developed sites in the vicinity, including the adjacent buildings at 111 NH Avenue and 75 Rochester Avenue.

At the January meeting, please ask the Board to approve the revised concept plan submitted by Aviation Avenue Group for development at 100 New Hampshire Avenue, which requires a variance from the specified rear yard setback. Please note that shifting the location of the lot line will reduce the lot size from 11.4 acres to 10.9 acres. Additional information submitted by AAG is attached.

N:\ENGINEER\Board Memos\2023\100 NH Ave Concept Revision.docx

Aviation Avenue Group LLC

January 19, 2023

VIA EMAIL

Pease Development Authority
55 International Drive
Portsmouth, NH 03801
Attn: Paul Brean, Executive Director

Re: Request for rear yard setback variance at 100 New Hampshire Avenue at the Portsmouth International Airport at Pease.

Dear Paul,

On February 1, 2022, Aviation Avenue Group LLC (AAG) entered into an Option Agreement with the Pease Development Authority (PDA) for the exclusive right and option to lease the Land and Improvements located at 100 New Hampshire Avenue ("Option Area"). After the Initial Option Term of six (6) months, we exercised our Option to extend, and on December 1, 2022, we again exercised our extension, with the Option now expiring on July 31, 2023.

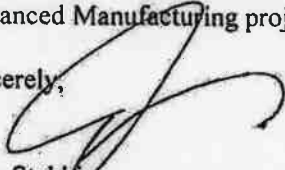
Based on our extensive due diligence and marketing of this property, we communicated our intention to proceed with entitling the project as an Advanced Manufacturing Facility comprised of approximately 209,750 SF. We received Conceptual Approval from the PDA on October 20, 2022 and a front yard setback variance from the City of Portsmouth Zoning Board of Adjustment (ZBA) on November 15, 2022.

Subsequent to the ZBA granting the front yard variance, we prepared a detailed Site Plan package & supporting materials and submitted Subdivision and Site Plan Review Applications to the City of Portsmouth Technical Advisory Committee (TAC). After submitting these materials for our first TAC meeting, we became aware that adjusting our proposed lease boundary line further west into Rochester Avenue while meeting the rear building setback may be problematic. This concern was due to the location of the existing Rochester Avenue ROW and its utilities. In order to keep the existing Rochester Avenue right-of-way in its current location and maintain its utilities within the right-of-way while preserving the proposed building's structural column layout and the 2-to-1 length-to-width ratio ideal for Advanced Manufacturing tenants, we are respectfully requesting a rear yard setback variance to allow for a rear setback of approximately 28 feet.

Ahead of the PDA Board of Directors Meeting on January 19, 2023, we are enclosing an updated Overall Site Plan that depicts a 28ft rear yard setback where 50ft is typically required. As you will see, the western boundary of the lease line has been moved back to the location of the existing Rochester Ave ROW, thereby preserving the ROW's current location.

We continue to appreciate the support and partnership of the PDA as we work collaboratively to entitle this promising Advanced Manufacturing project. Please do not hesitate to contact us directly if you have any questions or concerns.

Sincerely,



John Stebbins
Managing Director, PROCON

cc: Anthony Blenkinsop, Esq.
John Kane
Michael Kane
Brett Tonks
Jen Stebbins Thomas
Eben Tormey
Joe Geoghegan



- SITE NOTES:**
1. STRIPE PARKING AREAS AS SHOWN, INCLUDING PARKING SPACES, STOP BARS, ADA SYMBOLS, PAINTED ISLANDS, CROSS WALKS, ARROWS, LEGENDS AND CENTERLINES SHALL BE THERMOPLASTIC MATERIAL. THERMOPLASTIC MATERIAL SHALL MEET THE REQUIREMENTS OF AASHTO M249. (ALL MARKINGS EXCEPT CENTERLINE AND MEDIAN ISLANDS TO BE CONSTRUCTED USING WHITE TRAFFIC PAINT. CENTERLINE AND MEDIAN ISLANDS TO BE CONSTRUCTED USING YELLOW TRAFFIC PAINT. ALL TRAFFIC PAINT SHALL MEET THE REQUIREMENTS OF AASHTO M248 TYPE "F").
 2. ALL PAVEMENT MARKINGS AND SIGNS TO CONFORM TO "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES", "STANDARD ALPHABETS FOR HIGHWAY SIGNS AND PAVEMENT MARKINGS", AND THE AMERICANS WITH DISABILITIES ACT REQUIREMENTS, LATEST EDITIONS.
 3. SEE DETAILS FOR PARKING STALL MARKINGS, ADA SYMBOLS, SIGNS AND SIGN POSTS.
 4. CENTERLINES SHALL BE FOUR (4) INCH WIDE YELLOW LINES, STOP BARS SHALL BE EIGHTEEN (18) INCHES WIDE.
 5. PAINTED ISLANDS SHALL BE FOUR (4) INCH WIDE DIAGONAL LINES AT 3'-0" O.C. BORDERED BY FOUR (4) INCH WIDE LINES.
 6. THE CONTRACTOR SHALL EMPLOY A NEW HAMPSHIRE LICENSED LAND SURVEYOR TO DETERMINE ALL LINES AND GRADES.
 7. CLEAN AND COAT VERTICAL FACE OF EXISTING PAVEMENT AT SAW CUT LINE WITH RS-1 EMULSION IMMEDIATELY PRIOR TO PLACING NEW BITUMINOUS CONCRETE.
 8. ALL MATERIALS AND CONSTRUCTION SHALL CONFORM WITH APPLICABLE FEDERAL, STATE, AND LOCAL CODES & SPECIFICATIONS.
 9. COORDINATE ALL WORK WITHIN PUBLIC RIGHT OF WAY WITH THE CITY OF PORTSMOUTH AND PEASE DEVELOPMENT AUTHORITY.
 10. CONTRACTOR TO SUBMIT AS-BUILT PLANS IN DIGITAL FORMAT (.DWG AND .PDF FILES) ON DISK TO THE OWNER AND ENGINEER UPON COMPLETION OF THE PROJECT. AS-BUILTS SHALL BE PREPARED AND CERTIFIED BY A NEW HAMPSHIRE LICENSED LAND SURVEYOR.
 11. SEE ARCHITECTURAL/BUILDING DRAWINGS FOR ALL CONCRETE PADS & SIDEWALKS ADJACENT TO BUILDING.
 12. ALL WORK SHALL CONFORM TO THE CITY OF PORTSMOUTH DEPARTMENT OF PUBLIC WORKS, STANDARD SPECIFICATIONS AND WITH THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION, "STANDARD SPECIFICATIONS OF ROAD AND BRIDGE CONSTRUCTION", CURRENT EDITION.
 13. CONTRACTOR TO PROVIDE BACKFILL AND COMPACTION AT CURB LINE AFTER CONCRETE FORMS FOR SIDEWALKS AND PADS HAVE BEEN STRIPPED. COORDINATE WITH BUILDING CONTRACTOR.
 14. COORDINATE ALL WORK ADJACENT TO BUILDING WITH BUILDING CONTRACTOR.
 15. ALL DIMENSIONS ARE TO THE FACE OF CURB UNLESS OTHERWISE NOTED.
 16. THE SITE ENGINEER SHALL OBSERVE THE CONSTRUCTION AND SHALL SUBMIT TO THE PDA A LETTER STATING THAT THE PROJECT WAS COMPLETED IN ACCORDANCE WITH THE PLANS.
 17. CONSTRUCTION CANNOT BEGIN UNTIL A DETERMINATION OF NO OBJECTION IS ISSUED BY FAA. TO OBTAIN THE FAA DETERMINATION, THE CONTRACTOR/DEVELOPER MUST SUBMIT TO FAA A NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION FORM 7460-1, AVAILABLE AT https://www.faa.gov/documentLibrary/media/Form/FAA_Form_7460-1_042023.pdf.
 18. PROPERTY MANAGER WILL BE RESPONSIBLE FOR TIMELY SNOW REMOVAL FROM ALL PUBLIC WALKS, DRIVES, AND AIRSIDE PAVEMENT AREAS ON-SITE. SNOW SHALL BE HAULED OFF-SITE AND LEGALLY DISPOSED OF, WHEN NECESSARY, WHEN SNOW STORAGE AREAS HAVE REACHED CAPACITY.
 19. RETAINING WALL SHALL BE DESIGNED AND STAMPED BY A NEW HAMPSHIRE LICENSED PROFESSIONAL ENGINEER AND SHALL BE SUBMITTED TO PEASE DEVELOPMENT AUTHORITY FOR REVIEW.

SITE DATA:

LOCATION: TAX MAP 308, LOT 1
80 ROCHESTER AVENUE
PORTSMOUTH, NEW HAMPSHIRE

ZONING DISTRICT: INDUSTRIAL
ALLOWED USE: INDUSTRIAL / WAREHOUSE

DIMENSIONAL REQUIREMENTS:	REQUIRED	PROPOSED
MINIMUM LOT AREA:	10 ACRES	±10.9 ACRES
MINIMUM STREET FRONTAGE:	200 FT	±1,200 FT
MINIMUM SETBACKS:		
• FRONT:	70 FT	±51 FT ⁽¹⁾
• SIDE:	50 FT	±202 FT
• REAR:	50 FT	±28.4 FT ⁽²⁾
MAXIMUM BUILDING HEIGHT:	PER FAA	36 FT
MINIMUM OPEN SPACE:	25%	±31%

PARKING REQUIREMENTS:

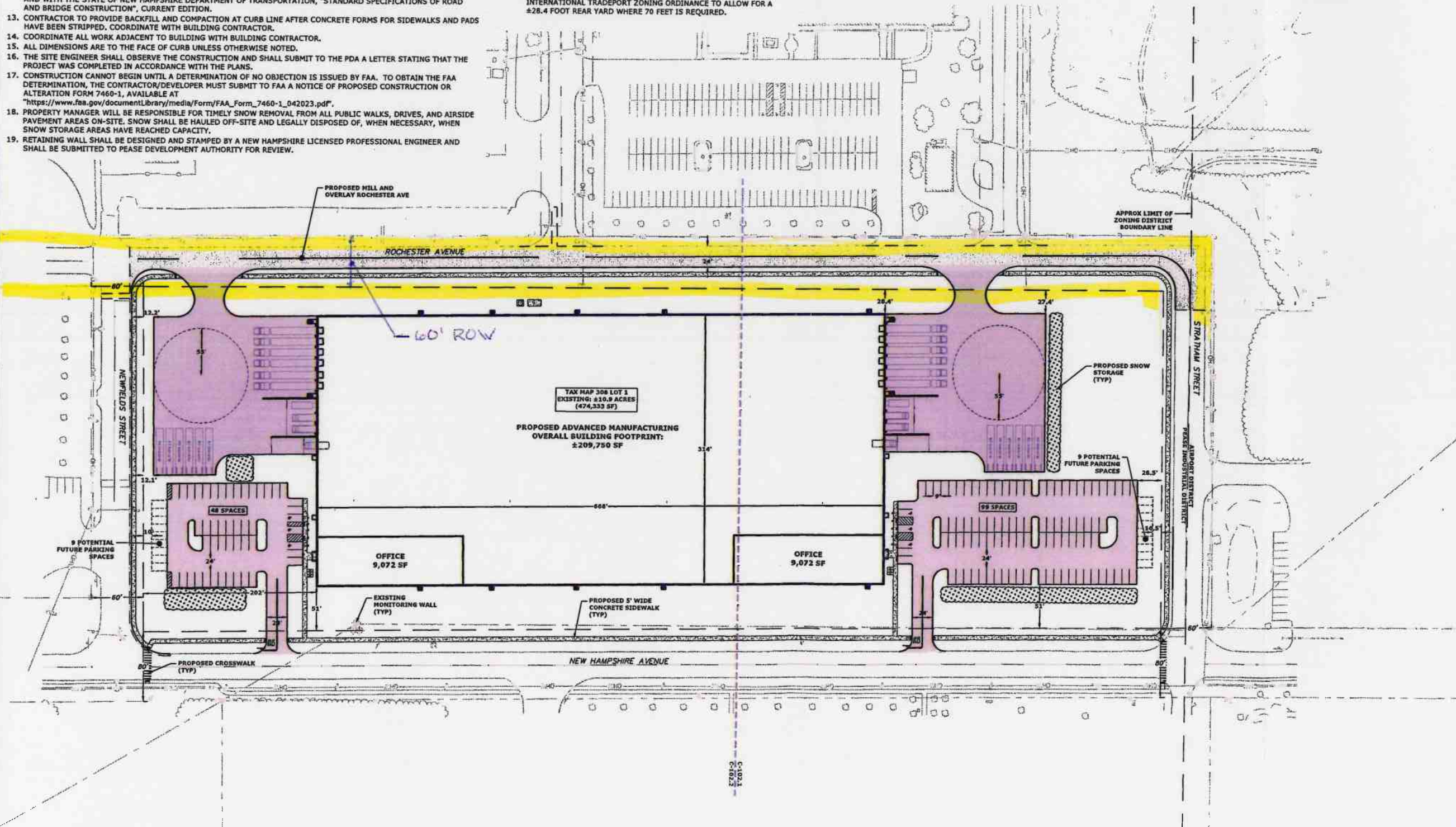
PARKING STALL LAYOUT:
• STANDARD 90°

	REQUIRED	PROPOSED
WIDTH: 8.5' MIN		9' X 18' (162 SF)
AREA: 160 SF MIN		
DRIVE AISLE WIDTH: • 90° (2-WAY TRAFFIC)	24 FT	24 FT (MIN)
PARKING SPACE REQUIREMENTS: INDUSTRIAL: • 2 / 3 EMPLOYEES (LARGEST SHIFT) • ±1 / COMPANY-OWNED-VEHICLE • ± 161 EMPLOYEES x 2/3 EMPLOYEES • + 2 COMPANY-OWNED-VEHICLE =		110 SPACES
OFFICE: • 1 / 2 EMPLOYEES • 73 EMPLOYEES x (1 / 2 EMPLOYEES) =		37 SPACES
TOTAL REQUIRED PARKING:	147 SPACES	147 SPACES ⁽¹⁾

(1) - SIX (6) ADA SPACES PROVIDED

- LEGEND**
- PROPOSED LEASE LINE
 - PROPOSED CONCRETE
 - PROPOSED STANDARD DUTY PAVEMENT SECTION
 - PROPOSED HEAVY DUTY PAVEMENT SECTION
 - PROPOSED MILL AND OVERLAY
 - PROPOSED SNOW STORAGE AREA
 - APPROXIMATE LIMIT OF SAWCUT PROPOSED LIGHT POLE BASE
 - EXISTING PROPOSED SIGN
 - PROPOSED BOLLARD

- (1) - ON NOVEMBER 15, 2022 THE CITY OF PORTSMOUTH ZONING BOARD OF ADJUSTMENT VOTED TO RECOMMEND APPROVAL TO THE PDA BOARD FOR A VARIANCE FROM PART 304.03(C) TO ALLOW A 51 FOOT FRONT YARD WHERE 70 FEET IS REQUIRED.
- (2) - VARIANCE REQUIRED FROM PART 304.03(E) OF THE PEASE INTERNATIONAL TRADEPORT ZONING ORDINANCE TO ALLOW FOR A ±28.4 FOOT REAR YARD WHERE 70 FEET IS REQUIRED.



Proposed Advanced Manufacturing Facility

Aviation Avenue Group, LLC

100 New Hampshire Avenue
Portsmouth, NH

MARK	DATE	DESCRIPTION
A	12/19/2022	TAC Submission
PROJECT NO:	P0595-015	
DATE:	12/19/2022	
FILE:	P0595-015_DESIGN.DWG	
DRAWN BY:	CML	
CHECKED:	NAH	
APPROVED:	PHC	

OVERALL SITE PLAN

SCALE: AS SHOWN

Last Save Date: January 4, 2023, 5:00 PM By: CML
 Plot Date: Wednesday, January 4, 2023, 5:00 PM
 TIGHE & BOND, Inc. Civil Engineering Department 100 New Hampshire Avenue Portsmouth, NH 02870

MOTION

Director Fournier:

The Pease Development Authority (“PDA”) Board of Directors hereby approves of extensions to certain timeframes for the review of the site and subdivision application pertaining to a proposed development at 53 Exeter Street by Pease Aviation Partners, LLC (d/b/a Million Air), as follows:

- Grant a 90 day extension for the completion of TRC review per 403.03(a) of the PDA Land Use Controls as strict conformity would pose an unnecessary hardship to the applicant and extension would not be contrary to the spirit and intent of the regulations; and
- Grant a 90 day extension for the Board to take action on the Site Review Application per 404.01(i) of the Land Use Controls.

All in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering, dated January 9, 2023, attached hereto.

MEMORANDUM

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

From: Michael R. Mates, P.E., Director of Engineering *MRM*

Date: January 9, 2023

Subject: Pease Aviation Partners Site Review Application

In November of 2022, Pease Aviation Partners LLC ("PAP") dba Million Air, finalized its application for site review approval for property at 53 Exeter Street, where it is proposing development of a fixed base operator¹ facility at Portsmouth International Airport.

The PDA Land Use Controls lay out certain deadlines for the site review process designed to ensure that land use applications move forward in a timely manner. In this case, given the need to provide sufficient time for the land use review process to take place, the completion of the site review application is not realistic within the deadlines specified in the Land Use Controls. While certain deadlines were extended by the Board at its meeting on December 15, 2022, it is prudent to grant further extensions at the January meeting as set forth below.

Part 404.01(h) of the Site Plan Regulations requires that technical review be completed within 45 days of the request from the Building Inspector for a TRC meeting, while permitting the Board to grant an extension of an additional 45 days. Here, the Building Inspector requested TRC review on November 18, setting the 45 day limit at January 2, 2023. Last month the Board granted a 45 day extension to February 16, 2023. The first Technical Review Committee meeting is scheduled to be held on January 17, 2023, two days before the January 19 PDA Board of Directors meeting. At the time of writing this memo, the result of the January 17 TRC meeting is unknown. While it is possible that TRC may be completed on January 17, or even by the current deadline of February 16, it is not a certainty. As there is no Board meeting in February, it is prudent to extend the TRC process another 90 days to May 17, 2023 in accordance with Part 403.03(a) of the PDA Land Use Controls.

¹ A fixed base operator is an entity that provides aeronautical services at an airport, including but not limited to such things as fueling and hangaring.

Part 404.01(i) of the Site Plan Regulations requires the Board to approve or deny a site plan application within 90 days of the submission of a complete application. Here, the Building Inspector deemed the Site Review Application complete on November 15, 2022, setting the 90 day deadline at February 13, 2023. Given the need to provide sufficient time for the land use review process to take place, completion of the site review application is not realistic within the deadlines specified in the Land Use Controls. As such, a 90 day extension to May 14, 2023 is requested in accordance with this section of the PDA Land Use Controls.

At the PDA Board meeting on January 19, 2023, please ask the Board to:

- Grant a 90 day extension for the completion of TRC review per 403.03(a) of the PDA Land Use Controls; and
- Grant a 90 day extension for the Board to take action on the Site Review Application per 404.01(i) of the PDA Land Use Controls.

Date: January 5, 2023

To: Paul Brean, Executive Director

From: Suzy Anzalone, Director of Finance

Subject: Executive Summary- Financial Reports

In anticipation of the upcoming January 19, 2023 Pease Development Authority Board meeting, the following is an Executive Summary of the financial results for the five months ended November 30, 2022:

Consolidated Results

Pease Development Authority - Consolidated			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	8,611	7,946	665
Operating Expenses	6,102	6,547	445
Operating Income	2,509	1,400	1,109
Depreciation	2,842	2,808	(34)
Non Oper. (Inc)/Exp	(9)	0	10
Net Operating Income (Loss)	(324)	(1,409)	1,085

For the five months ended November 30, 2022, consolidated operating revenues totaled \$8.6 million performing favorably by 8.4% against budgeted revenue of \$7.9 million. Notable favorable results included fuel sales, fuel flowage, parking fees and wharfage and dockage fees.

Year-to-date consolidated operating expenses totaled \$6.1 million, trending under budget by 6.8%. Overall wages and benefits are under budget by 7.3% year-to-date. Other expense underruns include maintenance expenses, utilities, professional services and marketing. November credit card fees (bank fees) are over budget by \$40,000 for November. This was due to an adjustment for credit card fees over multiple months for golf related charges which were exported from Teesnap at a lower value than the actual charges. Going forward, additional monthly reconciliations will be performed to ensure this data is accurately recorded. Other expenses currently trending over budget include fuel purchases and golf cart lease expense.

Net operating loss through November 30th was (\$324,000) which is performing favorably against the budgeted loss of (\$1,409,000).

Business Unit Performance

Portsmouth Airport

Portsmouth Airport (PSM) incl Security			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	993	721	272
Operating Expenses	1,296	1,367	70
Operating Income	(303)	(646)	343
Depreciation	1,879	1,766	(113)
Non Oper. (Inc)/Exp	0	0	0
Net Operating Income (Loss)	(2,183)	(2,412)	230

Portsmouth Airport revenue through November is \$272,000 (37.8%) higher than budget and includes higher parking, fuel flowage and concession fee revenues. PSM expenses are \$70,000 (5.2%) favorable year-to-date. Cost underruns include facilities and utilities, but are offset by cost overruns in wages and benefits. Although recent Board approved pay increases were in line with FY23 our budget model, the average increase for this cost center was higher.

Skyhaven Airport

Skyhaven (DAW)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	112	96	16
Operating Expenses	125	101	(24)
Operating Income	(13)	(5)	(8)
Depreciation	172	201	29
Non Oper. (Inc)/Exp	0	0	0
Net Operating Income (Loss)	(185)	(206)	21

Year-to-date revenue for Skyhaven is favorable by \$16,000 (16.3%) and continues to be driven by higher fuel sales. Year-to-date fuel sales totaled 8,687 gallons vs. 7,669 gallons in FY22. Operating expenses are \$24,000 over budget mainly resulting from higher fuel consumption. To a lesser extent, building and facilities are also higher than budget as this line item includes significant airfield lighting and electrical/HVAC maintenance.

Tradeport

Tradeport			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	4,029	4,046	(17)
Operating Expenses	180	208	29
Operating Income	3,849	3,838	12
Depreciation	309	371	62
Non Oper. (Inc)/Exp	0	0	0
Net Operating Income (Loss)	3,540	3,466	74

Tradeport operating revenue continues to trend slightly under budget (0.4%) on a year to-date basis while operating expenses are trending favorably by \$29,000 primarily from lower building and facility costs.

Golf Course

Pease Golf Course			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	2,047	1,992	54
Operating Expenses	1,198	1,142	(56)
Operating Income	849	850	(1)
Depreciation	157	153	(4)
Non Oper. (Inc)/Exp	(0)	(0)	0
Net Operating Income (Loss)	692	697	(5)

Year-to-date Golf Course revenue is 2.7% favorable to budget, attributable to both concession and public play revenue. Year-to-date operating expenses are over budget by \$56,000. During the month of November we incurred significant expenditures for credit card fees (as mentioned previously), turf maintenance expenses and the final payment for this season's golf cart rental agreement.

Division of Ports and Harbors-Unrestricted

Division of Ports and Harbors (Unrestricted)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	1,368	1,021	346
Operating Expenses	1,369	1,290	(79)
Operating Income	(1)	(269)	267
Depreciation	255	255	0
Non Oper. (Inc)/Exp	(1)	(1)	0
Net Operating Income (Loss)	(255)	(523)	268

Unrestricted operating revenue for the DPH continues to trend favorably as November results show year-to-date revenue at \$346,000 (33.9%) higher than budget, mainly due to higher fuel sales, parking revenue, registrations and wharfage and dockage. Consequently, expense overruns of \$79,000 are mainly brought about by higher fuel consumption.

Balance Sheet/Statement of Net Position

(\$ 000's)	As of 11/30/2022	As of 11/30/2021
Assets		
Current Assets	20,402	15,255
Restricted Assets	1,467	1,436
Non-Current Assets	293,433	265,075
Total Assets	315,302	281,765
Deferred Outflows of Resources	3,705	4,202
Liabilities		
Current Liabilities	3,721	6,007
Non-Current Liabilities	11,999	14,554
Total Liabilities	15,720	20,561
Deferred Inflows of Resources	201,506	175,253
Net Position		
Net Invest. in Cap Assets	96,202	92,228
Restricted	1,304	1,240
Unrestricted	4,275	(3,316)
Total Net Position	101,781	90,152

PDA's consolidated balance sheet as of November 30th shows current assets totaling \$20.4 million, comprised of \$11.1 million in unrestricted cash, \$8.6 million in trade and lease receivables and \$0.7 million in other current assets. Restricted assets of \$1.5 million are mainly comprised of the Revolving Loan Fund which has \$96,000 in cash and \$1.2 million in outstanding loans receivable (22 loans).

Non-current assets of \$293.4 million include \$96.2 million in capital assets and a long term lease receivable of \$197.2 million. Fiscal Year 2023 capital expenditures through November totaled \$2.9 million, mainly represented by the Market Street Main Wharf project. Other capital expenses include functional replacement of the Barge Dock, Corporate Drive drainage project, Taxiway A repairs and various equipment purchases.

Current liabilities of \$3.7 million are largely related to trade accounts payable and various accrued expenses.

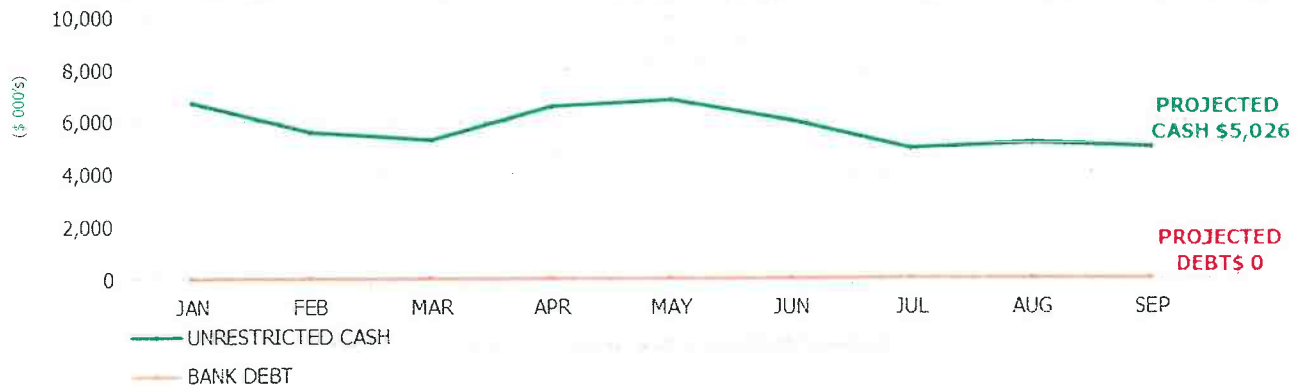
Deferred Inflows of Resources include deferred lease revenue of \$198.5 million associated with the new lease accounting standard.

Cash Flow Projections for the Nine Month Period Ending September 30, 2023

During the next nine-month period, cash inflows are projected at \$17.2 million, mainly provided by operating revenues and also include \$2.8 million in grant funding.

Cash outflows are estimated at \$20.2 million and include \$7.2 million in non-grant capital expenditures with a significant portion to be spent on the arrivals hall project at the Portsmouth Airport. Outflows also include \$2.8 million paid annually to the City of Portsmouth for municipal service fees.

Our cash position is projected to remain strong, allowing us to continue normal operations as well as planned capital expenditures. 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 FIVE MONTH PERIOD
ENDING NOVEMBER 30, 2022



BOARD OF DIRECTORS MEETING
JANUARY 19, 2023



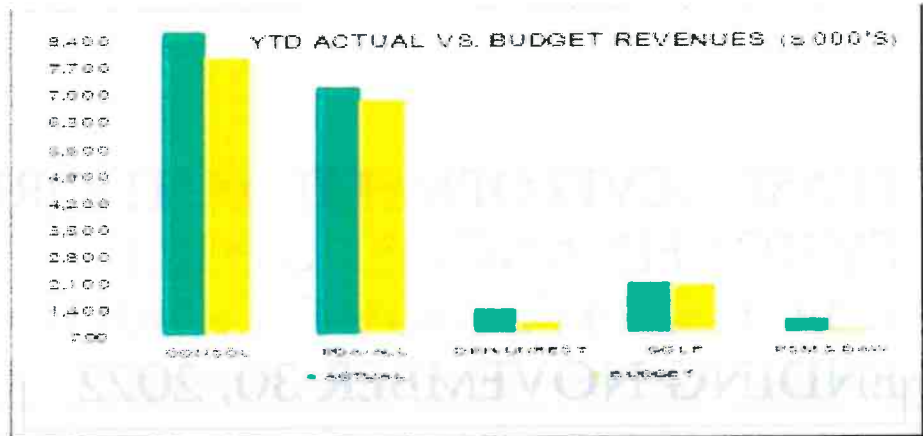
PEASE DEVELOPMENT AUTHORITY

Revenues and Expenditures –Five Months Ended November 30, 2022

Trends:

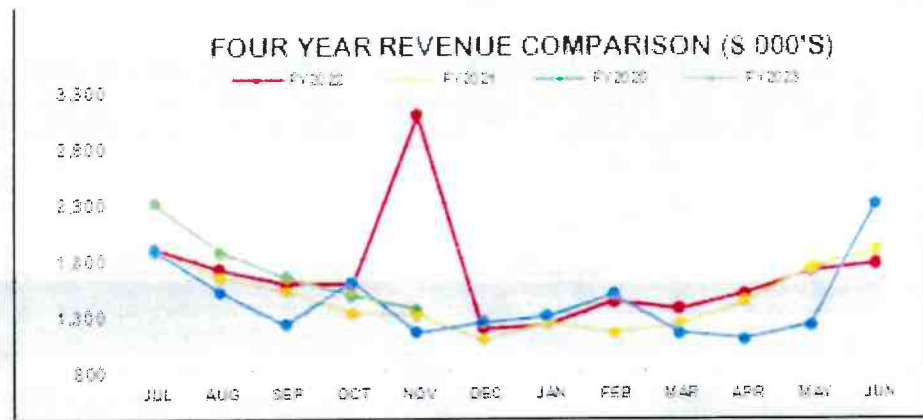
YTD revenue higher by 8.4%:

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



Trends:

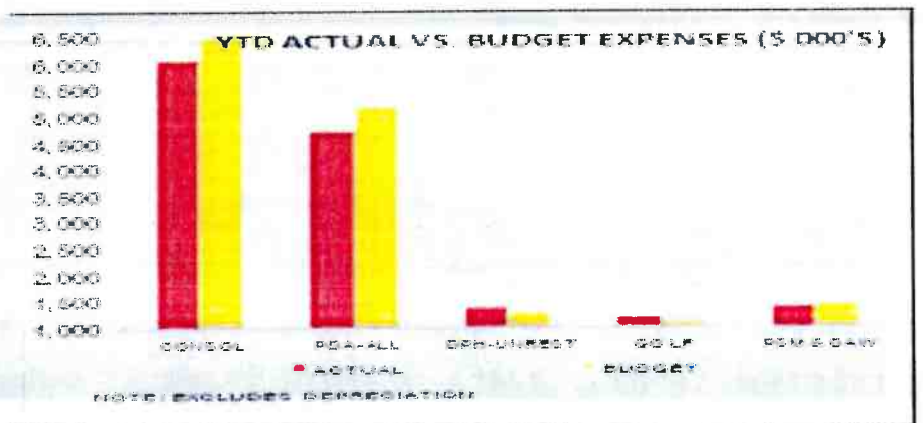
- November 2021** includes sale of 30 NH Ave
- July revenues** include annual rent payment-Great Bay Comm. College
- June revenues** include increase in Golf fee revenue



Trends:

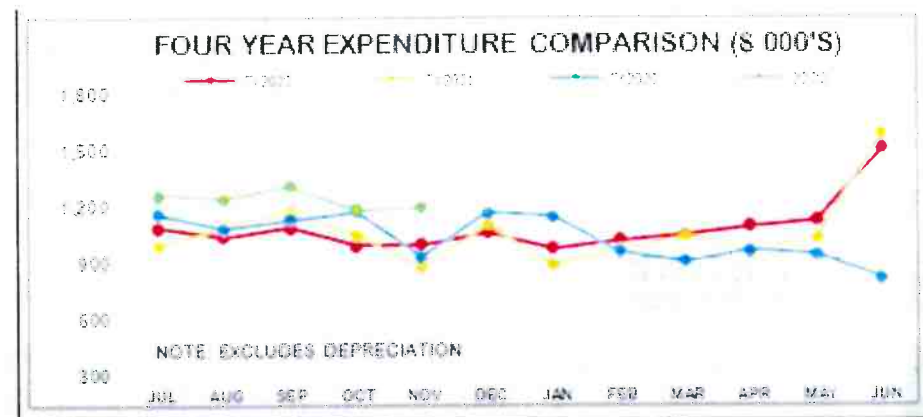
YTD Operating Expenses lower by 6.8%:

- Wages & Benefits, Facilities, Utilities, Professional Svcs. & Marketing trending lower than budget
- Offset by cost overruns fuel purchases (due to higher fuel sales) and golf cart lease expense



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 Five Months Ending November 30, 2022

	Actual Nov FY 2023	Budget Nov FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL								
FACILITIES	\$899,674	\$912,208	(\$12,534)	(1.4%)	\$4,574,981	\$4,539,838	\$35,143	0.8%
CARGO AND HANGARS	13,043	12,419	623	5.0%	69,570	69,091	480	0.7%
	<u>912,717</u>	<u>924,627</u>	<u>(11,910)</u>	<u>(1.3%)</u>	<u>4,644,551</u>	<u>4,608,929</u>	<u>35,623</u>	<u>0.8%</u>
CONCESSION REVENUE	28,088	20,704	7,384	35.7%	287,113	200,864	86,249	42.9%
FEE REVENUE								
AVIATION FEES		825	(825)	(100.0%)	1,020	1,119	(99)	(8.9%)
FUEL FLOWAGE	31,456	45,711	(14,255)	(31.2%)	258,365	149,385	108,980	73.0%
PSM TSALEO REVENUE	2,425	1,856	569	30.6%	14,635	9,282	5,353	57.7%
PSM SECURITY REVENUE	2,190	2,411	(221)	(9.2%)	10,035	12,053	(2,018)	(16.7%)
GOLF FEES	67,542	62,148	5,394	8.7%	1,371,781	1,328,209	43,573	3.3%
GOLF SIMULATORS	5,893	10,100	(4,207)	(41.7%)	9,662	14,030	(4,368)	(31.1%)
GOLF MEMBERSHIPS	51,058	54,375	(3,317)	(6.1%)	255,292	271,875	(16,583)	(6.1%)
GOLF LESSONS	738	209	529	252.7%	21,710	19,540	2,170	11.1%
MOORING FEES	39,637	38,750	887	2.3%	198,185	193,750	4,435	2.3%
PARKING	34,774	33,218	1,556	4.7%	239,021	174,938	64,083	36.6%
PIER USAGE FEES		8,417	(8,417)	(100.0%)	32,222	42,083	(9,862)	(23.4%)
REGISTRATIONS	12,122	833	11,289	1354.6%	54,109	28,233	25,876	91.7%
TERMINAL FEES				-				-
WHARFAGE AND DOCKAGE	74,058	50,000	24,058	48.1%	78,558	50,000	28,558	57.1%
	<u>321,893</u>	<u>308,853</u>	<u>13,041</u>	<u>4.2%</u>	<u>2,544,595</u>	<u>2,294,497</u>	<u>250,098</u>	<u>10.9%</u>
FUEL SALES	51,883	26,911	24,972	92.8%	732,927	481,776	251,151	52.1%
INTEREST INCOME								
LOAN INTEREST	2,652	2,583	69	2.7%	13,842	12,917	926	7.2%
OTHER REVENUES								
MERCHANDISE	14,708	11,677	3,032	26.0%	155,059	159,410	(4,351)	(2.7%)
ALL OTHER	15,076	30,100	(15,024)	(49.9%)	232,899	187,975	44,924	23.9%
	<u>29,784</u>	<u>41,777</u>	<u>11,993</u>	<u>28.7%</u>	<u>387,958</u>	<u>347,385</u>	<u>(40,573)</u>	<u>(11.7%)</u>
TOTAL OPERATING REVENUE	1,347,017	1,325,455	21,563	1.6%	8,610,986	7,946,368	664,620	8.4%
OPERATING EXPENSES								
WAGES AND FRINGE BENEFITS								
WAGES								
BENEFITED REGULAR	381,549	433,714	52,165	12.0%	1,893,019	2,127,988	234,970	11.0%
BENEFITED OVERTIME	18,078	11,394	(6,684)	(58.7%)	90,837	82,789	(8,049)	(9.7%)
NON-BENEFITED REGULAR	64,988	41,399	(23,589)	(57.0%)	439,712	365,449	(74,264)	(20.3%)
NON-BENEFITED OVERTIME	725	2,634	1,909	72.5%	14,309	17,587	3,278	18.6%
ACCRUED VACATION BENEFITS	1,638	1,008	(630)	(62.4%)	10,415	5,042	(5,374)	(106.6%)
ACCRUED SICK TIME BENEFITS	(2,836)	433	3,270	754.5%	(1,495)	2,167	3,662	169.0%
	<u>464,142</u>	<u>490,582</u>	<u>26,441</u>	<u>5.4%</u>	<u>2,446,797</u>	<u>2,601,022</u>	<u>154,223</u>	<u>5.9%</u>
WAGE TRANSFERS OUT				-	(4,383)		4,383	-
	<u>464,142</u>	<u>490,582</u>	<u>26,441</u>	<u>5.4%</u>	<u>2,442,414</u>	<u>2,601,022</u>	<u>158,606</u>	<u>6.1%</u>
BENEFITS								
DENTAL INSURANCE	4,982	5,902	920	15.6%	26,694	29,509	2,815	9.5%
HEALTH INSURANCE	96,107	112,153	16,046	14.3%	498,068	560,765	62,697	11.2%
LIFE INSURANCE	2,224	2,676	452	16.9%	12,315	13,379	1,064	8.0%
NEW HAMPSHIRE RETIREMENT	79,130	64,212	(14,918)	(23.2%)	289,307	321,061	31,754	9.9%
POST RETIREMENT BENEFITS	10,394	10,216	(178)	(1.7%)	48,281	51,081	2,800	5.5%
EMPLOYEE DRUG TEST	269	170	(99)	(58.2%)	961	850	(111)	(13.1%)
OPEB EXPENSE				-				-
EMPLOYER FICA	33,733	34,553	820	2.4%	180,845	198,660	17,815	9.0%
UNEMPLOYMENT INS				-				-
	<u>226,839</u>	<u>229,882</u>	<u>3,043</u>	<u>1.3%</u>	<u>1,056,471</u>	<u>1,175,305</u>	<u>118,834</u>	<u>10.1%</u>
BENEFIT TRANSFERS OUT				-				-
	<u>226,839</u>	<u>229,882</u>	<u>3,043</u>	<u>1.3%</u>	<u>1,056,471</u>	<u>1,175,305</u>	<u>118,834</u>	<u>10.1%</u>
TOTAL WAGES & BENEFITS	690,981	720,464	29,484	4.1%	3,498,885	3,776,327	277,441	7.3%

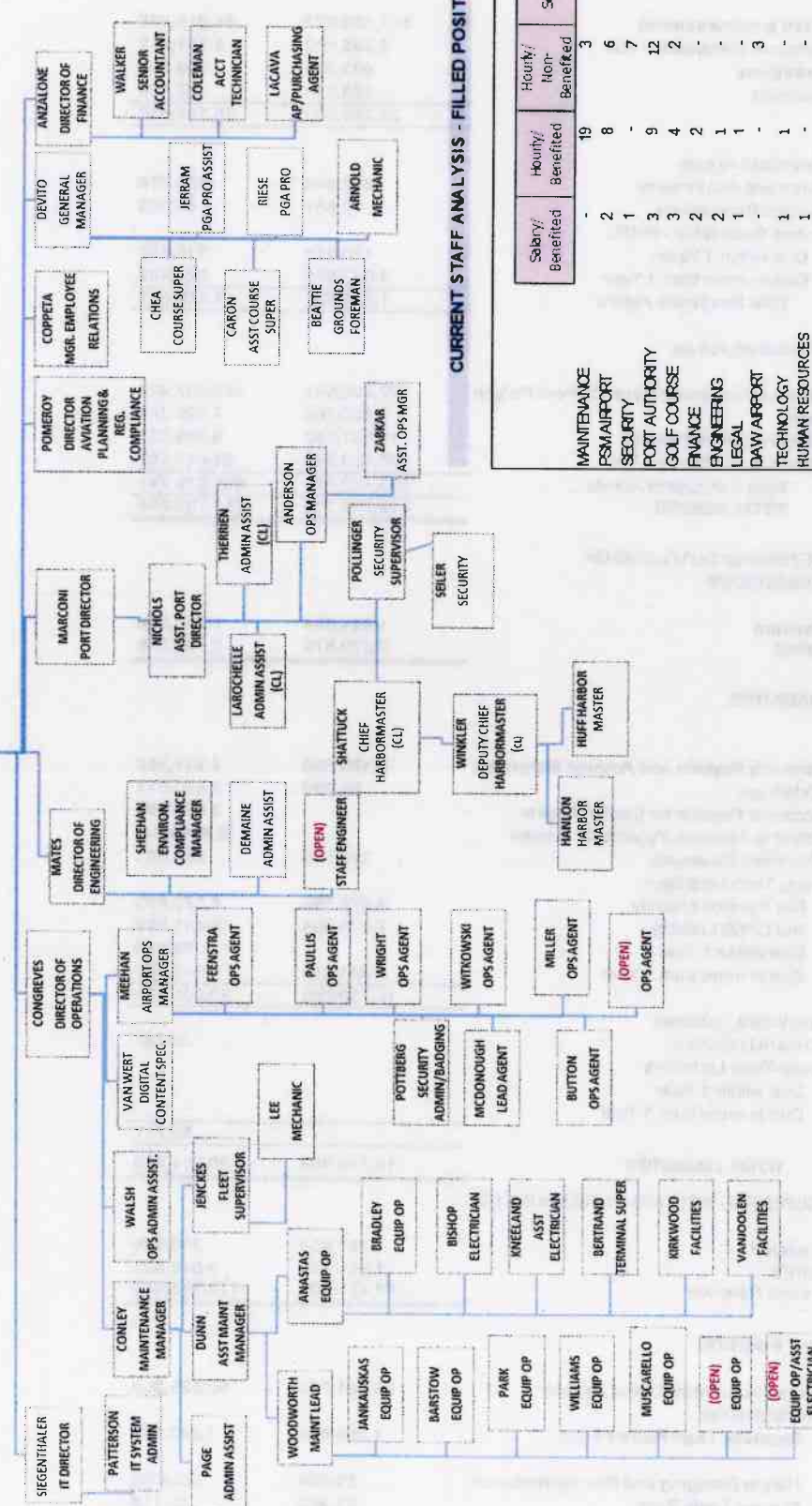
PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses
For the Five Months Ending November 30, 2022

	Actual Nov FY 2023	Budget Nov FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
BUILDING AND FACILITIES								
AIRFIELD MAINTENANCE	647	8,284	7,638	92.2%	44,995	41,422	(3,574)	(8.6%)
COVID-19		590	590	100.0%		2,950	2,950	100.0%
SOIL & VEGETATION CONTROL	21,481	9,637	(11,844)	(122.9%)	48,274	48,185	(89)	(0.2%)
ENVIRONMENTAL TESTING	3,106	8,050	4,944	61.4%	19,944	40,248	20,304	50.4%
EQUIPMENT MAINTENANCE	42,586	40,174	(2,412)	(6.0%)	178,855	177,718	(1,137)	(0.6%)
FACILITIES MAINTENANCE	50,511	66,674	16,163	24.2%	283,378	333,369	49,991	15.0%
LANDSCAPING		1,668	1,668	100.0%	15,457	16,842	1,385	8.2%
NAVIGATION MAINTENANCE	105	4,642	4,537	97.7%	2,448	23,208	20,760	89.5%
OTHER EXPENSES				-				-
SECURITY	17,997	19,893	1,897	9.5%	88,549	99,467	10,918	11.0%
SNOW REMOVAL	11,216	20,500	9,284	45.3%	11,216	20,500	9,284	45.3%
EXPENSE TRANSFERS				-				-
	147,649	180,112	32,464	18.0%	693,116	803,909	110,791	13.8%
WAGE & BENEFIT TRANSFER IN				-				-
	147,649	180,112	32,464	18.0%	693,116	803,909	110,791	13.8%
GENERAL AND ADMINISTRATIVE								
BAD DEBT EXPENSE		42	42	100.0%		208	208	100.0%
BANK FEES	44,750	5,047	(39,703)	(786.7%)	95,016	42,393	(52,623)	(124.1%)
COMPUTER EXPENSES	6,581	5,788	(793)	(13.7%)	34,664	28,942	(5,722)	(19.8%)
DISCOUNTS AND LATE FEES	15	(171)	(186)	108.9%	(1,351)	(854)	497	(58.1%)
EQUIPMENT UNDER \$5,000	2,576	5,993	3,416	57.0%	21,462	29,963	8,501	28.4%
FEES AND LICENSES	2,188	7,018	4,830	68.8%	13,277	35,697	22,420	62.8%
INSURANCE	34,852	32,871	(1,981)	(6.0%)	177,013	163,495	(13,518)	(8.3%)
OFFICE EQUIPMENT	1,420	1,834	413	22.5%	10,116	9,168	(948)	(10.3%)
PROFESSIONAL DEVELOPMENT	2,522	4,788	2,266	47.3%	12,481	23,940	11,458	47.9%
SUPPLIES	6,348	8,829	2,482	28.1%	34,148	44,147	9,999	22.6%
TELEPHONES AND COMMUNICATIONS	13,321	13,272	(49)	(0.4%)	75,170	66,360	(8,810)	(13.3%)
TRAVEL AND MILEAGE	503	4,092	3,588	87.7%	5,673	20,458	14,786	72.3%
OTHER EXPENSES	5,655	5,659	3	0.1%	21,679	28,294	6,615	23.4%
	120,731	95,062	(25,671)	(27.0%)	499,348	492,211	(7,139)	(1.5%)
UTILITIES								
ELECTRICITY	36,969	55,528	18,559	33.4%	216,731	276,764	60,033	21.7%
ELECTRICITY TRANSFERS				-				-
HEATING OIL	250		(250)	-	402	273	(130)	(47.5%)
NATURAL GAS	3,251	3,294	43	1.3%	9,674	7,724	(1,949)	(25.2%)
NATURAL GAS TRANSFERS				-				-
PROPANE	4,535	5,131	596	11.6%	16,852	15,436	(1,416)	(9.2%)
WASTE REMOVAL	8,429	9,272	842	9.1%	27,616	46,351	18,735	40.4%
WASTE REMOVAL TRANSFERS				-				-
WATER	7,842	7,687	(156)	(2.0%)	54,662	89,646	34,984	39.0%
WATER TRANSFERS				-				-
	61,276	80,912	19,635	24.3%	325,937	436,194	110,257	25.3%
PROFESSIONAL SERVICES								
AUDIT	26,721		(26,721)	-	77,702	63,400	(14,302)	(22.6%)
INFORMATION TECHNOLOGY	10,158	9,722	(435)	(4.5%)	48,727	48,612	(116)	(0.2%)
LEGAL	11,189	10,767	(422)	(3.9%)	20,657	53,833	33,177	61.6%
LEGAL PERMIT IMPLEMENT	4,379	14,583	10,204	70.0%	7,540	72,917	65,377	89.7%
ADMINISTRATIVE SERVICES	4,973	5,917	943	15.9%	22,865	29,583	6,718	22.7%
	57,420	40,989	(16,431)	(40.1%)	177,491	268,345	90,854	33.9%
MARKETING AND PROMOTION								
ADVERTISING	1,378	4,489	3,110	69.3%	12,421	22,443	10,021	44.7%
OTHER MARKETING	11,800	25,588	13,788	53.9%	71,701	127,942	56,241	44.0%
FLIGHT INCENTIVES				-				-
	13,178	30,077	16,898	56.2%	84,122	150,385	66,262	44.1%
OTHER OPERATING EXPENSES								
COAST TROLLEY	10,000	10,000		-	50,000	50,000		-
FUEL	47,866	23,089	(24,777)	(107.3%)	570,304	398,689	(171,616)	(43.0%)
GOLF CART LEASE	20,717		(20,717)	-	103,583	51,000	(52,583)	(103.1%)
MERCHANDISE	7,980	8,757	778	8.9%	99,289	119,558	20,268	17.0%
	86,563	41,846	(44,716)	(106.9%)	823,176	619,247	(203,931)	(32.9%)
TOTAL OPERATING EXPENSES	1,177,798	1,189,462	11,663	1.0%	6,102,075	6,546,618	444,535	6.8%
OPERATING INCOME/(LOSS)	169,219	135,993	33,226	24.4%	2,508,911	1,399,750	1,109,155	79.2%
DEPRECIATION	555,238	555,887	650	0.1%	2,841,859	2,808,077	(33,782)	(1.2%)
AMORTIZATION				-				-
NON-OPERATING (INCOME)/EXPENSES								
INTEREST EXPENSE		833	833	100.0%		4,167	4,167	100.0%
INTEREST INCOME	(3,963)	(735)	3,228	(438.9%)	(9,197)	(3,677)	5,520	(150.1%)
NON-OPERATING GRANT FUNDING				-				-
GAIN/LOSS ON ASSETS				-				-
OTHER NON-OPERATING	(3,963)	98	4,061	4143.9%	(9,197)	490	9,687	1976.9%
NET OPERATING INCOME/(LOSS)	(382,056)	(419,992)	37,937	(9.0%)	(323,751)	(1,408,817)	1,085,059	(77.0%)

CURRENT ORGANIZATION CHART

TOTAL BENEFITED POSITIONS

	FILLED	OPEN
PDA	51	6
OPH	12	0
TOTAL	63	6



CURRENT STAFF ANALYSIS - FILLED POSITIONS

	Sabry/ Benefited	Hourly/ Benefited	Hourly/ Non-Benefited	Seasonal	TOTAL
MAINTENANCE	17	46	33	12	108
PSMA/PORT	2	8	6	-	16
SECURITY	1	-	7	-	8
PORT AUTHORITY	3	9	12	0	24
GOLF COURSE	3	4	2	6	15
FINANCE	2	2	-	-	4
ENGINEERING	2	1	-	-	3
LEGAL	1	1	-	-	2
DAW/APPORT	-	-	3	-	3
TECHNOLOGY	1	1	-	-	2
HUMAN RESOURCES	1	-	-	-	1
MARKETING	0	1	-	-	1
EXECUTIVE	1	-	-	-	1

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Net Position
For the Five Months Ending November 30, 2022

	2023	2022
	Ending	Ending
ASSETS		
Cash and Investments	\$11,159,077	\$8,915,585
Accounts Receivable - Net	8,598,102	5,801,812
Inventories	403,513	353,285
Prepays	126,216	67,829
	20,286,909	15,138,512
Restricted Assets		
Cash and Investments	352,348	458,978
Current Receivables	70,887	55,093
Loans Receivable - NHFL		
Due within 1 Year	115,376	116,499
Due in more than 1 Year	1,043,870	921,432
Total Restricted Assets	1,582,481	1,552,003
Noncurrent Assets		
Leases Receivable-Net of Current Portion	197,230,941	169,907,424
Land	7,520,786	7,520,786
Construction-in-Process	11,687,252	5,789,023
Other Capital Assets - Net	76,993,743	81,857,507
Total Noncurrent Assets	293,432,723	265,074,741
TOTAL ASSETS	315,302,113	281,765,255
DEFERRED OUTFLOWS OF RESOURCES		
Pension	1,424,984	2,008,286
OPEB	2,279,876	2,193,378
LIABILITIES		
Accounts Payable and Accrued Expenses	3,430,692	2,941,352
Retainage	66,280	2,637,011
Accounts Payable for Capital Assets		2,939,054
Offset to Accounts Payable for Capital		(2,939,054)
Unearned Revenues	223,539	278,065
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	341,048	341,757
	15,719,868	20,501,538
Restricted Liabilities		
Current Liabilities		59,767
Long-Term Liabilities		
Due within 1 Year		
Due in more than 1 Year		
		59,767
TOTAL LIABILITIES	15,719,868	20,561,305
DEFERRED INFLOWS OF RESOURCES		
Pension	1,382,954	360,975
OPEB	1,651,884	2,546,921
Lease Revenue	198,471,605	172,345,488
NET POSITION		
Net Investment in Capital Assets	96,201,782	92,228,263
Restricted For:		
Revolving Loan Fishery Fund	1,256,400	1,247,895
Harbor Dredging and Pier Maintenance	26,254	(20,439)
Foreign Trade Zone	21,382	12,118
Unrestricted	4,274,845	(3,315,606)
TOTAL NET POSITION	101,780,663	90,152,230

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - PORTSMOUTH AIRPORT incl Security
For the Five Months Ending November 30, 2022

	Actual Nov FY 2023	Budget Nov FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$94,833	\$98,160	(\$3,327)	(3.4%)	\$358,767	\$354,574	\$4,193	1.2%
CARGO AND HANGARS	\$2,594	\$2,550	\$44	1.7%	\$12,850	\$12,731	\$119	0.9%
CONCESSION REVENUE	\$2,965	\$1,562	\$1,403	89.8%	\$56,761	\$9,072	\$47,689	525.7%
FEE REVENUE	\$65,665	\$78,607	(\$12,942)	(16.5%)	\$404,511	\$260,369	\$144,142	55.4%
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	\$10,678	\$16,767	(\$6,089)	(36.3%)	\$160,022	\$83,835	\$76,187	90.9%
TOTAL OPERATING REVENUES	176,735	197,646	(20,911)	(10.6%)	992,911	720,581	272,330	37.8%
EXPENSES								
WAGES AND FRINGE BENEFITS	124,151	107,292	(16,859)	(15.7%)	564,157	548,169	(15,988)	(2.9%)
BUILDING AND FACILITIES	69,015	99,042	30,027	30.3%	355,504	395,230	39,726	10.1%
GENERAL AND ADMINISTRATIVE	28,332	32,248	3,916	12.1%	164,081	160,706	(3,375)	(2.1%)
UTILITIES	25,748	39,408	13,660	34.7%	139,323	195,246	55,923	28.6%
PROFESSIONAL SERVICES	4,024	4,917	893	18.2%	20,630	24,583	3,953	16.1%
MARKETING AND PROMOTION	3,113	8,542	5,429	63.6%	52,560	42,708	(9,852)	(23.1%)
OTHER OPERATING EXPENSES								
TOTAL OPERATING EXPENSES	254,383	291,449	37,066	12.7%	1,296,255	1,366,642	70,387	5.2%
OPERATING INCOME	(77,648)	(93,803)	16,155	17.2%	(303,344)	(646,061)	342,717	53.0%
NON-OPERATING (INCOME) EXPENSE	0	0	0	-	0	0	0	-
DEPRECIATION	365,499	351,700	(13,799)	(3.9%)	1,879,233	1,766,112	(113,121)	(6.4%)
NET OPERATING INCOME	(443,147)	(445,503)	(2,356)	0.5%	(2,182,577)	(2,412,173)	(229,596)	9.5%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - SKYHAVEN AIRPORT
For the Five Months Ending November 30, 2022

	Actual Nov FY 2023	Budget Nov FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL								
CARGO AND HANGARS	10,449	9,869	580	5.9%	56,720	56,360	360	0.6%
CONCESSION REVENUE		250	(250)	(100.0%)	1,296	1,250	46	3.7%
FEE REVENUE		825	(825)	(100.0%)	1,020	1,119	(99)	(8.9%)
FUEL SALES	5,968	4,570	1,398	30.6%	52,624	36,848	15,776	42.8%
INTEREST								
MERCHANDISE								
OTHER REVENUE		92	(92)	(100.0%)		458	(458)	(100.0%)
TOTAL OPERATING REVENUES	16,417	15,606	811	5.2%	111,660	96,035	15,625	16.3%
EXPENSES								
WAGES AND FRINGE BENEFITS	4,796	3,954	(841)	(21.3%)	21,769	19,355	(2,413)	(12.5%)
BUILDING AND FACILITIES	3,868	4,501	633	14.1%	26,067	21,234	(4,833)	(22.8%)
GENERAL AND ADMINISTRATIVE	4,041	4,400	359	8.2%	19,799	21,920	2,121	9.7%
UTILITIES	3,568	2,880	(688)	(23.9%)	10,395	11,681	1,287	11.0%
PROFESSIONAL SERVICES	1,336	385	(951)	(246.8%)	4,218	4,826	609	12.6%
MARKETING AND PROMOTION		292	292	100.0%	675	1,458	783	53.7%
OTHER OPERATING EXPENSES	3,597	4,100	503	12.3%	42,138	20,500	(21,638)	(105.6%)
TOTAL OPERATING EXPENSES	21,206	20,512	(693)	(3.4%)	125,061	100,974	(24,085)	(23.9%)
OPERATING INCOME	(4,789)	(4,906)	117	(2.4%)	(13,401)	(4,939)	(8,460)	171.3%
NON-OPERATING (INCOME) EXPENSE								
DEPRECIATION	34,213	39,438	5,225	13.2%	172,035	201,132	29,097	14.5%
NET OPERATING INCOME	(39,002)	(44,344)	5,342	(12.0%)	(185,436)	(206,071)	20,637	(10.0%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - TRADEPORT OPERATIONS
For the Five Months Ending November 30, 2022

	Actual Nov FY 2023	Budget Nov FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$766,450	\$772,411	(\$5,962)	(0.8%)	\$4,022,576	\$4,004,132	\$18,444	0.5%
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE								
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE		8,333	(8,333)	(100.0%)	6,257	41,667	(35,409)	(85.0%)
TOTAL OPERATING REVENUES	766,450	780,744	(14,295)	(1.8%)	4,028,833	4,045,799	(16,965)	(0.4%)
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES	6,876	18,486	11,610	62.8%	57,630	89,472	31,842	35.6%
GENERAL AND ADMINISTRATIVE	7,380	6,978	(402)	(5.8%)	40,427	34,458	(5,969)	(17.3%)
UTILITIES	5,988	7,616	1,628	21.4%	31,200	33,410	2,210	6.6%
PROFESSIONAL SERVICES								
MARKETING AND PROMOTION		192	192	100.0%	361	958	598	62.4%
OTHER OPERATING EXPENSES	10,000	10,000	-	-	50,000	50,000	-	-
TOTAL OPERATING EXPENSES	30,244	43,272	13,028	30.1%	179,618	208,298	28,681	13.8%
OPERATING INCOME	736,206	737,472	(1,267)	(0.2%)	3,849,215	3,837,501	11,715	0.3%
NON-OPERATING (INCOME) EXPENSE								
DEPRECIATION	60,839	72,784	11,944	16.4%	308,883	371,198	62,315	16.8%
NET OPERATING INCOME	675,367	664,688	10,678	1.6%	3,540,332	3,466,303	74,030	2.1%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - GOLF COURSE
For the Five Months Ending November 30, 2022

	Actual Nov FY 2023	Budget Nov FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL								
CARGO AND HANGARS								
CONCESSION REVENUE	25,123	18,892	6,231	33.0%	226,055	187,541	38,514	20.5%
FEE REVENUE	125,232	126,832	(1,601)	(1.3%)	1,658,446	1,633,654	24,792	1.5%
FUEL SALES								
INTEREST								
MERCHANDISE	14,708	11,677	3,032	26.0%	155,059	159,410	(4,351)	(2.7%)
OTHER REVENUE	2,414	2,333	80	3.4%	7,072	11,667	(4,595)	(39.4%)
TOTAL OPERATING REVENUES	167,477	159,734	7,743	4.8%	2,046,632	1,992,272	54,361	2.7%
EXPENSES								
WAGES AND FRINGE BENEFITS	95,552	89,307	(6,245)	(7.0%)	570,288	579,266	8,978	1.5%
BUILDING AND FACILITIES	34,516	23,883	(10,633)	(44.5%)	154,386	127,913	(26,473)	(20.7%)
GENERAL AND ADMINISTRATIVE	53,306	16,841	(36,465)	(216.5%)	131,150	98,012	(33,139)	(33.8%)
UTILITIES	15,260	17,007	1,747	10.3%	101,673	133,851	32,178	24.0%
PROFESSIONAL SERVICES	4,644	2,818	(1,826)	(64.8%)	19,885	17,090	(2,795)	(16.4%)
MARKETING AND PROMOTION	5,886	3,034	(2,852)	(94.0%)	17,409	15,171	(2,238)	(14.8%)
OTHER OPERATING EXPENSES	28,697	8,757	(19,939)	(227.7%)	202,873	170,558	(32,315)	(18.9%)
TOTAL OPERATING EXPENSES	237,861	161,647	(76,213)	(47.1%)	1,197,664	1,141,861	(55,804)	(4.9%)
OPERATING INCOME	(70,384)	(1,913)	(68,470)	3580.9%	848,968	850,411	(1,443)	(0.2%)
NON-OPERATING (INCOME) EXPENSE	(1)	(17)	(15)	92.4%	(62)	(83)	(22)	25.8%
DEPRECIATION	30,970	29,605	(1,364)	(4.6%)	157,042	153,184	(3,858)	(2.5%)
NET OPERATING INCOME	(101,353)	(31,501)	(69,850)	221.7%	691,988	697,310	(5,322)	(0.8%)

BUSINESS UNIT ANALYSIS	PRO SHOP	COURSE OPERATIONS	FOOD/BEV	SIMULATOR	TOTAL
OPERATING REVENUES	155,060	1,652,597	229,313	9,662	2,046,632
OPERATING EXPENSES* *Excluding Depreciation	132,656	961,563	76,885	26,560	1,197,664
OPERATING INCOME	22,404	691,034	152,428	(16,898)	848,968

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - DIVISION OF PORTS AND HARBORS-UNRESTRICTED
For the Five Months Ending November 30, 2022

	Actual Nov FY 2023	Budget Nov FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$38,391	\$36,636	\$1,755	4.8%	\$181,638	\$174,132	\$7,506	4.3%
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	3,000	3,000	-	-
FEE REVENUE	125,790	89,072	36,719	41.2%	420,951	331,770	89,181	26.9%
FUEL SALES	45,915	22,341	23,575	105.5%	680,303	444,928	235,375	52.9%
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	6,599	6,017	582	9.7%	81,718	67,559	14,159	21.0%
TOTAL OPERATING REVENUES	216,695	154,066	62,631	40.7%	1,367,610	1,021,389	346,221	33.9%
EXPENSES								
WAGES AND FRINGE BENEFITS	114,026	116,222	2,197	1.9%	651,020	679,749	28,729	4.2%
BUILDING AND FACILITIES	18,282	18,896	614	3.3%	60,891	94,482	33,591	35.6%
GENERAL AND ADMINISTRATIVE	11,236	9,908	(1,328)	(13.4%)	66,155	53,078	(13,076)	(24.6%)
UTILITIES	9,922	13,874	3,953	28.5%	42,361	61,374	19,013	31.0%
PROFESSIONAL SERVICES	4,320	1,270	(3,050)	(240.2%)	19,121	21,848	2,727	12.5%
MARKETING AND PROMOTION	-	268	268	100.0%	1,071	1,338	268	20.0%
OTHER OPERATING EXPENSES	44,269	18,989	(25,280)	(133.1%)	528,167	378,189	(149,978)	(39.7%)
TOTAL OPERATING EXPENSES	202,055	179,427	(22,626)	(12.6%)	1,368,786	1,290,058	(78,727)	(6.1%)
OPERATING INCOME	14,640	(25,361)	40,005	(157.7%)	(1,176)	(268,669)	267,494	(99.6%)
NON-OPERATING (INCOME) EXPENSE	(181)	(183)	(3)	1.4%	(1,041)	(917)	124	(13.6%)
DEPRECIATION	49,974	49,806	(167)	(0.3%)	254,904	255,090	186	0.1%
NET OPERATING INCOME	(35,153)	(74,984)	39,835	(53.1%)	(255,039)	(522,842)	267,805	(51.2%)

BUSINESS UNIT ANALYSIS	RYE HARBOR	HAMPTON HARBOR	PORTS. FISH PIER	MARKET ST.	HARBOR MGMT	ADMIN	TOTAL
OPERATING REVENUES	240,020	328,925	289,129	260,019	249,517	0	1,367,610
OPERATING EXPENSES* *Excluding Depreciation	220,770	316,294	280,077	181,672	151,180	218,793	1,368,786
OPERATING INCOME	19,250	12,631	9,052	78,347	98,337	(218,793)	(1,176)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - FOREIGN TRADE ZONE
For the Five Months Ending November 30, 2022

	Actual Nov FY 2023	Budget Nov FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL		\$5,000	(\$5,000)	(100.0%)	\$12,000	\$7,000	\$5,000	71.4%
CARGO AND HANGARS				-				-
CONCESSION REVENUE				-				-
FEE REVENUE				-				-
FUEL SALES				-				-
INTEREST				-				-
MERCHANDISE				-				-
OTHER REVENUE				-				-
TOTAL OPERATING REVENUES		5,000	(5,000)	(100.0%)	12,000	7,000	5,000	71.4%
EXPENSES								
WAGES AND FRINGE BENEFITS				-				-
BUILDING AND FACILITIES				-				-
GENERAL AND ADMINISTRATIVE		104	104	100.0%		521	521	100.0%
UTILITIES				-				-
PROFESSIONAL SERVICES				-				-
MARKETING AND PROMOTION		708	708	100.0%	1,539	3,542	2,003	56.6%
OTHER OPERATING EXPENSES				-				-
TOTAL OPERATING EXPENSES		812	813	100.0%	1,539	4,063	2,524	62.1%
OPERATING INCOME		4,188	(4,188)	(100.0%)	10,461	2,937	7,524	256.1%
NON-OPERATING (INCOME) EXPENSE	0	0	0	(27.3%)	(2)	(2)	1	(32.7%)
DEPRECIATION				-				-
NET OPERATING INCOME	0	4,188	(4,187)	(100.0%)	10,463	2,939	7,525	256.0%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - HARBOR DREDGING
For the Five Months Ending November 30, 2022

	Actual Nov FY 2023	Budget Nov FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL				-				-
CARGO AND HANGARS				-				-
CONCESSION REVENUE				-				-
FEE REVENUE	592	9,250	(8,658)	(93.6%)	34,999	46,250	(11,252)	(24.3%)
FUEL SALES				-				-
INTEREST				-				-
MERCHANDISE				-				-
OTHER REVENUE		750	(750)	(100.0%)	2,500	3,750	(1,250)	(33.3%)
TOTAL OPERATING REVENUES	592	10,000	(9,408)	(94.1%)	37,499	50,000	(12,502)	(25.0%)
EXPENSES								
WAGES AND FRINGE BENEFITS				-				-
BUILDING AND FACILITIES		5,917	5,917	100.0%		29,583	29,583	100.0%
GENERAL AND ADMINISTRATIVE		2,000	2,000	100.0%	(1)	10,000	10,001	100.0%
UTILITIES				-				-
PROFESSIONAL SERVICES				-				-
MARKETING AND PROMOTION				-				-
OTHER OPERATING EXPENSES				-				-
TOTAL OPERATING EXPENSES		7,917	7,917	100.0%	(1)	39,583	39,584	100.0%
OPERATING INCOME	592	2,083	(1,491)	(71.6%)	37,500	10,417	27,082	260.0%
NON-OPERATING (INCOME) EXPENSE	(26)	(35)	(9)	25.6%	(139)	(175)	(36)	20.5%
DEPRECIATION	5,729	5,833	105	1.8%	29,532	29,167	(365)	(1.3%)
NET OPERATING INCOME	(5,111)	(3,715)	(1,395)	37.6%	8,107	(18,575)	26,681	(143.6%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - REVOLVING LOAN FUND
For the Five Months Ending November 30, 2022

	Actual Nov FY 2023	Budget Nov FY 2023	Variance From Monthly Budget	% Variance	Actual YTD FY 2023	Budget YTD FY 2023	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL								
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE								
FUEL SALES								
INTEREST	2,652	2,583	69	2.7%	13,842	12,917	926	7.2%
MERCHANDISE								
OTHER REVENUE		75	(75)	(100.0%)		375	(375)	(100.0%)
TOTAL OPERATING REVENUES	2,652	2,658	(6)	(0.2%)	13,842	13,292	551	4.1%
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES								
GENERAL AND ADMINISTRATIVE		46	46	100.0%		230	230	100.0%
UTILITIES								
PROFESSIONAL SERVICES	780	1,000	220	22.0%	6,305	5,000	(1,305)	(26.1%)
MARKETING AND PROMOTION								
OTHER OPERATING EXPENSES								
TOTAL OPERATING EXPENSES	780	1,046	266	25.4%	6,305	5,230	(1,075)	(20.6%)
OPERATING INCOME	1,872	1,612	260	16.1%	7,537	8,062	(525)	(6.5%)
NON-OPERATING (INCOME) EXPENSE								
DEPRECIATION	(7)		7	-	(37)		37	-
NET OPERATING INCOME	1,879	1,612	267	16.6%	7,574	8,062	(488)	(6.1%)

REVOLVING LOAN FUND (\$ 000's)	BALANCE AT 11-30-2022	BALANCE AT 06-30-2022
CASH BALANCES		
GENERAL FUNDS	96	75
SEQUESTERED FUNDS	-	-
	<u>96</u>	<u>75</u>
LOANS OUTSTANDING (22)		
CURRENT	115	113
LONG TERM	1,044	1,059
	<u>1,159</u>	<u>1,172</u>
TOTAL CAPITAL BASE	<u>1,255</u>	<u>1,247</u>
CAPITAL UTILIZATION RATE -% *	<u>92.4%</u>	<u>94.0%</u>

*EXCLUDES SEQUESTERED FUNDS

**SUMMARY OF INTERGOVERNMENTAL RECEIVABLES
AS OF NOVEMBER 30, 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	25,234	(1,301)	22,177	2,155	1,758
SKYHAVEN AIRPORT	141	141	145	(26)	78	40	40
DIVISION OF PORTS AND HARBORS	13,253	0	10,830	(65)	10,522	215	215
	<u>41,513</u>	<u>26,341</u>	<u>36,209</u>	<u>(1,392)</u>	<u>32,777</u>	<u>2,410</u>	<u>2,013</u>

**SUMMARY OF CONSTRUCTION WORK IN PROCESS
AS OF NOVEMBER 30, 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 11-30-22</u>
PORTSMOUTH AIRPORT					
TERMINAL EXPANSION (NON-GRANT)	581	(4)	(577)	(581)	-
RUNWAY 16-34 RECONSTRUCTION (AIP 64)	(26)	33	-	33	7
TERMINAL BUILDING EXPANSION (AIP 66)	3	-	(3)	(3)	-
TERMINAL BUILDING EXPANSION (AIP 62)	25	-	(25)	(25)	-
ALPHA SOUTH HOLD BAY (AIP 67)	6	1	(7)	(6)	-
SNOW REMOVAL EQUIPMENT (AIP 69)	21	-	-	-	21
LOWERY LANE (AIP 70)	312	-	(312)	(312)	-
PSM ACCESS CONTROL BOARD	39	5	(44)	(39)	-
GATE ACCESS CONTROL	44	0	(44)	(44)	-
CORPORATE DRIVE DRAINAGE	84	391	-	391	475
TAXIWAY A REPAIRS	7	139	-	139	146
SNOW REMOVAL EQUIPMENT (AIP 74)	10	-	-	-	10
IT EQUIPMENT (CUSTOMS & BORDER PATROL)	-	19	(19)	-	-
ARRIVALS HALL EXPANSION	-	1	-	1	1
PSM MOBILE RADIO PURCHASE	26	0	(26)	(26)	-
	<u>1,132</u>	<u>585</u>	<u>(1,057)</u>	<u>(472)</u>	<u>660</u>
SKYHAVEN AIRPORT					
TERMINAL APRON DESIGN (SBG 15-09)	145	0	(145)	(145)	0
RUNWAY/HANGAR LIGHTING	-	37	(37)	-	0
TERMINAL UPGRADES	17	11	-	11	28
	<u>162</u>	<u>48</u>	<u>(182)</u>	<u>(134)</u>	<u>28</u>
GOLF COURSE					
GOLF COURSE PIPE REPAIRS	-	53	(53)	-	-
SUBDRIVE CONTROLLER	-	5	(5)	-	-
	<u>0</u>	<u>58</u>	<u>(58)</u>	<u>0</u>	<u>0</u>
IT/ADMINISTRATION					
2022 TOYOTA PRIUS (ADMIN VEHICLE)	-	26	(26)	-	-
	<u>0</u>	<u>26</u>	<u>(26)</u>	<u>0</u>	<u>0</u>
MAINTENANCE					
CRACK SEALING MACHINE	-	91	(91)	0	0
	<u>0</u>	<u>91</u>	<u>(91)</u>	<u>0</u>	<u>0</u>
DIVISION OF PORTS AND HARBORS (DPH)					
FUNCTIONAL REPLACEMENT- BARGE DOCK	1,801	254	-	254	2,055
PFP BULKHEAD REPAIR AND CONSTRUCTION	3,073	19	-	19	3,092
MAIN PIER (BUILD GRANT)	3,754	1,750	-	1,750	5,504
MARKET ST SITE LIGHTING IMPROVEMENTS	157	105	(262)	(157)	-
HAMPTON DOCK REPLACEMENT (ARPA)	342	5	-	5	347
PFP BRACING & DECKING (ARPA)	-	1	-	1	1
RYE WATER LINE INSTALL	7	-	(7)	(7)	-
RYE FUEL LINE INSTALL	37	-	(37)	(37)	-
	<u>9,171</u>	<u>2,134</u>	<u>(306)</u>	<u>1,828</u>	<u>10,999</u>
TOTAL	<u>10,465</u>	<u>2,942</u>	<u>(1,720)</u>	<u>1,222</u>	<u>11,687</u>

PEASE DEVELOPMENT AUTHORITY CASH FLOW PROJECTIONS FOR THE NINE MONTH PERIOD ENDING SEPTEMBER 30, 2023



BOARD OF DIRECTORS MEETING
JANUARY 19, 2023



**PEASE DEVELOPMENT AUTHORITY
CASH FLOW SUMMARY OVERVIEW
JANUARY 1, 2023 TO SEPTEMBER 30, 2023
(EXCLUDING DIVISION OF PORTS AND HARBORS)**

(\$ 000's)

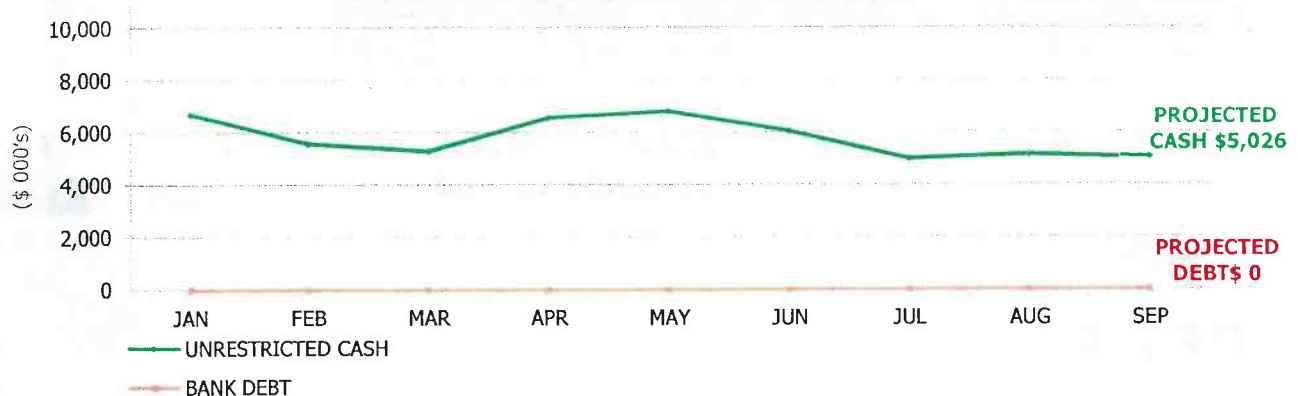
(\$000's)	AMOUNT
OPENING FUND BALANCE	<u>8,032</u>
SOURCES OF FUNDS	
GRANT AWARDS (SEE PAGE 4)	2,776
TRADEPORT TENANTS	8,053
MUNICIPAL SERVICE FEE (COP)	2,079
GOLF COURSE FEE AND CONCESSION REVENUES	2,698
REVOLVING LINE OF CREDIT (PROVIDENT BANK)	0
PSM AIRPORT- LEASES, FUEL FLOWAGE FEES AND PARKING	1,427
SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES	178
	<u>17,211</u>
USES OF FUNDS	
OPERATING EXPENSES	9,494
CAPITAL EXPENDITURES- NON-GRANT (SEE PAGE 5)	7,153
CAPITAL EXPENDITURES- GRANT (SEE PAGE 4)	770
MUNICIPAL SERVICE FEE (COP)- NET	2,800
	<u>20,217</u>
NET CASH FLOW	<u>(3,006)</u>
CLOSING FUND BALANCE	<u>5,026</u>

TOTAL FUND BALANCES	BALANCE AT 12-31-2022	BALANCE AT 6-30-2022
UNRESTRICTED	8,032	6,967
DESIGNATED	14	14
TOTAL	<u>8,046</u>	<u>6,981</u>

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



THE PDA RECENTLY RENEWED ITS REVOLVING LINE OF CREDIT (RLOC) WITH PROVIDENT BANK. THE PRINCIPAL LOAN AMOUNT WAS REDUCED TO \$7 MILLION WITH A TERMINATION DATE OF DECEMBER 31, 2025. THE TERMS ARE 1 MONTH FHLB (CLASSIC) PLUS 250 BASIS POINTS.

REVOLVING LINE OF CREDIT	FY23 YTD	FY22
AVERAGE INTEREST RATE	4.29%	2.86%

PEASE DEVELOPMENT AUTHORITY
STATEMENT OF CASH FLOW (EXCLUDING DIVISION OF PORTS AND HARBORS) (\$000's)

CASH FLOW - PDA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
OPENING FUND BALANCE	8,032	6,712	5,579	5,285	6,567	6,817	6,050	4,980	5,141	8,032
SOURCES OF FUNDS										
GRANT AWARDS (SEE PAGE #4)	110	20	440	1,690	456	20	20	20	-	2,776
TRADEPORT TENANTS	935	892	852	880	869	878	1,030	879	838	8,053
MUNICIPAL SERVICE FEE	423	135	135	423	135	135	423	135	135	2,079
GOLF COURSE	33	34	88	247	423	493	491	487	402	2,698
PORTSMOUTH AIRPORT- (PSM)	42	22	145	43	62	95	60	57	39	565
PSM PAY FOR PARKING	36	51	82	102	53	55	29	22	13	443
PSM FLOWAGE FEES	39	36	58	71	68	66	10	45	26	419
SKYHAVEN AIRPORT	16	16	17	20	19	19	23	23	25	178
EXTERNAL FINANCING- NET	-	-	-	-	-	-	-	-	-	-
	1,634	1,206	1,817	3,476	2,085	1,761	2,086	1,668	1,478	17,211
USE OF FUNDS										
CAPITAL- GRANT RELATED (SEE PAGE #4)	10	660	20	20	20	20	20	-	-	770
CAPITAL- NONGRANT (SEE PAGE 5)	495	655	1,030	1,129	769	1,404	671	500	500	7,153
OPERATING EXPENSES	1,049	1,024	1,061	1,045	1,046	1,104	1,065	1,007	1,093	9,494
MUNICIPAL SERVICE FEE	1,400	-	-	-	-	-	1,400	-	-	2,800
	2,954	2,339	2,111	2,194	1,835	2,528	3,156	1,507	1,593	20,217
NET CASH FLOW	(1,320)	(1,133)	(294)	1,282	250	(767)	(1,070)	161	(115)	(3,006)
CLOSING FUND BALANCE	6,712	5,579	5,285	6,567	6,817	6,050	4,980	5,141	5,026	5,026

PEASE DEVELOPMENT AUTHORITY
GRANT REIMBURSEMENT CAPITAL PROJECTS (EXCLUDING THE DIVISION OF PORTS AND HARBORS) (\$ 000's)

GRANT FUNDED PROJECTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
PORTSMOUTH AIRPORT										
TERMINAL EXPANSION DESIGN AND CONSTRUCTION (AIP 62- \$1.6M)	-	20	-	-	-	-	-	-	-	20
TERMINAL EXPANSION DESIGN AND CONSTRUCTION (AIP 66- \$2.0M)	-	20	-	-	-	-	-	-	-	20
PEASE BOULEVARD-ARBORETUM AVE	10	20	20	20	20	20	20	-	-	130
SNOW REMOVAL EQUIPMENT (AIP 69)	-	600	-	-	-	-	-	-	-	600
SNOW REMOVAL EQUIPMENT (AIP 74)	-	-	-	-	-	-	-	-	-	-
	10	660	20	20	20	20	20	-	-	770
SKYHAVEN AIRPORT										
	-	-	-	-	-	-	-	-	-	-
TOTAL GRANT REIMBURSEMENT PROJECTS	10	660	20	20	20	20	20	-	-	770

PEASE DEVELOPMENT AUTHORITY
GRANT RECEIPT AWARDS (EXCLUDING THE DIVISION OF PORTS AND HARBORS) (\$ 000's)

GRANT AWARDS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
PORTSMOUTH AIRPORT										
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)	-	-	-	1,100	-	-	-	-	-	1,100
RUNWAY- ATR NATIONAL GUARD	-	-	-	-	436	-	-	-	-	436
TW A SOUTH HOLD BAY (AIP 67)	90	-	-	-	-	-	-	-	-	90
PEASE BOULEVARD- ARBORETUM AVE	20	20	20	20	20	20	20	20	-	160
SNOW REMOVAL EQUIPMENT (AIP 69)	-	-	-	570	-	-	-	-	-	570
LOWERY LANE PAVING (AIP 70)	-	-	42	-	-	-	-	-	-	42
	110	20	440	1,690	456	20	20	20	-	2,776
SKYHAVEN AIRPORT										
	-	-	-	-	-	-	-	-	-	-
TOTAL GRANT RECEIPT AWARDS	110	20	440	1,690	456	20	20	20	-	2,776

PEASE DEVELOPMENT AUTHORITY
NON-GRANT CAPITAL EXPENDITURES (EXCLUDING THE DIVISION OF PORTS AND HARBORS)

(\$ 000's)

NON-GRANT CAPITAL PROJECTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
TECHNOLOGY/ADMINISTRATION										
MICROSOFT SOFTWARE UPGRADES **	-	-	-	40	-	-	-	-	-	40
PAYCHEX PAYROLL KIOSKS **	5	-	-	-	-	-	-	-	-	5
TECHNOLOGY ENHANCEMENTS **	10	10	-	10	-	-	-	-	-	30
WEBSITE UPGRADES**	30	-	-	-	-	-	-	-	-	30
	45	10	-	50	-	-	-	-	-	105
GOLF COURSE										
COURSE EQUIPMENT	-	15	-	-	89	-	-	-	-	104
VIDEO SURVEILLANCE SYSTEM**	-	-	15	20	-	-	-	-	-	35
	-	15	15	20	89	-	-	-	-	139
PORTSMOUTH AIRPORT										
TERMINAL EXPANSION	125	68	-	-	-	-	-	-	-	193
MOBILE RADIO UPGRADE **	20	-	-	-	-	-	-	-	-	20
FENCE CONSTRUCTION **	-	-	-	35	-	-	-	-	-	35
GENERATOR UPGRADE **	-	-	-	-	10	-	-	-	-	10
TERMINAL ARRIVALS AREA-DESIGN	-	500	500	200	-	-	-	-	-	1,200
TERMINAL ARRIVALS AREA-CONSTRUCT**	-	-	500	500	500	500	500	500	500	3,500
FLIGHTLINE RD PIPE RELOCATION**	-	-	-	-	-	750	-	-	-	750
	145	568	1,000	735	510	1,250	500	500	500	5,708
SKYHAVEN AIRPORT										
SRE DOOR REPLACEMENT**	20	-	-	-	-	-	-	-	-	20
FUEL SYSTEM CREDIT CARD **	-	5	-	-	-	-	-	-	-	5
RENOVATION WORK-TERMINAL BLDG	-	-	-	13	-	-	-	-	-	13
TOW BEHIND MOWER ATTACHMENT	-	-	-	11	-	-	-	-	-	11
	20	5	-	24	-	-	-	-	-	49
SECURITY - PORTSMOUTH AIRPORT										
CCTV SECURITY GATES	-	-	-	50	-	-	-	-	-	50
REPLACE BADGING WORKSTATIONS	-	-	-	-	-	-	90	-	-	90
DURESS ALARM SYSTEMS	12	-	-	-	-	-	-	-	-	12
TRAINING VIDEO PRODUCTION	-	-	-	115	-	-	-	-	-	115
BADGE READER & MEDIA REPLACEMENT	89	-	-	-	-	-	-	-	-	89
SECURITY SYSTEM UPGRADE **	-	-	-	-	170	100	-	-	-	270
	101	-	-	165	170	100	90	-	-	626
SECURITY - SKYHAVEN AIRPORT										
DOOR ACCESS CONTROL **	25	-	-	-	-	-	-	-	-	25
	25	-	-	-	-	-	-	-	-	25
TRADEPORT										
STORMWATER UPGRADES	-	25	-	25	-	-	-	-	-	50
CORPORATE DRIVE- DRAINAGE	-	32	-	-	-	-	-	-	-	32
	-	57	-	25	-	-	-	-	-	82
MAINTENANCE										
VEHICLE FLEET REPLACEMENT	-	-	-	60	-	54	81	-	-	195
PAINT MACHINE **	-	-	15	-	-	-	-	-	-	15
BUILDING INFRASTRUCTURE **	-	-	-	50	-	-	-	-	-	50
HIGH LIFT **	30	-	-	-	-	-	-	-	-	30
JD DIESEL TRACTORW/TOW BEHIND MOWER	129	-	-	-	-	-	-	-	-	129
	159	-	15	110	-	54	81	-	-	419
TOTAL NON-GRANT CAPITAL PROJECTS	495	655	1,030	1,129	769	1,404	671	500	500	7,153

DIVISION OF PORTS AND HARBORS (UNRESTRICTED FUNDS)
CASH FLOW SUMMARY OVERVIEW
JANUARY 1, 2023 TO SEPTEMBER 30, 2023

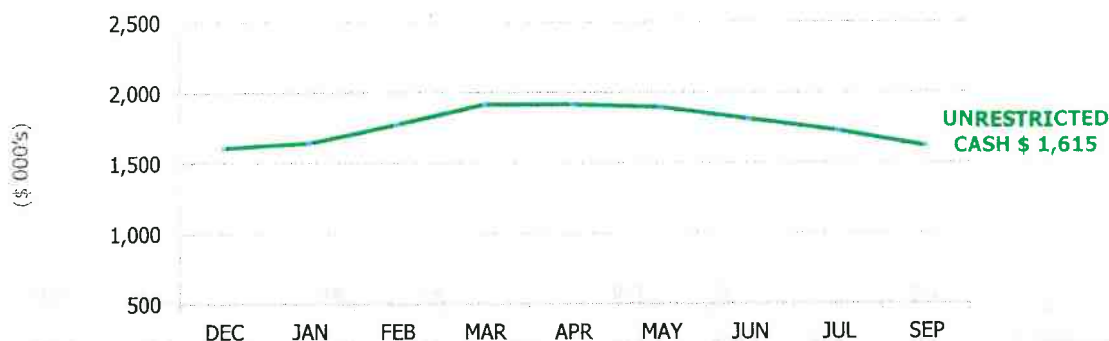
(\$ 000's)

(\$000'S)	AMOUNT
OPENING FUND BALANCE	<u>1,644</u>
SOURCES OF FUNDS	
FACILITY RENTALS AND CONCESSIONS	441
FUEL SALES	658
REGISTRATIONS / WHARFAGE	646
MOORING FEES	465
PARKING FEES	86
	<u>2,296</u>
USES OF FUNDS	
PERSONNEL SERVICES AND BENEFITS	1,212
FUEL PROCUREMENT	542
OPERATING EXPENSES	471
CAPITAL EXPENDITURES AND OTHER	100
	<u>2,325</u>
NET CASH FLOW	<u>(29)</u>
CLOSING FUND BALANCE	<u>1,615</u>

TOTAL FUND BALANCES	BALANCE AT 12/31/22	BALANCE AT 06/30/22
UNRESTRICTED FUNDS	1,644	1,520
DESIGNATED FUNDS	<u>160</u>	<u>160</u>
	<u>1,804</u>	<u>1,680</u>

- 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



DIVISION OF PORTS AND HARBORS (UNRESTRICTED FUNDS)
STATEMENT OF CASH FLOW

(\$000's)

CASH FLOW - DPH	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>TOTAL</u>
OPENING FUND BALANCE	<u>1,644</u>	<u>1,607</u>	<u>1,642</u>	<u>1,774</u>	<u>1,914</u>	<u>1,916</u>	<u>1,894</u>	<u>1,809</u>	<u>1,726</u>	<u>1,644</u>
SOURCES OF FUNDS										
FACILITY RENTALS AND CONCESSIONS	37	39	64	62	42	42	67	44	44	441
FUEL SALES	18	14	17	26	81	112	141	142	107	658
MOORING FEES	-	125	175	165	-	-	-	-	-	465
PARKING FEES	-	-	-	5	6	23	19	21	12	86
REGISTRATIONS / WHARFAGE	88	92	81	81	125	157	-	12	10	646
	<u>143</u>	<u>270</u>	<u>337</u>	<u>339</u>	<u>254</u>	<u>334</u>	<u>227</u>	<u>219</u>	<u>173</u>	<u>2,296</u>
USE OF FUNDS										
PERSONNEL SERVICES AND BENEFITS	122	119	134	124	143	141	150	137	142	1,212
FUEL PROCUREMENT	14	11	14	21	65	90	120	121	87	542
UTILITIES	14	12	15	15	13	13	11	12	12	117
GENERAL AND ADMINISTRATIVE	10	10	10	10	10	12	11	12	11	96
BUILDINGS AND FACILITIES	19	31	32	28	19	49	19	19	19	235
PROFESSIONAL SERVICES	1	1	1	1	2	2	1	1	13	23
CAPITAL EXPENDITURES AND OTHER	-	50	-	-	-	50	-	-	-	100
	<u>180</u>	<u>234</u>	<u>206</u>	<u>199</u>	<u>252</u>	<u>357</u>	<u>312</u>	<u>302</u>	<u>284</u>	<u>2,325</u>
NET CASH FLOW	(37)	36	131	140	2	(23)	(85)	(83)	(111)	(29)
CLOSING FUND BALANCE	<u>1,607</u>	<u>1,642</u>	<u>1,774</u>	<u>1,914</u>	<u>1,916</u>	<u>1,894</u>	<u>1,809</u>	<u>1,726</u>	<u>1,615</u>	<u>1,615</u>

DIVISION OF PORTS AND HARBORS (RESTRICTED FUNDS)

CASH FLOW SUMMARY OVERVIEW

JANUARY 1, 2023 TO SEPTEMBER 30, 2023

(\$ 000's)

HARBOR DREDGING FUND	
(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>246</u>
<u>SOURCES OF FUNDS</u>	
PIER USAGE FEES	81
REGISTRATIONS	9
GRANT FUNDING	-
	<u>90</u>
<u>USES OF FUNDS</u>	
BUILDINGS AND FACILITIES	104
GENERAL AND ADMINISTRATIVE	6
PROFESSIONAL SERVICES	-
ALL OTHER- (CBOC)	100
	<u>210</u>
NET CASH FLOW	<u>(120)</u>
CLOSING FUND BALANCE	<u>126</u>

REVOLVING LOAN FUND	
(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>107</u>
<u>SOURCES OF FUNDS</u>	
LOAN REPAYMENTS	99
INTEREST INCOME-LOANS	30
INTEREST INCOME-FUND BALANCE	-
	<u>129</u>
<u>USES OF FUNDS</u>	
NEW LOANS PROJECTED	180
GENERAL AND ADMINISTRATIVE	6
PROFESSIONAL SERVICES	12
	<u>198</u>
NET CASH FLOW	<u>(69)</u>
CLOSING FUND BALANCE	<u>38</u>

FOREIGN TRADE ZONE	
(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>11</u>
<u>SOURCES OF FUNDS</u>	
FACILITY RENTALS	2
ALL OTHER	-
	<u>-</u>
	<u>2</u>
<u>USES OF FUNDS</u>	
GENERAL AND ADMINISTRATIVE	3
PROFESSIONAL SERVICES	-
OTHER	5
	<u>8</u>
NET CASH FLOW	<u>(6)</u>
CLOSING FUND BALANCE	<u>5</u>

TOTAL FUND BALANCES	BALANCE AT 12/31/22	BALANCE AT 06/30/22
HARBOR DREDGING	246	279
REVOLVING LOAN FUND	107	75
FOREIGN TRADE ZONE	11	11
	<u>364</u>	<u>365</u>

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: Paul E. Brean, Executive Director *PEB*
RE: Licenses / ROEs / Easements / Rights of Way
DATE: January 6, 2023

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

- Name: Lonza Biologics, Inc.
License: Right of Entry
Location: 55 International Drive
Purpose: For the purposes of equipment staging related to construction work of a retaining wall at 30 Corporate Drive related to the construction of the Lynx Parking Project
Term: January 1, 2023 through June 15, 2023

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



55 International Drive, Portsmouth NH 03801

December 30, 2022

Via E-mail: john.maravich@lonza.com

John Maravich

Lonza Biologics, Inc.

101 International Drive

Portsmouth, NH 03801

Re: Right of Entry — 55 International Drive, Pease International Tradeport, Portsmouth, NH

Dear Mr. Maravich,

This letter will authorize Lonza Biologics, Inc. ("Lonza") and/or its agents and contractors to enter upon a parcel of land located at 55 International Drive, and to utilize 25 parking stalls as shown on the attached **Exhibit A** (the "Premises"), for the period beginning January 1, 2023 through June 15, 2023, for purpose of equipment staging related to construction work of a retaining wall at 30 Corporate Drive related to the construction of the Lynx Parking Project. This Right of Entry will expire at the close of business on June 15, 2023, unless otherwise extended by written agreement of Lonza and the Pease Development Authority ("PDA").

This authorization is conditioned upon the following:

1. Lonza'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. Lonza expressly waives all claims against the Pease Development Authority for any such loss, damage, personal injury or death caused by or occurring as a consequence of Lonza's use of the Premises or the conduct of activities or the performance of responsibilities under this authorization. Lonza 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 Lonza's use of the Premises or any activities conducted or undertaken in connection with or pursuant to this authorization.

PEASE INTERNATIONAL DEVELOPMENT AUTHORITY TAKING YOU THERE

Phone: 603.433.6088 Fax: 603.427.0433 www.peasedev.org

Page Two

December 30, 2022

**Re: Right of Entry — 55 International Drive, Pease International Tradeport,
Portsmouth, NH**

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

3. Lonza and any agent or contractor of Lonza 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. Lonza and any agent or contractor of Lonza 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 Lonza 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. Lonza's agreement to make available up to 25 parking stalls, which it rents from PDA pursuant to a separate parking agreement, located within the parking area depicted on Exhibit A for parking of vehicles for scheduled PDA meetings / classes from 8:00 a.m. to 4:30 p.m. upon at least 24 hours-notice from the PDA.

5. Lonza's agreement to take such steps as may be required to ensure that vehicles and equipment are not left on the Premises in excess of the term limits of this Right of Entry and to assume full responsibility for the removal of vehicle(s) and equipment left on the Premises after the period of use.

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

7. Lonza's agreement that prior to the termination of this Right of Entry it will restore the Premises to the condition it existed prior to the commencement of this Right of Entry.

8. Lonza's agreement that the vehicles and or equipment may only be parked and staging may only occur in the area depicted in Exhibit A. PDA has the right, in its sole discretion, to terminate all of or any portion of the Premises used for staging as a priority for PDA operations.

Page Three

December 30, 2022

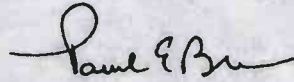
Re: **Right of Entry — 55 International Drive, Pease International Tradeport,
Portsmouth, NH**

9. Lonza's agreement that PDA shall not be responsible for damages to property or injuries to persons which may arise from or be attributable or incident to the condition or state or repair of the Premises, or the use and occupation thereof, or for damages to the property or injuries to the person of Lonza's patrons, officers, agents, servants or employees, or others who may be on the Premises at its invitation.

10. Lonza's agreement 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. Lonza 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.

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

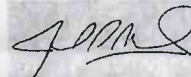
Very truly yours,



Paul E. Brean
Executive Director

Agreed and accepted this 30 day of December, 2022.

Lonza Biologics Inc.



Digitally signed by
john.maravich@lonza.com
DN: cn=john.maravich@lonza.com
Date: 2022.12.30 13:18:06 -05'00'

By:

Print Name: John Maravich

Its Duly Authorized: Acting Site Head

Page Four

December 30, 2022

Re: Right of Entry — 55 International Drive, Pease International Tradeport,
Portsmouth, NH

EXHIBIT A

PREMISES

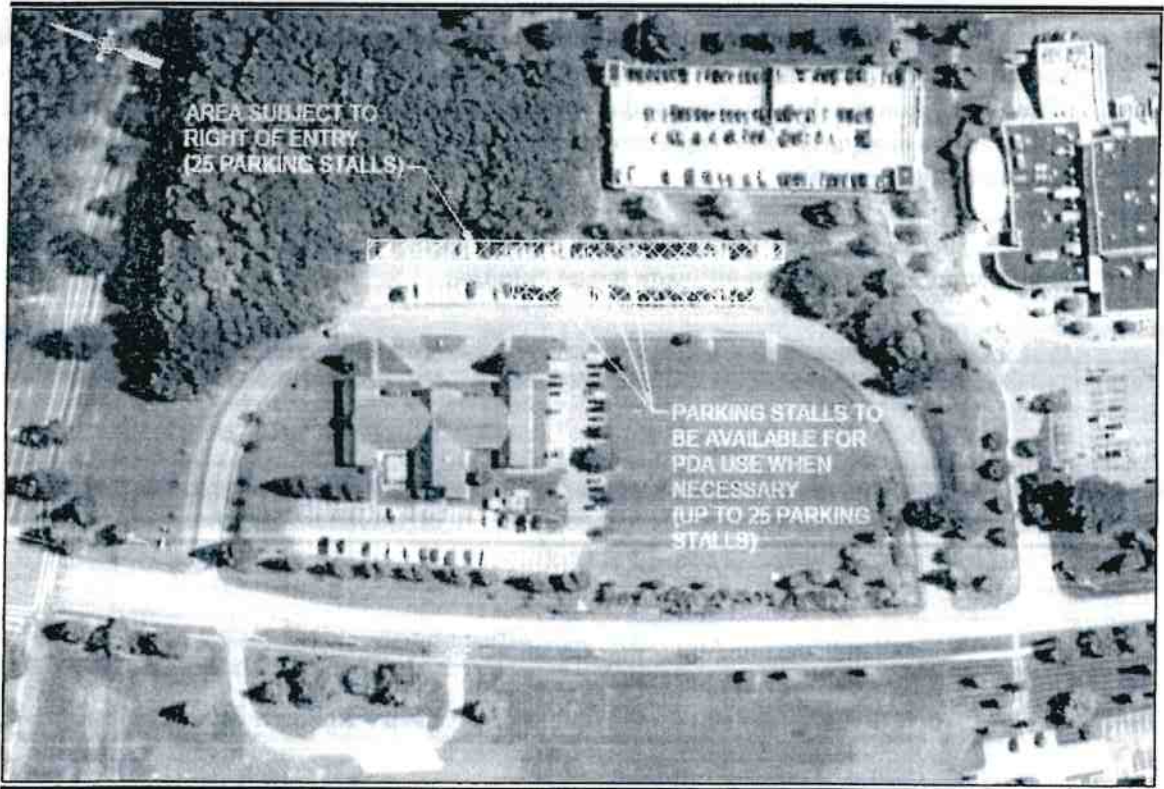



Exhibit Depicting Right of Entry for Lonza

DESIGNED BY: MRM DATE: 12/21/22 SCALE: 1"=120'

 **PEASE DEVELOPMENT AUTHORITY**

55 INTERNATIONAL DRIVE, PORTSMOUTH, NH 03801

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: Paul E. Brean, Executive Director
RE: Lease Reports *Feb*
DATE: January 6, 2023

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

1. Tenant: Pilot Construction, Inc.
Space: 15 Rye Street (Suite #312)
Use: General Office and related uses
Term: Seven (7) years commencing February 1, 2023, expiring January 31, 2030.

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

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Paul E. Brean, Executive Director *fab*
Date: January 6, 2023
Re: Sublease between 119 International Drive, L.L.C. and Pilot Construction, Inc.

In accordance with the "Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements" adopted by the Board on August 8, 1996, I am pleased to report that PDA has approved a sublease at 15 Rye Street (Suite #312) between 119 International Drive, L.L.C. for the following tenant:

A. Tenant: Pilot Construction, Inc.
Space: 2,587 square feet
Use: General Office and Related Use
Term: Seven (7) Years Commencing February 1, 2023

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 119 International Drive, L.L.C.'s continued primary liability for payment of rent and other obligations pursuant to the PDA/119 International, L.L.C. 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 119 INTERNATIONAL DRIVE, L.L.C. ("Lessee"). Lessor and Lessee may be referred to jointly as the "Parties."

RECITALS

A. The Parties entered into a Sublease for 119 International Drive at Pease International Tradeport on December 20, 1999 (the "Sublease"), including the premises now defined as 15/19 Rye Street, Pease International Tradeport.

B. Section 19.3 of the Sublease 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 Sublease;
2. the sublease is consistent with the terms and conditions of the original Sublease;
3. Lessee remains primarily liable to Lessor to pay rent and to perform all other obligations to be performed by Lessee under the original Sublease; and
4. the proposed Sublessee is financially and operationally responsible.

C. Lessee has requested authorization to sublease approximately **2,587 square feet** (Suite #312) within the Leased Premises at 15 Rye Street to **Pilot Construction, Inc.** ("Pilot"), a qualified New Hampshire business.

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

TERMS AND CONDITIONS

1. Lessor hereby authorizes Lessee to execute the sublease, attached hereto as Exhibit A, with **Pilot** for approximately **2,587 square feet** within the Leased Premises.

2. Upon execution of the sublease with **Pilot**, 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 **Pilot**.

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 12 day of December, 2022 by the Pease Development Authority.

PEASE DEVELOPMENT AUTHORITY

By: 
Paul E. Brean, Executive Director

AGREED AND ACCEPTED

119 INTERNATIONAL DRIVE, LLC

12/6/22
Date


By: 
Its: Co-Manager

EXHIBIT A

SUBLEASE

THIS AGREEMENT

IS MADE

BETWEEN

AS

LESSOR

AND

AS

AS

LESSEE

OF

SUITE 411

1000 BROADWAY NEW YORK, NY 10001

FOR THE TERM OF 12 MONTHS

SUBLEASE

BETWEEN

119 INTERNATIONAL DRIVE, L.L.C.

AS
"SUBLESSOR"

AND

PILOT CONSTRUCTION, INC.

AS
"SUBLESSEE"

15 RYE STREET

SUITE #312

PORTSMOUTH, NEW HAMPSHIRE 03801

DATED AS OF NOVEMBER 14, 2022

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: Paul E. Brean, Executive Director *lab*
RE: Contract Reports
DATE: January 6, 2023

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

1. Project Name: Hoyle, Tanner & Associates, Inc.
Board Authority: In accordance with the authorization provided by Director Mates on January 4, 2023
Summary: Preparation of documentation / report regarding Alpha Taxiway North Reconstruction Project.
Cost: \$8,650.00

PEASE DEVELOPMENT AUTHORITY

**Engineering Consulting Services Request to:
Hoyle, Tanner & Associates, Inc.
2022 Task 0X Assignment Memo**

Date: 12/29/2022

Airport Project

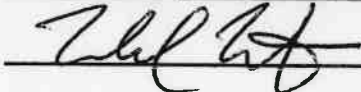
Task Summary:

- 1) Prepare scope of work
- 2) Attend one MS Teams scoping Meeting
- 3) Manage Project budget including monthly billings and scope reviews, invoice review and approval
- 4) Download and analyze and organize FAA TFMSC operations data
- 5) Compare and update with operations data provided by PDA Operations Group
- 6) Coordinate with PDA Ops to obtain operations data from Air Traffic Control Tower personnel and New Hampshire Air National Guard
- 7) Reference FAA Airport Planning Advisory Circular and AIP Handbook to document the current Taxiway Design Group for the Taxiway system at Portsmouth International Airport. Reference current Airport Master Plan Forecast and incorporate those forecasting assumptions.
- 8) Document the exceptions to published TFMSC data that demonstrate where operations listed as military are more appropriate as civilian
- 9) Prepare a report with attachments for PDA to use as a part of the upcoming FY 23 AIP Taxiway North Reconstruction Project.

This work is funded by the PDA, and may be included as design alternatives analysis in the upcoming Taxiway North project. The attached appendix "D" estimate details scope of this task and the estimated cost of \$8,650.

Requested by (PDA): MICHAEL MATES

Charge to: Hoyle Tanner Job No. 062822.03

PDA Engineering Approval:  1/4/23

Consultant Acknowledgment

Email to: M.Mates@peasedev.org

Date: 12/29/2022

Hoyle Tanner Job No. 062822.01

Task No.: 0X

Remarks: _____

Scheduled Completion Date: TBD

Hoyle Tanner Project Manager: Tim Audet, PE

MOTION

Director Lamson:

The Pease Development Authority Board of Directors authorizes the Executive Director to enter into a one-year (1) contract with Christian Party Rental, in a total amount not to exceed \$23,500.00, for the purpose of renting a Seasonal Event Tent at the Pease Golf Course; all in accordance with the memorandum of Scott D. DeVito, General Manager, dated January 4, 2023, attached hereto.

MEMORANDUM

To: Paul Brean, Executive Director *PB*

From: Scott DeVito, General Manager – Pease Golf Course *SDP*

Date: January 4, 2023

Subject: Request to Enter into One Year Lease for Seasonal Event Tent

This is a request for the Pease Golf Course (“Golf Course”) to enter into a one (1) year lease of a seasonal event tent with Christian Party Rental, 18 Clinton Drive, Hollis, NH 03049. Bid documents were prepared and advertised in the Manchester Union Leader and Seacoast Media Group. Two bids were received and opened on Thursday, December 29, 2022.

The Golf Course requested bids for a 40’ x 60’ framed tent, with track-style sliding zippered walls, and LED bistro perimeter lighting. The dimensions and accessories matched what has been in place the past 5 seasons.

Bids received:

- Christian Party Rental - \$23,500 for 2023 season
- The Event Company - \$25,000 for 2023 season

Funds for the tent rental will come from the Golf Course yearly operating budget, with twenty-five percent (25%) of the cost being paid by Grill 28.

At the January 19, 2023, Board meeting, please seek authority for entry into a seasonal event tent rental agreement with Christian Party Rental consistent with the above. Thank you for your consideration.



MOTION

Director Levesque:

The Pease Development Authority ("PDA") Board of Directors hereby authorizes the Executive Director to append the Jacobs Engineering on-call Master Contract in an amount not to exceed \$13,871.00, for preparation of design and bid documents for Snow Removal Equipment at Skyhaven Airport; all in accordance with the memorandum from Michael R. Mates, PE, Director of Engineering, dated January 11, 2023, attached hereto.

MEMORANDUM

To: Paul Brean, Executive Director *LB*

From: Michael R. Mates, P.E., Director of Engineering *MRM*

Date: January 11, 2023

Subject: Contract Approval – Jacobs Engineering for SRE Consulting

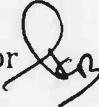
PDA intends to apply for Airport Improvement Program (AIP) funds to purchase a plow and spreader mounted on a carrier vehicle for use at Skyhaven Airport. Jacobs Engineering is assisting in the purchase by preparing the justifications and reviewing PDA specifications to ensure compliance with applicable Airport Circulars. Jacobs will also provide bidding support services and all grant documentation including the application and closeout paperwork. The proposed fee for this work is \$13,871.

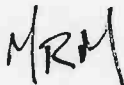
The cost of the work is AIP eligible and will be included in the grant application. PDA will be reimbursed for 95% of the total when the grant is approved by FAA and the State. While extremely unlikely, should the grant not be approved, PDA will be responsible for payment of the \$13,871.

Please ask the Board to approve an expenditure of \$13,871.00 for Jacobs Engineering to provide assistance in purchasing snow removal equipment.

N:\ENGINEER\Board Memos\2023\Jacobs SRE contract services.docx

MEMORANDUM

To: Paul Brean, Executive Director 

From: Michael R. Mates, P.E., Director of Engineering 

Date: January 9, 2023

Subject: Sign Revision Report for Optima Dermatology at 111 NH Ave

In accordance with my authority under the "Delegation to Building Inspector: Consent and Approval of Minor Revisions to Existing Signs" adopted by the Board on June 20, 2005, I am reporting the following:

Optima Dermatology is the new subtenant at 111 New Hampshire Avenue replacing Convenient MD. They are proposing to modify the existing signage to reflect the change in tenancy. They will use the same sign structure at the entrance to the facility replacing the logos on both sides with new.

This sign revision meets all of the following conditions:

1. Required for maintenance and a revision to sign graphics reflecting a new name or logo for an existing tenant.
2. No substantive change in size or style of the sign.
3. Consistent with the terms and conditions of the original sign approval.
4. All other conditions of the PDA Land Use Controls are satisfied.

Director Fournier has reviewed the sign revisions and has given his approval. At the upcoming Board meeting, please report this approved sign revision.

N:\ENGINEER\Board Memos\2023\Optima Dermatology Sign report.docx

Existing Signage



Sign Type Description

- ① Primary Component
 - 1/4" ALUMINUM
 - FACE/EDGES PAINTED TO MATCH
 - PM6 7703 & BLACK
 - DIGITALLY PRINTED WHITE COPY | ORXK

Install
 W/8 ONTO EXISTING MOUNTMENT

**SURVEY REQUIRED
 TO VERIFY MEASUREMENTS**

Project:
Optima Dermatology
 Portsmouth
 111 New Hampshire Ave
 Portsmouth, NH

Designer: DL
 Job Number: 103159
 Date: 12.1.22

Rev. 1:
 Rev. 2:
 Rev. 3:
 Rev. 4:
 Rev. 5:



archetype

9611 James Ave. S
 Minneapolis, Minnesota 55431
 952.841.9000
archetypedesign.com

Created:
 Gary Stemler
 952.641.9603
gary@archetypedesign.com

This entity makes no representation as to the accuracy of the information contained herein. The user of this information is advised to verify the accuracy of the information contained herein. The user of this information is advised to verify the accuracy of the information contained herein. The user of this information is advised to verify the accuracy of the information contained herein. The user of this information is advised to verify the accuracy of the information contained herein.

Approved:

Type:
 Description:

Proposed Signage



Context

SCALE: NTS



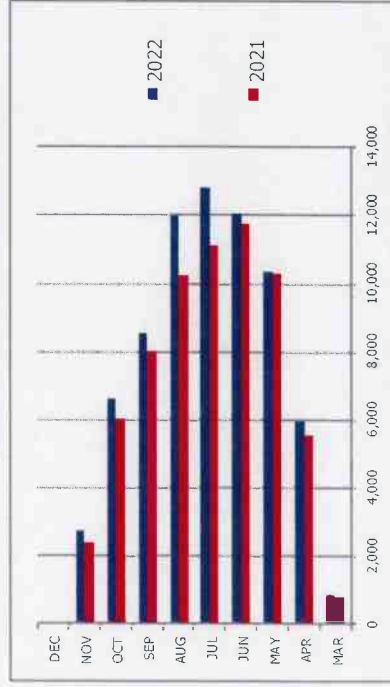
Elevation

SCALE: 1-1/2" = 1'-0"

① S-ALPHA JOBS\0\OPTIMA DERMATOLOGY\PORTSMOUTH\103159 - PATIENT SUPPORT CENTER

KEY GOLF COURSE BENCHMARKING DATA

ROUNDS OF GOLF PLAYED (SEASON)

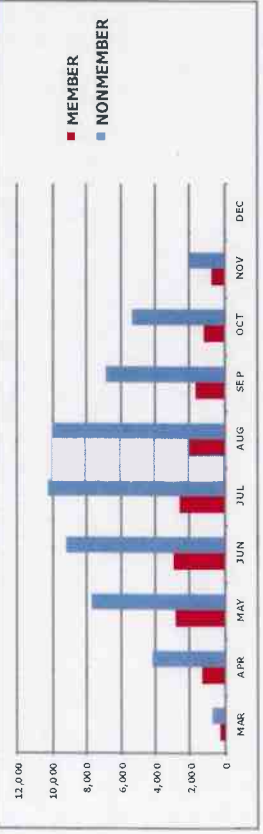


2022	2021	2020
SEASON	SEASON	SEASON
71,985	66,590	62,315

ROUNDS PLAYED 71,985 66,590 62,315

RAIN DAYS 51 49 66

2022 MEMBER / NONMEMBER ROUNDS (SEASON)



2022 ROUNDS- SEASON

MEMBER	15,533
NONMEMBER	56,452
TOTAL	71,985

2021 ROUNDS- SEASON

MEMBER	18,489
NONMEMBER	48,101
TOTAL	66,590

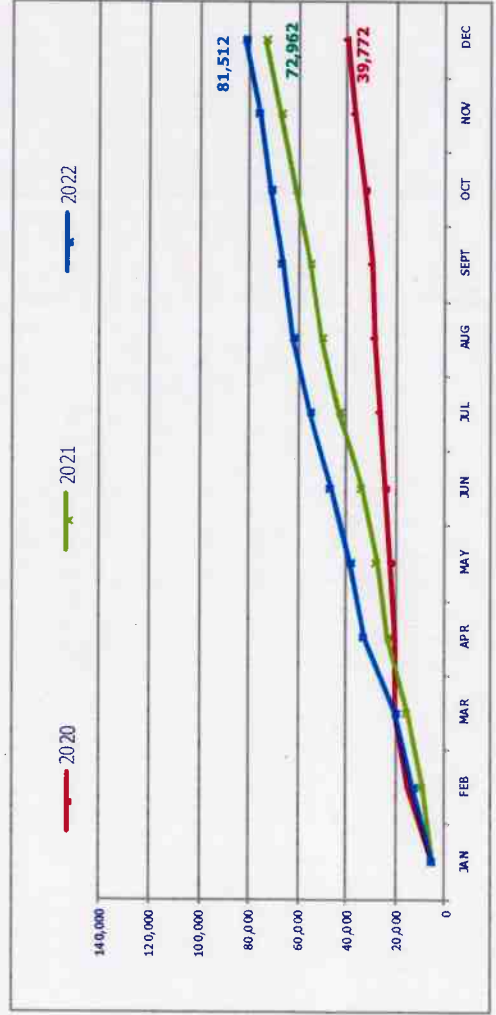
GOLF SIMULATOR REVENUES	FY 2023	FY 2022	GRILL 28 GROSS SALES	FY 2023	FY 2022
JULY	\$495	\$ 1,158	JULY	296,042	\$262,957
AUGUST	\$827	\$915	AUGUST	360,829	270,631
SEPTEMBER	\$1,509	\$326	SEPTEMBER	297,268	235,234
OCTOBER	\$4,441	\$4,244	OCTOBER	227,600	191,416
NOVEMBER	13,652	\$14,746	NOVEMBER	147,784	119,952
DECEMBER	21,235	\$23,112	DECEMBER	171,720	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
	\$42,159	\$123,358		\$1,501,243	\$2,361,932

CLUB/ COURSE FUNCTIONS	FY 2023 YTD	FY 2022 YTD
GROUPS 20-59	47,680	41,102
TOURNAMENT PLAY	153,874	92,876
LEAGUES	52,320	51,395
FOOD AND ROOM FEES	217,691	142,670

AIRPORT REPORT PERIOD ENDING DECEMBER 2022

ENPLANEMENTS	2022
Scheduled Enplanements	4,227
Chartered Enplanements	1,890
Total Enplanements	6,117
2022 Enplanements YTD	81,512

REVENUE PARKING	\$33,656
697 Transactions @ \$48.28	
FUEL FLOWAGE FEES	\$40,054.87
Total Gallons	801,097.4
CRAF and DOD	53%
Commercial	23%
General Aviation	24%



- **Allegiant Schedule Announced**
 - BNA May-August
 - PIE April-August
 - SFB and PGD Capacity
- **February/March Forecasted Volume**
 - Three commercial flights on Saturdays
- **2,000,000 Passenger**

Memorandum



To: John Meehan, Airport Operations Manager *JM*

From: Sandy McDonough, Airport Community Liaison *SMC*

Date: January 3, 2023

Re: Noise Report for December, 2022

The Portsmouth International Airport at Pease did not receive any noise inquiries in December, 2022.



MOTION

Director Parker:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$2,610.00 for payment of legal services provided by Sheehan Phinney Bass & Green; all in accordance with the memorandum from Anthony I. Blenkinsop, Deputy Director / General Counsel, dated January 6, 2023, attached hereto.

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Anthony I. Blenkinsop, Deputy Director / General Counsel *ABJ*
Date: January 4, 2023
Re: Legal Services

Sheehan Phinney Bass & Green provided legal services to the Pease Development Authority ("PDA") in the month of November 2022 in a total amount of **\$2,610.00**, as follows:

November 1, 2022 – November 30, 2022 (for Tradeport General Representation)	\$1,392.00
November 1, 2022 – November 30, 2022 (for Permit Implementation)	<u>\$1,218.00</u>
	\$2,610.00

At the Board's January 19, 2023 meeting, please authorize the Executive Director to expend funds in the amount of \$2,610.00 for legal services rendered by Sheehan, Phinney, Bass & Green.

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Trade Port - General Representation

CLIENT/CASE NO. 14713-10167
BILLING ATTORNEY: Lynn J. Preston
Invoice Number: 383235

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$1,392.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$1,392.00

PREVIOUS BALANCE:	\$0.00

TOTAL BALANCE DUE:	\$1,392.00

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

AMOUNT PAID... \$ _____

To pay by CREDIT CARD, please visit www.sheehan.com, scroll to the bottom and click " ClientPay " or contact our office directly.

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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:	\$1,218.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$1,218.00

BALANCE DUE:	\$1,218.00

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

AMOUNT PAID... \$ _____



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

PORT ADVISORY COUNCIL MEETING MINUTES
WEDNESDAY, NOVEMBER 9, 2022 6:00 PM

PRESENT: Roger Groux, Chair
Brad Cook, Vice Chair
Jeff Gilbert, Treasurer
Erik Anderson
Mike Donahue
Bill McQuillen
Chris Snow
Geno Marconi, Director, PDA-DPH
Grant Nichols, Assistant Port Director

1. CALL TO ORDER
The meeting was called to order at 6:00 PM
2. APPROVE MINUTES
Mike made a motion to correct the September 14, 2022 minutes, as noted on the handout. Erik seconded, a vote was taken, all were in favor, and the motion passed.
Erik made a motion to accept the October 12, 2022 minutes, Brad seconded, no further discussion, all members were in favor and the motion passed.
3. FINANCE REPORT
After a quick review, Jeff indicated the report appears to show that the net operating income is over the projected budget. Geno commented that there have been no road salt ships at the dock since April 1, due to the construction being done at the Main Pier. The Division has asked the PDA Board to extend the minimum payment for both of the tenants.
4. PISCATAQUA RIVER VESSEL TRANSIT REPORT
The October report was presented and discussed briefly. As a point of clarification, the DK BRG initials stand for on 10/11/22, it stands for "Deck Barge". Geno noted that the pilots are moving a ship tonight which is why Captain Holt is not in attendance.
5. DIRECTOR'S REPORT
Geno reported on and presented one item from the PDA Board Meeting, October 20, 2022, which was for the soil sample borings for the Portsmouth Fish Pier Fuel System. The Seawall project is completed and the Division is planning to request to us the remaining funds towards the repair of the bracing and decking.
Geno reported on the Main Pier Rehab project, the decking is done, the bollards are in and there is a ship coming in on Monday evening. Caissons are used as a guide, but also used to reduce any particulate from getting into the river. Soil samples are taken as the material is being taken out to determine the appropriate disposal method.

6. NEW BUSINESS-

1. Geno presented a request from the Portsmouth Pilots and asked for support from the Council to recommend the Initial Proposed Amendment to the Schedule of Pilotage Fees and Pilotage Unit Rates to the PDA Board of Directors. Discussion included the following: the Council is tasked with advocating for the Port, asking for more detailed Port Comparison rates, a reminder that revenue from these fees do not come to the Port, shifting at berth and what that means, and that the Port is the agency that oversees licensing of the Pilots and the fees that they charge. In the code of federal regulations, the US Coast Guard requires a federally licensed pilots to bring ships up the river. The NH legislature years ago decided that the management of Pilotage should be handled by the Port Authority. The meeting packet included a document that shows the current pilotage rates and the new proposed rates. The Division plans to present the proposed fees to the PDA Board on Nov 17. After a public comment period, the Division will review comments, make any adjustments, and return to the Board in December and recommend adoption of fees to become effective Jan 1, 2023. Geno also informed the Council that in the last few years, the Coast Guard has put more regulations in place and requires Pilots to have more training in various disciplines such as bridge resource management, radar endorsements, fatigue and medical training, drug testing etc. It was also discussed that while we can compare the rates, the river here is quite different from Portland and Boston and includes navigating 3 bridges along with working with the tide schedule and strong currents. Bill made a motion to recommend to present the Initial Proposed Amendment to the Pilotage Fees and Pilotage Units to the PDA Board, Brad seconded. Further discussion included: Geno will reach out to the Pilots and ask for a more detailed port comparison to be available to the PDA Board next week, that the responsibility of the Council is to the Port and asked for an understanding of how the comparison was done, there is no one else to do this job and without the job there will be no revenue, the Portsmouth Pilots have a great reputation and are skilled in this profession which makes the Port attractive to potential shippers, there are currently 2 licensed pilots and 1 in training, and the bottom line is this is a dangerous job and the last increase for the pilotage fees was in 2020. There was no further discussion, a vote was taken, all were in favor and the motion passed.
2. A draft letter was presented for the Council's review to submit to the Coast Guard in response to the Public Notice for the Rt. 1B New Castle/Rye Bridge Replacement. Brad made a motion to send the letter as presented, Jeff seconded. A vote was taken and the support was unanimous with the exception of Bill McQuillen, who abstained from voting due to his position in the City of Portsmouth.
3. There was a short discussion regarding the Council's position on the General Sullivan Bridge replacement and the proposed water line that it not reduce the air draft under the bridge. It appears that the latest design does not reduce the air draft.

7. OLD BUSINESS

Some discussion ensued regarding the availability of ARPA funding through GOFERR for the proposed Rye Harbor improvement projects. Further discussion on the finance report regarding the line item for the Hampton Float project. The report shows only what has been expended so far, not the total cost for the project.

8. COMMITTEE REPORTS

- Business Development/FTZ- Mike reported that Geno and Grant participated in the Environmental Business Council Offshore Wind session which was NH specific. The presentation was superior and focused. An expert on floating wind technology made a presentation and explained the potential for development and deployment of offshore wind and its cost effectiveness. The evidence shows that the future demand for OSW generation will be floating turbines so that they can go further out into the ocean. Gulf of Maine will be a test case. There is a Propeller Club dinner, Tim Winters, from Sprague will be speaking. All members of the Council are welcome.
- Dredging-continued discussion regarding the high spot up the river (leftover from the Turning Basin project) and they may do it when they do the Simplex Shoal. The Division received a letter regarding the approval of 107 feasibility study for a long term solution for the shoaling in Hampton. The Division would be responsible for 50% of the cost of the study. UNH has done and continues to do a lot of modeling, we may be able to get them involved to help reduce costs.
- Fisheries-the lobster prices are depressed and the catch is down. Lobstering is the main fishery in NH right now. The amount of bait (pogies) coming in over the State Pier is appreciated by the local fishing community. Having the catch landed here also helps with the NH quota. The Right Whale regulations are still on the table as there is an ongoing appeal from the lobster industry. Offshore wind is still concerning for the fishery industry and what it will look like in the future.
- Government-no report
- Moorings-Chris reported on an Online Mooring Seminar that he attended and handed out a presentation to the Council members. The program is available to agencies that wish to move to an online management tool for the mooring program. He would like to see the Port look into the program as he believes if we used it there would be opportunities for increased revenue and lower expenses for the Port. Chris indicated that Kittery has been using the program for the last couple of years. Chris indicated there were members from NH Marine Patrol in attendance at the seminar. There is a cost associated and it appears to be based priced per mooring, costs could be passed along to the permit holder, or paid by the Division. Discussion included how this system compares to the Division's current system, customers can renew permits online, credit card payments can be made online, it would offer a system to track moorings that are not used that may be able to be rented out, the convenience of possibly having all of the information in one place on a tablet for the Harbor Masters to use, and it would be worth taking a look at it. Chris will keep in touch with the Port Authority folks on this.
- PDA Liaison- no report
- Recreational Piers- the recreational season is over. The floats are all out of the water in both Hampton and Rye.

9. PUBLIC COMMENT

Paul Paquette from Rye was in attendance and commented that he has a boat in Rye. He asked about the parking lot, the floats, the pumps, etc. is there a plan in place? Paul indicated he will try to attend these monthly meetings as he has an interest in the future of the harbor and is more than willing to help out if needed. Geno reported that the funding isn't in place

at the moment for the shopping list that the Division submitted. The Division did request a proposal to replace the fuel pumps on the rec side and hopes that will be done in the spring. Geno would appreciate it if he (and others) to let the Division know if you see anything of concern. Peter Welch was also present but had no comments tonight.

10. PRESS QUESTIONS

There were no members of the press present.

11. ADJOURNMENT

Erik made a motion to adjourn the meeting, Brad seconded and the meeting adjourned at 7:30 PM.

MOTION

Director Ferrini:

The Pease Development Authority Board of Directors authorizes the Executive Director to execute a contract in an amount not to exceed \$82,969.30 with Lakes Region Environmental Contractors, Inc. ("LREC") of Belmont, NH to repair the fuel dispensing system on the recreational dock at the Rye Harbor Marine Facility; all in accordance with the memorandum of Geno J. Marconi, Director of the Division of Ports and Harbors, dated January 9, 2023, attached hereto.

In accordance with the provisions of RSA 12-G:8 VIII, the Board waives the RFP requirement as LREC is an approved State of New Hampshire vendor for such services.

NOTE: THIS REQUIRES FIVE (5) AFFIRMATIVE VOTES

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

From: Geno Marconi, Division Director 

Date: January 9, 2023

RE: Rye Harbor, Recreational Dock, Fuel System Repairs-Lakes Region Environmental

The Division has requested and received a proposal from Lakes Region Environmental Contractors, Inc. (LRE) to repair the fuel dispensing system on the recreational dock at the Rye Harbor Marine Facility.

The Division provides retail sales of diesel and gasoline to commercial, recreational, and emergency first responders at two (2) locations at the Rye Harbor Marine Facility: (1) the commercial pier, and (2) the recreational pier. The fuel dispensing system and equipment is permitted by NH Department of Environmental Services (NHDES) and the permits require annual inspections including pressure testing of fuel lines.

LRE conducted the annual testing on June 14, 2022, with a NHDES inspector observing. Both the commercial dock and the recreational dock systems passed the annual inspection. Unfortunately, within two (2) weeks of the inspection, a sensor alarm in the containment sump under the gasoline dispenser on the recreational dock sounded. LRE was called and upon investigation a small amount of gasoline was found present in the sump from a minor leak in the fuel line connection. For clarification, a containment sump is an enclosure in which connections between fuel lines are located for the purpose of containment of any leaks of the connections. As a result of the leak, the recreational pier system was closed on June 30, 2022.

The code setting the standards on the types of fuel delivery lines and the connection fittings on those lines does not allow the replacement of the connection fittings alone. Rather, the fuel delivery line must be replaced between sumps because the connections are integral to the line. Therefore the line replacement project is complex requiring some excavation shore side, removal of some of the wooden deck on the pier, and further upgrades to the system due to changes in the applicable code(s). An overview of the project includes:

- Removal and replacement of the intermediary sump shore side abutting the wooden pier;
- Removal and relocation of the fuel dispensing lines (gasoline and diesel) from under the pier deck to above the deck;
- Removal and relocation of the sump under the dispenser (which is under the deck of the pier) to a location above the pier;
- Removal and replacement of the fuel dispenser placed at an elevation above the dispenser sump; and
- Excavation of the fuel (gasoline and diesel) transmission lines from the underground tank to the intermediate sump due to a change of elevation.

The Division has reviewed the LRE proposal in the amount of \$82,969.30, attached hereto, and concurs with the scope of work and corresponding fee. LRE has experience with the Rye fuel system, having provided repair and maintenance services since the facility was managed by the Department of Resources and Economic Development. LRE will perform the repairs prior to the start of the upcoming summer season. In accordance with the provisions of RSA 12-G:8 VIII, the Division recommends waiving the RFP requirement as LRE is an approved State of New Hampshire vendor for such services (State vendor number 174288).

Therefore, the Division requests that the PDA Board of Directors waive the RFP requirement and allow the Division Director to accept the proposal from LRE to proceed with the fuel system repairs on the recreational dock at the Rye Harbor Marine Facility. Should the proposed agreement be approved, the funds will be provided through the Division's Harbor Dredge & Pier Maintenance Fund, subject to approval by the Capital Budget Overview Committee. The current balance of the HDPM Fund is \$242,045.00.



ENVIRONMENTAL
CONTRACTORS, INC.

P.O. BOX 1236
BELMONT, NH 03220-1236

(603) 267-7000 • FAX 267-8039

PROPOSAL

Pease Development Authority
Division of Ports & Harbors
555 Market St. P.O. Box 369
Portsmouth, N.H. 03801

December 29, 2022

Re: Recreational Dock Fuel Piping & Dispenser Replacement-2022

Location: Rye Harbor
1870 Ocean Blvd
Rye Harbor, New Hampshire
UST Facility # 0-111064 / DES Site: # 199912055

Mr. Geno Marconi,

Thank you for allowing us to quote the project which is mentioned above. The following proposal is based upon the upgrade of your underground fuel piping. Lakes Region Environmental will make every effort to provide you with a cost-effective project. If any existing fuel components can be reused for the upgrades, per NHDES regulations we will make every effort.

Description of Scopes

Provide services to properly remove the existing underground piping and install New UL971 Double-wall Fuel Pipe w/ Containment Sumps Equipment including:

Description of Scope I Underground Fuel Piping Closure

1. Lakes Region Environmental will Premark the area for excavation, per Dig Safe regulations and will be responsible for obtaining a utility clearance code from Dig Safe, however any underground utilities must be located and properly marked by the owner prior to our arrival
2. Rye Harbor /PDA Ports & Harbors will remove and replace all dock decking per the direction of Lakes Region Environmental personnel
3. Prior to are arrival the underground fuel tank should be half or full, if there is a high-water table in the area (*ballast will be a concern*).
4. The area will be closed off to traffic and / or public for safety during the construction.
5. Saw cut a small section of the existing concrete slab and asphalt for the piping upgrade and remove. *Note; this quote is based on an 8" thick pad, any increase of the pads thickness will increase the contract amount including over reinforcement rebar.*
6. Remove and dispose of the concrete and asphalt to a recycling facility, as applicable.
7. Excavate to expose the underground (*tank sump and piping that feeds the fuel dispenser located on the end of the dock; this is required per NHDES closure regulations.*
8. Damage to, destruction of, or repair/replacement to any underground structure or appurtenance is not the responsibility of Lakes Region Environmental if not notified prior to excavation. *Note: relocation or supporting of utilities if required is not included.*

9. Drain the underground product lines to be replaced, *(fuel will be put back into the tank)*.
10. The existing gasoline/diesel fuel dispenser will be removed and disposed of.
Note: Rye Harbor /PDA Ports & Harbors will remove the dock shed/decking per the direction of Lakes Region Environmental personnel for the removal of the dispenser sump and existing piping removal.
11. Remove the two (2) existing *Total Containment* sections of underground fuel piping from the dock dispenser to the land transition piping sump and dispose of.
12. Purge the piping to a lower explosive limit of 5% or less.
13. Field screening of the soils will be performed during the excavation using a photo ionization detector for the presence of volatile compounds.
14. Pressure test the primary piping from the tank to the building to confirm tightness and / or one soil sample per New Hampshire Department of Environmental Services regulations Env-Or 400 approval.
15. Cut the piping open and clean, the piping will be disposed at a Recycling Facility.
16. Remove the underground pipe for to (collect soil samples from the piping trench & piping /dispenser sumps) to be analyzed as required and by the State of New Hampshire Department of Environmental Services guidelines.
17. Should contamination be encountered LRE will be required to notification to the State of NH Department of Environmental Services and retrieve a soil sample for analyses.
Note: These samples will be charged as an extra to the contract.
18. A State of NH Closure report and a brief summary report with digital pictures will be prepared and submitted to the owner and to the State of NH Department of Environmental Services.

Description of Scope II Soil Field Screening /Sampling & Reporting

1. Lakes Region Environmental will perform the proper Aboveground Fuel Storage Tank Closure per Env-Or 300. Field screening will be performed using a photo ionization detector for the presence of volatile organic compound. Two (2) soil samples and closure reports are included in the base price. *(if water is encounter water samples will be charged as an extra)*. *Note;* should contamination be encountered additional sampling may be required and notification to the State of New Hampshire Department of Environmental Services. *These soil samples will be charged as an extra to the contract.*
2. Pressure test the primary piping from the tank to the pump and/or building to confirm tightness and / or one soil sample per New Hampshire Department of Environmental Services regulations Env-Or 400 approval.
3. The State of NH Closure report and a brief summary report will be prepared and submitted by Lakes Region Environmental to the owner and to the State of NH Dept. of Environmental Services.

Description of Scope III Professional Engineer Services

1. Provide approved Professional Engineered (PE) design plans from the State of New Hampshire Department of Environmental Services and permits from local officials.
2. Site survey, State application, Application Fee, Site Plan, Tank Diagram, certification letter and As-builts for the fuel piping upgrade only.
3. Lakes Region Environmental will obtain permits and /or approvals from the local fire department and state agency prior to the start of the project.

4. Shoreline /Wetland Permits Application with Fees and a Designed Proposed Impact Plan showing the impervious areas, stormwater run-off management is **not included**
5. Any additional piping and /or upgrades of the existing fuel systems that is required by NHDES review of the State Plans submitted is **not included** including any extensions.

Description of Scope IV New Fuel Piping Installation

1. Lakes Region Environmental will provide approved professional engineered design plans from the State of New Hampshire Department of Environmental Services
2. A small section of the parking lot will have to be used during the piping installation for equipment staging. Note: *Every effort will be made to minimize the impact; however, this may not be possible do to circumstances beyond our control.*
3. Electrical will need to be disconnected and tag out on the fuel system by Lakes Region Environmental (LRE) & our electrician prior to the start of the project. Note: *there will be no gasoline during this piping replacement, every effort will be made to minimize the down time during the project.*
4. The existing underground (*Gasoline & Diesel*) fuel storage tanks, piping sumps at tank, piping, leak monitoring console, liquid level probe, interstitial & piping sensors, spill bucket, vent line, extractor, including the pump controls & QT Terminal will be reused, with the existing electrical underground and inside the building as necessary. Note: *any replacement of these will be an extra to the contract amount and the existing tank opening must facilitate the piping upgrade.*
5. **Excavate, Inspect & Pressure Test the “existing storm related damage” 1.5” Double-Trac Piping once confirmed, reinstall in accordance to the approved NHDES plans.** Note: *any replacement of this section of (piping & conduit) from the transition sump to the underground fuel tanks will be an additional cost to the contract amount.*
6. Rye Harbor /PDA Ports & Harbors will rebuild the dock shed/decking w/ wooden deck pipe supports for the new stainless-steel dispenser pedestal and piping elevation for replacement per the design and approved installation plan NHDES.
7. Reuse the existing gasoline / diesel hose reels located on dock. Note: *(it is unknown of the condition of the reels w/hanging hardware & filter assemblies, replacement and additional cost may be required over contract amount.*
8. Reuse the existing Veeder-Root & Owens-Coring Leak Monitor Consoles including piping sump leak sensors and fuel level probes.
9. Reuse the existing “Emergency Fuel Shut-offs” Note: *(any additional emergency shutoffs needed to meet NHDES and/o NFPA requirements will be an extra to the contract).*
10. Reuse the existing 4” inch Ducting Piping Chase from the tank to the gasoline /diesel dispensers Note: *(it is unknown if the existing piping chase can be reused or the condition of the pipe chase along & under the dock , if the chase cannot utilize for the new fuel piping installation there will be additional cost*
11. Replace two (2) sections of underground fuel piping from the fuel tanks to the dispensers Note: **(The existing 1.5” Double-Trac fuel piping from the transition sump to the underground tanks will be reused it is assumed the existing piping is in good condition)** Note II: *(Any replacement of this piping will be an extra over the contract amount).*
12. Reuse the existing Piping Containment Sumps at both tanks, note: any replacement of the tanks piping sumps will be an extra to the contract amount below.
13. Supply and install one (1) *APT TSM-4542* Transition Piping Containment Sump.
14. Supply and install one (1) *Morrison 434* Stainless-steel Dispenser Pedestal.
15. Supply and install the appropriate *APT DDB-100-SC & FEB 075-D* Piping Sump Flexible Entry Boots & hardware, mounted with proper adhesive *Bostic* Epoxy Sealant.

16. Supply and install mounting brackets along the right-side of the dock edge for the new fuel piping runs to the dispenser. **Note: Rye Harbor/PDA Ports & Harbors must provide an appropriate decking & clear of any obstructions for the pipe brackets.**
17. Supply and install up to 200' total *APT DCT-400 4"* flexible ducting piping from the low point sump to the dispenser pedestal, per designed plans.
18. Supply and install up to 200' total of 1.5" *Double-Trac Coaxial* flexible primary piping from the dispenser pedestal w/ the appropriate *Omega-Flex Fittings*, connected to the existing underground piping at the low point sump.
19. Supply and install four (4) *Double-Trac 1.5" Test Assembly's* on the primary lines.
20. Supply and install up to 21' of 1.5" SCH 40 carbon steel exterior piping & fittings at the low point sump & connections at the tank.
21. Supply and install Four (4) *Sharpe 1.5"* full port ball valves and check valves as required at the tank and pump set per NFPA 30 & 31 Standards, to the existing piping.
22. Supply and install Two (2) 1½" *OPW Pipeline Expansion Relief Valve* and fittings
23. Provide piping tightness testing per NHDES Env-Or 400
24. Provide hydrostatic testing on the piping sump, per NHDES Env-Or 400
25. The existing electrical conduit & wiring will be reused underground and inside the building. **Note; if the underground conduit cannot be used and / or will not be sufficient for the completions of any wiring of the system, additional cost will occur.**
26. Supply and install ¾" electrical ridged conduit, boxes, seal-off, unions and wire to supply all the new fuel system components as needed, "only".
27. Supply and install 3/8" stone around the containments sumps for proper drainage, including crushed gravel as needed for the asphalt areas.
28. Supply and install One (1) new 44" Composite Piping Sump manholes w/ 10" skirt
29. Install a reinforced concrete pad with a broom finish and edge as required over the new low-point containment sump, per approved plans.
30. Asphalt is not included in parking lot, piping trenches and/or around tank concrete pads.
31. Re-spread the existing loam and/or stone around the concrete pads and/or asphalt areas and seed. **Note: (watering and maintenance of grass areas by others**
32. Verify that all "existing" sensors, probes are working properly including the monitor console for visual / audible alarms, per Env-Or 400 rules. Start-up & testing by a certified *Veeder-Root* Technician. **Note: any replacement of these components will be an extra.**
33. Lakes Region Environmental will verify proper operation of the system; a representative from (Rye Harbor - technician) will need to be on site to start the fuel system after the installation is completed.
34. Supply and install the appropriate overfill signs located next to the fill area and the proper NFPA labeling on the tank, buildings & dock areas as specified marina signage, per DES
35. Calibrate the fuel dispensers per New Hampshire Weights and Measures.

Description of Scope V New Electronic Gasoline/Diesel Retail Dispenser

1. Supply and install one (1) New (*Wayne Select 3/G7203D Series Retail Electronic Dispenser*) dual-products, two hose with gallon meters, solenoids, pulsars and accessories, includes lighted display, stainless-steel doors w/ gray top/sides.
2. Install New Stainless-Steel Dispenser Pedestal & top, for the new dispenser.
3. Supply and install new *OPW 1 ½"* Emergency Crash Valves as required
4. Reuse the existing Gasoline /Diesel fuel hoses, breakaways, swivels and nozzles.
5. Reuse the hose reels with accessories, hose stops, etc.
6. Reuse the existing OT M4000 Credit Card Terminal with accessories.

7. Reuse all existing electrical conduit & wiring will be reused underground and inside the building. *Note; if the underground conduit/wiring cannot be used and / or will not be sufficient for the complete any wiring of all systems, additional cost will occur.*
8. New ridge conduit with explosion proof fittings will be installed at the dispenser sump island only, all other electrical conduit & wiring will be reused.

Items included for above work

- Installation and inspections by a Professional Engineer, Certified ICC Tank Technician & ABC Operator as required by the State of N.H. Department of Environmental Services.
- Notify Local and State official for fuel system final inspections
- Lakes Region Environmental will prepare a Health and Safety Plan for their employees, including Confine Space Permits as required per OSHA 29CFR 1910.146
- Concrete coring and/ or saw cut the existing concrete to be removed as needed.
- Concrete coring patching interior pipe penetrations
- Concrete removal, disposal and /or replacement as required at a recycling facility
- All excavation and backfilling, compacting equipment including 3/8" stone and gravel.
- Provide written reports of the underground tank closure to the owner and the New Hampshire Department of Environmental Services.

Items not included

- Shoreline and/or Wet Land Permit Application with Fee and a Designed Proposed Impact Plan showing the impervious areas, stormwater run-off management is **not included**
- Groundwater Discharge Permits, DES Dewatering permits, Wet Land Permits if required during construction process is **not included**
- Barge rentals and/or boats are not included
- Any additional piping and /or hardware required by NHDES review of the State Plans
- Any additional electrical requirements per NFPA 30 & 30A
- Any underground utilities not marked by Dig Safe hiring of a private locator, by Owner
- Carpenter repairs and /or upgrades on the (dock) or support beams as required for the installation of the new fuel piping system & electrical is not included.
- **Rye Harbor /PDA Ports & Harbors will rebuild the dock shed/decking w/wooden deck pipe supports for the new stainless-steel dispenser pedestal and piping elevation for replacement per the design and approved installation plan NHDES.**
- Asphalt removal and/or replacement including dispose at a recycling facility.
- Damage to destruction of, or repair/ replacement to any underground structure or appurtenance are not the responsibility of Lakes Region Environmental.
- Any removal of ledge and /or concrete "hold down" devices or the need for shoring, dewatering, or bracing may be charged as an extra if occurred.
- Any surface restoration not specified above (*landscaping, trees, shrubs, walkways, sprinklers replacement, maintenance by others*) **is not included in contract.**
- Professional cleaning services in any buildings.
- Disposal of any petroleum products.
- Soil contamination removal, disposal and /or sampling.
- Temporarily tank for heating and/or fueling setups
- Cathodic Protection including locating and /or identify specific tank system problems.

- Tenting the excavations if required by Lakes Region Environmental do to snow an inclement weather including snow removal & heating if required.
- Removal of frost and disposal of unsuitable materials for replacement
- Dewatering of excavations including permits, pumps, hoses & maintenance
- Personnel loss of time and / or parking, including customers

Not Included: Any additional work or and/or materials not listed above that may be required including any additional work required by the New Hampshire Department of Environmental Services review of the installation plan or during the inspection process will be extra to the contract. Signed approvals will be needed before work is to be done.

➤ Any labor, materials and/or fuel increases, etc. (after 12/31/2022) is not included and will be an increase to the contract amount below with signed change orders.

We Propose hereby to furnish materials and labor-complete in accordance with above specifications, for the sum of, **Base Price; \$ 82,969.30 / Balance upon completion / Net 30**

Plus, any additional options, work and/or materials are not included in the base price.

Quote is based on 2022 prices

(Due to the industry volatility Quote is valid for 10-days from date above-2022)

All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practice. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the proposed contract price. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Exclusive jurisdiction and venue over any disputes hereunder shall be New Hampshire Superior court.

Authorized Signature; _____

John J. Paradise

John J. Paradise, Project Manager

Note; this proposal may be withdrawn by us if not accepted within 10 days

Acceptance of Proposal

The price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do as specified. Payment as outlined above.

Pease Development Authority - (Division of Ports & Harbors) Representative;

Signature; _____ **Date:** _____

Print: _____ **Title:** _____

PO#: _____

Rye Harbor
Rye, New Hampshire
"Rec Dock" Fuel Piping & Dispenser Replacement-2022

LRE Quote# J122922

Model 434 Dispenser Pedestal

SPECIFICATION SHEET

Application

Dispenser pedestals serve as a raised platform for piping and installing dispensers/pumps in aboveground fueling systems.

Features and Details

- Provides containment for small leaks in dispenser piping
- AST pedestal sold with a dispenser specific mounting platform
- Dispenser pedestal less entry penetrations for desired placement in the field
- Pre-drilled anchor holes
- Dispenser mounting platform overhangs the pedestal base minimizing the ability for water penetration
- Stabilizer bar kits included
- Connection boots available
- Water tested liquid tight to the 6" level (18 gallon capacity)

Materials of Construction

434

- 12 gauge steel, powder coated black

434S

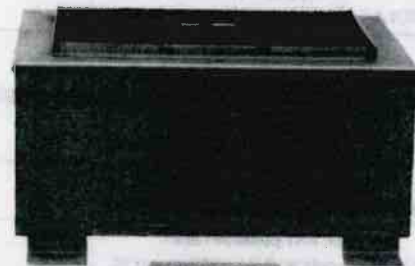
- 12 gauge 304 stainless steel

Certifications and Listings

Florida DEP EQ-823



434
(34" L x 21" W x 16 1/2" H)



434S-17001 AK



434CB-0075 1B (3/4")
through
434CB-02001B (2")



434CBB0001 1B
434CBB001 1A

Specific item numbers and model details on next page.



Model 434 Dispenser Pedestal (continued)

SPECIFICATION SHEET

Item Number	Description	Single or Dual Products	Opening Size (L x W)	Dispenser/Pedestal selection guide	Weight (lbs)
434-12001 AK	AST pedestal base, platform, & 1 stabilizer bar kit	S	14½" x 10"	Gasboy 215/216A	140.0
434-12002 AK	AST pedestal base, platform, & 2 stabilizer bar kits	D	14½" x 10"	Gasboy 215/216A	140.0
434-14001 AK	AST pedestal base, platform, & 1 stabilizer bar kit	S	22½" x 12"	Gasboy Atlas 8700K, 8800K, 9100K, 9800K; Bennett Big Squirt/Big Fueler 3000 series	125.70
434-14002 AK	AST pedestal base, platform, & 2 stabilizer bar kits	D	22½" x 12"	Gasboy Atlas 8700K, 8800K, 9100K, 9800K; Bennett Big Squirt/Big Fueler 3000 series	134.87
434-17001 AK	AST pedestal base, platform, & 1 stabilizer bar kit	S	28" x 15"	Wayne Century 3/G2200, Reliance G5200 and G6200, Select 3/G7200	122.20
434-17002 AK	AST pedestal base, platform, & 2 stabilizer bar kits	D	28" x 15"	Wayne Century 3/G2200, Reliance G5200 and G6200, Select 3/G7200	131.37
434S-14001 AK	SS AST pedestal base, platform, & 1 stabilizer bar kit	S	22½" x 12"	Gasboy Atlas 8700K, 8800K, 9100K, 9800K; Bennett Big Squirt/Big Fueler 3000 series	125.7
434S-14002 AK	SS AST pedestal base, platform, & 2 stabilizer bar kits	D	22½" x 12"	Gasboy Atlas 8700K, 8800K, 9100K, 9800K; Bennett Big Squirt/Big Fueler 3000 series	134.87
434S-17001 AK	SS AST pedestal base, platform, & 1 stabilizer bar kit	S	28" x 15"	Wayne Century 3/G2200, Reliance G5200 and G6200, Select 3/G7200	122.2
434S-17002 AK	SS AST pedestal base, platform, & 2 stabilizer bar kits	D	28" x 15"	Wayne Century 3/G2200, Reliance G5200 and G6200, Select 3/G7200	131.37

Accessories

Item Number	Size	Description	Weight (lbs)
434CB-0075 1B	¾"	Connection boot	0.22
434CB-0100 1B	1"	Connection boot	0.22
434CB-0150 1B	1½"	Connection boot	0.61
434CB-0200 1B	2"	Connection boot	0.62
434CBB0001 1B		Bonder, connection bond*	
434CBBA001 1A		Bond applicator, connection boot	
434SB-0100 AK		AST pedestal stabilizer bar kit	
434SSB0100 AK		AST pedestal stabilizer bar kit; stainless steel	
434VB-0100 AK		Valve mounting bracket for Tok-52 / F- 664 valve	

*One tube of bonder will cover three (3) connection boots.

570 E. 7th Street, P.O. Box 238 | Dubuque, IA 52004-0238

t. 563-583-5701 | 800-553-4840 | f. 563-583-5028

www.morbros.com



MORRISON BROS. CO.

MOTION

Director Fournier:

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, in an amount not to exceed \$13,781.00, for the purpose of providing specifications for an enclosure for the recreational pier fuel dispenser and hose reels at the Rye Harbor Marine facility; all in accordance with the memorandum of Geno J. Marconi, Director of the Division of Ports and Harbors, dated January 9, 2023, attached hereto.



PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

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

From: Geno Marconi, Division Director 

Date: January 9, 2023

RE: Rye Harbor, Recreational Dock, Fuel Pump enclosure-Appledore Marine Engineering

As a component of the Rye Harbor Marine Facility recreational pier fuel replacement/upgrade project that Lakes Region Environmental Contractors (LRE) is proposing, it will be necessary to replace the old wooden weather enclosure where the fuel dispenser is located.

The Division requested and received a proposal from Appledore Marine Engineering, LLC (AME), the Division's on-call marine engineer, to provide specifications for a three (3) sided metal enclosure for the dispenser and hose reels. The proposal is attached and outlines the scope of work, with a total cost not to exceed \$13,781.00. The proposed enclosure would be similar to the metal enclosure that was installed at the Portsmouth Commercial Fish Pier this past year for its fuel dispensing system.

Therefore, the Division recommends that the PDA Board of Directors approve the expenditure of not more than \$13,781.00 for the project as proposed by AME. The funds for this project will come from the Harbor Dredge and Pier Maintenance (HDPM) Fund, subject to the approval of the Capital Budget Overview Committee. The current balance of the HDPM Fund is \$242,045.00.



Appledore Marine Engineering, LLC

600 State Street, Suite E | Portsmouth New Hampshire 03801

January 5, 2023

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

Re: Proposal to Provide Professional Engineering and Architectural Services for the
Rye Harbor Fuel Dispensing System - Design
Rye, New Hampshire

Dear Captain Marconi:

Appledore Marine Engineering, LLC. (AME) is pleased to present this proposal for Architectural and 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

On November 15th, a meeting was held at the Port to review the need for engineering and architectural services for the above-referenced project and for AME to develop a corresponding proposal. The following summarizes the scope of the project.

The existing fuel dispenser enclosure on the recreational dock needs to be updated and requires replacement. This project supports the PDA in sizing the new enclosure and providing a specification page to allow pricing and guide the construction. It is understood that permitting, if required, is to be completed by others or as a modification to this proposal.

SCOPE OF SERVICES

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

Rye Harbor Fuel Dispensing System - Design

We will size enclosure for the existing fuel dispensing system at Rye Harbor based on the design of the Portsmouth Fish Pier fuel dispensing enclosure.

Deliverables:

1. One page specification for the replacement structure with reference for material types and sizes to the Portsmouth Fish Pier building.

REQUESTED INFORMATION:

Our team is requesting the following information to support the tasks and scope we have outlined above.

1. Provision of original drawings of the Rye Harbor pier and fuel dispensing system.

**EXCLUSIONS:
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.

- Oak Point Associates

SCHEDULE

We will commence work within ten days of written notice to proceed. We will complete the project within 30 days. This estimated schedule may be adjusted to accelerate projects with higher priority, or the schedule may be extended to provide additional time for owner review and input.

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.

ARCHITECTURAL AND ENGINEERING SERVICES

Rye Harbor Fuel Dispensing System – Design	\$ 13,781
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Prompt payment of invoices is necessary to maintain a schedule and provide responsive service. We will invoice monthly for our engineering services and reimbursable expenses. Payment is due within thirty (30) days of the invoice date.

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

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

Regards,



Noah J. Elwood, PE
President

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



MOTION

Director Anderson:

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 architectural and engineering services related to the 555 Market Street warehouse roof, in an amount not to exceed \$21,899.00; all in accordance with the memorandum of Geno J. Marconi, Director of the Division Ports and Harbors, dated January 5, 2023.

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

From: Geno Marconi, Division Director 

Date: January 5, 2023

RE: Market St. Warehouse Roof-Concepts, Appledore Marine Engineering Proposal

The Division of Ports and Harbors ("the Division") requested and received a proposal from its contracted on-call Marine Engineer, Appledore Marine Engineering, LLC ("AME"), in the amount of \$21,899.00, for Architectural and Engineering Services related to the Market St. warehouse roof with a goal of evaluating solutions to repair or replace the existing roof.

The warehouse was constructed in 1982 and after 40 years the coating on the roof has deteriorated and the roof is rusted and leaking. Recent testing of storm water runoff has indicated the presence of zinc in the storm water, possibly from the rusted metal roof. Additionally, the Division is investigating the potential installation of solar panels on the roof as calculations have demonstrated that the Market Street facility's total electricity consumption can easily be met with rooftop solar. However, before advancing with a solar plan, the strength of the roof must be investigated. The AME proposal addresses options of re-coating the roof and/or options for replacement of the roof in order to address the issues noted.

Therefore, the Division recommends that the PDA Board authorize the Executive Director to expend an amount not to exceed \$21,899.00 in accordance with the attached proposal by Appledore Marine Engineering, LLC. The fee will be paid from the Division of Ports and Harbors Fund.



Appledore Marine Engineering, LLC

600 State Street, Suite E | Portsmouth New Hampshire 03801

December 19, 2022

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

Re: Proposal to Provide Professional Engineering and Architectural Services for the
Market Street Marine Terminal Warehouse Roof – Concepts
Portsmouth, New Hampshire

Dear Captain Marconi:

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

BACKGROUND

On November 15th, a meeting was held at the Port to review the need for engineering and architectural services and for AME to develop a corresponding proposal. The following summarizes the scope of work:

The PDA has challenges relating to stormwater exceedances as regulated by the EPA. Recent testing identified the warehouse roof as a likely source of exceedance for the metal zinc. This project is intended to evaluate solutions to minimize the leaching of zinc from the existing roof and explore other future considerations. The alternatives discussed included coating the existing roof, replacing the roof, and considering strengthening it to accommodate solar panels in the future.

SCOPE OF SERVICES

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

Market Street Marine Terminal Warehouse Roof – Concepts

Our team will research and analyze various alternatives to rehabilitate and/or replace the roof system on the Market Street Marine Terminal Warehouse Building, including:

1. Provision of a coating system over the existing metal roof system.
2. Provision of a new roofing system over the existing metal roof system.
3. Removal of the existing metal roof system and provision of a new one.
4. Inspection of the condition of the existing roof purlins, including obtaining thicknesses of the metal framing.

5. Structural analysis of the roof system to support the current code required live, wind, snow (balanced and unbalanced), and ice loading.
6. Structural analysis of the existing roof structure to support a proposed solar array.

Deliverables:

1. Letter report summarizing the results of the items above.
2. Opinion of the construction cost for implementing each roof system alternative.
3. Opinion of the construction cost for the reinforcement/upgrade of the existing structural roof system if the analysis indicates the insufficient capacity to support the code required loading.
4. Opinion of the construction cost for the reinforcement/upgrade of the existing structural roof system if the analysis indicates the insufficient capacity to support the proposed solar array.

Investigations and Surveys

1. Meet at project site with Pease Development Authority (PDA) representatives. Review existing conditions and goals and document discussions.
2. Site visits for field investigations to review existing conditions and document required information.

Analysis and Concept Design:

1. Applicable code review.
2. Existing documentation research.
3. Evaluation and analysis of site-gathered information.
4. Applicable calculations.
5. Roofing systems analysis, recommendations, letter report, and cost estimating.
6. Prepare and submit concept design level cost estimates. Electronic deliverables.
7. Review meeting with PDA Representatives to review letter reports and design
8. Provide finalized documents. Electronic deliverables.

REQUESTED INFORMATION:

Our team is requesting the following information to support the tasks and scope we have outlined above.

1. Provision of original framing and foundation drawings of the warehouse building.
2. Provision of existing roofing system drawings of the warehouse building.

LIMITATIONS:

The following is a listing of requirements and concerns regarding the structural analysis of the Portsmouth Wharf Building:

1. Codes require that the structural capacity of a roof structure be analyzed for current code-mandated loading when a roofing replacement is contemplated. If the roof structure is deficient, it must be reinforced to meet the requirements.
2. Unbalanced snow roof loading will have to be checked and may identify overstressing in the purlins under the controlling design condition. This is especially true if the building was designed before checking unbalanced snow load was a code requirement.
3. Photovoltaic panels typically weigh 3 to 5 pounds per square foot. For most structures, this is not significant. However, this relatively small added load is very significant for a pre-engineered building such as the warehouse building, where member sizes are designed stringently to the exact loading at the time of design and construction.

EXCLUSIONS:

The following services/tasks are not included in this proposal:

1. Provision of a lift and operator to access the roof structure.
2. Geotechnical Investigations and Engineering
3. Hazardous Materials Surveys and Testing
4. Permitting Assistance and Attendance at Permit Review Meetings and Fees
5. Concept Level Project Construction Phasing Analysis
6. Construction Period Services

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.

- Oak Point Associates

SCHEDULE

We will commence work within ten days of written notice to proceed. We will complete the project within 60 days. This estimated schedule may be adjusted to accelerate projects with higher priority, or the schedule may be extended to provide additional time for owner review and input.

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.

ARCHITECTURAL AND ENGINEERING SERVICES

Project 1	Market Street Marine Terminal Warehouse Roof – Concepts	\$ 21,899
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Prompt payment of invoices is necessary to maintain a schedule and provide responsive service. We will invoice monthly for our engineering services and reimbursable expenses. Payment is due within thirty (30) days of the invoice date.

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

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

Regards,



Noah J. Elwood, PE
President

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

