

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 August 17, 2023 * (Conard)**
- III. Public Comment:**
- IV. Consent Agenda Items:**
 - A. Consent Agenda Approvals * (Parker):**
 - 1. Legal Services * (Fournier)
 - 2. Airport Video Surveillance Storage Array Upgrade * (Lamson)
 - 3. Outing and Group Pricing and Booking Policy * (Fournier)
 - 4. Pease Golf Course Modification to Capital Improvement Plan FY2024 – FY2029 * (Conard)
 - 5. McFarland Johnson - Portsmouth International Airport at Pease ("PSM") - Arrivals Hall Design Contract - Amendment #1 * (Lamson)
 - 6. New Position – Environmental Compliance Specialist * (Levesque)
 - 7. New Position – Greenskeeper – (Pease Golf Course) * (Ferrini)
- V. Committees:**
 - A. Report:**
 - 1. Golf Committee *
 - 2. Finance Committee *
- VI. Finance:**
 - A. Executive Summary ***
 - B. Reports:**
 - 1. FY2024 Financial Report for the First Month Period Ending July 31, 2023 *
 - 2. Cash Flow Projections for the Nine Month Period Ending May 31, 2024 *
- VII. Licenses/Rights of Entry/Easements/Rights of Way:**
 - A. Report *:**
 - 1. Lonza Biolgoics – 101 International Drive – Right of Entry at 55 International Drive
 - 2. American Red Cross, Northern New England Region – Right of Entry – Portion of 119 Arboretum Drive

VIII. Leases:

A. Report *:

1. Sublease between 222 International, LP and Coastal Speedpro – 200 International Drive (Suite #125)

IX. Contracts:

A. Report *:

1. Sunbelt Rentals (Light Cart) – PDA Maintenance – Airfield
2. Air Traffic Control Tower – Emergency Repair of HVAC
3. Sunbelt Rentals (Floor Scrubbing Machine) – PDA Maintenance

X. Signs:

A. Report *:

1. Two International Group - 14 Manchester Square – The Daily Press

XI. 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) August 2023 *

XII. Division of Ports and Harbors:

A. Reports:

1. Foreign Trade Zone – 2022 Report to Congress *
2. Port Advisory Council Meeting Minutes of June 14, 2023 *
3. Pda 600 Rules Clarification / Correction *

XIII. New Business:

XIV. Special Event:

A. Report *:

1. Wentworth Douglass – 5K – Seacoast Cancer Road Race

XV. Upcoming Meetings:

Port Committee	October 5, 2023 @ 8:00 a.m.
Audit Committee	October 16, 2023 @ 8:30 a.m.
Board of Directors	October 19, 2023 @ 8:30 a.m.

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

XVI. Directors' Comments:

XVII. Non-Public Session: * (Ferrini)


- 1. NH RSA 91-A:3, II (a); and
- 2. NH RSA 91-A:3, II (l).

XVIII. Vote of Confidentiality: * (Fournier)

XIX. Adjournment:

XX. Press Questions:

XXI. Consultation with Counsel:

- * 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 Conard:

I make a motion to accept the meeting minutes of the Board of Directors' meeting held on August 17, 2023.

N:\RESOLVES\2023\Approve Minutes 8-17-23 (9-21-2023).docx

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

Thursday, August 17, 2023

Presiding: Stephen M. Duprey, Chairman
Present: Neil Levesque, Vice Chair; Thomas G. Ferrini, Treasurer; Steve Fournier; Margaret F. Lamson; Susan B. Parker, and Karen Conard
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, Director of the Division of Ports and Harbors ("DPH"); EJ Chea, Pease Golf Course ("PGC") Superintendent; Jared Sheehan, Environmental Compliance Manager; Jessica Patterson, IT Administrator; 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:

Chairman Duprey ("Duprey") called the meeting to order as all Board members were present; the meeting commenced at 8:35 a.m.

II. Acceptance of Meeting Minutes: Board of Directors' Meeting of June 15, 2023

Director Ferrini moved the motion and Director Fournier seconded to approve the minutes of the Pease Development Authority Board of Directors' meeting dated Thursday, June 15, 2023.

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

III. Public Comment:

Brad Cook – DPH Port Advisory Council ("PAC") Chairman – Provided copies of press releases and spoke to accolades received by two Division of Ports and Harbors ("DPH") personnel (Leo Axion and Judy Dubois) by Portsmouth Propeller Club. The DPH personnel were commended for their years of dedication and ongoing service at Rye Harbor. Also, on July 11, 2023, Captain / Director of DPH Marconi ("Marconi") was recognized with a Lifetime Achievement Award from the International Association of Maritime and Port Executives. Marconi is only one of five individuals who have received this award by his peers.

Rob Terrizano – Sig Sauer (no comment)

Mike Donahue – DPH Port Advisory Council – Acknowledged Director Lamson who attended the event which honored the Rye Harbor staff. Spoke to Pda 600 rules and stated given the shared responsibility under the enabling statute, PAC fully supports the adoption of the rules.

Rob Previti – (no comment)

IV. Consent Agenda Items:

A. Consent Agenda Approvals:

Director Fournier moved the motion and Director Conard seconded the Pease Development Authority Board of Directors hereby moves that item numbers 1-9 from the consent agenda list below be approved as a single consent agenda item, and that the proposed motions included for each be incorporated into such approval as the operative motion for each item.

1. Legal Services
2. Sig Sauer - Concept Approval for Building Addition – 72 Pease Boulevard
3. NHDOT AIP Grant for Aircraft Rescue and Firefighting Facility (“ARFF”) Improvements
4. Farley White Pease, LLC – Installation of Shed - 100 Arboretum Drive
5. Two On-Call Architectural Consultants – Fennick McCredie Architecture and Harriman
6. UNH – Wildcat Sponsorship
7. Allegiant Airlines – Marketing
8. Vogel Vending – ATM Concession Agreement
9. Jacobs / GM2 – Wetland Permitting for Portsmouth International Airport for Fence Repairs

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

B. Consent Agenda Approvals (with waivers):

Director Lamson moved the motion and Director Parker seconded that the Pease Development Authority Board of Directors hereby moves that item numbers 1-2 from the consent agenda with waivers list below be approved as a single consent agenda item with waivers item, and that the proposed motions included for each be incorporated into such approval as the operative motion for each item.

1. Airfield Maintenance Keystone Flatliner FL 36 Purchase
2. Stanley Elevator Amendment for Elevator Maintenance Services

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

V. Committees:

A. Report:

1. Transportation Management Committee

Director Lamson (“Lamson”) spoke to the meeting on July 12th which was held to review the progress of the CMAQ grant to construct a right turn on New Hampshire Avenue to Pease Boulevard. Lamson asked Michael Mates (“Mates”) PDA Director of Engineering to speak to the meeting held.

Mates indicated there were four designs presented at the public meeting which is required by the grant process. The designs were, 1) no build; 2) to restripe the existing roadway; 3) widen the road to the east; or 4) widen the road to the west. VHB's presented the options and a conclusion was made to widen the road to the east.

Lamson further indicated she was pleased to learn that it is anticipated no trees will be cut in association with this project. Duprey stated NH is the second most forested state in the United States, behind Alaska, with 83% of its territory covered by trees.

VI. Old Business:

A. Approvals:

1. Land Use Controls Amendments

Director Fournier moved the motion and Director Lamson seconded that **WHEREAS, the Pease Development Authority ("PDA") has duly enacted a Zoning Regulation in accordance with the requirements of RSA ch. 12-G and rules adopted by the PDA for the adoption or amendment of land use controls; and**

WHEREAS, the Zoning Regulation may be amended at any time by the Board in accordance with its rules for the adoption and amendment of land use controls;

NOW, THEREFORE, following a duly noticed public hearing on August 17, 2023, the PDA does hereby resolve to amend its Zoning Regulations in effect at the Pease International Tradeport, by adopting the language of Part 303-B, Overlay Districts, as written and attached hereto, which by reference is incorporated into this motion.

Discussion: Director Ferrini recused / abstained from discussions and abstained from voting.

Disposition: Resolved by unanimous roll call vote (6-0) for; motion carried.

VII. Finance:

A. Executive Summary *

Suzy Anzalone ("Anzalone") Director of Finance spoke to the two reports being draft / unaudited results for FY23. Anzalone stated there may be additional entries received during July and August before the books are officially closed.

B. Reports:

- 1. FY2023 Financial Report for the Twelve Month Period Ending June 30, 2023**
- 2. Cash Flow Projections for the Nine Month Period Ending April 30, 2024**

Anzalone stated revenue exceeded what had been budgeted with fuel flowage, concession and golf fees trending higher. Expenses trended favorable by 2.1%; wages and benefits are a large part of PDA expenses and were under budget for the fiscal year ("FY"). There were a couple of line items that trended over budget such as part-time wages. Further, Anzalone indicated PDA was over budget with respect to electricity as the winter rates were higher than anticipated and the purchase of fuel at the harbors was higher due to an increase in volume. Anzalone did inform the Board that some of PDA's unrestricted cash was placed into a money market as a means to earn interest.

Regarding PDA business units, Portsmouth International Airport at Pease (“PSM”) was favorable driven by fuel flowage fees. However, its expenses were over budget due to the electricity rates and it being PDA’s largest allocation of electricity. Skyhaven ended the year favorable to budget; even though fuel sales were down approximately 15% from the prior year which was driven by inclement weather and the fuel dispenser being struck by lightning; its operating expenses were under budget. The Tradeport is on budget. The Golf Course exceeded expectations by 8.3% on revenue and over budget regarding irrigation, fertilizer expenses and equipment parts. Anzalone had been informed by Scott DeVito, General Manager of Pease Golf Course (“PGC”), there had been three irrigation system breaks during the FY. Further she informed the Board that due to the inclement weather there have been frequent fertilizer applications. DPH exceeded its revenue budget by 11.8% due to fuel sales, wharfage and dockage fees and registration revenue. Alternatively, operating expenses were over budget due mostly to seasonal part-time employees and cost overruns for engineering services and environmental testing beyond PDA’s control.

Anzalone informed the Board regarding PDA’s overall assets and restricted assets; that the restricted assets are comprised of Foreign Trade Zone (“FTZ”) funds, Harbor Pier and Maintenance Fund and the Revolving Loan Fund (“RLF”). Regarding the RLF, there were 20 loans comprising of \$1.1 million at the end of the year with an 84.7% utilization rate. Anzalone indicated the utilization rate should high as the purpose for this fund is for money to be loaned out.

Anzalone also spoke to \$8.3 million in capital expenditures, with \$6.6 million being grant funded projects. Lastly, she spoke of current liabilities being accounts payable and accrued expenses at the end of the year being higher so they are properly captured in the correct fiscal year.

Regarding cash flow projections, Anzalone spoke to the in and out flow anticipated over the next nine months, with half being for grant and non-grant funded expenditures (i.e.; Arrivals Hall). While these projects will drop PDA’s cash position, cash flow will remain strong.

Director Parker asked if the FTZ utilization was on the increase; Anzalone indicated there are three participants and a fourth was recently added; it is a small fee. Marconi stated under federal regulations, any revenues generated by the FTZ can only be used to offset administrative expenses (i.e.; advertising / promotion or education) otherwise it is prohibited to be a normal revenue service.

Duprey spoke to PDA’s history and stated that the Governor informed him it was anticipated that Pease would generate profit to remit to back to the State. PDA is doing well, has many capital projects, is almost built out and wondered if PDA would get to the point where it would make a contribution back to the State. Executive Director Paul Brean (“Brean”) spoke of Grant Assurance 25 with the FAA and any diversion of airport revenue. Duprey understood and asked about benefits to the State beyond the Seacoast. Brean stated the economic impact reaches well beyond the Seacoast. Brean indicated many states and municipalities have to subsidize its airports; PDA is self-sustaining. Further Brean spoke to the need to reinvest into some outdated military facilities which remain at the Tradeport.

Parker spoke of possible interest in a report which would include the original constructs of Pease to see how it was followed and to indicate the assets / gains which occurred that were not foreseen. It would be helpful to have this information to provide to the public to depict the progress.

Duprey agrees and understood comments made by Brean and thought it may be worthwhile to hire someone such as an economic researcher to prepare a report outlining the positive benefits. Parker affirmed and further referred to the need to understand the basic values of how Pease was modeled.

Ferrini further indicated a consideration of the local rooms and meals taxes that have been generated as a result of the development at Pease; Parker agreed.

C. Approval:

1. Energy Procurement and Consulting Services

Director Levesque moved the motion and Director Fournier seconded that the Pease Development Authority Board of Directors authorizes the Executive Director to complete negotiations and to enter into a contract with Enel X North America, Inc., for energy consulting services; all in accordance with the memorandum of Suzy Anzalone, Director of Finance, dated July 26, 2023.

In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement as Enel X North America, Inc., is the approved energy consultant for the State of New Hampshire.

Discussion: Anzalone indicated for a long time PDA was in a contract for its electricity supply usage, which expired in October of 2022. At that time, PDA decided to float for a little while to watch the rates. Where rates have settled down, the PDA has decided to work with a consultant to get back into a fixed price contract for electricity supply. The consultant would shop around to energy suppliers who can provide the electricity supply portion; there would be a consultant fee which would be included in the kW hours generated

Duprey asked how it would work if the consultant indicates an urgency to act on a rate with a supplier as it is in constant flux; Anzalone stated this is just the start of the process and doesn't know how things will work. Brean stated this would be the challenging part and asked for the flexibility of the Board to act quickly if needed. Duprey indicated where this was also the State's consultant, he didn't foresee an issue if the Board would need to retroactively approve an electricity contract in order to lock in a rate. Brean indicated he would reach out to Director Ferrini (PDA's Treasurer) if / when a rate is provided that would be desirable in order to take action on the same.

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

VIII. Licenses/Rights of Entry/Easements/Rights of Way:

A. Report:

1. Veteran's Count – Corporate Apron – 120 Aviation Avenue – Right of Entry for On the Tarmac Fundraising Event
2. New Hampshire Air National Guard – North Apron – Right of Entry – MARE in Preparation of Airshow
3. ATDG, LLC – 360 Corporate Drive – Right of Entry
4. 165 Arboretum, LLC – 165 Arboretum Drive – Right of Entry
5. IAPP – 75 Rochester Avenue– Right of Entry – 14 Aviation Avenue (Old Pan Am Lot)
6. Pease Aviation Partners, LLC (dba Million Air) - 53 Exeter Street – Right of Entry
7. City of Portsmouth Police Department – Hangar 227 – Right of Entry

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

1. Name: Veteran’s Count
License: Right of Entry
Location: Corporate Apron at 120 Aviation Avenue, Portsmouth International Airport at Pease
Purpose: Hosting the “On the Tarmac” fundraising event
Term: Thursday, September 7, 2023, at 7:00 a.m. through Saturday, September 9, 2023 at 5:00 p.m.
2. Name: New Hampshire Air National Guard
License: Right of Entry
Location: North Ramp on Pease Development Authority
Purpose: In preparation of September 2023 Airshow
Term: Tuesday, August 8, 2023 through Monday, August 14, 2023
3. Name: ATDG, LLC
License: Right of Entry
Location: 360 Corporate Drive
Purpose: Site Inspection Purposes
Term: Through August 18, 2023
4. Name: 165 Arboretum, LLC
License: Right of Entry
Location: 165 Arboretum Drive
Purpose: Site Inspection Purposes
Term: Through November 30, 2023
5. Name: IAPP
License: Right of Entry
Location: 14 Aviation Avenue (Old Pan Am Lot)
Purpose: For the purpose of parking vehicles
Term: August 24, 2023 through August 25, 2023
6. Name: Pease Aviation Partners, LLC (dba Million Air)
License: Right of Entry
Location: 53 Exeter Street
Purpose: Site Inspection Purposes
Term: Through October 31, 2023
7. Name: City of Portsmouth Police Department
License: Right of Entry
Location: Hangar 227
Purpose: Air Show Command Center
Term: September 7, 2023 through September 11, 2023

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

Brean stated a majority of the ROEs are associated with the upcoming Air Show as well as the Veterans' Count event. The Pease Aviation Partners ROE is an extension of its original ROE for continued geotechnical work at the site.

IX. Leases:

A. Report:

1. **Sublease between 200 International, LP and Pirouette Medical, Inc. – 200 International Drive (Suite #175 / 180)**

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

1. Tenant: Pirouette Medical, Inc.
Space: 200 International Drive (Suite # 175 / 180)
Use: Business and professional office, light industrial, and manufacturing uses, which must conform to the uses authorized by the Pease Development Authority and for no other uses without Lessee's and PDA's prior written consent
Term: Five (5) Years with one (1) five (5) year option to renew

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.

B. Approval:

1. **Seacoast Newspapers, Inc. – 111 New Hampshire Avenue – Assignment of Lease and Lease Amendment**

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

- a. **approves and authorizes the Executive Director to execute a Consent of Sublessor and Agreement Concerning Assignment Of Sublease ("Consent") by and between PDA, Seacoast Newspapers, Inc., and 111 New Hampshire LLC, a New Hampshire Limited Liability Company, for the premises located at 111 New Hampshire Avenue; and**
- b. **approves and authorizes the Executive Director to execute Lease Amendment No. 2 to the Lease to delete Section 2A.8. Transportation Infrastructure Improvement Fee; and**
- c. **approves and authorizes such other action(s) and the execution of such other document(s) as shall be necessary or advisable to implement the transaction;**

all as more fully described in the memorandum of Paul E. Brean, Executive Director, dated August 11, 2023.

Discussion: Duprey indicated Seacoast Newspapers is looking to assign its lease rights to the new company (a Kane Company) so the building will be utilized; Brean affirmed and further indicated the company would be purchasing the building and PDA consents to the terms.

Disposition: Resolved by unanimous vote for; motion carried.

X. Contracts:

A. Report:

1. **K & S Overhead Door – PDA Maintenance - 7 Lee Street**
2. **Sunbelt Rentals (Mini Excavator) – PDA Maintenance – 7 Lee Street**
3. **Sunbelt Rentals (Excavator) - PDA Maintenance – Airfield**
4. **Sunbelt Rentals (Light Cart) – PDA Maintenance – Airfield**
5. **Granite State Gate System, Inc. (HySecurity Slidesmart Opener) – Skyhaven Airport**
6. **Sunbelt Rentals (Rough Terrain Man Lift) – PDA Maintenance – Skyhaven Airport**
7. **OAG Aviation Worldwide LLC – License Agreement – Terminal FIDS Boards at PSM – Exercise of Last Extension**

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

1. Project Name: K & S Overhead Door
Board Authority: Director Ferrini
Summary: Overhead Door repair at PDA Maintenance - 7 Lee Street
Cost: \$5,158.69
2. Project Name: Sunbelt Rentals
Board Authority: Director Ferrini
Summary: Week Rental of Mini Excavator
Cost: Not to exceed \$1,579.82
3. Project Name: Sunbelt Rentals
Board Authority: Director Ferrini
Summary: Week rental of Hydraulic Excavator for work at the Airfield
Cost: Not to exceed \$2,902.26
4. Project Name: Sunbelt Rentals
Summary: One day rental of Light Cart for night work being performed on Airfield at Portsmouth International Airport at Pease
Cost: \$216.35
5. Project Name: Granite State Gate System, Inc.
Board Authority: Director Ferrini
Summary: HySecurity Slidesmart Gate Opener at Skyhaven Airport
Cost: \$7,831.00

6. Project Name: Sunbelt Rentals
 Summary: One day rental of Rough Terrain Man Lift for replacement of elevated lights at Skyhaven Airport
 Cost: \$1,087.98
7. Project Name: OAG Aviation Worldwide LLC
 Board Authority: In accordance with the authorization provided by the Board of Directors at its meeting on August 19, 2021
 Summary: Exercise the last of its one year options to July 31, 2024 regarding the Terminal Flight Information Display System Boards at PSM

XI. Executive Director:

A. Reports:

1. Golf Course Operations

EJ Chea (“Chea”), Pease Golf Course (“PGC”) **Superintendent**, spoke to an increase in rounds of golf, concession fees and tournament fees. Trending at this time for FY24, the rounds played are at 1,800 rounds ahead and off to a great start for the FY with anticipated continued growth.

2. Airport Operations

Brean spoke to being at approximately 50,000 enplanements equating to 100,000 passengers utilizing the facility. This is roughly a 50/50 split between Allegiant / commercial service and civil air fleet. The revenue parking has been strong for a summer season as well as the fuel flowage due to the recent transient military exercises. Brean spoke to fuel sales at PSM being around 75% for Craft / DOD fuel and strong numbers from transient / charter commercial flights. Further he spoke to a capital funds project and the receipt of FAA funding for the infrastructure improvement of the Arrivals Hall and baggage claim area to better serve passengers, which should commence in the very near future. Brean stated he and a few PSM staff attended the AAEE Chapter Conference and were briefed on the status of the FAA Reauthorization Bill in Congress. Spoke to the need to have the FAA bill signed within 10 days and anticipate there may be some administrative slow down if the bill is delayed.

Brean stated the conference discussed risk management and utilities and how to alleviate those struggles. There was also discussions concerning PFAS at other airports and what has been and is taking place at Pease, where Pease has been dealing with PFAS for some time now. There were also discussions on the impact of labor shortages (i.e.; mechanics, ground crews, airline crews, customer service agents etc.) PSM is down on its enplanements for the year because of the services Allegiant has to scale back on. PSM has not seen a drastic reduction, but a reduction has been seen from legacy aircraft carriers regarding labor.

Ferrini asked if the issue regarding labor were due to profit margin; Brean responded the airlines have been actively funding the labor issue. Brean spoke to the pandemic being a “perfect storm” and when the airlines shut down, it offered employees early retirement, incentives, furlough etc. and now with people wanting to travel, the airline industry is having difficulty with staffing.

Levesque asked of the status of the conflict of interest information being prepared by HR; Brean indicated the HR handbook has been entirely updated including the conflict of interest policy and is currently being reviewed by outside counsel. Blenkinsop indicated he anticipates being able to report to the Board in September concerning the updated handbook.

- a) **Portsmouth International Airport at Pease (PSM)**
- b) **Skyhaven Airport (DAW)**

Brean spoke to Skyhaven's activity and stated there continue to be improvements being performed and are looking to do better surge protection since the recent lightning strike at Skyhaven.

- c) **Noise Line Report**
 - (i) **June & July 2023**

Brean spoke to the past two months having an uptick in military flights; a total of twenty-four (24) noise inquiries received during the months of June and July with a majority being tied to specific military operations. There was also inquiries received due to local med-evac operations. Due to ongoing geo-politics anticipate seeing increase in military flights / exercises along with the ANG's military air refueling squadron activity.

Duprey spoke of the additional military flights / exercises and being able to communicate available information to the public as the military activity may become more active.

Parker asked if PDA's marketing assets are providing the necessary responses to flight activity; Brean spoke to ANG's public relations being proactive with the uptick in the recent military activity seen. Brean indicated information regarding training / operational events being executed may not be able to be released to the public; there is a fine line regarding what can / cannot be disseminated. PDA does communicate via social media, news reports etc. when it can. Lastly, Brean indicated Pease is fortunate in the KC-46s equipment that ANG has versus other military aircraft.

XII. Division of Ports and Harbors:

A. Reports:

Marconi provided a hand-out to the Board regarding a letter to the Governor and Council concerning the functional replacement dock due to the loss of a dock when the Sarah Mildred Long Bridge was reconstructed. Back in 2014, the project was projected to be between \$18 and \$19 million and with continued delays, the estimate has increased to approximately \$44 million. The original agreement had been approved by the PDA Board and the Executive Council, due to delays there are various modifications which need to be incorporated into the agreement. Where this amendment is being submitted by NHDOT and is due to go before the Governor and Council, Marconi is providing the information for the Board's edification.

Duprey indicated he understood the federal government would provide DOT with the funding, but asked what would happen if the government renegs or delays the funding; Marconi indicated the project would come to a screeching halt.

Levesque asked if Maine was required to pay; Marconi indicated the bridge is jointly owned by Maine and New Hampshire. However, the taking of the property is on the New Hampshire side and is

federal highways' responsibility through the State of New Hampshire to make DPH whole for what was lost.

1. Port Advisory Council Meeting Minutes of May 10, 2023

Marconi indicated the Board had in its packet the minutes of the Port Advisory Council meeting of May 10, 2023. The minutes have been provided so the Board is aware of the Council's activity and welcomed any comments or questions from the Board.

2. Commercial Mooring for Hire – Warpath Family Farm, Inc.

Duprey asked of this item; Marconi indicated it is the Tarbell family out of New Castle that are property owners who have the ability to obtain a commercial mooring. Under Pda rules if you have a rental property you are allowed to obtain a commercial mooring so the tenants can utilize it.

3. Commercial Mooring for Hire – Great Bay Yacht Club

Marconi stated Great Bay Yacht Club should not be confused with Great Bay Marina which is on the right hand side as you go over the Little Bay Bridge by Hilton Park.

4. Commercial Mooring Transfer – Bouchard to Murphy

Marconi briefly spoke to this commercial mooring transfer.

5. Pilgrim Productions, LLC filming of “Wicked Tuna” – Right of Entry at Rye Harbor

Marconi spoke of this Right of Entry (“ROE”) and one of the participants in the show “Wicked Tuna”, Tyler McLaughlin is from Rye and occasionally will bring his catch into Rye Harbor. DPH started doing the ROE a few years ago to make sure all necessary insurance policies are obtained.

6. Seacoast Maritime Charters, LLC - Right of Entry at Rye Harbor

Marconi spoke to this ROE and indicated it is a small charter boat which would be operating out of Rye Harbor.

Levesque asked Marconi about the recreational fuel at Rye Harbor being out of service and asked when it would be back in service; Marconi indicated as soon as DPH receives a quote on the enclosure. Marconi stated DPH is looking to have a galvanized enclosure installed. However, when DPH inquired to vendors about the proposed enclosure, no pricing was received; a bid was advertised, with no success. Therefore, DPH reached out to the vendor who did the bulkhead and fuel enclosure work at Portsmouth Fish Pier and DPH is awaiting a quote from this entity. Marconi provided the rough specifications of the enclosure and stated he is not sure if the project is too small for vendors and that is the reason no interest has been received. Further, the company who installed the fuel system had also been awaiting on a part to complete the fuel system; that part has now been received.

Levesque asked if DPH owned any boats; Marconi affirmed and spoke of a number of boats assigned to various facilities.

Levesque asked if any of the newly executed ROEs have had any violations (i.e.; violation letters issued); Marconi indicated none he is aware of.

Levesque asked if shutting down of the commercial area at Rye has been helpful; Marconi indicated there had been two entrances (Route 1A and Harbor Road) into Rye Harbor and two piers (recreational and commercial). Due to an increase in traffic, there is an increase in congestion and has been near accidents. When DRED had property there was a chain across the driveway to separate the two areas; now sawhorses have been placed to provide a separation.

Levesque asked how frequently Marconi goes to the various facilities for site visits; Marconi responded daily to each location.

Levesque stated in the Pda 600 rules, some berthing fees are stated; however, there is no overnight berthing fee indicated. Levesque asked what the overnight berthing fee is and why is it not in the rules. Marconi indicated if a boat is launched, has a mechanical issue and needs to be tied up overnight at the dock, a one-time pier use fee is charged. Marconi indicated berthing would be considered long-time use, it only addresses the boats berthed at the slips at the Portsmouth Fish Pier. Levesque asked if according to the rules and application would be required to be submitted for the pier use permit; Marconi affirmed. Levesque asked what would the fee be if a charter boat were to come in and wanted to stay overnight? Marconi stated if a charter boat were to come in at night, it would not be able to stay overnight as that would require a ROE so the [pier use permit] would be for the general public. Marconi indicated permission would need to be requested and a reason provided for the requested stay. Marconi stated from the information provided, would decide whether the request is applicable and determine if there would be interference with other operators already at the facility.

Duprey asked if the pier would be empty at night; Marconi affirmed.

Levesque provided an example of Seacoast Maritime Charters (“SMC”) wanted to come into Rye Harbor and he decides to leave his boat overnight, would he need to fill out a permit. Marconi indicated SMC has a ROE that indicates the terms and conditions to operate the charter business, the second thing SMC would need to do is secure a pier use permit to operate the commercial business from the facility. Levesque asked if once the fee is paid SMC could stay overnight; Marconi stated SMC could not.

Duprey indicated no one could stay overnight; Marconi stated there are circumstances that allows DPH discretion, written in the rules. Marconi indicated if someone needed to stay overnight they are to contact DPH and provide a reason why they need to stay overnight.

Levesque indicated it would probably be an emergency; Marconi affirmed. Levesque stated in an emergency they wouldn’t pay a fee, but if they just wanted to leave the boat they would have to pay. Marconi indicated if there is a ROE there would also be a pier use permit and would be allowed to stay more than 30 minutes with DPH approval under certain circumstances; Marconi indicated if someone were to come into the harbor and wanted to dock their boat, with no affiliation to the harbor, and if they are there in the morning they would be charged with a fee because the boat was left there.

B. Approval:

1. Final Proposal Pda 600 Rules (Postponed from June 2023 meeting)

Director Levesque moved the motion and Director Lamson seconded that in accordance with the provisions of RSA 12-G:42, X (d), the Pease Development Authority Board of Directors hereby authorizes the Director of the Division of Ports and Harbors to file the Final Proposal Annotated text of the Pda 600 Rules with the Director of Legislative Services pursuant to RSA 541-A:12; all in accordance with the Memorandum of Geno J. Marconi, Director of Ports and Harbors, dated June 5, 2023.

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

Blenkinsop left the meeting at 9:41 a.m. and return at 9:42 a.m.

2. Hampton Harbor / Seabrook – Right of Entry and Interagency Transfer of Management Responsibility Agreement

Director Conard moved the motion and Director Parker seconded that the Pease Development Authority Board of Directors authorizes the Executive Director and the Director of the Division of Ports and Harbors (“DPH”), in accordance with their respective powers and duties, and in support of NHDOT’s Neil Underwood Bridge replacement project, to: 1) execute a Right of Entry to the NH Department of Transportation (“NHDOT”) for the temporary use of 26,657 sq. ft. of DPH property at the Hampton Harbor Marine Facility; and 2) execute an Interagency Transfer of Management Responsibility Agreement to NHDOT for a 2,707 sq. ft. parcel of land situated on the westerly side of Ocean Boulevard (Route 1A), subject to the approval of the Governor and Council; all in accordance with the memorandum of Geno J. Marconi, Director of Ports and Harbors, dated July 21, 2023.

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

3. Captain Vincent Taccetta, Class I Initial Pilot Appointment

Director Fournier moved the motion and Director Lamson seconded that in accordance with RSA 12-G:47, Pilots, and the NH Code of Administrative Rules PART Pda 305.02, Pilot Requirements for Initial Appointment as Class I or II Pilot, the Pease Development Authority Board of Directors approves the appointment of Vincent Taccetta as a Class I Pilot, to pilot vessels over 10,000 gross tons within the pilotage area landward of the line of demarcation including, but not limited to, Portsmouth Harbor and the Piscataqua River up to and including Dover Point, New Hampshire, which appointment term shall be in concurrence with his Merchant Mariners Credential; all in accordance with the Memorandum of Geno J. Marconi, Director of Ports and Harbors, dated August 2, 2023

Discussion: Marconi introduced Captain Taccetta to the Board and stated he is a very good boatman.

Lamson indicated that Captain Taccetta was the dock master at the end of Fox Point in Newington.

Disposition: Resolved by unanimous vote for; motion carried.

XIII. Special Event:**A. Report:**

1. **Yellowfin Events LLC – Road Race held on July 22, 2023**
2. **Sabine Strong – Road Race held on August 13, 2023**

Brean spoke to the special event held on July 22, 2023, by Yellowfin Events LLC, which held a Road Race utilizing a portion of the road network situated on the Pease International Tradeport; its PDA venue partner was Cisco Brewers. On August 13, 2023, Sabine Strong Foundation held a 3.3 mile Road Race utilizing a portion of the road network situated on the Pease International Tradeport. Brean also thanked both the Newington and Portsmouth public safety departments who assisted with the events.

XIV. Upcoming Meetings:

Executive Committee	September 7, 2023 @ 10:00 a.m.
Golf Committee	September 18, 2023 @ 8:30 a.m.
Finance Committee	September 18, 2023 @ 9:00 a.m.
Board of Directors	September 21, 2023 @ 8:30 a.m.

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

XV. Directors' Comments:

Duprey appreciated the discussions Marconi had with the Rye police / fire services regarding the gate, but indicated technically he didn't need to do that as Rye Harbor facility is under a state agency. Marconi indicated at the end of the boating season the area would be opened back up.

Lamson again spoke to the accolades Leo Axion received as the harbormaster at Rye Harbor.

Fournier acknowledged the recent passing of his predecessor, Franklin Torr, who sat on the PDA Board for many years; extended his sympathy to the family.

Lamson spoke to Mates providing her with information concerning PDA's electric vehicle ("EV") charging station at Pease Golf Course; Brean indicated there are several others on tenant properties at Pease. Brean stated PDA has received a grant from the federal government for eight charging stations. The delay are the requirements for EV stations which need to adhere to buy America requirements; there are no American companies producing a charging station at this time. PDA has privately funded the EV charger as a pilot and several leaseholds have installed their own systems.

Conard indicated there are EV stations at the Foundry garage as well as the Bridge Street lot.

Fournier indicated the Town of Newmarket has five EV stations and it does not charge as it is viewed as an economic development promotion.

Lamson indicated she has received numerous inquiries asking why the Town of Newington does not have any EV charging stations.

Parker spoke to the article which was forwarded to the Board regarding Lonza and the work it is

doing (i.e.; vaccines being created). Parker would like to see more public information be disseminated about the good work occurring at the Tradeport. It is important for the community to be provided with information on everything good going on at Pease. Disseminating this information not only to the Seacoast, but throughout the State.

Duprey asked of attendance at the Tall Ships event; various Directors indicated they attended. Marconi indicated the boat parade had to be cancelled due to weather. Conard stated she understood the parade would be held in late September, without the Tall Ships. Parker stated the Tall Ship event was fascinating and the crew from Spain on the Trinidad was interesting. Marconi indicated three of the five Tall Ships were captained by individuals from New Hampshire.

Brean spoke to the blue "Save the Date" cards on the desk as they were was for the Air Show rehearsal luncheon at the Golf Course, there will be no static display as the ANG uses that as its family Open House. On Saturday (9/9) and Sunday (9/10) PDA has access to a chalet during the Air Show and asked the Board members to respond to Raeline O'Neil on their attendance for either of the events. Brean also spoke to the Veterans' Count event being held on the Tarmac on Friday (9/8) evening which is a fundraiser for the Easter Seals that directly supports NH veterans,

Brean also acknowledged that PDA had done a makeover to include more trees in its landscaping at 55 International Drive. Brean indicated this work was 95% performed by PDA in-house staff.

XVI. Press Questions:

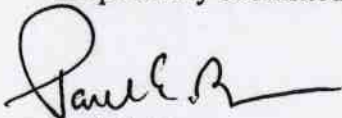
No questions from the press.

XVII. Adjournment:

Director Levesque moved the motion and Director Lamson seconded to adjourn the Board meeting. Meeting adjourned at 9:57 a.m.

XVIII. Consultation with Counsel:

Respectfully submitted,



Paul E. Brean
Executive Director

MOTION

Director Parker:

The Pease Development Authority Board of Directors hereby moves that item numbers _____ from the consent agenda list below be approved as a single consent agenda item, and that the proposed motions included for each be incorporated into such approval as the operative motion for each item.

1. Legal Services * (Fournier)
2. Airport Video Surveillance Storage Array Upgrade * (Lamson)
3. Outing and Group Pricing and Booking Policy * (Fournier)
4. Pease Golf Course Modification to Capital Improvement Plan FY2024 – FY2029 * (Conard)
5. McFarland Johnson – Portsmouth International Airport at Pease (“PSM”) – Arrivals Hall Design Contract – Amendment #1 * (Lamson)
6. New Position – Environmental Compliance Specialist * (Levesque)
7. New Position – Greenskeeper – (Pease Golf Course) * (Ferrini)

MOTION

Director Fournier:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$682.00 for payment of legal services provided by Anderson Kreiger; all in accordance with the memorandum from Anthony I. Blenkinsop, Deputy Director / General Counsel, dated September 8, 2023, attached hereto.

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Anthony I. Blenkinsop, Deputy Director / General Counsel *AKB*
Date: September 8, 2023
Re: Legal Services

Anderson Kreiger provided legal services to the PDA in the month of July 2023, in the amount of **\$682.00**.

This is request approval by the Board of Directors to authorize the Executive Director to expend funds for legal services rendered by Anderson Kreiger in a total amount of **\$682.00**

ANDERSON KREIGER

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

August 29, 2023

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

Reference # 147812 / 1047-4136

In Reference To: Federal Regulatory Advice

Professional Services

	<u>Hours</u>		<u>Amount</u>
		Attorney/Paralegal Summary	
Name	Hours	Rate	Amount
David S. Mackey	0.70	620.00	434.00

Total Current Billing: \$434.00

Previous Balance Due: \$248.00

Total Now Due: \$682.00

PLEASE NOTE: ALL BALANCES DUE WITHIN 30 DAYS

MOTION

Director Lamson:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into a contract with B & H Photo, for airport video surveillance storage array upgrade at a cost not to exceed \$29,262.00; all in accordance with the memorandum of Ed F. Pottberg, Airport Security Administrator, dated September 6, 2023, attached hereto.



PEASE
AIRPORT
MANAGEMENT

36 Airline Ave., Portsmouth, NH 03801
603.433.6536

Memorandum

To: Paul E. Brean, Executive Director

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

Date: September 6, 2023

Subject: Airport Video Surveillance Storage Array Upgrade

The Pease Development Authority (“PDA”) recently issued a Request for a Proposal to purchase a new video surveillance storage array to increase the airport’s video recording capacity. Two (2) bids were submitted and publicly opened on August 31, 2023, at 10:30 a.m. EST. Interested vendors and contractors were requested to provide a cost for the purchase of the equipment.

The responsive bids were:

B&H Photo \$29,262.00

Higgins Corporation \$29,540.00

B&H Photo has provided the lowest cost compared to the other bidders qualified to provide the equipment. Therefore, please request authority from the PDA Board of Directors to contract with B&H Photo for the new video equipment, consistent with its proposal submitted on August 17, 2023.

MOTION

Director Fournier:

In accordance with the recommendation of the Pease Golf Committee, the Pease Development Authority Board of Directors approves an increase to both Pease Golf Course outing and group rates, and the minimum number of players for outings; all in accordance with the memorandum from Scott D. DeVito, PGA General Manager, dated September 6, 2023, attached hereto.

MEMORANDUM

To: Paul Brean, Executive Director *LB*

From: Scott DeVito, PGA General Manager *SDD*

Date: September 6, 2023

Subject: Request to increase minimum number of players for Golf Course outings and to increase rates for both outings and groups

This is a request to: 1) increase both Golf Course outing and group rates; and 2) increase the minimum number of players from 60 to 72 when requesting a shotgun event on a Friday, Saturday, or Sunday during the golf season.

The "Current Fees" as listed in the charts below, have been in place since the 2017 season. To help balance requests from small and large groups, Pease Season Pass Holders, and daily fee players, the Course is working to limit Outing Rounds to 4,500 and Group Rounds to 1,000 per calendar year. Friday, Saturday, and Sunday events are the most requested and the Course will be starting a wait list for these days headed into the 2024 season. The "Proposed Fees" are in line with, and lower in some cases than, other Seacoast and regional golf courses. Both outings and groups require the Golf Course to block off extra tee times due to slower pass of play associated with these reservations.

Outing Rates:

	Current Fees	Proposed Fees
May and October 1st to close	Per Player Price	New Per Player Price
18 Holes Monday through Sunday Original Course	\$60.00	\$65.00
18 Holes Monday through Sunday Front Nine & Blue Course	\$50.00	\$55.00
June through September		
18 Holes Monday through Thursday Original Course	\$60.00	\$65.00
18 Holes Monday through Thursday Front Nine & Blue Course	\$50.00	\$55.00
18 Holes Friday, Saturday & Sunday Original Course	\$65.00	\$75.00
18 Holes Friday, Saturday & Sunday Front Nine & Blue Course	\$55.00	\$65.00

Outing packages include:

- Driving range setup for players before the round
- Green Fee
- Riding Cart (two riders per cart)
- Bottled water for each player in the golf cart before the round
- Custom scorecards
- Custom cart signs
- 11 x 17 Sponsor Signs
- Four dozen golf balls
- Four rounds of 18 holes with riding carts
- \$7.00 per player in Golf Shop credit (increase to \$10.00 per player with new rates)
- Digital scoreboard with running leaderboard
- Live player scoring option

The current Pease Golf Course minimum is 60 players to qualify for the outing rates and package, seven days a week. We are recommending increasing the minimum to 72 players for Friday, Saturday, and Sunday events.

Group Rates:

	Current Fees	Proposed Fees
May and October 1st to close	Per Player Price	New Per Player Price
18 Holes Monday through Thursday Original Course	\$49.00	\$54.00
18 Holes Monday through Thursday Front Nine & Blue Course	\$44.00	\$49.00
18 Holes Friday, Saturday & Sunday Original Course	\$55.00	\$60.00
18 Holes Friday, Saturday & Sunday Front Nine & Blue Course	\$50.00	\$55.00
9 hole rates are 30% off 18 hole rates		
June through September		
18 Holes Monday through Thursday Original Course	\$60.00	\$65.00
18 Holes Monday through Thursday Front Nine & Blue Course	\$55.00	\$60.00
18 Holes Friday, Saturday & Sunday Original Course	\$65.00	\$70.00
18 Holes Friday, Saturday & Sunday Front Nine & Blue Course	\$60.00	\$65.00
9 hole rates are 30% off 18 hole rates		

The current Pease Golf Course minimum is 24 players to qualify for group rates. Group rates include green fee, riding cart (two players per cart), range balls before the round, custom scorecards and cart signs, and any contest hole markers.

Blue Course Full Day:

	Current Fees	Proposed Fees
	Per Player Price	New Per Player Price
May 1 to May 21, Third Monday in September to Close		
Monday through Thursday	\$1,500.00	\$2,500.00
May 22 to September second Sunday in September		
Monday through Thursday	\$2,500.00	\$3,500.00

The Blue Course continues host “golf marathons” in which event sponsors rent the entire nine holes for the full day. The “Current Fees” have been in place since 2019. Prior to 2020 the utilization rate for the Blue Course averaged 60% for a calendar year. Since 2020, the utilization rate has increased to over 90%. The “Proposed Fees” reflect the increased demand for the Blue Course and the resulting higher utilization of those holes.

The increased rates will be used to cover increasing labor costs, cost of supplemental golf cart rentals, increase cost of outing software, and increase in miscellaneous items needed to support these type of events.

At the September 21, 2023, PDA Board of Directors meeting please request Board authority to increase the minimum number of players for outings and to increase rates for both outings and groups at the Pease Golf Course, consistent with the above.

MOTION

Director Conard:

In accordance with the recommendation of the Pease Golf Committee, the Pease Development Authority Board of Directors approves, adopts and authorizes the Executive Director to implement modifications to the Pease Golf Course Capital Improvement Plan for FY2024 - FY2029; all in accordance with the memorandum from Scott D. DeVito, PGA General Manager, dated September 11, 2023, attached hereto.

MEMORANDUM

To: Paul Brean, Executive Director *PB*
From: Scott DeVito, PGA General Manager *SDD*
Date: September 11, 2023
Subject: Request to modify the Golf Course Capital Improvement Plan FY24 – FY29

This is a request to modify the approved Golf Course Capital Improvement Plan FY2024 – FY2029. Due to significant delays in Golf Course turf management equipment deliveries, the golf course staff is proposing reprioritizing several line items in the Golf Course capital

Specifically, Pease Golf Course has made adjustments to move up smaller pieces of equipment that are readily available, along with starting some needed upgrades to the golf course irrigation system, and other course improvements. The smaller equipment pieces include a bunker rake machine and greens roller. The updates to the irrigation system will be targeted towards greens, 10, 11, and 17 and teeing areas on 11, 12 and 18. Some of the irrigation sprinklers and wires in these areas were last updated in 1992, with some of the original parts from the 1950's still in use.

The golf course projects line item will target enlarging and adding teeing areas on holes 6 and 2 on the Blue Course. Golf course maintenance staff will move base material for the areas, add irrigation, and complete sod work, with shaping and leveling being outsourced.

At the September 21, 2023, PDA Board of Directors meeting please request Board authority to make these modifications to the FY2024 – FY2029 Golf Course Capital Improvement Plan.

PEASE DEVELOPMENT AUTHORITY
CAPITAL PROJECT FORECAST FY 2023 TO FY 2029 (A+B+C)

ORIGINAL CIP BUDGET MARCH 2023			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	TOTAL	
GOLF COURSE			TO GO	PROJ	PROJ	PROJ	PROJ	PROJ	PROJ	77 MTHS	
		PRIORITY	CLASS								
	CLUBHOUSE KITCHEN EQUIPMENT (PLACEHOLDER)	C	E	-	-	15,000	-	-	15,000	30,000	C
	CLUBHOUSE CARPET PAINT	B	I	25,000	-	-	-	-	-	25,000	B
	SIMULATOR ROOM	B	I	-	-	-	-	-	-	-	B
	PESTICIDE SPRAYER	A	E	-	75,000	-	-	-	-	75,000	A
	FAIRWAY MOWERS	A	E	-	-	-	75,000	-	85,000	160,000	A
	DEBRIS BLOWER	A	E	-	-	10,000	-	-	-	10,000	A
	TRIPLEX GREENS MOWER (2)	A	E	-	90,000	-	-	-	-	90,000	A
	GREEN TEE AERATOR	A	E	35,000	-	-	-	-	-	35,000	A
	WALKING GREENS MOWER	A	E	18,000	-	-	-	-	-	36,000	A
	PICK-UP TRUCK WITH PLOW	A	E	-	-	-	-	-	-	55,000	A
	LARGE UTILITY	A	E	50,000	-	-	-	50,000	-	100,000	A
	GREENS ROLLER	A	E	-	25,000	-	-	-	-	25,000	A
	GEO THERMAL PUMPS	A	I	-	-	-	-	20,000	-	20,000	A
	ROUGH MOWER	A	E	-	-	-	80,000	-	-	80,000	A
	COURSE IMPROVEMENTS	B	I	30,000	25,000	-	-	25,000	25,000	105,000	B
	SMALL UTILITY VEHICLE	A	E	-	-	20,000	-	20,000	-	40,000	A
	RANGE CART WITH CAGE	A	E	-	-	15,000	-	-	-	15,000	A
	TRAP MACHINE	A	E	-	25,000	-	-	-	-	25,000	A
	GRILL 28 EXPANSION	C	E	250,000	3,000,000	-	-	-	-	3,250,000	C
	TRIM MOWERS	A	E	-	-	50,000	-	-	-	50,000	A
	FERTILIZER SPREADER	B	E	-	-	-	-	-	-	-	B
	GOLF SUBDRIVE CONTROLLER	A	E	-	-	-	-	-	-	-	A
	GOLF IRRIGATION REPAIRS	B	I	100,000	100,000	100,000	-	100,000	100,000	500,000	B
	VIDEO SURVEILLANCE SYSTEM	A	S	40,000	-	-	-	-	-	40,000	A
	ON COURSE RESTROOMS	C	I	15,000	100,000	100,000	-	-	50,000	265,000	C
	STORAGE BUILDING-MAINTENANCE DEPT	C	I	30,000	-	-	-	-	-	30,000	C
	TOW BEHIND SEEDER	B	E	-	-	-	-	-	-	-	B
				103,000	558,000	3,410,000	360,000	210,000	215,000	5,131,000	

PEASE DEVELOPMENT AUTHORITY
 CAPITAL PROJECT FORECAST FY 2023 TO FY 2029 (A+B+C)

PROJECT	CLASS	PRIORITY	FY 2024		FY 2025		FY 2026		FY 2027		FY 2028		FY 2029		TOTAL 77 MTHS
			PROJ		PROJ		PROJ		PROJ		PROJ		PROJ		
UPDATED SEPTEMBER 2023															
GOLF COURSE															
CLUBHOUSE KITCHEN EQUIPMENT (PLACEHOLDER)	E	C	-	-	-	-	15,000	-	-	-	-	-	15,000	30,000	E
CLUBHOUSE PAINT	I	B	30,000	-	-	-	-	-	-	-	-	-	-	30,000	B
SIMULATOR ROOM	I	B	-	-	-	-	-	-	-	-	-	-	-	-	B
PESTICIDE SPRAYER	E	A	-	75,000	-	-	-	-	-	-	-	-	-	-	A
FAIRWAY MOWERS	E	A	-	-	-	-	-	75,000	-	-	-	-	-	75,000	A
DEBRIS BLOWER	E	A	-	-	-	-	10,000	-	-	-	-	-	85,000	160,000	A
TRIPLEX GREENS MOWER (2)	E	A	-	90,000	-	-	-	-	-	-	-	-	-	10,000	A
GREEN TEE AERATOR	E	A	35,000	-	-	-	-	-	-	-	-	-	-	90,000	A
WALKING GREENS MOWER	E	A	36,000	-	-	-	-	-	-	-	-	-	-	35,000	A
PICK-UP TRUCK WITH PLOW	E	A	-	-	-	-	-	-	55,000	-	-	-	-	36,000	A
LARGE UTILITY	E	A	50,000	-	-	-	-	-	-	-	-	-	-	55,000	A
GREENS ROLLER	E	A	25,000	-	-	-	-	-	-	50,000	-	-	-	100,000	A
GEO THERMAL PUMPS	I	A	-	20,000	-	-	-	-	-	-	20,000	-	-	25,000	A
ROUGH MOWER	E	A	-	-	-	-	-	-	80,000	-	-	-	-	80,000	A
COURSE IMPROVEMENTS	I	B	15,000	-	25,000	-	-	-	-	-	25,000	-	25,000	90,000	B
SMALL UTILITY VEHICLE	E	A	-	-	-	20,000	-	-	-	-	20,000	-	-	40,000	A
RANGE CART WITH CAGE	E	A	-	-	-	15,000	-	-	-	-	-	-	-	15,000	A
TRAP MACHINE	E	A	25,000	-	-	-	-	-	-	-	-	-	-	25,000	A
GRILL 28 EXPANSION	E	C	250,000	-	3,000,000	-	-	-	-	-	-	-	-	3,250,000	C
TRIM MOWERS	E	A	-	-	-	50,000	-	-	-	-	-	-	-	50,000	A
FERTILIZER SPREADER	E	B	-	-	-	-	-	-	-	-	-	-	-	-	B
GOLF SUBDRIVE CONTROLLER	E	A	-	-	-	-	-	-	-	-	-	-	-	-	A
GOLF IRRIGATION REPAIRS	I	B	125,000	-	200,000	-	200,000	-	-	-	-	-	-	525,000	B
VIDEO SURVEILLANCE SYSTEM	I	A	-	40,000	-	-	-	-	-	-	-	-	-	40,000	A
ON COURSE RESTROOMS	I	C	-	-	-	50,000	-	-	-	-	-	50,000	-	100,000	C
STORAGE BUILDING-MAINTENANCE DEPT	I	C	-	-	-	-	-	-	-	-	150,000	-	-	150,000	C
TOW BEHIND SEEDER	E	B	26,000	-	-	-	-	-	-	-	-	-	-	26,000	B
			617,000		3,450,000	360,000	210,000	265,000	175,000	5,077,000					

MOTION

Director Lamson:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to make an expenditure to McFarland Johnson, Inc. for additional consulting and engineering services for the design of the expansion of the Portsmouth International Airport at Pease – Arrivals Hall and related grant application coordination, in an amount not to exceed \$77,200.00; all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering, dated September 13, 2023, attached hereto.

N:\RESOLVES\2023\Terminal – McFarland JohnsonArrivals Hall – Amd No. 1 (9-21-2023)

Memorandum

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: September 13, 2023
Subject: Arrivals Hall Design Contract – Amendment No. 1

At the May 2022 Board meeting, the Board of Directors approved an expenditure for PDA's on call airport engineer, McFarland Johnson, Inc. (MJ)¹, to provide consulting and engineering services to facilitate the design of an arrivals hall expansion at PSM. Since that time, MJ has completed the design and assisted PDA with securing a \$7,000,000 grant from FAA for the construction. PDA is now working with MJ to close out the design contract.

During the design, PDA requested additional work outside the approved scope of services including the development of three add alternates in the bid documents and extensive coordination with FAA on the BIL-ATP grant application, both discussed below in greater detail.

Add Alternates

During the design, cost estimates were undertaken to help understand the commitment that would be required to facilitate construction. At that time, the volatility in the market due to COVID posed serious questions as to the accuracy of the estimate. As such, PDA directed MJ to prepare three add alternates to the bid documents. The add alternates allowed PDA the option to accept or decline the identified work. The three add alternates included:

- Add Alternate #1 for the installation of Terrazzo flooring in lieu of carpet in the new Arrivals Hall for \$220,481.80.
- Add Alternate #2 for renovations in the existing hold room at gates 3 and 4 for \$397,425.60.
- Add Alternate #3 for CBP parking lot expansion for \$496,684.70.

Ultimately, the base bid for the Arrivals Hall construction was \$9,048,148.48. Due to the cost of the base bid, PDA declined to proceed with any of the alternates. The additional work associated with development of the three add alternates cost \$61,800.

¹ In 2021 PDA retained MJ as an on-call consultant to provide engineering services related to improvements at the Portsmouth Air Terminal. This action followed a qualifications based selection and Board vote.

Grant Application

While some grant coordination was included in the original contract, MJ went over and above the effort originally proposed. This work included **pre-application** coordination and meetings with senior FAA staff members and PDA, as well as the development of detailed information supporting the projects goals and how they aligned with the intent of the grant program. Ultimately, FAA awarded PDA a grant for \$7,000,000 for the construction of the arrivals hall. The additional work associated with coordination for the development of the grant application cost \$15,400.

In total MJ is asking for an additional \$77,200 for work completed outside the approved scope of services. Amendment No. 1 details this work and is attached. Staff feels this work was critical to the success of the project and the additional costs associated with MJ's efforts are warranted.

At the September 21st board meeting, please seek approval for an expenditure of \$77,200 to MJ for additional work performed outside the approved scope of services for the design and grant application coordination for the arrivals hall.

September 6, 2023

APPENDIX A-1

WORK ORDER No. MJ-001

AMENDMENT No. 1

Scope of Work and Fee Proposal

FOR

**AGREEMENT FOR AIRPORT PLANNING & ENGINEERING SERVICES FOR
ARRIVALS HALL DESIGN AND BIDDING SUPPORT**

PORTSMOUTH INTERNATIONAL AIRPORT AT PEASE

AMENDMENT No. 1 ASSUMPTIONS

The following Assumptions are included in Task Order MJ-001 Amendment No. 1:

1. All Assumptions included in the Executed Task Order MJ-001 for the Arrivals Hall project remain in place for Amendment No. 1, except as revised below.

AMENDMENT No. 1 SCOPE OF WORK

McFarland-Johnson, Inc. (CONSULTANT) shall provide to Pease Development Authority (PDA) the following professional services, with the fee shown in the attached Exhibit A – Fee Proposal for the Arrivals Hall design and bidding project. Exhibit B provides the Scope of Work and Fee for Fennick McCredie Architecture, Ltd, (SUBCONSULTANT) for the project. The Scope of Work for this Amendment includes:

1. Preparation of the FAA – Bipartisan Infrastructure Law - Airport Terminal Program (BIL-ATP) grant applications for Federal Fiscal Year 2022 and 2023. The BIL-ATP 2023 application was augmented based on input from the FAA and the addition of a Supplemental Data Package. The BIL-ATP 2023 application resulted in a \$7 million grant from the FAA.
2. Coordination for and development of three (3) Bid Alternatives including separate plans, cost estimates, bidding document changes to the Front-End Contract Documents for each Bid Alternative and bid review/recommendations for these Bid Alternatives. This effort also includes Project Management, and Design Team and PDA meetings. During the design phase of the project, construction cost increases were at historic highs and estimates of probable construction cost prepared late in the design phase indicated that the project construction cost for the entire project would exceed available PDA funding. This work was needed to provide bid alternatives that would allow the project to be constructed with the PDA's available funding if a BIL-ATP grant was not received.

The following additional subtask items have been included in the Scope of Work of the CONSULTANT and SUBCONSULTANT.

Task 1 – Project Administration

CONSULTANT and SUBCONSULTANT shall complete the following subtasks:

- 1.10 Assist the PDA in the preparation of a BIL-ATP 2022 application. Includes application narrative preparation, cost summary, project figure, coordination with FAA, coordination with PDA, and final revisions to application.
- 1.11 **Pre-Application** coordination and meetings with FAA and PDA to review unsuccessful BIL-ATP 2022 Application and prepare a work plan for the BIL-ATP 2023 Application. Includes numerous teleconferences with FAA staff, preparation of material for an on-site meeting with FAA and PDA, and scheduling and attending the on-site meeting.
- 1.12 Prepare a Supplemental Data Package for submission to FAA with the BIL-ATP 2023 application. The Supplemental Data Package will include detailed project information and allow the FAA New England Region staff to answer detailed project questions during the nationwide review of BIL-ATP applications.
- 1.13 Assist the PDA in the preparation of a BIL-ATP 2023 application. Includes application narrative preparation, cost summary, project figures, coordination with FAA, coordination with PDA, and final revisions to application.

Task 3 - Design Development

CONSULTANT and SUBCONSULTANT shall complete the following subtasks:

- 3.27 Review Engineers Estimate of Probable Construction Costs obtained under the Design Development and provide an opinion where costs have escalated above previous conceptual design level estimates.
- 3.28 Attend a meeting with the PDA to review the project costs and discuss where reductions and/or revisions could be made to reduce the estimated cost of the project. It is anticipated that the PDA will provide directions at this meeting on potential reductions in the project to reduce probable construction costs.
- 3.29 Review design by all disciplines. Prepare a list of potential bid alternates agreed to in Task 3.28 and determine their respective probable construction costs savings. Provide this information to the PDA for review.

- 3.30 Attend a meeting with the PDA to review proposed Bid Alternates (up to three (3)) and their potential cost savings prepared under Task 3.29. It is anticipated that the PDA will provide direction on whether or not to include the alternates in the project.
- 3.31 Conduct a Design Team meeting to introduce the chosen alternates into the Project. Discuss how the alternatives will be presented.
- 3.32 Design Alternatives
- 3.32.1 Additive Alternate No. 1
- 3.32.1.1 Revise Drawing A-100 Ground Level Floor Plan and add Drawing A1-100 Ground Level Floor Plan. Drawing A1-100 shows moving the terrazzo flooring for the Arrivals Hall from Base Bid to Additive Alternative No. 1.
- 3.32.1.2 Add Drawing E1-100.A *Power & Telecom Plan*. This plan changes the floor electrical box covers in the Base Bid (Carpet installation) and adds a new drawing to show terrazzo flooring electrical covers to Additive Alternate No. 1.
- 3.32.2 Additive Alternate No. 2
- 3.32.2.1 Revise Drawing A-050 *Phasing Plan - Ground Level* and add Drawing A1-050 *Phasing Plan - Ground Level*. This task revises the internal work phasing plan by moving the lower-level secure hold room renovations from the Base Bid to Additive Alternate No. 2.
- 3.32.2.2 Revise Drawing AD-100 *Demolition Ground Level Plan* and add Drawing AD2-100 *Demolition Ground Level Plan*. This task revises the demolition plan by moving the demolition required for the secure hold room renovations from the Base Bid to Additive Alternate No. 2.
- 3.32.2.3 Revise Drawing AD120 *Demolition Ground Level Reflective Ceiling Plan (RCP)* and add Drawing AD2-120 *Demolition Ground Level RCP*. This task revises and moves the RCP demolition for the existing interior hold room from the Base Bid to Additive Alternate No. 2.
- 3.32.2.4 Revise Drawing A-100 *Ground Level Plan* and add Drawing A2-100 *Ground Level Plan*. This task revises and moves the secure hold room from the Base Bid to Additive Alternate No. 2.
- 3.32.2.5 Revise Drawing A-700 *Finish Plan* and add Drawing A2-700 *Finish Plan*. This task revises and moves the finishes for the secure hold room from the Base Bid to Additive Alternate No. 2.

3.32.2.6 Remove Drawing P-100 *Plumbing* and add Drawing P2-100 *Plumbing*. This task moves the plumbing and relocation of the water coolers in the secure hold room from the Base Bid to Additive Alternate No. 2.

3.32.2.7 Revise Drawing ED-100.A *Demolition Plan Part A* and add Drawing ED2-100.B *Demolition Plan Part B*. This task moves the electrical demolition for the secure hold room from the Base Bid to Additive Alternate No. 2.

3.32.2.8 Revise Drawing E-120.A *Lighting Plan Part A* and add Drawing E2-100.B *Lighting Plan Alternate #2*. This task moves the electrical lighting revisions for the secure hold room from the Base Bid to Additive Alternate No. 2.

3.32.3 Additive Alternate No. 3

3.32.3.1 Revise Drawing CS-02 *Construction Safety and Phasing Plan (sheet 2 of 3)* and add Drawing CS-03 *Construction Safety and Phasing Plan (sheet 3 of 3)*. This task moves the CSPP for the CBP parking lot from the Base Bid to Additive Alternate No. 3.

3.32.3.2 Revise Drawing DE-01 *Demolition Plan - Base Bid* and add Drawing DE-02 *Demolition - Add Alt 3*. This task moves the demolition work required for the CBP parking lot from the Base Bid to Additive Alternate No. 3.

3.32.3.3 Revise Drawing GE-01 *Geometry & Marking Plan Layout Plan - Base Bid* and add Drawing GE-01 *Geometry & Marking Plan Layout Plan - Alt. No. 3*. This task moves the geometry and marking plan for the CBP parking lot from the Base Bid to Additive Alternate No. 3.

3.32.3.4 Revise Drawing GR-01 *Grading, Drainage & Erosion Control Plan - Base Bid* and add Drawing GR-02 *Grading, Drainage & Erosion Control Plan - Alt. No. 3*. This task moves the Grading, Drainage & Erosion Control Plan for the CBP parking lot from the Base Bid to Additive Alternate No. 3.

3.32.3.5 Revise Drawing GR-03 *Spot Elevation Plan - Base Bid* and add Drawing GR-04 *Spot Elevation Plan - Alt. No. 3*. This task moves the Spot Elevation Plan for the CBP parking lot from the Base Bid to Additive Alternate No. 3.

3.32.3.6 Revise Drawing E-50 *Site Electrical Plan* and add Drawing E3-51 *Site Electrical Plan - Add Alt. No. 3*. This task moves power to the CBP parking lot access control from the Base Bid to Additive Alternate No. 3.

3.33 The CONSULTANT will perform an independent cost estimate from that of the SUBCONSULTANT to verify estimated costs (which appeared high) of the CBP

parking lot and sitework (the cost estimate prepared by the CONSULTANT was ultimately used in the bid documents).

3.34 The CONSULTANT will revise estimate quantities for sitework by removing the estimated quantities for the CBP parking lot from the Base Bid and moving them to Additive Alternate No. 3.

3.35 The CONSULTANT will revise specification and proposal Section to include Additive Alternates 1, 2, & 3.

d

PROPOSED SCHEDULE OF COMPLETION

The anticipated project schedule has been revised as follows:

Scope and Fee Proposal to SPONSOR.....	May 6, 2022
Programming Review with SPONSOR.....	May 10, 2022
Programming Complete.....	May 13, 2022
Conceptual Design Discussion with SPONSOR	May 20, 2022
Conceptual Design Complete.....	May 27, 2022
PDA Board Preferred Alternative Review	June 2022
Schematic Design Complete	June 15, 2022
Design Development Complete	July 7, 2022
Construction Documents Complete	September 1, 2022
Plans and Specs Available for Bid.....	September 9, 2022
Bid Opening	October 7, 2022
FAA BIL ATP Application	October 24, 2022

September 6, 2023

Consultant's Fee Proposal

Appendix A-1

Work Order No. MJ-001, Amendment No. 1
Pease Development Authority

Portsmouth International Airport at Pease
Portsmouth, NH

Agreement for Airport Planning & Engineering Services For
Arrivals Hall Design and Bidding Support

AIP No. 3-33-0016-0__-2023

September 6, 2023

TASK	DESCRIPTION	Payment Method	Original Task Order Hours	Original Task Order Fee	Amendment No. 1 Hours	Amendment No. 1 Fee	TOTAL FEE
1.0	Project Administration	LS	187	\$41,600.00	70	\$15,400.00	\$57,000.00
2.0	Concept Plan and Schematic Design	LS	645	\$210,000.00	0	\$0.00	\$210,000.00
3.0	Design Development	LS	488	\$213,000.00	189	\$61,800.00	\$274,800.00
4.0	Construction Documents	LS	465	\$191,900.00	0	\$0.00	\$191,900.00
5.0	Bidding and Award Assistance	LS	122	\$39,800.00	0	\$0.00	\$39,800.00
Total			1907	\$696,300.00	259	\$77,200.00	\$773,500.00

McFarland Johnson Labor Related Costs \$335,026.62

MJ Expenses \$2,603.38

Subtotal MJ \$337,630.00

\$44,824.03

\$228.97

\$45,053.00

Fennick McCredie \$344,670.00

Geotechnical \$14,000.00

Subtotal Subconsultants \$358,670.00

\$32,147.00

\$14,000.00

\$32,147.00

TOTAL \$696,300.00

\$77,200.00

\$773,500.00

Disciplines

E = MJ - Airports

A = F-M

S = Structural

M = Mechanical and Fire Protection

EE = Electrical

P = Plumbing

Est = Cost Estimating

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Arrivals Hall Design and Bidding Support

AIP No. 3-33-0016-0__-2023

September 6, 2023

Sub Task	Description	Project Principal	Project Manager	Sr. Proj. Engineer	MEP & FP Sr. Engineer	Project Engineer	Asst. / Jr. Engineer	Sr. Technician	Admin. Profess.	Subtotals	Disp.
Task 1.0 Project Administration											
Amendment No. 1											
1.10	Assist the PDA in the preparation of a BIL-ATP 2022 application. Includes application narrative preparation, cost summary, project figure, coordination with FAA, coordination with PDA, and final revisions to application.	8	4	6					1	19	E, A
1.11	Pre-Application coordination and meetings with FAA and PDA to review unsuccessful BIL-ATP 2022 Application and prepare a work plan for the BIL-ATP 2023 Application. Includes numerous teleconferences with FAA staff, preparation of material for an on-site meeting with FAA and PDA, and scheduling and attending the on-site meeting.	8		4						12	E, A
1.12	Prepare a Supplemental Data Package for submission to FAA with the BIL-ATP 2023 application. The Supplemental Data Package will include detailed project information and allow the FAA New England Region staff to answer detailed project questions during the nationwide review of BIL-ATP applications.	12	4	8					2	26	E, A
1.13	Assist the PDA in the preparation of a BIL-ATP 2023 application. Includes application narrative preparation, cost summary, project figures, coordination with FAA, coordination with PDA, and final revisions to application.	8	2	2					1	13	E, A

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 Portsmouth, NH

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AIP No. 3-33-0016-0_-2023
 September 6, 2023

Task 1.0 Project Administration											Disp.
Sub Task	Description	Project Principal	Project Manager	Sr. Proj. Engineer	MEP & FP Sr. Engineer	Project Engineer	Asst. / Jr. Engineer	Sr. Technician	Admin. Profess.	Subtotals	
	Total Hours	36	10	20	0	0	0	0	4	70	
	Hourly Rate	\$ 76.12	\$ 96.26	\$ 62.00	\$ 57.00	\$ 53.40	\$ 40.00	\$ 35.60	\$ 28.00		
	Direct labor Cost	\$ 2,740.32	\$ 962.60	\$ 1,240.00	\$ -	\$ -	\$ -	\$ -	\$ 112.00	\$ 5,054.92	
	SUBCONSULTANTS										
	Fennick McCreddie Architecture			\$ -						\$ 5,054.92	
	TOTAL SUBCONSULTANTS			\$ -						\$ 5,054.92	
	Mileage/Rental Car/Gasoline									\$ 8,846.11	
	Hotel/per diem									\$ 13,901.03	
	Printing/Postage/Miscellaneous			\$ 108.87						\$ -	
	TOTAL EXPENSES			\$ 108.87						\$ 108.87	
	TOTAL DIRECT LABOR COST									\$ 5,054.92	
	OVERHEAD @ 175%									\$ 8,846.11	
	TOTAL LABOR COST									\$ 13,901.03	
	FIXED FEE @ 10%									\$ 1,390.10	
	SUBCONSULTANTS									\$ -	
	EXPENSES									\$ 108.87	
	TOTAL									\$ 15,400.00	

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Task 3.0 Design Development											
Sub Task	Description	Project Principal	Project Manager	Sr. Proj. Engineer	MEP & FP Sr. Engineer	Project Engineer	Asst / Jr. Engineer	Sr. Technician	Admin. Profess.	Subtotals	Disp.
Amendment No.1											
3.27	Review latest cost estimate to previous cost estimate to determine likely reason for cost escalation.	1	4	4	2					11	E
3.28	Attend a meeting with the PDA to review latest costs estimates and reason for price escalation. Discuss with PDA options for reducing estimated project costs (finishes, square footage, other).		2	2						4	E
3.29	Review design by all disciplines and prepare a list of options to reduce project costs and alternatives discussed in task 3.28..		2	2	1					5	E, M,S, FP,EE
3.30	Attend a meeting with the PDA to review options prepared under task 3.29 above. Discuss alternates that could be incorporated into the project if available funding permits.		2	2						4	E
3.31	Conduct a Design Team Meeting to discuss revisions and alternates chosen by the PDA that will be incorporated into the Project.					2				2	E, A, C, S, M, FP, EE
3.32	Three (3) Additive Alternates where chosen to incorporate into the Plans, Specifications and Bid Documents as follows: Additive Alternate No. 1: Replace Carpeting Terrazzo Flooring Additive Alternate No. 2: Existing Interior (Secured) Hold Room Renovations Additive Alternate No. 3: US Customs and Border Protection Parking Lot.										
3.32.1	Additive Alternate No. 1: Replace Carpeting Terrazzo Flooring - Architectural/Electrical										
3.32.1.1	Revise Drawing A-100 Ground Level Floor Plan and add Drawing A1-100 Ground Level Floor Plan. Drawing A1-100 shows moving the terrazzo flooring for the Arrivals Hall from Base Bid to Additive Alternative No. 1.										A
	SEE FMA FEE SCHEDULE										

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AIP No. 3-33-0016-0 -2023
September 6, 2023

Task 3.0 Design Development											
Sub Task	Description	Project Principal	Project Manager	Sr. Proj. Engineer	MEP & FP Sr. Engineer	Project Engineer	Asst. / Jr. Engineer	Sr. Technician	Admin. Profess.	Subtotals	Disp.
3.32.1.2	Add Drawing E1-100.A Power & Telecom Plan. This plan changes the floor electrical box covers in the Base Bid (Carpet installation) and adds a new drawing to show terrazzo flooring electrical covers to Additive Alternate No. 1.			1	1			2		4	E
3.32.2	Additive Alternate No. 2: Existing Interior Secure Hold Room Renovations - Architectural/Electrical/Plumbing										
3.32.2.1	Revise Drawing A-050 Phasing Plan - Ground Level and add Drawing A1-050 Phasing Plan - Ground Level. This task revises the internal work phasing plan by moving the lower-level secure hold room renovations from the Base Bid to Additive Alternate No. 2.	SEE FMA FEE SCHEDULE									A
3.32.2.2	Revise Drawing AD-100 Demolition Ground Level Plan and add Drawing AD2-100 Demolition Ground Level Plan. This task revises the demolition plan by moving the demolition required for the secure hold room renovations from the Base Bid to Additive Alternate No. 2.	SEE FMA FEE SCHEDULE									A
3.32.2.3	Revise Drawing AD120 Demolition Ground Level Reflective Ceiling Plan (RCP) and add Drawing AD2-120 Demolition Ground Level RCP. This task revises and moves the RCP demolition for the existing interior hold room from the Base Bid to Additive Alternate No. 2.	SEE FMA FEE SCHEDULE									A
3.32.2.4	Revise Drawing A-100 Ground Level Plan and add Drawing A2-100 Ground Level Plan. This task revises and moves the secure hold room from the Base Bid to Additive Alternate No. 2.	SEE FMA FEE SCHEDULE									A
3.32.2.5	Revise Drawing A-700 Finish Plan and add Drawing A2-700 Finish Plan. This task revises and moves the finishes for the secure hold room from the Base Bid to Additive Alternate No. 2.	SEE FMA FEE SCHEDULE									A

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Sub Task	Description	Project Principal	Project Manager	Sr. Proj. Engineer	MEP & FP Sr. Engineer	Project Engineer	Asst. / Jr. Engineer	Sr. Technician	Admin. Profess.	Subtotals	Disp.
3.32.2.6	Remove Drawing P-100 Plumbing and add Drawing P2-100 Plumbing. This task moves the plumbing and relocation of the water coolers in the secure hold room from the Base Bid to Additive Alternate No. 2.				4			4		8	P
3.32.2.7	Revise Drawing ED-100.A Demolition Plan Part A and add Drawing ED2-100.B Demolition Plan Part B. This task moves the electrical demolition for the secure hold room from the Base Bid to Additive Alternate No. 2.				4			4		8	EE
3.32.2.8	Revise Drawing E-120.A Lighting Plan Part A and add Drawing E2-100.B Lighting Plan Alternate #2. This task moves the electrical lighting revisions for the secure hold room from the Base Bid to Additive Alternate No. 2.				4			4		8	EE
3.32.3	Additive Alternate No. 3: US Customs and Border Protection Parking Lot										
3.32.3.1	Revise Drawing CS-02 Construction Safety and Phasing Plan (sheet 2 of 3) and add Drawing CS-03 Construction Safety and Phasing Plan (sheet 3 of 3). This task moves the CSPP for the CBP parking lot from the Base Bid to Additive Alternate No. 3.		2	4			8			14	E
3.32.3.2	Revise Drawing DE-01 Demolition Plan - Base Bid and add Drawing DE-02 Demolition - Add Alt 3. This task moves the demolition work required for the CBP parking lot from the Base Bid to Additive Alternate No. 3.			2			8			10	E
3.32.3.3	Revise Drawing GE-01 Geometry & Marking Plan Layout Plan - Base Bid and add Drawing GE-01 Geometry & Marking Plan Layout Plan - Alt. No. 3. This task moves the geometry and marking plan for the CBP parking lot from the Base Bid to Additive Alternate No. 3.			2			8			10	E

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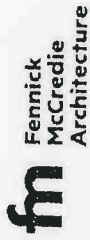
Task 3.0 Design Development											
Sub Task	Description	Project Principal	Project Manager	Sr. Proj. Engineer	MEP & FP Sr. Engineer	Project Engineer	Asst. / Jr. Engineer	Sr. Technician	Admin. Profess.	Subtotals	Disp.
3.32.3.4	Revise Drawing GR-01 Grading, Drainage & Erosion Control Plan - Base Bid and add Drawing GR-02 Grading, Drainage & Erosion Control Plan - Alt. No. 3. This task moves the Grading, Drainage & Erosion Control Plan for the CBP parking lot from the Base Bid to Additive Alternate No. 3.			4		8	12			24	E
3.32.3.5	Revise Drawing GR-03 Spot Elevation Plan - Base Bid and add Drawing GR-04 Spot Elevation Plan - Alt. No. 3. This task moves the Spot Elevation Plan for the CBP parking lot from the Base Bid to Additive Alternate No. 3.			1		4	6			11	E
3.32.3.6	Revise Drawing E-50 Site Electrical Plan and add Drawing E3-51 Site Electrical Plan - Add Alt. No. 3. This task moves power to the CBP parking lot access control from the Base Bid to Additive Alternate No. 3.			1	2		4			7	EE
3.33	The CONSULTANT will perform an independent cost estimate from that of the SUBCONSULTANT to verify estimated costs (which appeared high) of the CBP parking lot and sitework (the cost estimate prepared by the CONSULTANT was ultimately used in the bid documents).		1	1	2		4			8	E
3.34	The CONSULTANT will revise estimate quantities for sitework by removing the estimated quantities for the CBP parking lot from the Base Bid and moving them to Additive Alternate No. 3.	1		4			8			22	C
3.35	The CONSULTANT will revise specification and proposal Section to include Additive Alternates 1, 2, & 3.		1	8	4		12		4	29	C

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Work Order No. MJ-001, Amendment No. 1
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Sub Task	Description	Project Principal	Project Manager	Sr. Proj. Engineer	MEP & FP Sr. Engineer	Project Engineer	Asst. / Jr. Engineer	Sr. Technician	Admin. Profess.	Subtotals	Disp.
	Total Hours	2	15	38	24	14	70	22	4	189	
	Hourly Rate	\$ 76.12	\$ 96.26	\$ 62.00	\$ 57.00	\$ 53.40	\$ 40.00	\$ 35.60	\$ 28.00		
	Direct labor Cost	\$ 152.24	\$ 1,443.90	\$ 2,356.00	\$ 1,368.00	\$ 747.60	\$ 2,800.00	\$ 783.20	\$ 112.00	\$ 9,762.94	
	SUBCONSULTANTS										
	Fennick McCredie Architecture			\$ 32,147.00						\$ 9,762.94	
	Reduced by \$10,000			\$ 32,147.00						\$ 17,085.15	
	TOTAL SUBCONSULTANTS									\$ 26,848.09	
	Mileage/Rental Car/Gasoline										
	Hotel/per diem										
	Printing/Postage/Miscellaneous			\$ 120.10						\$ 2,684.81	
	TOTAL EXPENSES			\$ 120.10						\$ 32,147.00	
	TOTAL LABOR COST									\$ 120.10	
	TOTAL DIRECT LABOR COST									\$ 61,800.00	
	OVERHEAD @ 175%										
	TOTAL LABOR COST									\$ 17,085.15	
	FIXED FEE @ 10%									\$ 2,684.81	
	SUBCONSULTANTS									\$ 32,147.00	
	EXPENSES									\$ 120.10	
	TOTAL									\$ 61,800.00	



Peace Arrivals Expansion - Additional Services - Bid Packaging

Fennick McCredie Architecture

LABOR BREAKDOWN (refer to Scope of Work for Additional Detail)

Date: 5/17/2023 Revised 8/15/2023

Scope	Labor Dollars		Labor Hours						
	Labor subtotal (loaded)	Sub Task Totals (loaded)	PIC	PM	PA	SA	PD - Int	PD	CRAB
Unloaded Billing Rates			Jonathan McCredie	Melissa Vailancourt	David McVhan	Jon Richardson	Mia Zhang	Support Project Designer (DL)	35
Multiplier: 2.5			91.88	50.14	51.38	71.41	30.77		0

Design Development (Amendment to Task 3)

1.00 Design Development	\$17,139								
1.01 Narratives, Diagrams and Drawings for Cost Estimator		\$3,328	1	8	4	8	2		
1.02 Budget/Alternate Scope Coordination Work Sessions		\$5,753	4	8	4	16	6		
1.03 FM/Internal Coordination, Work Plan and BIM Management		\$5,561	2	6	4	8	4	24	
1.04 Review/Presentations/Approvals of Alternates & Approach		\$2,496	2	4	4	4	4		
2.00 Architectural Design	\$14,946								
2.01 ALT: Architectural Dwgs (Design & Demo)		\$7,393			12	8	12	40	
2.02 ALT: Finishes (excluding FFE)		\$2,452			4	2	16	4	
2.03 ALT: Packaging, Detailing, Final Clarifications/Delineations		\$5,101	0	4	12	4	10	18	
Design Development (Amendment to Task 3) Hours		273 hrs	9	30	44	50	54	86	0
Design Development (Amendment to Task 3) Totals	\$32,084.80	\$2,067	\$3,761	\$5,652	\$8,926	\$4,154	\$7,525	\$0	
Total labor	\$32,085	273	100.0%						
Expenses	\$62								
Total (labor & Expenses)	\$32,147								

MOTION

Director Levesque:

In accordance with the provisions of Section 3.11 of the By-Laws of the Pease Development Authority (“PDA”), the PDA Board of Directors hereby approves of and authorizes the Executive Director to create and fund a full-time benefited Environmental Compliance Specialist position; all in accordance with the memorandum of Tanya Coppeta, Employee Relations Manager, dated September 11, 2023, attached hereto.

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Memorandum

To: Board of Directors
From: Paul Brean, Executive Director *PB*
cc: Tanya Coppeta, Human Resources *TC*
Date: 9/11/23
Subj: New position: Environmental Compliance Specialist

Environmental laws and regulations, and evolving issues arising from emerging contaminants of concern continue to impact the PDA resulting in increased regulatory compliance requirements across a broad spectrum of issues. Existing PDA development, as well as proposed construction projects are monitored closely by a multitude of regulators at the Federal, State, and local level. This has significantly increased, and will continue to increase, the workload on PDA's Engineering Department.

Currently, the Environmental Compliance Manager (ECM) is responsible for managing PDA's environmental program, including identifying, remediating, and preventing environmental issues in compliance with State and Federal law. The ECM also anticipates future regulatory issues that may impact current and future PDA projects and tenant developments. This may include such things as dealing with impacted media, determining proper handling and capping procedures for excess soils, and groundwater treatment during construction dewatering. In addition to the current regulatory demands, when/if a new MS4 permit is drafted by EPA, additional sampling, monitoring, public education, and maintenance of stormwater control structures will be required.

Due to the increased focus and regulation on environmental compliance, PDA anticipated the need for a sustained, "top down" view and analysis of its environmental program. As such, in October, 2022, the PDA promoted its Environmental Compliance Coordinator (ECC) to Environmental Compliance Manager. The ECC role was not backfilled and no new position was created.

It has become clear that support is needed to allow PDA's ECM to focus on larger sustainability issues and PDA's overall sustainability program. As such, we are requesting the addition of a full-time, benefitted position of Environmental Compliance Specialist. This position will report to the ECM. The position will support the ECM and have general responsibility over environmental compliance matters, with a particular focus on stormwater compliance. Responsibilities include, but are not limited to:

- New reporting requirements under PDA's anticipated MS4 permit;
- Developing an inventory of PDA-owned stormwater structures and BMPs and developing, implementing and overseeing a maintenance and cleaning schedule;
- Tracking the operations and maintenance of existing and new stormwater controls on leased property;
- Monitoring construction on the Tradeport to ensure proper sediment and erosion controls are implemented and maintained in accordance with Local, State and Federal permits;

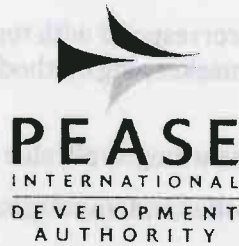


55 International Drive, Portsmouth NH 03801

- Researching NHDES AOT approved stormwater BMP's for ground leases and insuring adequate maintenance is being performed; and
- Monitoring the reconstruction of Tradeport roadways and coordinating with the City of Portsmouth as needed.

The position will be a full-time, non-exempt position with a salary range of \$55,210-\$75,200.

At the September 21, 2023, meeting of the Board of Directors, please request approval of the addition of a full-time, benefited position of Environmental Compliance Specialist. The attached job description provides detailed information on essential duties and responsibilities. Thank you for your consideration.



Pease Development Authority Job Description

Job Title: Environmental Compliance Specialist
Department: Engineering
Reports to: Environmental Compliance Manager
Revision Date: 9/2023
Status: **Non-Exempt (hourly)**
Employee Type: Full Time

Job Summary

The Environmental Compliance Specialist performs field work, research and maintenance in support of PDA's Environmental Compliance program, stormwater compliance program, and supports the Environmental Compliance Manager.

Essential job duties:

- Perform environmental compliance assessments and implement follow-up corrective actions to ensure compliance with federal, state and local regulations.
- Conduct inspections to verify environmental compliance at all Pease locations, ground leases and projects.
- Provide environmental technical assistance on compliance, sustainability and stormwater projects.
- Reviews reporting requirements for PDA's MS4 permit.
- Conducts an inventory of PDA owned catch basins and develops a cleaning schedule.
- Tracks the operation and maintenance of existing and new stormwater controls on ground leases.
- Researches NHDES AOT approved stormwater BMPs for ground leases.
- Monitors the reconstruction of various projects as assigned, and coordinates with relevant stakeholders.
- Reviews permit requirements and monitors programs to ensure permit compliance.
- Maintains and updates storm water pollution prevention plans (SWPPPs) and spill prevent control and counter measure (SPCCs) plans.
- Manages storm water sampling programs. Conduct facility inspections and visual storm water inspections.

- Conducts training sessions and correspond with tenants and facility users regarding best management practices, good housekeeping methods and all other aspects of pollution prevention programs.
- Reviews regulations and laws regarding applicable environmental programs.
- Documents spills response activities and investigates associated environmental impacts and reporting requirements.
- Assists PDA departments in achieving compliance.
- Reviews dig safe request and PDA dig permits.
- Coordinates and assists with various monitoring programs, including the collection of samples.
- Maintains program files, reports, sampling results and correspondence.
- Responds to situations as assigned when there are environmental consequences.

Supervisory Responsibilities

Does this job have supervisory responsibilities? Yes No

Choose an item.

Are there other non-supervisory employees who report directly to this job? Yes No

If yes, how many employees are directly supervised by this job? Choose an item.

Minimum Qualifications:

Education: Graduation from an accredited college or university with major studies in natural sciences, environmental policy, environmental science, or other related field.

Experience: 3 years' experience in the field of environmental compliance; stormwater compliance experience is preferred.

License/Certification:

- Must possess a New Hampshire driver's license.
- Must have EIT certification.
- 40-hour Hazwoper Certification

Knowledge/Skills/Abilities

Knowledge of environmental laws and regulations, permitting and compliance requirements, Ability to prepare concise reports.

Ability to prepare environmental assessments

Effectively communicate both orally and in writing.

Investigating and resolving technical problems awhile keeping immediate supervisors and other interested parties abreast of project progress.

Ability to make presentations to industry, environmental, and civic groups, government and industry boards/commissions/councils, customers, media and management staff.

DISCLAIMER STATEMENT: This document is descriptive of general duties and is not intended to list every specific function of this class title.

MOTION

Director Ferrini:

In accordance with the provisions of Section 3.11 of the By-Laws of the Pease Development Authority (“PDA”), the PDA Board of Directors hereby approves of and authorizes the Executive Director to create and fund a full-time benefited Greenskeeper position; all in accordance with the memorandum of Scott DeVito, Pease Golf Course General Manager, dated September 6, 2023, attached hereto.

N:\RESOLVES\2023\Create and Fund Greenskeeper Position 9-21-23.docx

MEMORANDUM

To: Paul Brean, Executive Director *PAB*
From: Scott DeVito, PGA General Manager *SAD*
Date: September 6, 2023
Subject: Request to add a full-time, year-round position to the Golf Course maintenance staff

This is a request to add a full-time, year-round, benefitted position with the title of "Greenskeeper" to the Pease Golf Course maintenance staff. The estimated salary is \$38,000 to \$45,000 per year, depending on experience. This salary range falls within the NH Superintendent's Association salary schedule for like positions.

Pease Golf Course needs a full-time, year-round Greenskeeper because the grounds that make up the Golf Course facility need more attention than current staff can accommodate.

Historical context from the last 15 years:

- Last full time Golf Course position added in 2009
- Average annual golf rounds from 2009 to 2019 - 50,000
- Average annual golf rounds 2020 to date - 67,500
- Grill 28 traffic has increased 1000% requiring additional painting and building repairs, equipment maintenance, clubhouse lawn care, and function tent maintenance.
- Driving Range traffic is up 30%

The growth of business at the Golf Course has increased maintenance needs across the entire facility, including the parking lot, the driving range, the clubhouse building, clubhouse lawns, and, of course, turf management for 27 golf holes.

The current staff configuration, which relies heavily on part-time seasonal employees, cannot fulfill all of these maintenance requirements as the work requires a year-round crew of reliable professionals with experience in turf management techniques. Additionally, a new position is warranted as it is generally more expensive to outsource turf management services than to hire full-time staff.

At the September 21, 2023, PDA Board of Directors meeting please request Board authority to create the position of "Greenskeeper" at the Pease Golf Course.

PEASE DEVELOPMENT AUTHORITY
Monday, September 18, 2023

GOLF COMMITTEE
AGENDA

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

AGENDA

- I. Call to Order
 - II. Acceptance of Meeting Minutes: March 13, 2023 * **(Ferrini)**
 - III. Public Comment
 - IV. New Business
 - A. Reports
 - 1. Full Time Golf Maintenance Position * **(Ferrini)**
 - 2. Outing and Group Pricing and Booking Policy * **(Conard)**
 - 3. Golf Shop Point of Sale
 - 4. CIP Review * **(Conard)**
 - 5. Extension of Grill 28 concession contract *
 - V. Upcoming Meetings
 - Board of Directors September 21, 2023 @ 8:30 a.m.
- All meetings begin at 8:30 a.m. unless otherwise posted.**
- VI. Adjournment
 - VII. Press Questions

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

PEASE DEVELOPMENT AUTHORITY
Monday, September 18, 2023

FINANCE COMMITTEE AGENDA

Time: 9:00 A.M.
Place: 55 International Drive
Pease International Tradeport
Portsmouth, NH 03801

- I. Call to Order (*Ferrini*)
- II. Acceptance of Committee Meeting Minutes: June 12, 2023* (*Lamson*)
- III. Public Comment
- IV. Reports (*Anzalone*)
 1. Operating Results for the One Month Period Ending July 31, 2023 *
 2. Nine Month Cash Flow Projections through May 31, 2024 *
 3. Disbursement Register – June 1 through Aug 31, 2023
 4. PDA Capital Budget proposed modifications *
- V. Next Committee Meeting- December 18, 2023 @ 9:00 AM
- VI. Director's Comments
- VII. Adjournment
- VIII. Press Questions

* Related Materials Attached
* Proposed Motion
 Confidential Materials

Memorandum

Date: September 12, 2023
To: Paul Brean, Executive Director
From: Suzy Anzalone, Director of Finance *Suzy*
Re: Executive Summary- Financial Reports

In anticipation of the upcoming September 21, 2023 Pease Development Authority Board meeting, the following is an Executive Summary of the financial results for the one month ended July 31, 2023:

Consolidated Results

Pease Development Authority - Consolidated			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	2,105	2,152	(47)
Operating Expenses	1,317	1,544	226
Operating Income	787	608	179
Depreciation	610	627	17
Non Oper. (Inc)/Exp	(40)	(7)	33
Net Operating Income (Loss)	218	(12)	229

Consolidated operating revenues of \$2.1 million are unfavorable to budget by \$47,000 (2.2%) Wharfage and dockage fees, fuel sales, registration fees and "other" income trended lower than budget for July. Offsetting this was higher revenue in fuel flowage fees, golf fees and facilities rent.

Operating expenses of \$1.3 million are below budget by \$226,000 (14.7%) primarily due to expense underruns in wages and benefits, facilities and maintenance, utilities, professional services and fuel purchases (due to lower fuel sales). Significant line items trending over budget for July included soil and vegetation control, the purchase of paint for the PSM runway, and equipment parts.

July net operating income was \$218,000, performing favorably against the budgeted loss of (\$12,000). Although we are only one month into the new fiscal year, at this time there are no notable trends that might challenge the FY24 budget.

Business Unit Performance

Portsmouth Airport

Portsmouth Airport (PSM) incl Security			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	214	173	41
Operating Expenses	301	312	11
Operating Income	(87)	(140)	53
Depreciation	360	390	29
Non Oper. (Inc)/Exp	(0)	0	0
Net Operating Income (Loss)	(447)	(529)	82

Portsmouth Airport operating revenues are higher than budget by \$41,000 for the first month of FY24, mainly attributable to fuel flowage fees. Airport operating expense are also under budget by 3.5% (\$11,000) for July.

Skyhaven Airport

Skyhaven (DAW)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	18	20	(2)
Operating Expenses	22	20	(2)
Operating Income	(4)	(0)	(4)
Depreciation	35	39	4
Non Oper. (Inc)/Exp	0	0	0
Net Operating Income (Loss)	(39)	(40)	1

Skyhaven operating revenues performed slightly under budget (\$2,000 unfavorable) due to lower fuel sales. July fuel sales totaled 971 gallons vs. 3,662 gallons in FY23. The decrease in fuel sales is the result of our fuel dispenser being out of operation due to a lightning strike as well as inclement weather conditions. Operating expenses for the month were \$2,000 over budget resulting from higher expenditures for airfield lighting expenses (due to lightning strike) and higher part-time wages.

Tradeport

Tradeport			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	1,024	1,020	4
Operating Expenses	39	52	14
Operating Income	985	967	18
Depreciation	65	69	3
Non Oper. (Inc)/Exp	0	0	0
Net Operating Income (Loss)	920	898	21

Favorable operating revenues at the Tradeport stem from slightly higher facilities rent than budgeted. Expenses are also trending favorably (\$14,000 under budget) mainly due to lower building and facilities expenses.

Golf Course

Pease Golf Course			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	545	536	8
Operating Expenses	288	288	1
Operating Income	257	248	9
Depreciation	32	32	(1)
Non Oper. (Inc)/Exp	(31)	(0)	31
Net Operating Income (Loss)	256	216	39

Golf Course operations are favorable with golf fees as the main contributor to July's higher revenue. Operating expenses are right on budget for the start of FY24.

Division of Ports and Harbors-Unrestricted

Division of Ports and Harbors (Unrestricted)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	288	388	(99)
Operating Expenses	260	360	100
Operating Income	28	28	1
Depreciation	102	83	(20)
Non Oper. (Inc)/Exp	(8)	(0)	7
Net Operating Income (Loss)	(66)	(55)	(11)

Unrestricted operating revenues for the DPH were \$99,000 (25.5%) lower than budget mainly due to lower wharfage and dockage fees and fuel sales. These line items can experience seasonal fluctuations and may trend closer to budget as the year progresses. Operating expense are trending under budget by \$100,000 (27.7%) mainly due to lower fuel purchases, and to a lesser extent by lower facilities expenses and wages and benefits expenses.

Balance Sheet/Statement of Net Position (Consolidated)

(\$ 000's)	As of 7/31/2023	As of 7/31/2022
Assets		
Current Assets	20,536	19,006
Restricted Assets	1,487	1,432
Non-Current Assets	309,345	292,831
Total Assets	331,369	313,269
Deferred Outflows of Resources	3,049	3,705
Liabilities		
Current Liabilities	3,332	3,342
Non-Current Liabilities	11,470	12,003
Total Liabilities	14,802	15,344
Deferred Inflows of Resources	212,260	201,506
Net Position		
Net Invest. in Cap Assets	97,561	95,436
Restricted	1,313	1,288
Unrestricted	8,482	3,400
Total Net Position	107,355	100,124

The overall financial health of the PDA remains strong as we start the fiscal year off with \$20.5 million in current assets, \$3.3 million in current liabilities, and no outstanding debt.

Current assets consist primarily of \$14.1 million in unrestricted cash (both PDA and DPH), \$5.6 million in accounts receivables, which includes \$4.3 million in lease receivables under GASB 87 reporting requirements and 0.7 million in inventory and prepaid expenses. Restricted assets total \$1.5 million and consist primarily of the Revolving Loan Fund. At present, there are 20 participant loans outstanding with a principal balance outstanding of \$1.0 million.

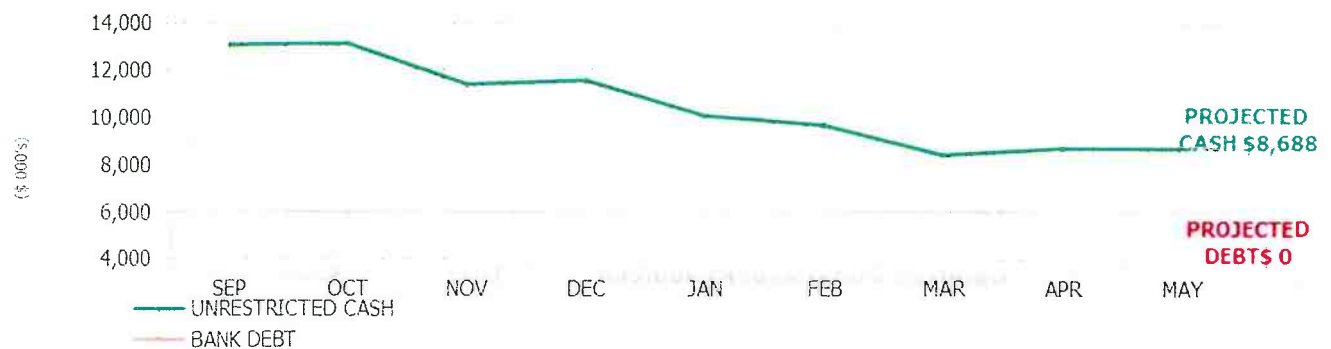
Non-current assets of \$309.3 million are comprised of long-term receivables (\$211.7 million) representing the present value of lease payments under GASB 87 for the remaining terms of all active long-term lease agreements. The remaining \$97.6 million is comprised of fixed assets and construction in process, net of accumulated depreciation. Capital expenditures for July totaled \$162,000, mainly related to projects at PSM as well as HVAC replacement at 55 International.

Current liabilities of \$3.3 million are largely related to trade accounts payable and various accrued expenses. Non-current liabilities of \$11.4 million mainly represent the current pension and OPEB liability which is currently \$11.1 million. The Deferred Inflow of Resources of \$212.3 million reflect the present value of expected lease revenue for the remaining terms of all active long-term lease agreements due to the adoption of GASB 87 in FY21.

Cash Flow Projections for the Nine Month Period Ending May 31, 2024 (Excluding Division of Ports and Harbors)

During the next nine-month period, cash inflows are projected at \$17.5 million, mainly provided by operating revenues but also include \$3.6 million in grant funding.

Cash outflows of \$21.8 million during this same period incorporate \$10 million in both grant and non-grant related expenditures, as well as outflows from normal operating expenses. Current projections indicate that we will not need to draw on our line of credit over the next nine months, and we expect unrestricted cash to decrease to \$8.7 million. This could vary however, as we prioritize capital expenditures in the upcoming months. The chart below outlines cash and debt balances over the next nine month period.



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

**PEASE DEVELOPMENT AUTHORITY
FY2023 FINANCIAL REPORT
FOR THE ONE MONTH PERIOD
ENDING JULY 31, 2023**



**BOARD OF DIRECTORS MEETING
SEPTEMBER 21, 2023**



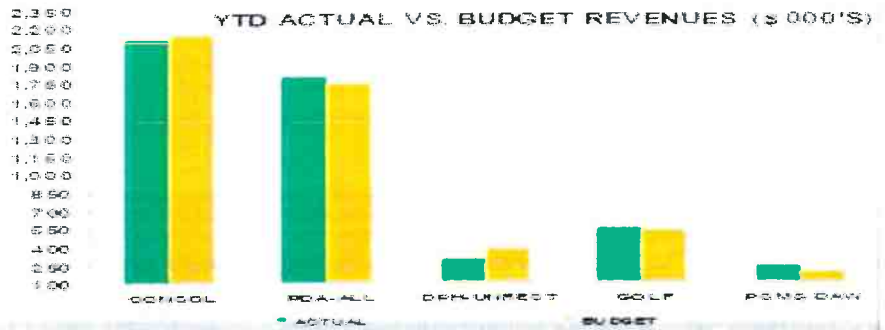
PEASE DEVELOPMENT AUTHORITY

Revenues and Expenditures –One Month Ended July 31, 2023

Trends:

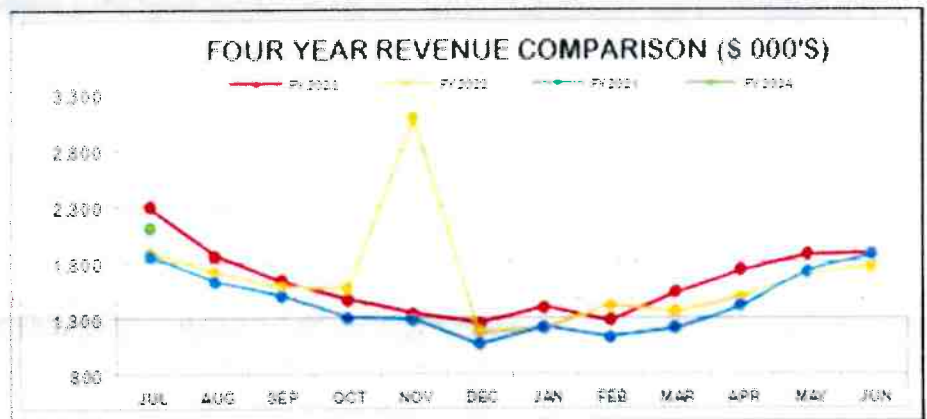
YTD revenue lower by (2.2)%:

- Wharfage and Dockage fees, Fuel Sales, Registration fees trending lower than budget.
- Offset by higher revenue in fuel flowage fees and golf fees.



Trends:

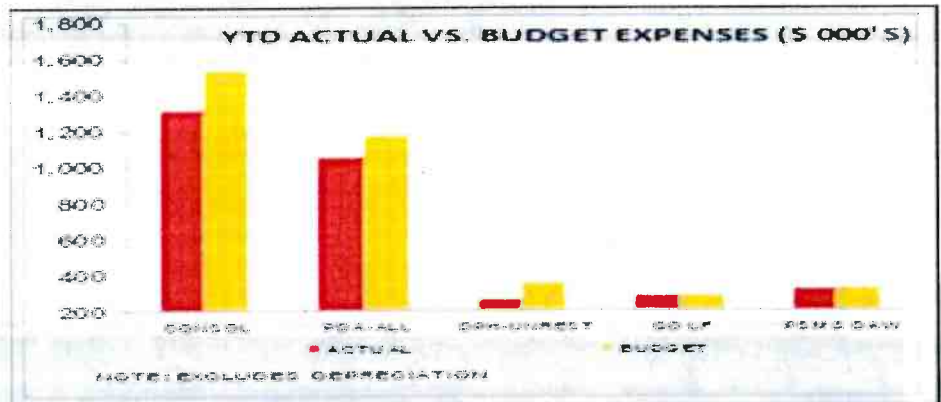
- November 2021 includes sale of 30 NH Ave
- July revenues include annual rent payment-Great Bay Comm. College
- June revenues include increase in Golf fee revenue



Trends:

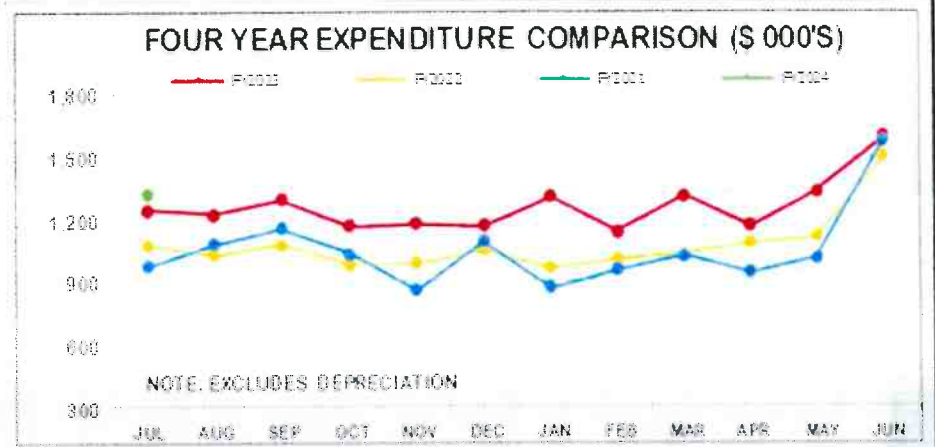
YTD Operating Expenses lower by 14.7%:

- Wages & Benefits, Utilities, Professional Svcs., Fuel Purchases trending lower than budget.
- Offset by cost overruns in Soil & Vegetation Control, Facilities Maintenance, Airport Security Expenses and Small Equipment Purchases.



Trends:

June 2020-June 2023 – Retirement OPEB year end adjustments



PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses
For the One Month Ending July 31, 2023

	Actual Jul FY 2024	Budget Jul FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL								
FACILITIES	\$1,116,197	\$1,108,078	\$8,118	0.7%	\$1,116,197	\$1,108,078	\$8,118	0.7%
CARGO AND HANGARS	14,985	14,623	362	2.5%	14,985	14,623	362	2.5%
	<u>1,131,182</u>	<u>1,122,701</u>	<u>8,480</u>	<u>0.8%</u>	<u>1,131,182</u>	<u>1,122,701</u>	<u>8,480</u>	<u>0.8%</u>
CONCESSION REVENUE	81,720	60,306	21,414	35.5%	81,720	60,306	21,414	35.5%
FEE REVENUE								
AVIATION FEES								
FUEL FLOWAGE	116,812	63,038	53,775	85.3%	116,812	63,038	53,775	85.3%
PSM TSA/LEO REVENUE		1,833	(1,833)	(100.0%)		1,833	(1,833)	(100.0%)
PSM SECURITY REVENUE	1,335	1,917	(582)	(30.3%)	1,335	1,917	(582)	(30.3%)
GOLF FEES	377,140	362,479	14,662	4.0%	377,140	362,479	14,662	4.0%
GOLF SIMULATORS	1,779	2,019	(240)	(11.9%)	1,779	2,019	(240)	(11.9%)
GOLF MEMBERSHIPS	50,689	50,625	64	0.1%	50,689	50,625	64	0.1%
GOLF LESSONS	9,878	11,107	(1,229)	(11.1%)	9,878	11,107	(1,229)	(11.1%)
MOORING FEES	37,677	39,583	(1,907)	(4.8%)	37,677	39,583	(1,907)	(4.8%)
PARKING	62,013	63,262	(1,249)	(2.0%)	62,013	63,262	(1,249)	(2.0%)
PIER USAGE FEES	8,141	9,167	(1,026)	(11.2%)	8,141	9,167	(1,026)	(11.2%)
REGISTRATIONS	12,695	18,917	(6,222)	(32.9%)	12,695	18,917	(6,222)	(32.9%)
TERMINAL FEES				-				-
WHARFAGE AND DOCKAGE	500	51,667	(51,167)	(99.0%)	500	51,667	(51,167)	(99.0%)
	<u>678,659</u>	<u>675,614</u>	<u>3,046</u>	<u>0.5%</u>	<u>678,659</u>	<u>675,614</u>	<u>3,046</u>	<u>0.5%</u>
FUEL SALES	119,240	187,265	(68,025)	(36.3%)	119,240	187,265	(68,025)	(36.3%)
INTEREST INCOME								
LOAN INTEREST								
	2,699	3,000	(301)	(10.0%)	2,699	3,000	(301)	(10.0%)
OTHER REVENUES								
MERCHANDISE								
	47,931	51,016	(3,085)	(6.0%)	47,931	51,016	(3,085)	(6.0%)
ALL OTHER	43,419	52,096	(8,677)	(16.7%)	43,419	52,096	(8,677)	(16.7%)
	<u>91,350</u>	<u>103,112</u>	<u>11,762</u>	<u>11.4%</u>	<u>91,350</u>	<u>103,112</u>	<u>11,762</u>	<u>11.4%</u>
TOTAL OPERATING REVENUE	2,104,850	2,151,998	(47,148)	(2.2%)	2,104,850	2,151,998	(47,148)	(2.2%)
OPERATING EXPENSES								
WAGES AND FRINGE BENEFITS								
WAGES								
BENEFITED REGULAR	390,201	451,624	61,422	13.6%	390,201	451,624	61,422	13.6%
BENEFITED OVERTIME	18,245	15,689	(2,555)	(16.3%)	18,245	15,689	(2,555)	(16.3%)
NON-BENEFITED REGULAR	125,761	122,365	(3,396)	(2.8%)	125,761	122,365	(3,396)	(2.8%)
NON-BENEFITED OVERTIME	3,420	3,810	390	10.2%	3,420	3,810	390	10.2%
ACCRUED VACATION BENEFITS	(520)	250	770	308.0%	(520)	250	770	308.0%
ACCRUED SICK TIME BENEFITS	3,303	333	(2,969)	(890.8%)	3,303	333	(2,969)	(890.8%)
	<u>540,410</u>	<u>594,071</u>	<u>53,661</u>	<u>9.0%</u>	<u>540,410</u>	<u>594,071</u>	<u>53,661</u>	<u>9.0%</u>
WAGE TRANSFERS OUT				-				-
	<u>540,410</u>	<u>594,071</u>	<u>53,661</u>	<u>9.0%</u>	<u>540,410</u>	<u>594,071</u>	<u>53,661</u>	<u>9.0%</u>
BENEFITS								
DENTAL INSURANCE	5,421	6,971	1,551	22.2%	5,421	6,971	1,551	22.2%
HEALTH INSURANCE	105,011	115,305	10,293	8.9%	105,011	115,305	10,293	8.9%
LIFE INSURANCE	1,297	2,987	1,690	56.6%	1,297	2,987	1,690	56.6%
NEW HAMPSHIRE RETIREMENT	52,508	65,342	12,835	19.6%	52,508	65,342	12,835	19.6%
POST RETIREMENT BENEFITS	10,922	12,015	1,092	9.1%	10,922	12,015	1,092	9.1%
EMPLOYEE DRUG TEST	257	170	(87)	(51.2%)	257	170	(87)	(51.2%)
OPEB EXPENSE				-				-
EMPLOYER FICA	40,106	45,068	4,962	11.0%	40,106	45,068	4,962	11.0%
UNEMPLOYMENT INS				-				-
	<u>215,522</u>	<u>247,858</u>	<u>32,336</u>	<u>13.0%</u>	<u>215,522</u>	<u>247,858</u>	<u>32,336</u>	<u>13.0%</u>
BENEFIT TRANSFERS OUT				-				-
	<u>215,522</u>	<u>247,858</u>	<u>32,336</u>	<u>13.0%</u>	<u>215,522</u>	<u>247,858</u>	<u>32,336</u>	<u>13.0%</u>
TOTAL WAGES & BENEFITS	755,932	841,929	85,997	10.2%	755,932	841,929	85,997	10.2%

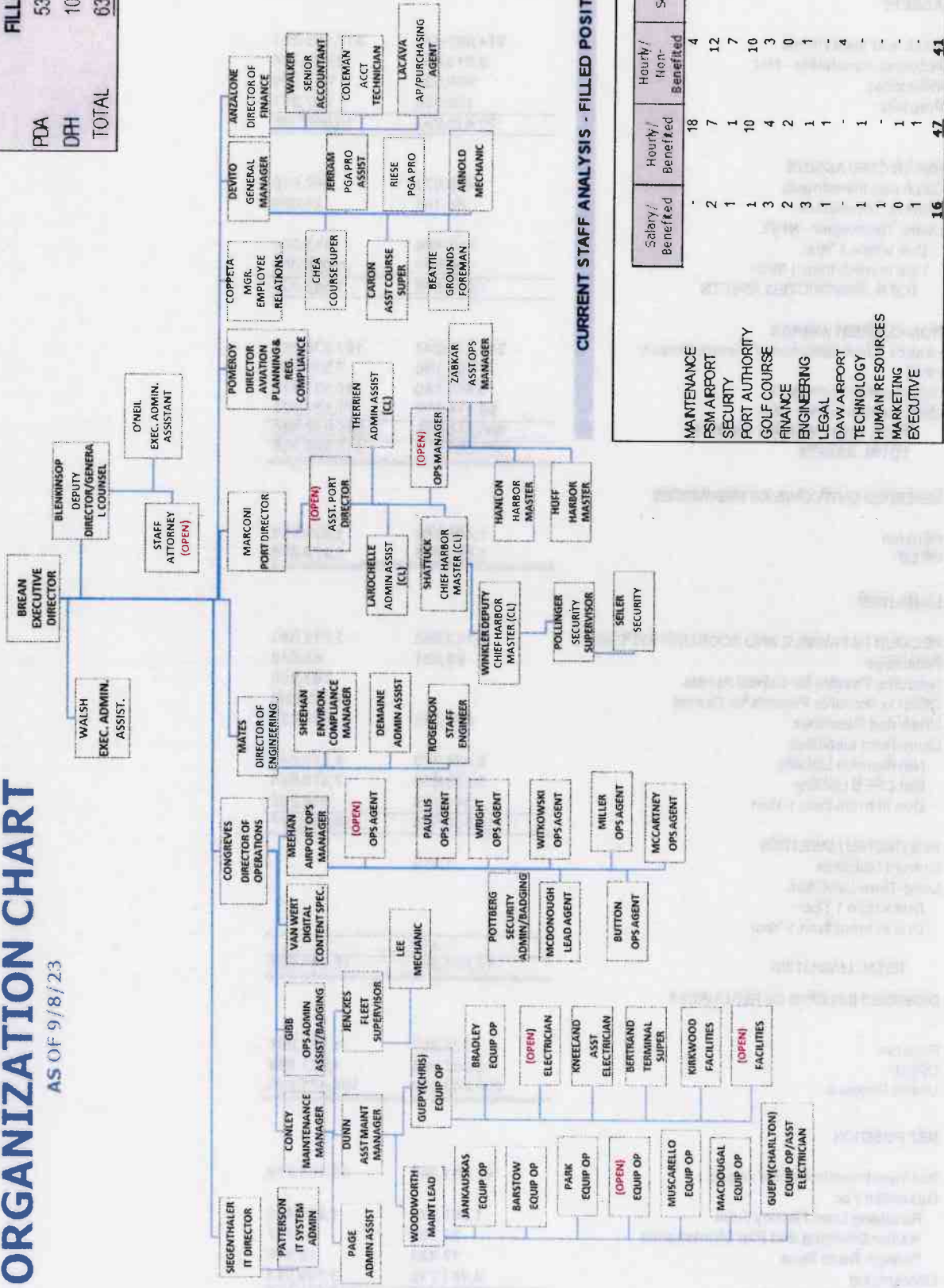
PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses
For the One Month Ending July 31, 2023

	Actual Jul FY 2024	Budget Jul FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
BUILDING AND FACILITIES								
AIRFIELD MAINTENANCE	10,487	4,875	(5,612)	(115.1%)	10,487	4,875	(5,612)	(115.1%)
COVID-19	-	-	-	-	-	-	-	-
SOIL & VEGETATION CONTROL	28,236	10,588	(17,649)	(166.7%)	28,236	10,588	(17,649)	(166.7%)
ENVIRONMENTAL TESTING	4,241	14,398	10,157	70.5%	4,241	14,398	10,157	70.5%
EQUIPMENT MAINTENANCE	34,235	34,222	(12)	(0.0%)	34,235	34,222	(12)	(0.0%)
FACILITIES MAINTENANCE	95,392	85,739	(9,653)	(11.3%)	95,392	85,739	(9,653)	(11.3%)
LANDSCAPING	7,151	4,296	(2,856)	(66.5%)	7,151	4,296	(2,856)	(66.5%)
NAVIGATION MAINTENANCE	710	4,792	4,082	85.2%	710	4,792	4,082	85.2%
OTHER EXPENSES	-	-	-	-	-	-	-	-
SECURITY	8,572	4,284	(4,288)	(100.1%)	8,572	4,284	(4,288)	(100.1%)
SNOW REMOVAL	-	-	-	-	-	-	-	-
EXPENSE TRANSFERS	-	-	-	-	-	-	-	-
	<u>189,024</u>	<u>163,194</u>	<u>(25,830)</u>	<u>(15.8%)</u>	<u>189,024</u>	<u>163,194</u>	<u>(25,830)</u>	<u>(15.8%)</u>
WAGE & BENEFIT TRANSFER IN	-	-	-	-	-	-	-	-
	<u>189,024</u>	<u>163,194</u>	<u>(25,830)</u>	<u>(15.8%)</u>	<u>189,024</u>	<u>163,194</u>	<u>(25,830)</u>	<u>(15.8%)</u>
GENERAL AND ADMINISTRATIVE								
BAD DEBT EXPENSE	-	-	-	-	-	-	-	-
BANK FEES	20,178	20,380	202	1.0%	20,178	20,380	202	1.0%
COMPUTER EXPENSES	3,662	9,167	5,505	60.0%	3,662	9,167	5,505	60.0%
DISCOUNTS AND LATE FEES	(398)	(189)	209	(110.2%)	(398)	(189)	209	(110.2%)
EQUIPMENT UNDER \$5,000	11,921	8,558	(3,363)	(39.3%)	11,921	8,558	(3,363)	(39.3%)
FEES AND LICENSES	3,854	6,344	2,490	39.2%	3,854	6,344	2,490	39.2%
INSURANCE	35,505	35,375	(130)	(0.4%)	35,505	35,375	(130)	(0.4%)
OFFICE EQUIPMENT	2,406	1,922	(484)	(25.2%)	2,406	1,922	(484)	(25.2%)
PROFESSIONAL DEVELOPMENT	786	4,393	3,606	82.1%	786	4,393	3,606	82.1%
SUPPLIES	9,178	7,092	(2,086)	(29.4%)	9,178	7,092	(2,086)	(29.4%)
TELEPHONES AND COMMUNICATIONS	15,215	17,075	1,860	10.9%	15,215	17,075	1,860	10.9%
TRAVEL AND MILEAGE	221	3,192	2,971	93.1%	221	3,192	2,971	93.1%
OTHER EXPENSES	1,342	5,777	4,435	76.8%	1,342	5,777	4,435	76.8%
	<u>103,870</u>	<u>119,086</u>	<u>15,213</u>	<u>12.8%</u>	<u>103,870</u>	<u>119,086</u>	<u>15,213</u>	<u>12.8%</u>
UTILITIES								
ELECTRICITY	62,801	81,086	18,285	22.5%	62,801	81,086	18,285	22.5%
ELECTRICITY TRANSFERS	-	-	-	-	-	-	-	-
HEATING OIL	-	-	-	-	-	-	-	-
NATURAL GAS	1,740	1,313	(427)	(32.5%)	1,740	1,313	(427)	(32.5%)
NATURAL GAS TRANSFERS	-	-	-	-	-	-	-	-
PROPANE	2,344	1,993	(351)	(17.6%)	2,344	1,993	(351)	(17.6%)
WASTE REMOVAL	5,834	14,615	8,781	60.1%	5,834	14,615	8,781	60.1%
WASTE REMOVAL TRANSFERS	-	-	-	-	-	-	-	-
WATER	3,212	13,871	10,659	76.8%	3,212	13,871	10,659	76.8%
WATER TRANSFERS	-	-	-	-	-	-	-	-
	<u>75,931</u>	<u>112,878</u>	<u>36,947</u>	<u>32.7%</u>	<u>75,931</u>	<u>112,878</u>	<u>36,947</u>	<u>32.7%</u>
PROFESSIONAL SERVICES								
AUDIT	9,223	9,692	469	4.8%	9,223	9,692	469	4.8%
INFORMATION TECHNOLOGY	11,336	13,790	2,454	17.8%	11,336	13,790	2,454	17.8%
LEGAL	10,975	15,600	4,625	29.6%	10,975	15,600	4,625	29.6%
LEGAL PERMIT IMPLEMENT	-	14,583	14,583	100.0%	-	14,583	14,583	100.0%
ADMINISTRATIVE SERVICES	4,691	16,617	11,927	71.8%	4,691	16,617	11,927	71.8%
	<u>36,225</u>	<u>70,282</u>	<u>34,058</u>	<u>48.5%</u>	<u>36,225</u>	<u>70,282</u>	<u>34,058</u>	<u>48.5%</u>
MARKETING AND PROMOTION								
ADVERTISING	3,164	3,242	78	2.4%	3,164	3,242	78	2.4%
OTHER MARKETING	13,251	20,783	7,532	36.2%	13,251	20,783	7,532	36.2%
FLIGHT INCENTIVES	-	-	-	-	-	-	-	-
	<u>16,415</u>	<u>24,025</u>	<u>7,609</u>	<u>31.7%</u>	<u>16,415</u>	<u>24,025</u>	<u>7,609</u>	<u>31.7%</u>
OTHER OPERATING EXPENSES								
COAST TROLLEY	10,000	10,000	-	-	10,000	10,000	-	-
FUEL	82,251	143,374	61,123	42.6%	82,251	143,374	61,123	42.6%
GOLF CART LEASE	21,082	20,717	(365)	(1.8%)	21,082	20,717	(365)	(1.8%)
MERCHANDISE	26,713	38,262	11,549	30.2%	26,713	38,262	11,549	30.2%
	<u>140,046</u>	<u>212,353</u>	<u>72,307</u>	<u>34.1%</u>	<u>140,046</u>	<u>212,353</u>	<u>72,307</u>	<u>34.1%</u>
TOTAL OPERATING EXPENSES	1,317,443	1,543,747	226,301	14.7%	1,317,443	1,543,747	226,301	14.7%
OPERATING INCOME/(LOSS)	787,407	608,251	179,154	29.5%	787,407	608,251	179,154	29.5%
DEPRECIATION	609,560	626,902	17,343	2.8%	609,560	626,902	17,343	2.8%
AMORTIZATION	-	-	-	-	-	-	-	-
NON-OPERATING (INCOME)/EXPENSES								
INTEREST EXPENSE	-	833	833	100.0%	-	833	833	100.0%
INTEREST INCOME	(39,902)	(7,735)	32,167	(415.8%)	(39,902)	(7,735)	32,167	(415.8%)
NON-OPERATING GRANT FUNDING	-	-	-	-	-	-	-	-
GAIN/LOSS ON ASSETS	-	-	-	-	-	-	-	-
OTHER NON-OPERATING	-	-	-	-	-	-	-	-
	<u>(39,902)</u>	<u>(6,902)</u>	<u>33,000</u>	<u>(478.1%)</u>	<u>(39,902)</u>	<u>(6,902)</u>	<u>33,000</u>	<u>(478.1%)</u>
NET OPERATING INCOME/(LOSS)	217,749	(11,749)	229,496	(1953.4%)	217,749	(11,749)	229,496	(1953.4%)

CURRENT ORGANIZATION CHART

AS OF 9/8/23

TOTAL BENEFITED POSITIONS		
PDA	FILLED	OPEN
53	10	63
DFH		
		7
TOTAL		



CURRENT STAFF ANALYSIS - FILLED POSITIONS

	Salary/ Benefited	Hourly/ Benefited	Hourly/ Non-Benefited	Seasonal	TOTAL
MAINTENANCE	2	7	12	4	26
PSM AIRPORT SECURITY	1	1	7	-	21
PORT AUTHORITY	1	10	10	24	45
GOLF COURSE	3	4	3	56	66
FINANCE	2	2	0	-	4
ENGINEERING	3	1	1	-	5
LEGAL	1	1	-	-	2
DAW AIRPORT	-	-	4	-	4
TECHNOLOGY	1	1	-	-	2
HUMAN RESOURCES	1	1	-	-	2
MARKETING EXECUTIVE	0	1	-	-	1
	1	1	-	-	2
	16	47	41	84	188

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Net Position
For the One Month Ending July 31, 2023

	<u>2024</u>	<u>2023</u>
	Ending	Ending
ASSETS		
Cash and Investments	\$14,080,443	\$10,105,291
Accounts Receivable - Net	5,613,630	8,136,784
Inventories	465,631	413,759
Prepays	259,253	237,251
	<u>20,418,957</u>	<u>18,893,085</u>
RESTRICTED ASSETS		
Cash and Investments	476,671	357,816
Current Receivables	66,196	24,599
Loans Receivable - NHFL		
Due within 1 Year	117,494	113,204
Due in more than 1 Year	944,477	1,050,004
TOTAL RESTRICTED ASSETS	<u>1,604,839</u>	<u>1,545,623</u>
NON-CURRENT ASSETS		
Leases Receivable-Net of Current Portion	211,784,243	197,230,941
Land	7,520,786	7,520,786
Construction-in-Process	3,861,640	10,539,910
Other Capital Assets - Net	86,178,614	77,539,022
TOTAL NON-CURRENT ASSETS	<u>309,345,283</u>	<u>292,830,660</u>
TOTAL ASSETS	<u>331,369,079</u>	<u>313,269,367</u>
DEFERRED OUTFLOWS OF RESOURCES		
Pension	1,426,696	1,424,984
OPEB	1,621,805	2,279,876
	<u>1,426,696</u>	<u>1,424,984</u>
	<u>1,621,805</u>	<u>2,279,876</u>
LIABILITIES		
ACCOUNTS PAYABLE AND ACCRUED EXPENSES		
Retainage	66,301	85,000
Accounts Payable for Capital Assets		163,839
Offset to Accounts Payable for Capital		(163,839)
Unearned Revenues	521,715	544,021
Long-Term Liabilities		
Net Pension Liability	5,286,773	4,279,644
Net OPEB Liability	5,835,603	7,378,664
Due in more than 1 Year	347,529	344,202
	<u>14,800,586</u>	<u>15,344,227</u>
RESTRICTED LIABILITIES		
Current Liabilities	1,319	
Long-Term Liabilities		
Due within 1 Year		
Due in more than 1 Year		
	<u>1,319</u>	
TOTAL LIABILITIES	<u>14,801,905</u>	<u>15,344,227</u>
DEFERRED INFLOWS OF RESOURCES		
Pension	228,607	1,382,954
OPEB	2,087,794	1,651,884
Lease Revenue	209,943,833	198,471,605
	<u>228,607</u>	<u>1,382,954</u>
	<u>2,087,794</u>	<u>1,651,884</u>
	<u>209,943,833</u>	<u>198,471,605</u>
NET POSITION		
Net Investment in Capital Assets	97,561,040	95,435,879
Restricted For:		
Revolving Loan Fishery Fund	1,267,978	1,250,449
Harbor Dredging and Pier Maintenance	27,250	24,367
Foreign Trade Zone	17,433	12,919
Unrestricted	8,481,740	3,399,943
TOTAL NET POSITION	<u>107,355,441</u>	<u>100,123,558</u>

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - PORTSMOUTH AIRPORT incl Security
For the One Month Ending July 31, 2023

	Actual Jul FY 2024	Budget Jul FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$58,224	\$56,552	\$1,672	3.0%	\$58,224	\$56,552	\$1,672	3.0%
CARGO AND HANGARS	\$2,661	\$2,635	\$26	1.0%	\$2,661	\$2,635	\$26	1.0%
CONCESSION REVENUE	\$5,229	\$1,744	\$3,485	199.8%	\$5,229	\$1,744	\$3,485	199.8%
FEE REVENUE	\$145,886	\$95,552	\$50,334	52.7%	\$145,886	\$95,552	\$50,334	52.7%
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	\$2,185	\$16,250	(\$14,065)	(86.6%)	\$2,185	\$16,250	(\$14,065)	(86.6%)
TOTAL OPERATING REVENUES	214,185	172,733	41,452	24.0%	214,185	172,733	41,452	24.0%
EXPENSES								
WAGES AND FRINGE BENEFITS	115,582	126,667	11,085	8.8%	115,582	126,667	11,085	8.8%
BUILDING AND FACILITIES	98,085	70,020	(28,065)	(40.1%)	98,085	70,020	(28,065)	(40.1%)
GENERAL AND ADMINISTRATIVE	32,541	44,420	11,879	26.7%	32,541	44,420	11,879	26.7%
UTILITIES	40,063	54,692	14,629	26.7%	40,063	54,692	14,629	26.7%
PROFESSIONAL SERVICES	5,355	9,316	3,961	42.5%	5,355	9,316	3,961	42.5%
MARKETING AND PROMOTION	9,452	7,292	(2,160)	(29.6%)	9,452	7,292	(2,160)	(29.6%)
OTHER OPERATING EXPENSES								
TOTAL OPERATING EXPENSES	301,078	312,407	11,329	3.6%	301,078	312,407	11,329	3.6%
OPERATING INCOME	(86,893)	(139,674)	52,781	37.8%	(86,893)	(139,674)	52,781	37.8%
NON-OPERATING (INCOME) EXPENSE	(1)	0	1	-	(1)	0	1	-
DEPRECIATION	360,367	389,731	29,364	7.5%	360,367	389,731	29,364	7.5%
NET OPERATING INCOME	(447,259)	(529,405)	(82,146)	15.5%	(447,259)	(529,405)	(82,146)	15.5%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - SKYHAVEN AIRPORT
For the One Month Ending July 31, 2023

	Actual Jul FY 2024	Budget Jul FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL								
CARGO AND HANGARS	12,324	11,988	337	2.8%	12,324	11,988	337	2.8%
CONCESSION REVENUE		267	(267)	(100.0%)		267	(267)	(100.0%)
FEE REVENUE								
FUEL SALES	5,788	7,791	(2,003)	(25.7%)	5,788	7,791	(2,003)	(25.7%)
INTEREST								
MERCHANDISE								
OTHER REVENUE		92	(92)	(100.0%)		92	(92)	(100.0%)
TOTAL OPERATING REVENUES	18,112	20,138	(2,025)	(10.1%)	18,112	20,138	(2,025)	(10.1%)
EXPENSES								
WAGES AND FRINGE BENEFITS	5,345	4,027	(1,319)	(32.7%)	5,345	4,027	(1,319)	(32.7%)
BUILDING AND FACILITIES	5,298	3,595	(1,703)	(47.4%)	5,298	3,595	(1,703)	(47.4%)
GENERAL AND ADMINISTRATIVE	3,803	3,686	(117)	(3.2%)	3,803	3,686	(117)	(3.2%)
UTILITIES	1,770	1,767	(3)	(0.2%)	1,770	1,767	(3)	(0.2%)
PROFESSIONAL SERVICES	1,111	1,028	(83)	(8.1%)	1,111	1,028	(83)	(8.1%)
MARKETING AND PROMOTION		125	125	100.0%		125	125	100.0%
OTHER OPERATING EXPENSES	4,651	6,233	1,582	25.4%	4,651	6,233	1,582	25.4%
TOTAL OPERATING EXPENSES	21,978	20,461	(1,518)	(7.4%)	21,978	20,461	(1,518)	(7.4%)
OPERATING INCOME	(3,866)	(323)	(3,544)	1092.3%	(3,866)	(323)	(3,544)	1092.3%
NON-OPERATING (INCOME) EXPENSE								
DEPRECIATION	35,100	39,328	4,228	10.8%	35,100	39,328	4,228	10.8%
NET OPERATING INCOME	(38,966)	(39,651)	684	(1.7%)	(38,966)	(39,651)	684	(1.7%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - TRADEPORT OPERATIONS
For the One Month Ending July 31, 2023

	Actual Jul FY 2024	Budget Jul FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$1,021,459	\$1,017,474	\$3,985	0.4%	\$1,021,459	\$1,017,474	\$3,985	0.4%
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE								
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	2,312	2,083	229	11.0%	2,312	2,083	229	11.0%
TOTAL OPERATING REVENUES	1,023,771	1,019,557	4,214	0.4%	1,023,771	1,019,557	4,214	0.4%
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES	13,997	25,570	11,573	45.3%	13,997	25,570	11,573	45.3%
GENERAL AND ADMINISTRATIVE	7,486	7,884	398	5.1%	7,486	7,884	398	5.1%
UTILITIES	7,184	8,645	1,461	16.9%	7,184	8,645	1,461	16.9%
PROFESSIONAL SERVICES		247	247	100.0%		247	247	100.0%
MARKETING AND PROMOTION		83	83	100.0%		83	83	100.0%
OTHER OPERATING EXPENSES	10,000	10,000	-	-	10,000	10,000	-	-
TOTAL OPERATING EXPENSES	38,667	52,429	13,762	26.2%	38,667	52,429	13,762	26.2%
OPERATING INCOME	985,104	967,128	17,976	1.9%	985,104	967,128	17,976	1.9%
NON-OPERATING (INCOME) EXPENSE								
DEPRECIATION	65,450	68,885	3,435	5.0%	65,450	68,885	3,435	5.0%
NET OPERATING INCOME	919,654	898,243	21,412	2.4%	919,654	898,243	21,412	2.4%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - GOLF COURSE
For the One Month Ending July 31, 2023

	Actual Jul FY 2024	Budget Jul FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL								
CARGO AND HANGARS								
CONCESSION REVENUE	55,601	54,695	906	1.7%	55,601	54,695	906	1.7%
FEE REVENUE	439,486	426,230	13,256	3.1%	439,486	426,230	13,256	3.1%
FUEL SALES								
INTEREST								
MERCHANDISE	47,931	51,016	(3,085)	(6.0%)	47,931	51,016	(3,085)	(6.0%)
OTHER REVENUE	1,551	4,442	(2,891)	(65.1%)	1,551	4,442	(2,891)	(65.1%)
TOTAL OPERATING REVENUES	544,569	536,383	8,187	1.5%	544,569	536,383	8,187	1.5%
EXPENSES								
WAGES AND FRINGE BENEFITS	130,309	135,750	5,440	4.0%	130,309	135,750	5,440	4.0%
BUILDING AND FACILITIES	55,840	30,289	(25,551)	(84.4%)	55,840	30,289	(25,551)	(84.4%)
GENERAL AND ADMINISTRATIVE	32,354	27,892	(4,462)	(16.0%)	32,354	27,892	(4,462)	(16.0%)
UTILITIES	16,090	27,772	11,683	42.1%	16,090	27,772	11,683	42.1%
PROFESSIONAL SERVICES	2,204	3,301	1,097	33.2%	2,204	3,301	1,097	33.2%
MARKETING AND PROMOTION	2,931	4,142	1,210	29.2%	2,931	4,142	1,210	29.2%
OTHER OPERATING EXPENSES	47,795	58,979	11,184	19.0%	47,795	58,979	11,184	19.0%
TOTAL OPERATING EXPENSES	287,523	288,125	602	0.2%	287,523	288,125	602	0.2%
OPERATING INCOME	257,046	248,258	8,789	3.5%	257,046	248,258	8,789	3.5%
NON-OPERATING (INCOME) EXPENSE	(31,255)	(17)	31,238 (187392.8%)		(31,255)	(17)	31,238 (187392.8%)	
DEPRECIATION	32,489	31,808	(681)	(2.1%)	32,489	31,808	(681)	(2.1%)
NET OPERATING INCOME	255,812	216,467	39,346	18.2%	255,812	216,467	39,346	18.2%

BUSINESS UNIT ANALYSIS	PRO SHOP	COURSE OPERATIONS	FOOD/BEV	SIMULATOR	TOTAL
OPERATING REVENUES	47,931	439,221	55,638	1,779	544,569
OPERATING EXPENSES* *Excluding Depreciation	31,093	227,675	23,666	5,089	287,523
OPERATING INCOME	16,838	211,546	31,972	(3,310)	257,046

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - DIVISION OF PORTS AND HARBORS-UNRESTRICTED
For the One Month Ending July 31, 2023

	Actual Jul FY 2024	Budget Jul FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$32,513	\$32,053	\$460	1.4%	\$32,513	\$32,053	\$460	1.4%
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	20,890	3,600	17,290	480.3%	20,890	3,600	17,290	480.3%
FEE REVENUE	83,177	140,080	(56,903)	(40.6%)	83,177	140,080	(56,903)	(40.6%)
FUEL SALES	113,452	179,473	(66,022)	(36.8%)	113,452	179,473	(66,022)	(36.8%)
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	38,005	32,320	5,685	17.6%	38,005	32,320	5,685	17.6%
TOTAL OPERATING REVENUES	288,037	387,526	(99,489)	(25.7%)	288,037	387,526	(99,489)	(25.7%)
EXPENSES								
WAGES AND FRINGE BENEFITS	151,788	161,890	10,101	6.2%	151,788	161,890	10,101	6.2%
BUILDING AND FACILITIES	6,071	19,385	13,315	68.7%	6,071	19,385	13,315	68.7%
GENERAL AND ADMINISTRATIVE	10,592	13,850	3,258	23.5%	10,592	13,850	3,258	23.5%
UTILITIES	9,788	19,598	9,810	50.1%	9,788	19,598	9,810	50.1%
PROFESSIONAL SERVICES	3,603	7,629	4,025	52.8%	3,603	7,629	4,025	52.8%
MARKETING AND PROMOTION	249	217	(32)	(14.8%)	249	217	(32)	(14.8%)
OTHER OPERATING EXPENSES	77,600	137,141	59,541	43.4%	77,600	137,141	59,541	43.4%
TOTAL OPERATING EXPENSES	259,691	359,710	100,018	27.8%	259,691	359,710	100,018	27.8%
OPERATING INCOME	28,346	27,816	528	1.9%	28,346	27,816	528	1.9%
NON-OPERATING (INCOME) EXPENSE	(7,682)	(183)	7,499	(4090.4%)	(7,682)	(183)	7,499	(4090.4%)
DEPRECIATION	102,243	82,720	(19,523)	(23.6%)	102,243	82,720	(19,523)	(23.6%)
NET OPERATING INCOME	(66,215)	(54,721)	(11,496)	21.0%	(66,215)	(54,721)	(11,496)	21.0%

BUSINESS UNIT ANALYSIS	RYE HARBOR	HAMPTON HARBOR	PORTS. FISH PIER	MARKET ST.	HARBOR MGMT	ADMIN	TOTAL
OPERATING REVENUES	77,184	88,641	33,416	39,058	49,738	0	288,037
OPERATING EXPENSES*	46,092	73,136	33,354	34,280	40,792	32,037	259,691
*Excluding Depreciation							
OPERATING INCOME	31,092	15,505	62	4,778	8,946	(32,037)	28,346

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - FOREIGN TRADE ZONE
For the One Month Ending July 31, 2023

	Actual Jul FY 2024	Budget Jul FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$4,000	\$2,000	\$2,000	100.0%	\$4,000	\$2,000	\$2,000	100.0%
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	-	-	-	-	-	-	-	-
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	4,000	2,000	2,000	100.0%	4,000	2,000	2,000	100.0%
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	-	104	104	100.0%	-	104	104	100.0%
UTILITIES	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	708	708	100.0%	-	708	708	100.0%
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	-	812	813	100.0%	-	812	813	100.0%
OPERATING INCOME	4,000	1,188	2,813	236.8%	4,000	1,188	2,813	236.8%
NON-OPERATING (INCOME) EXPENSE	-	-	-	-	-	-	-	-
DEPRECIATION	0	0	0	60.6%	0	0	0	60.6%
NET OPERATING INCOME	4,000	1,188	2,812	236.8%	4,000	1,188	2,812	236.8%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - HARBOR DREDGING
For the One Month Ending July 31, 2023

	Actual Jul FY 2024	Budget Jul FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	8,775	10,000	(1,225)	(12.3%)	8,775	10,000	(1,225)	(12.3%)
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	700	583	117	20.0%	700	583	117	20.0%
TOTAL OPERATING REVENUES	9,475	10,583	(1,108)	(10.5%)	9,475	10,583	(1,108)	(10.5%)
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	5,917	5,917	100.0%	-	5,917	5,917	100.0%
GENERAL AND ADMINISTRATIVE	41	1,000	959	95.9%	41	1,000	959	95.9%
UTILITIES	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	41	6,917	6,876	99.4%	41	6,917	6,876	99.4%
OPERATING INCOME	9,434	3,666	5,767	157.3%	9,434	3,666	5,767	157.3%
NON-OPERATING (INCOME) EXPENSE	(732)	(35)	697	(1991.0%)	(732)	(35)	697	(1991.0%)
DEPRECIATION	6,059	5,917	(142)	(2.4%)	6,059	5,917	(142)	(2.4%)
NET OPERATING INCOME	4,107	(2,216)	6,322	(285.4%)	4,107	(2,216)	6,322	(285.4%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - REVOLVING LOAN FUND
For the One Month Ending July 31, 2023

	Actual Jul FY 2024	Budget Jul FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL								
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE								
FUEL SALES								
INTEREST	2,699	3,000	(301)	(10.0%)	2,699	3,000	(301)	(10.0%)
MERCHANDISE								
OTHER REVENUE		75	(75)	(100.0%)		75	(75)	(100.0%)
TOTAL OPERATING REVENUES	2,699	3,075	(376)	(12.2%)	2,699	3,075	(376)	(12.2%)
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES		42	42	100.0%		42	42	100.0%
GENERAL AND ADMINISTRATIVE								
UTILITIES								
PROFESSIONAL SERVICES	1,319	1,250	(69)	(5.5%)	1,319	1,250	(69)	(5.5%)
MARKETING AND PROMOTION								
OTHER OPERATING EXPENSES								
TOTAL OPERATING EXPENSES	1,319	1,292	(27)	(2.1%)	1,319	1,292	(27)	(2.1%)
OPERATING INCOME	1,380	1,783	(403)	(22.6%)	1,380	1,783	(403)	(22.6%)
NON-OPERATING (INCOME) EXPENSE	(25)		25		(25)		25	
DEPRECIATION								
NET OPERATING INCOME	1,405	1,783	(378)	(21.2%)	1,405	1,783	(378)	(21.2%)

REVOLVING LOAN FUND (\$ 000's)	BALANCE AT 7-31-2023	BALANCE AT 06-30-2023
CASH BALANCES		
GENERAL FUNDS	205	194
SEQUESTERED FUNDS	-	-
	<u>205</u>	<u>194</u>
LOANS OUTSTANDING (20)		
CURRENT	117	117
LONG TERM	944	954
	<u>1,061</u>	<u>1,071</u>
TOTAL CAPITAL BASE	<u>1,266</u>	<u>1,265</u>
CAPTIAL UTILIZATION RATE -% *	<u>83.8%</u>	<u>84.7%</u>

*EXCLUDES SEQUESTERED FUNDS

**SUMMARY OF INTERGOVERNMENTAL RECEIVABLES
AS OF JULY 31, 2023**

(\$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 & TRADEPORT	10,447	10,086	879,329	(48,978)	649,692	206,951	13,022
SKYHAVEN AIRPORT	158	150	3	0	0	3	0
DIVISION OF PORTS AND HARBORS	25,028	25,028	14,627	0	14,475	124	124
	<u>35,633</u>	<u>35,264</u>	<u>893,959</u>	<u>(48,978)</u>	<u>664,167</u>	<u>207,078</u>	<u>13,146</u>

**SUMMARY OF CONSTRUCTION WORK IN PROCESS
AS OF JULY 31, 2023**

(\$000's)

<u>PROJECT NAME</u>	<u>BALANCE AT 06-30-23</u>	<u>CURRENT YEAR EXPENDITURES</u>	<u>TRANSFER TO PLANT IN SERVICE</u>	<u>NET CURRENT YEAR CHANGE</u>	<u>BALANCE AT 7-31-23</u>
PORTSMOUTH AIRPORT					
SNOW REMOVAL EQUIPMENT (AIP 74)	11	-	-	-	11
TERMINAL EXPANSION PROJECT	46	-	-	-	46
ALPHA NORTH TAXIWAY RECONSTRUCTION	79	14	-	14	93
NH AVE RIGHT HAND TURN LANE	49	-	-	-	49
BADGE TRAINING & SOFTWARE	45	-	-	-	45
TERMINAL ACCESS CONTROL UPGRADE	-	42	-	42	42
JET BRIDGE REHAB	-	45	-	45	45
PAINT MACHINE UPGRADES	-	7	(7)	-	-
ARRIVALS HALL EXPANSION (AIP 76)	103	-	-	-	103
ARRIVALS HALL EXPANSION (NON-GRANT)	726	-	-	-	726
PSM MOBILE RADIO PURCHASE	-	-	-	-	-
	<u>1,059</u>	<u>108</u>	<u>(7)</u>	<u>101</u>	<u>1,160</u>
SKYHAVEN AIRPORT					
JOHN DEERE PULL ROTARY CUTTER	11	-	-	0	11
SRE CARRIER VEHICLE WITH PLOW	-	3	-	3	3
	<u>11</u>	<u>3</u>	<u>0</u>	<u>3</u>	<u>14</u>
GOLF COURSE					
WATER FILLING STATION	4	-	-	-	4
	<u>4</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>4</u>
IT/ADMIN/TRADEPORT					
WEBSITE UPGRADES	-	6	-	6	6
HVAC REPLACEMENT (55 INTERNATIONAL)	80	45	(125)	(80)	-
	<u>80</u>	<u>51</u>	<u>(125)</u>	<u>(74)</u>	<u>6</u>
MAINTENANCE					
JOHN DEERE CAB TRACTOR	97	-	-	0	97
JOHN DEERE FLEX WING ROTARY CUTTER	32	-	-	0	32
JOHN DEERE Z997R TRACTOR	22	-	(22)	-22	0
	<u>151</u>	<u>0</u>	<u>(22)</u>	<u>-22</u>	<u>129</u>
DIVISION OF PORTS AND HARBORS (DPH)					
MAIN PIER (BUILD GRANT)	2,282	-	-	-	2,282
HAMPTON DOCK REPLACEMENT (ARPA)	131	-	-	-	131
PPF BRACING & DECKING (ARPA)	123	-	-	-	123
RYE FUEL DISPENSER	13	-	-	-	13
	<u>2,549</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,549</u>
TOTAL	<u>3,854</u>	<u>162</u>	<u>(154)</u>	<u>8</u>	<u>3,862</u>

PEASE DEVELOPMENT AUTHORITY CASH FLOW PROJECTIONS FOR THE NINE MONTH PERIOD ENDING MAY 31, 2024



BOARD OF DIRECTORS MEETING
SEPTEMBER 21, 2023

PEASE DEVELOPMENT AUTHORITY CASH FLOW SUMMARY OVERVIEW SEPTEMBER 1, 2023 TO MAY 31, 2024

(EXCLUDING DIVISION OF PORTS AND HARBORS)

(\$ 000's)

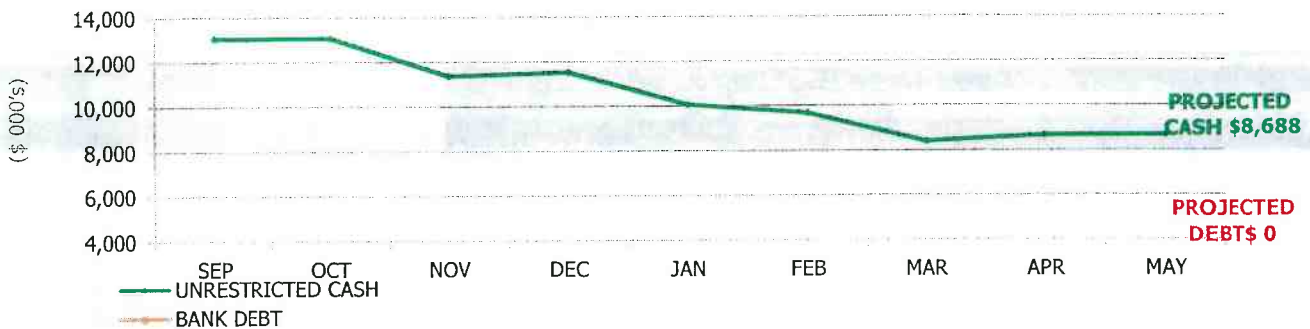
(\$000's)	AMOUNT
OPENING FUND BALANCE	<u>12,953</u>
SOURCES OF FUNDS	
GRANT AWARDS (SEE PAGE 4)	3,601
TRADEPORT TENANTS	8,218
MUNICIPAL SERVICE FEE (COP)	2,241
GOLF COURSE FEE AND CONCESSION REVENUES	1,775
REVOLVING LINE OF CREDIT (PROVIDENT BANK)	0
PSM AIRPORT- LEASES, FUEL FLOWAGE FEES AND PARKING	1,504
SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES	197
	<u>17,536</u>
USES OF FUNDS	
OPERATING EXPENSES	10,407
CAPITAL EXPENDITURES- NON-GRANT (SEE PAGE 5)	5,693
CAPITAL EXPENDITURES- GRANT (SEE PAGE 4)	4,301
MUNICIPAL SERVICE FEE (COP)	1,400
	<u>21,801</u>
NET CASH FLOW	<u>(4,265)</u>
CLOSING FUND BALANCE	<u>8,688</u>

TOTAL FUND BALANCES	BALANCE AT 8-31-2023	BALANCE AT 6-30-2023
UNRESTRICTED	12,953	9,568
DESIGNATED	14	14
TOTAL	<u>12,967</u>	<u>9,582</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 RENEWED ITS REVOLVING LINE OF CREDIT (RLOC) WITH PROVIDENT BANK. THE PRINCIPAL LOAN AMOUNT IS \$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	Aug-23	Aug-22
CURRENT INTEREST RATE	7.86%	4.15%

PEASE DEVELOPMENT AUTHORITY
STATEMENT OF CASH FLOW (EXCLUDING DIVISION OF PORTS AND HARBORS)

(\$000's)

CASH FLOW - PDA	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
OPENING FUND BALANCE	<u>12,953</u>	<u>13,075</u>	<u>13,096</u>	<u>11,379</u>	<u>11,540</u>	<u>10,076</u>	<u>9,689</u>	<u>8,405</u>	<u>8,682</u>	<u>12,953</u>
SOURCES OF FUNDS										
GRANT AWARDS (SEE PAGE #4)	-	105	408	1,377	512	337	322	270	270	3,601
TRADEPORT TENANTS	891	916	937	895	910	940	884	916	929	8,218
MUNICIPAL SERVICE FEE	147	453	147	147	453	147	147	453	147	2,241
GOLF COURSE	360	284	156	61	36	65	90	273	450	1,775
PORTSMOUTH AIRPORT- (PSM)	55	73	32	36	36	32	154	40	65	523
PSM PAY FOR PARKING	18	24	36	37	32	50	87	105	56	445
PSM FLOWAGE FEES	70	75	46	60	34	66	47	88	50	536
SKY HAVEN AIRPORT	23	23	23	20	18	19	23	22	26	197
EXTERNAL FINANCING- NET	-	-	-	-	-	-	-	-	-	-
	<u>1,564</u>	<u>1,953</u>	<u>1,785</u>	<u>2,633</u>	<u>2,031</u>	<u>1,656</u>	<u>1,754</u>	<u>2,167</u>	<u>1,993</u>	<u>17,536</u>
USE OF FUNDS										
CAPITAL- GRANT RELATED (SEE PAGE #4)	25	552	1,596	543	360	325	300	300	300	4,301
CAPITAL- NONGRANT (SEE PAGE 9)	263	284	798	736	602	570	1,525	420	495	5,693
OPERATING EXPENSES	1,154	1,096	1,108	1,193	1,133	1,148	1,213	1,170	1,192	10,407
MUNICIPAL SERVICE FEE	-	-	-	-	1,400	-	-	-	-	1,400
	<u>1,442</u>	<u>1,932</u>	<u>3,502</u>	<u>2,472</u>	<u>3,495</u>	<u>2,043</u>	<u>3,038</u>	<u>1,890</u>	<u>1,987</u>	<u>21,801</u>
NET CASH FLOW	122	21	(1,717)	161	(1,464)	(387)	(1,284)	277	6	(4,265)
CLOSING FUND BALANCE	<u>13,075</u>	<u>13,096</u>	<u>11,379</u>	<u>11,540</u>	<u>10,076</u>	<u>9,689</u>	<u>8,405</u>	<u>8,682</u>	<u>8,688</u>	<u>8,688</u>

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

GRANT FUNDED PROJECTS	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
PORTSMOUTH AIRPORT										
ARRIVALS HALL EXPANSION	-	100	300	300	300	300	300	300	300	2,200
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	10	10	10	10	-	-	-	-	-	40
ALPHA NORTH TAXIWAY DESIGN	15	15	15	20	-	-	-	-	-	65
SNOW REMOVAL EQUIPMENT (AIP 69)	-	377	-	-	-	-	-	-	-	377
SNOW REMOVAL EQUIPMENT (AIP 74)	-	-	1,211	-	-	-	-	-	-	1,211
	25	502	1,536	330	300	300	300	300	300	3,893
SKYHAVEN AIRPORT										
WILDLIFE FENCE DESIGN	-	35	35	35	35	-	-	-	-	140
TERMINAL PARKING LOT DESIGN	-	15	25	25	25	25	-	-	-	115
SNOW REMOVAL EQUIPMENT	-	-	-	153	-	-	-	-	-	153
	-	50	60	213	60	25	-	-	-	408
TRADEPORT										
	-	-	-	-	-	-	-	-	-	-
TOTAL GRANT REIMBURSEMENT PROJECTS	25	552	1,596	543	360	325	300	300	300	4,301

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

GRANT AWARDS	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
PORTSMOUTH AIRPORT										
ARRIVALS HALL EXPANSION	-	-	-	150	270	270	270	270	270	1,500
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	-	15	-	15	-	15	-	-	-	45
ALPHA NORTH TAXIWAY DESIGN	-	90	-	-	45	-	-	-	-	135
SNOW REMOVAL EQUIPMENT (AIP 69)	-	-	377	-	-	-	-	-	-	377
SRE CARRIER VEHICLE (AIP 74)	-	-	-	1,150	-	-	-	-	-	1,150
LOWERY LANE PAVING (AIP 70)	-	-	-	-	-	-	-	-	-	-
	-	105	377	1,315	315	285	270	270	270	3,207
SKYHAVEN AIRPORT										
WILDLIFE FENCE DESIGN	-	-	31	31	31	31	31	-	-	155
TERMINAL PARKING LOT DESIGN	-	-	-	31	21	21	21	-	-	94
SNOW REMOVAL EQUIPMENT	-	-	-	-	145	-	-	-	-	145
	-	-	31	62	197	52	52	-	-	394
TRADEPORT										
	-	-	-	-	-	-	-	-	-	-
TOTAL GRANT RECEIPT AWARDS	-	105	408	1,377	512	337	322	270	270	3,601

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

(\$ 000's)

NON-GRANT CAPITAL PROJECTS	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
TECHNOLOGY/ADMINISTRATION										
OFFICE 365 MIGRATION	18	-	-	-	-	-	-	-	-	18
PAYCHEX PAYROLL KIOSKS **	-	-	5	-	-	-	-	-	-	5
SERVER UPGRADE-DPH**	10	-	-	-	-	-	-	-	-	10
WEBSITE UPGRADES	28	-	-	-	-	-	-	-	-	28
	56	-	5	-	-	-	-	-	-	61
GOLF COURSE										
COURSE EQUIPMENT	-	-	-	-	43	-	140	-	-	183
EVENTS CENTER STUDY**	-	-	10	20	20	20	20	20	20	130
VIDEO SURVEILLANCE SYSTEM**	-	20	20	-	-	-	-	-	-	40
ICE MACHINES	9	-	-	-	-	-	-	-	-	9
IRRIGATION REPAIRS**	-	-	-	100	-	-	-	-	-	100
	9	20	30	120	63	20	160	20	20	462
PORTSMOUTH AIRPORT										
MOBILE RADIO UPGRADE	-	-	20	50	-	-	-	-	-	70
FENCE CONSTRUCTION **	-	40	-	-	-	-	-	-	-	40
GENERATOR UPGRADE **	-	10	-	-	-	-	-	-	-	10
CBP INFRASTRUCTURE IMPROVEMENTS**	-	-	-	-	-	-	-	-	-	-
JETBRIDGE REHAB	-	-	106	-	-	-	-	-	-	106
PAY FOR PARKING UPGRADES	-	-	35	-	-	-	-	-	-	35
SRE (ATP 69) NON-FUNDED	-	-	150	-	-	-	-	-	-	150
PEDESTRIAN SIDEWALKS**	-	-	-	-	-	-	-	-	75	75
ARRIVALS HALL EXPANSION-CONSTRUCTION	-	100	200	400	400	400	400	400	400	2,700
FLIGHLINE RD PIPE RELOCATION**	-	-	-	-	-	-	750	-	-	750
	-	150	511	450	400	400	1,150	400	475	3,936
SKYHAVEN AIRPORT										
SRE DOOR REPLACEMENT**	20	-	-	-	-	-	-	-	-	20
FUEL SYSTEM CREDIT CARD **	-	5	-	-	-	-	-	-	-	5
RENOVATION WORK-TERMINAL BLDG	-	15	-	-	-	-	-	-	-	15
TOW BEHIND MOWER ATTACHMENT	11	-	-	-	-	-	-	-	-	11
	31	20	-	-	-	-	-	-	-	51
SECURITY - PORTSMOUTH AIRPORT										
CCTV SECURITY GATES	-	-	-	-	50	-	-	-	-	50
BADGE PRINTER REPLACEMENT**	-	-	-	-	-	-	20	-	-	20
REPLACE BADGING WORKSTATIONS	-	-	-	-	-	-	90	-	-	90
DURESS ALARM SYSTEMS	-	-	-	-	-	-	-	-	-	-
TRAINING VIDEO PRODUCTION	-	-	27	-	-	-	-	-	-	27
BADGE READER & MEDIA REPLACEMENT	-	-	-	-	89	-	-	-	-	89
SECURITY SYSTEM UPGRADE	-	-	-	166	-	-	-	-	-	166
	-	-	27	166	139	-	110	-	-	442
SECURITY - SKYHAVEN AIRPORT										
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
TRADEPORT										
STORMWATER UPGRADES	-	-	25	-	-	-	25	-	-	50
HVAC IMPROVEMENTS - 55 INTERNATIONAL	-	44	-	-	-	-	-	-	-	44
	-	44	25	-	-	-	25	-	-	94
MAINTENANCE										
VEHICLE FLEET REPLACEMENT	-	-	-	-	-	150	80	-	-	230
PAINT MACHINE	15	-	-	-	-	-	-	-	-	15
BUILDING INFRASTRUCTURE **	-	-	50	-	-	-	-	-	-	50
JD DIESEL TRACTORW/TOW BEHIND MOWER	130	-	-	-	-	-	-	-	-	130
MOWER REPLACEMENT	22	-	-	-	-	-	-	-	-	22
PAINT REMOVAL MACHINE	-	50	-	-	-	-	-	-	-	50
SNOW MELTER/HAUL	-	-	150	-	-	-	-	-	-	150
	167	50	200	-	-	150	80	-	-	647
TOTAL NON-GRANT CAPITAL PROJECTS	263	284	798	736	602	570	1,525	420	495	5,693

NOTE: **PENDING BOARD APPROVAL

DIVISION OF PORTS AND HARBORS (UNRESTRICTED FUNDS)

CASH FLOW SUMMARY OVERVIEW SEPTEMBER 1, 2023 TO MAY 31, 2024

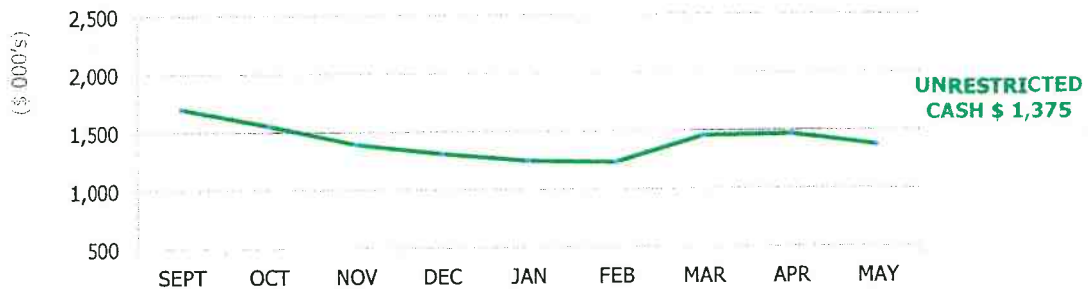
(\$ 000's)

(\$000'S)	AMOUNT
OPENING FUND BALANCE	<u>1,811</u>
SOURCES OF FUNDS	
FACILITY RENTALS AND CONCESSIONS	370
FUEL SALES	479
REGISTRATIONS / WHARFAGE	630
MOORING FEES	475
PARKING FEES	33
	<u>1,987</u>
USES OF FUNDS	
PERSONNEL SERVICES AND BENEFITS	1,267
FUEL PROCUREMENT	499
OPERATING EXPENSES	507
CAPITAL EXPENDITURES AND OTHER	150
	<u>2,423</u>
NET CASH FLOW	<u>(436)</u>
CLOSING FUND BALANCE	<u>1,375</u>

TOTAL FUND BALANCES	BALANCE AT 8/31/23	BALANCE AT 06/30/23
UNRESTRICTED FUNDS	1,811	1,931
DESIGNATED FUNDS	<u>168</u>	<u>445</u>
	<u>1,979</u>	<u>2,376</u>

CASH FLOW PROJECTION SENSITIVITIES INCLUDE: 1) ACCURACY OF CAPITAL EXPENDITURES FORECAST AND USE OF HARBOR DREDGING AND PIER MAINTENANCE FUNDS 2) FUEL CONSUMPTION AND 3) CONTINUED OVERSIGHT OF OPERATING EXPENSES

PROJECTED UNRESTRICTED CASH BALANCES



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

(\$000's)

CASH FLOW - DPH	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	TOTAL
OPENING FUND BALANCE	1,811	1,702	1,556	1,393	1,311	1,248	1,234	1,458	1,470	1,811
SOURCES OF FUNDS										
FACILITY RENTALS AND CONCESSIONS	38	42	42	37	31	34	52	47	47	370
FUEL SALES	93	67	46	37	34	34	42	51	75	479
MOORING FEES	-	-	-	-	-	100	275	100	-	475
PARKING FEES	13	6	-	-	-	-	1	5	8	33
REGISTRATIONS / WHARFAGE	70	70	70	70	70	70	70	70	70	630
	<u>214</u>	<u>185</u>	<u>158</u>	<u>144</u>	<u>135</u>	<u>238</u>	<u>440</u>	<u>273</u>	<u>200</u>	<u>1,987</u>
USE OF FUNDS										
PERSONNEL SERVICES AND BENEFITS	149	154	136	146	129	127	142	144	140	1,267
FUEL PROCUREMENT	120	121	87	30	19	19	19	28	56	499
UTILITIES	13	10	10	13	13	18	17	30	9	133
GENERAL AND ADMINISTRATIVE	14	12	11	10	10	11	11	12	13	104
BUILDINGS AND FACILITIES	20	20	20	20	20	20	20	40	20	200
PROFESSIONAL SERVICES	7	14	7	7	7	7	7	7	7	70
CAPITAL EXPENDITURES AND OTHER	-	-	50	-	-	50	-	-	50	150
	<u>323</u>	<u>331</u>	<u>321</u>	<u>226</u>	<u>198</u>	<u>252</u>	<u>216</u>	<u>261</u>	<u>295</u>	<u>2,423</u>
NET CASH FLOW	(109)	(146)	(163)	(82)	(63)	(14)	224	12	(95)	(436)
CLOSING FUND BALANCE	1,702	1,556	1,393	1,311	1,248	1,234	1,458	1,470	1,375	1,375

DIVISION OF PORTS AND HARBORS (RESTRICTED FUNDS)

CASH FLOW SUMMARY OVERVIEW

SEPTEMBER 1, 2023 TO MAY 31, 2024

(\$ 000's)

HARBOR DREDGING FUND

(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>262</u>
<u>SOURCES OF FUNDS</u>	
PIER USAGE FEES	81
REGISTRATIONS	9
GRANT FUNDING	-
	<u>90</u>

USES OF FUNDS

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>142</u>

REVOLVING LOAN FUND

(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>102</u>
<u>SOURCES OF FUNDS</u>	
LOAN REPAYMENTS	99
INTEREST INCOME-LOANS	30
INTEREST INCOME-FUND BALANCE	-
	<u>129</u>

USES OF FUNDS

NEW LOANS PROJECTED	100
GENERAL AND ADMINISTRATIVE	6
PROFESSIONAL SERVICES	15
	<u>121</u>
NET CASH FLOW	<u>8</u>
CLOSING FUND BALANCE	<u>110</u>

FOREIGN TRADE ZONE


(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>3</u>
<u>SOURCES OF FUNDS</u>	
FACILITY RENTALS	10
ALL OTHER	-
	<u>10</u>

USES OF FUNDS

GENERAL AND ADMINISTRATIVE	2
PROFESSIONAL SERVICES	-
OTHER	6
	<u>8</u>
NET CASH FLOW	<u>2</u>
CLOSING FUND BALANCE	<u>5</u>

TOTAL FUND BALANCES	BALANCE AT 8/31/23	BALANCE AT 06/30/23
HARBOR DREDGING	262	248
REVOLVING LOAN FUND	102	194
FOREIGN TRADE ZONE	3	3
	<u>367</u>	<u>445</u>

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: Paul E. Brean, Executive Director 
DATE: September 11, 2023

SUBJECT: Licenses / ROEs / Easements / Rights of Way

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: Lonza Biologics, Inc.
License: Right of Entry
Location: 55 International Drive, Portsmouth International Airport at Pease
Purpose: Company outing
Term: Thursday, September 7, 2023, at 8:00 a.m. to 5:00 p.m.

2. Name: American Red Cross, Northern New England Region
License: Right of Entry
Location: Long Term Lot B Parking Lot – Exeter Street
Purpose: The staging, loading, and unloading of vehicles, commodities, and equipment.
Term: Thursday, September 14, 2023, through October 15, 2023

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

September 1, 2023

Gilson Dasilva, Associate Director, Engineering/Facilities
Lonza Biologics, Inc.
101 International Drive
Portsmouth, NH 03801

Re: Right of Entry – Lot Adjacent to 55 International Drive

Dear Mr. Dasilva:

This Right of Entry will authorize Lonza Biologics, Inc. members, officers, agents, servants or employees, or others who may be on the property at their invitation or the invitation of any one of them and their agents (collectively the “Lonza”) to enter upon the lot adjacent to 55 International Drive (the “Premises”) as shown on Exhibit A for September 7, 2023 from 8:00 a.m. to 5:00 p.m. for a company outing during the term of the Right of Entry and for no other use without the express written consent of the Pease Development Authority (“PDA”). The use, occupation and maintenance of the Premises shall be: (a) without cost or expense to the PDA; (b) subject to the general supervision and approval of the PDA; and (c) subject to such rules and regulations as the PDA may prescribe from time to time. This Right of Entry shall terminate at 5:00 p.m. on September 7, 2023.

This authorization is conditioned upon the following:

1. 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.
2. Lonza understands and acknowledges that this Right of Entry; (a) allows only temporary use of the facilities; (b) is granted on a non-exclusive basis; and (c) may be revoked at will by PDA or terminated at will and that PDA need not state a reason for any such revocation or termination. The use of the Premises shall be orderly and efficient, shall not constitute a nuisance and shall not cause disruption to other Airport activities.
3. Lonza agrees to assume all risks of loss or damage to property and injury or death to persons by reason of or incident to the possession and/or use of the Premises, or the activities conducted by it under this Right of Entry.

September 1, 2023

Page Two

Re: **Right of Entry – Lot Adjacent to 55 International Drive**

4. Lonza expressly waives all claims against PDA for any such loss, damage, personal injury or death caused by or occurring as a consequence of such possession and/or use of the Premises or the conduct of activities or the performance of responsibilities under this Right of Entry.

5. Lonza, and any agent or contractor of Lonza on the premises providing to the Pease Development Authority satisfactory evidence of comprehensive general liability insurance to a limit of not less than Two Million Dollars (\$2,000,000.00), naming the Pease Development Authority as additional insured.

Each such policy or certificate therefor issued by the insurer shall to the extent obtainable contain (i) a provision that no act or omission of any employee, officer or agent of Lonza, which would otherwise result in forfeiture or reduction of the insurance therein provided shall affect or limit the obligation of the insurance company to pay the amount of any loss sustained, (ii) an agreement by the insurer that such policy shall not be canceled without at least thirty (30) days prior written notice by registered mail to Pease Development Authority, (iii) provide that the insurer shall have no right of subrogation against Pease Development Authority, (iv) 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.

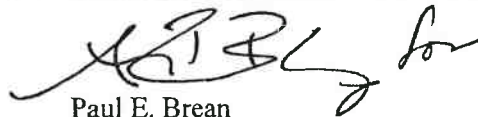
6. Lonza's agreement herein that the Premises will be used on an "as is" condition.

7. Lonza's agreement to leave the Premises in the same or better condition as existed at the time of the event.

8. Lonza's agreement to be responsible for snow removal during the term of this Right of Entry, if required.

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

Very truly yours,

A handwritten signature in black ink, appearing to read "P. E. Brean", followed by a flourish.

Paul E. Brean
Executive Director

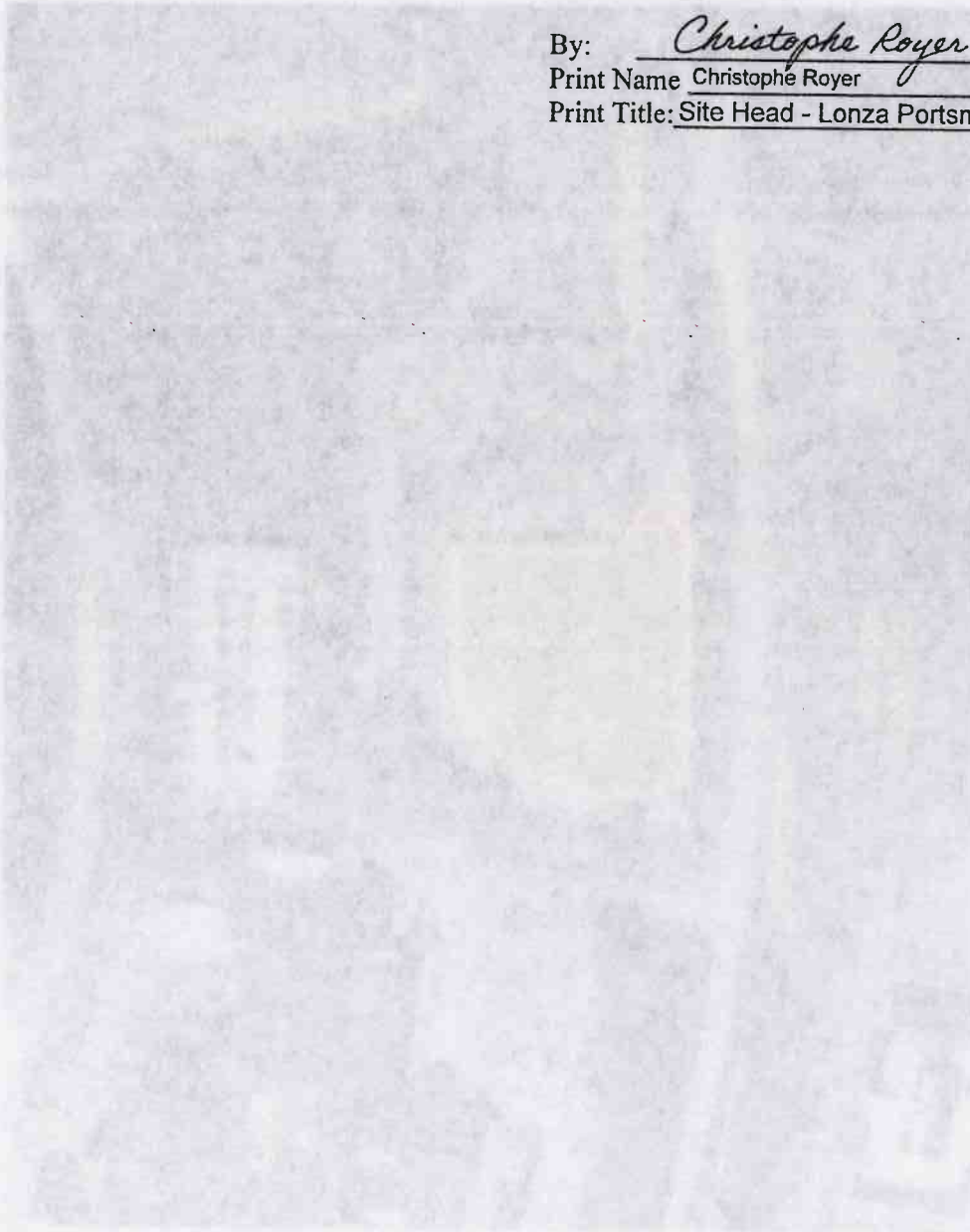
Page Three
September 1, 2023

Re: **Right of Entry – Lot Adjacent to 55 International Drive**

Agreed and accepted this 05 day of September, 2023

Lonza Biologics, Inc.

By: *Christophe Royer*
Print Name Christophe Royer
Print Title: Site Head - Lonza Portsmouth



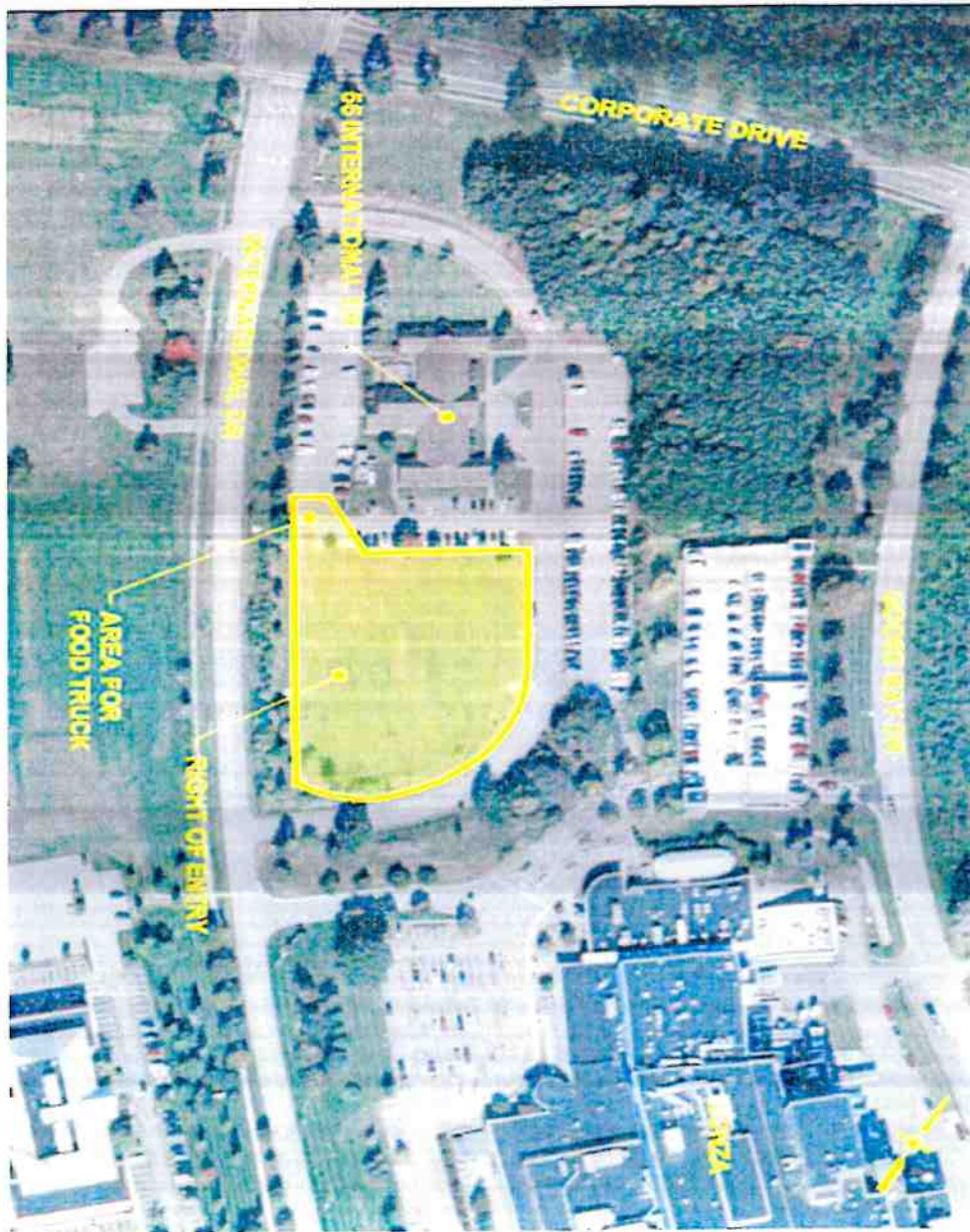
Page Four

September 1, 2023

Re: Right of Entry – Lot Adjacent to 55 International Drive

EXHIBIT "A"

PREMISES



September 13, 2023

Via Email: marsha.haines2@redcross.org

Marsha Haines

American Red Cross, Northern New England Region

2 Maitland Street

Concord, NH 03301

**RE: Right of Entry – Long Term Lot B Parking Lot
Exeter Street - Pease International Tradeport, Portsmouth, NH**

Dear Ms. Haines:

This letter agreement, when fully executed, will authorize the American Red Cross, Northern New England Region ("ARCNNER"), with an address set forth above, to enter upon and utilize a 180' x 265' area of the Pease International Tradeport, located at the Long Term Lot B Parking Lot on Exeter Street as shown on Exhibit A (the "Premises"), from September 14, 2023 through October 15, 2023 (the "Term") for the purposes of the staging, loading, and unloading of vehicles, commodities, and equipment. The privileges granted under this Right of Entry will expire end of day on October 15, 2023, unless extended by the written agreement of the parties.

This authorization is conditioned upon the following:

1. ARCNNER'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 risk 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, patrons, or invitees upon the Premises and/or the exercise of any of the authorities granted herein. ARCNNER expressly waives all claims against the Pease Development Authority ("PDA") for any such loss, damage, personal injury or death caused by or occurring as a consequence of ARCNNER's and its employees, agents, patrons, or invitees use of the Premises or the conduct of activities or the performance of responsibilities under this authorization.

2. ARCNNER's agreement that this Right of Entry: (a) allows only temporary use of the Premises; and (b) is granted on a non-exclusive basis subject to PDA's right and obligation to manage the Portsmouth International Airport at Pease. The use of the Premises shall be orderly and efficient, shall not constitute a nuisance and shall not cause disruption to other Tradeport activities.

Page Two

September 14, 2023

**RE: Right of Entry – Long Term Lot B Parking Lot
Exeter Street - Pease International Tradeport, Portsmouth, NH**

3. ARCNNER, and any agent or contractor of ARCNNER on the premises providing to the Pease Development Authority satisfactory evidence of comprehensive general liability insurance to a limit of not less than Two Million Dollars (\$2,000,000.00), naming the Pease Development Authority as additional insured.

Each such policy or certificate therefor issued by the insurer shall contain (i) a provision that no act or omission of any employee, officer or agent of ARCNNER, which would otherwise result in forfeiture or reduction of the insurance therein provided shall affect or limit the obligation of the insurance company to pay the amount of any loss sustained, (ii) an agreement by the insurer that such policy shall not be canceled without at least thirty (30) days prior written notice by registered mail to Pease Development Authority, (iii) provide that the insurer shall have no right of subrogation against Pease Development Authority, (iv) 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. ARCNNER's agreement to use its best efforts to ensure that vehicles, commodities, and equipment are not left on the Premises in excess of the term limit of this Right of Entry and to assume full responsibility for the immediate removal of any such items left on the Premises, time being of the essence. Any items left on the Premises beyond the term limit of this Right of Entry may be removed by the PDA at the sole cost and expense of ARCNNER.

5. ARCNNER's agreement that PDA has the right, in its sole discretion, to terminate all of or any portion of the Premises used as a priority for PDA operations upon seven (7) days written notice.

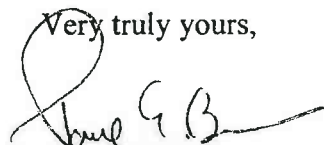
6. ARCNNER's agreement that ARCNNER's maintenance and management of the Premises shall be done at its own costs and expense.

7. Prior to termination of the Right of Entry, ARCNNER agrees to restore the Premises to the same or better conditions than the Premises was in before ARCNNER's use pursuant to this Right of Entry.

8. ARCNNER's agreement herein that this letter of authorization does not constitute a grant of an exclusive interest in the Premises, an option to lease the Premises, or an offer to lease the Premises.

Please indicate by your signature below ARCNNER's consent and agreement to the terms and conditions of this Right of Entry and return the same to me.

Very truly yours,



Paul E. Brean
Executive Director

Page Three
September 14, 2023

**RE: Right of Entry – Long Term Lot B Parking Lot
Exeter Street - Pease International Tradeport, Portsmouth, NH**

09/14/2023

Agreed and accepted this ___ day of _____, 2023

**American Red Cross,
Northern New England Region**

By: Dean Sweberg
Print Name/Title Dean Sweberg

Duly Authorized

Director, Logistics

Page Four

September 14, 2023

RE: Right of Entry – Long Term Lot B Parking Lot
Exeter Street - Pease International Tradeport, Portsmouth, NH

**EXHIBIT A
PREMISES**

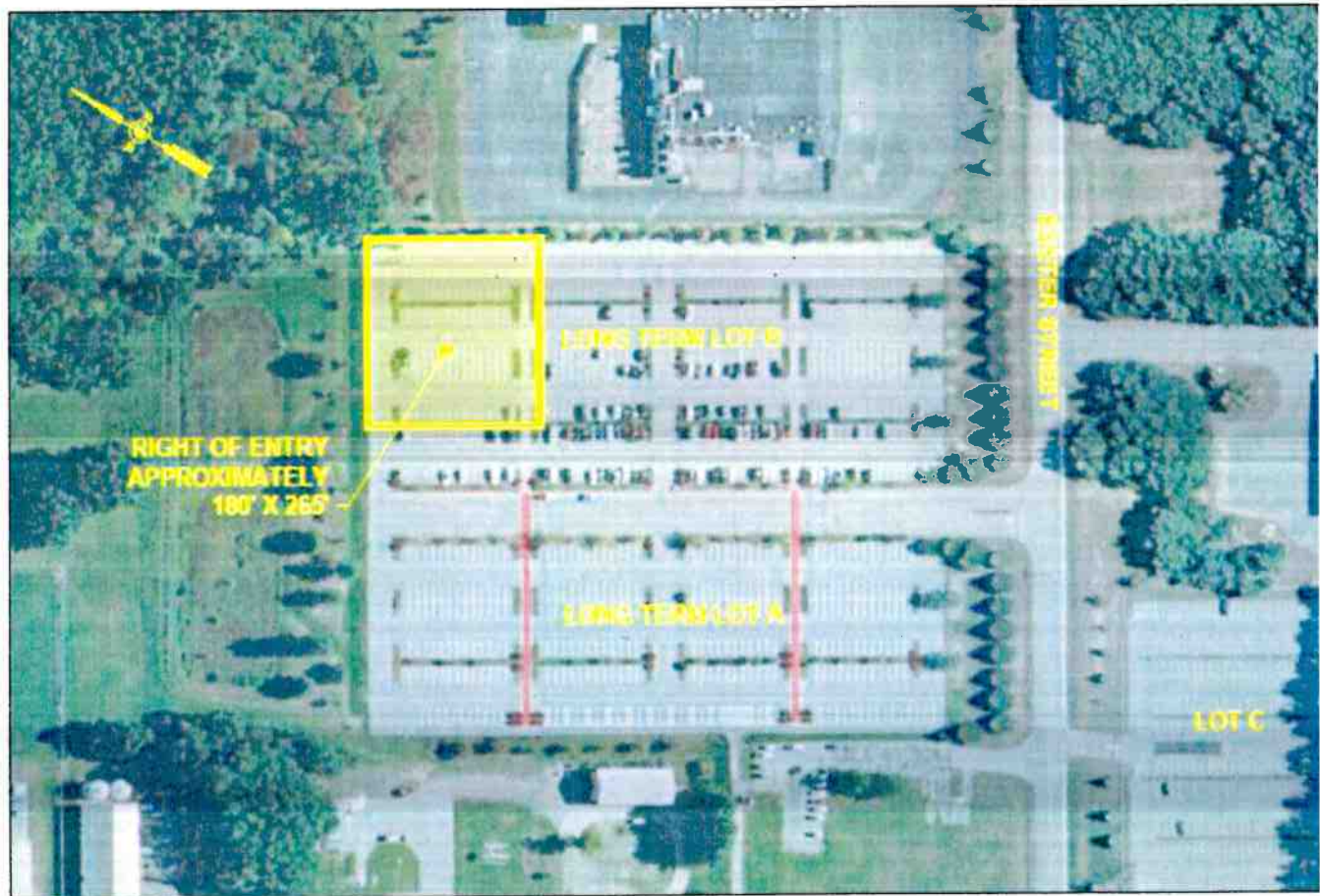


EXHIBIT "A" - RIGHT OF ENTRY IN LONG TERM PARKING LOT B

DESIGNED BY: MCR DATE: 09/14/2023 SCALE:

 PEASE TRADEPORT

PEASE DEVELOPMENT AUTHORITY
55 INTERNATIONAL DRIVE, PORTSMOUTH, NH

MEMORANDUM

TO: Pease Development Authority Board of Directors

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

DATE: September 11, 2023


SUBJECT: Lease Report

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

1. Tenant: Coastal Speedpro
Space: 222 International Drive (Suite # 125)
Use: General Office and warehouse use which must confirm to the business office / warehouse storage uses authorized by the Pease Development Authority
Term: Ten (10) Years to commence on the earlier of substantial completion of improvements or October 1, 2023

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 
Date: September 11, 2023
Re: Sublease between 222 International, Limited Partnership and Coastal Speedpro

In accordance with the Delegation to Executive Director: Consent, Approval of Sub-sublease Agreements adopted by the Board on August 8, 1996, I am pleased to report that PDA has approved of a sublease between 222 International, Limited Partnership ("222ILP") and Coastal Speedpro ("CS") for 16,018 square feet at 222 International Drive (Suite #125) for a period of ten (10) years. CS will use the premises for general office and warehouse use which must conform to the business office / warehouse storage uses authorized by the Pease Development Authority.

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 222ILP's continued primary liability for payment of rent and other obligations pursuant to the PDA/200ILP Sublease.

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

NOTICE OF CONSENT

This NOTICE OF CONSENT ("Notice") is given by the PEASE DEVELOPMENT AUTHORITY ("Lessor") to 222 INTERNATIONAL, LIMITED PARTNERSHIP ("Lessee"). Lessor and Lessee may be referred to jointly as the "Parties."

RECITALS

A. The Parties entered into a Lease for 222 International Drive at Pease International Tradeport on September 7, 1999 (the "Lease") and amended by Lease Amendment No. 1 effective April 1, 2000 to include 195 New Hampshire Avenue, Pease International Tradeport, Portsmouth, New Hampshire.

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

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

C. Lessee has requested authorization to sublease approximately **16,018** square feet within the Leased Premises at 222 International Drive to **Coastal Speedpro** ("CS") duly organized and existing under the laws of the State of New Hampshire, and is qualified to do business in the State of New Hampshire

D. The proposed sublease to CS is for general office and warehouse use which must conform to the business office / warehouse storage uses authorized by the Pease Development Authority.

TERMS AND CONDITIONS

1. Lessor hereby authorizes Lessee to execute the sublease, attached hereto as Exhibit A, with CS for approximately **16,018** square feet within the Leased Premises.
2. Upon execution of the sublease with CS, 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 CS.
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 4 day of September, 2023 by the Pease Development Authority.

PEASE DEVELOPMENT AUTHORITY

By: 
Its: Executive Director

AGREED AND ACCEPTED

222 INTERNATIONAL, LIMITED PARTNERSHIP

8.24.23
Date


By: 
Its: Co-Manager

EXHIBIT A
SUBLEASED PREMISES

THIS AGREEMENT IS MADE THIS 15th day of May 2018
BETWEEN
THE LESSOR
AND
THE LESSEE
OF THE PREMISES
SITING AT
NO. 15, BANGALORE ROAD
MADRAS
AND
THE LESSEE
OF THE PREMISES
SITING AT
NO. 15, BANGALORE ROAD
MADRAS
DATED AS OF THIS 15th day of May 2018

SUBLEASE

BETWEEN

222 INTERNATIONAL, LIMITED PARTNERSHIP

AS
"SUBLESSOR"

AND

COASTAL SPEEDPRO

AS
"SUBLESSEE"

222 INTERNATIONAL DRIVE

SUITE # 125

PORTSMOUTH, NEW HAMPSHIRE 03801

~~JULY~~ ^{AUGUST} 2, 2023

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: Paul E. Brean, Executive Director *Paul*
DATE: September 11, 2023
SUBJECT: Contract Reports

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

1. **Project Name:** Sunbelt Rentals
Summary: One day rental of Light Cart for night work being performed on Airfield at Portsmouth International Airport at Pease
Cost: \$233.90

2. **Project Name:** Air Traffic Control Tower
Board Authority: Director Ferrini
Summary: Identified unworkable conditions due to heat issues which could threaten the closure of the Air Traffic Control Tower
Cost: Emergency repair under \$10,000 as performed by PDA Facility staff

3. **Project Name:** Sunbelt Rentals
Board Authority: Director Ferrini
Summary: One day rental of floor scrubbing machine in preparation for the triennial exercise
Cost: \$705.60

MEMORANDUM

TO: Pease Development Authority Board of Directors

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

RE: Signage Reports

DATE: September 11, 2023

In accordance with the "Delegation to Building Inspector: Consent and Approval of Minor Revisions to Existing Signs" PDA reports as follows:

1. Entity: Two International Group
Location: 14 Manchester Square
Summary: Modify the existing signage to reflect tenant change in concept.

The Delegation to Building Inspector: Consent and Approval of Minor Revisions to Existing Signs also requires the consent of one member of the PDA Board of Directors. In this instance, Director Fournier was consulted regarding the sign changes.

Memorandum

To: Paul Brean, Executive Director *PB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: September 7, 2023
Subject: Sign Revision Report for The Daily Press at 14 Manchester Square

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

Two International Group, the company leasing to Great Circle Catering at 14 Manchester Square, is proposing to update an existing building sign to reflect the tenant's change in concepts. What-A-Crock will be replaced by The Daily Press

This sign revision meets all of the following conditions:

1. The request is limited to in kind replacement when required for maintenance, revision to sign graphics reflecting a new name or logo for an existing tenant, or revision to sign graphics to reflect a change in tenancy.
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.

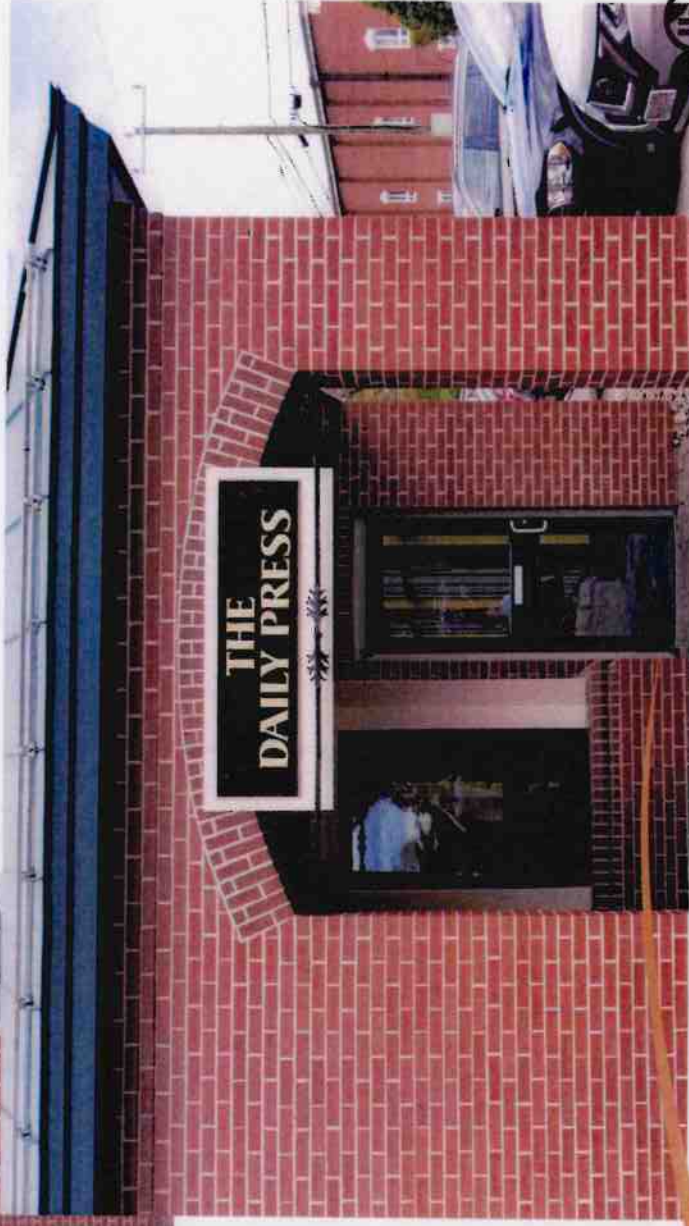
Director Fournier has reviewed the sign revisions and has given his approval. At the upcoming Board meeting, please report this approved sign revision.

REVISION: 8/21/2023

39355



15" x 56.25"



Measurements on this artistic rendering may vary slightly from the actual "AS BUILT" upon final reproduction. Color and resolution in proofs are not representative of final projects due to individual monitor settings.

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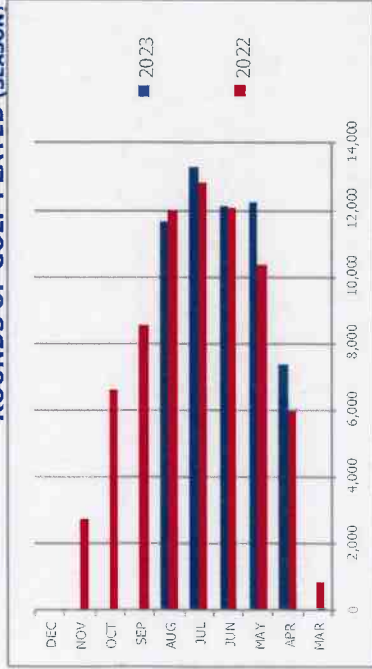
A UL Licensed Manufacturer



KEY GOLF COURSE BENCHMARKING DATA



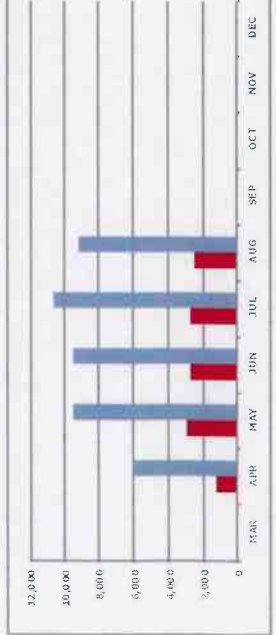
ROUNDS OF GOLF PLAYED (SEASON)



2023 SEASON	2022 SEASON	2021 SEASON
56,736	71,985	66,590

ROUNDS PLAYED	56,736	71,985	66,590
RAIN DAYS	42	51	49

2023 MEMBER / NONMEMBER ROUNDS (SEASON)



GOLF SIMULATOR REVENUES	FY 2024	FY 2023	GRILL 28 GROSS SALES	FY 2024	FY 2023	CONCESSION FEES EARNED (17%)	FY 2024	FY 2023	CONCESSION FEES EARNED (17%)
JULY	\$1,799	\$495	JULY	327,065	296,042	55,601	327,065	296,042	50,327
AUGUST	\$1,107	\$827	AUGUST	348,564	360,829	59,256	348,564	360,829	61,341
SEPTEMBER	-	\$1,509	SEPTEMBER	-	297,268	0	-	297,268	50,536
OCTOBER	-	\$4,441	OCTOBER	-	227,600	0	-	227,600	38,692
NOVEMBER	-	\$13,652	NOVEMBER	-	147,784	0	-	147,784	25,123
DECEMBER	-	\$21,235	DECEMBER	-	171,720	0	-	171,720	29,192
JANUARY	-	\$27,493	JANUARY	-	144,384	0	-	144,384	24,545
FEBRUARY	-	\$26,027	FEBRUARY	-	141,590	0	-	141,590	24,070
MARCH	-	\$27,745	MARCH	-	156,867	0	-	156,867	26,667
APRIL	-	\$5,099	APRIL	-	229,175	0	-	229,175	38,960
MAY	-	\$280	MAY	-	329,489	0	-	329,489	56,013
JUNE	-	\$1,255	JUNE	-	347,121	0	-	347,121	59,011
	\$2,906	\$130,058		\$675,629	\$2,849,869	\$114,857	\$675,629	\$2,849,869	\$484,478

2023 ROUNDS- SEASON	2022 ROUNDS- SEASON
MEMBER	12,023
NONMEMBER	44,713
TOTAL	56,736

2022 ROUNDS- SEASON	2021 ROUNDS- SEASON
MEMBER	15,533
NONMEMBER	56,452
TOTAL	71,985

CLUB/ COURSE FUNCTIONS	FY 2024 YTD	FY 2023 YTD
GROUPS 20-59	11,630	23,766
TOURNAMENT PLAY	90,455	62,772
LEAGUES	30,227	31,206
FOOD AND ROOM FEES	92,765	97,803

AIRPORT REPORT PERIOD ENDING AUGUST 2023



AUGUST ENPLANEMENTS	2023
Scheduled Enplanements	4,004
Chartered Enplanements	2,028
Total Enplanements	6,032
2023 Enplanements YTD	54,646

REVENUE PARKING	\$21,154
562 Transactions @ \$37.64	
FUEL FLOWAGE FEES	\$67,484.68
Total Gallons	1,124,745
CRAF and DOD	70%
Commercial	8%
General Aviation	22%



- **Fuel Pricing**
 - Port City Air Retail; \$6.25 Jet A
 - Port City Air Retail; \$6.80 100LL
 - Northeast Avg; \$6.52 Jet A, \$6.84 100LL
- **Grant Projects**
 - Domestic Arrivals Hall Upgrades
 - Taxiway Alpha
- **Enterprise Concession Fees**
Apr, May & June - \$19,756



PEASE
AIRPORT

MANAGEMENT

36 Airline Ave., Portsmouth, NH 03801

603.433.6536

Memorandum

To: John Meehan, Airport Operations Manager

From: Sandy McDonough, Airport Community Liaison

Date: September 8, 2023

Re: Noise Report for August, 2023

The Portsmouth International Airport at Pease ("PSM") received nine (9) noise inquiries in August 2023, from Portsmouth, Greenland and Salem, New Hampshire. Three inquiries received were from a Salem resident regarding military looking aircraft disrupting and threatening the environment; two inquiries originated from Portsmouth and Greenland regarding military aircraft and four calls from Portsmouth about non-military helicopters.

- August 1, 2023: Salem, NH resident called about alleged military aircraft flying overhead conducting unsafe flight operations.
- August 1, 2023: Portsmouth NH resident who resides southeast of the airport called about a very loud helicopter. The helicopter was transitioning through the airspace at 1050 feet.
- August 3, 2023: Portsmouth, NH resident who resides southeast of the airport called about multiple loud helicopters flying over the neighborhood. The helicopter was a turbo helicopter flying into and out of the hospital located southeast of the airport; the helicopter did not land at PSM.
- August 3, 2023: Portsmouth, NH resident who resides off the departure end of Runway 34 called concerning not being notified prior to the departure of an F16.
- August 7, 2023: Salem, NH resident called about alleged military aircraft flying overhead conducting unsafe flight operations.
- August 7, 2023: Salem, NH resident called to request a radar review in order to find out who was flying over Salem and to intervene.

- August 21, 2023: Greenland, NH resident called about an aircraft circling the airport at 10:00 p.m. The aircraft was a military C-130 that was returning from a mission and performed some touch and go's before landing.
- August 22, 2023: Portsmouth, NH resident who resides southeast of the airport called about a loud helicopter that flew over the neighborhood. The helicopter was a turbo helicopter owned by LifeFlight of Maine that landed at Portsmouth Hospital located southeast of the airport; the helicopter did not land at PSM.
- August 23, 2023: Portsmouth, NH resident who resides southeast of the airport indicated a helicopter flew over his house before landing at PSAM. The EC130 is owned by Helio Helicopter Co. LLC; Sandy McDonough, the Airport Community Liaison, spoke with the pilot of the aircraft concerning the noise sensitive neighborhood adjacent to the approach end of Runway 34. The pilot was very cooperative and said he would abide by noise sensitive areas.



84th Annual Report
of the
**Foreign-Trade
Zones Board**
to the Congress
of the United States

**SUBMITTED BY THE
FOREIGN-TRADE ZONES BOARD**

August 2023

GINA M. RAIMONDO
Secretary of Commerce

JANET L. YELLEN
Secretary of the Treasury

ALTERNATES

Lisa W. Wang
Assistant Secretary for Enforcement & Compliance
U.S. Department of Commerce

Thomas C. West Jr.
Deputy Assistant Secretary
U.S. Department of the Treasury

Elizabeth Whiteman
Executive Secretary

U.S. FOREIGN-TRADE ZONES

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

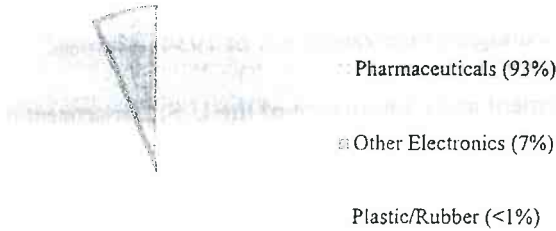
Foreign and domestic merchandise may, subject to FTZ Board and CBP regulations, be moved into zones for operations not otherwise prohibited by law involving storage, exhibition, assembly, manufacturing, and processing. All zone activity is subject to public interest review, and all production activity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

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

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

NEW HAMPSHIRE

TOP FOREIGN-STATUS PRODUCTS BY VALUE



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

FTZ 81, PORTSMOUTH				
GRANTEE: PEASE DEVELOPMENT AUTHORITY, DIVISION OF PORTS AND HARBORS				
All Activity:				
MERCHANDISE RECEIVED	EXPORTS	EMPLOYEES		
\$250-500 mil	\$10-25 mil	1,501-2,000		
Warehouse/Distribution Activity:				
NUMBER OF OPERATORS	MERCHANDISE RECEIVED	EXPORTS	TOTAL SHIPMENTS	
1	\$50-75 mil	\$5-10 mil	\$25-50 mil	
Production Activity:				
	COMPANY	MERCHANDISE RECEIVED	EXPORTS	TOTAL SHIPMENTS
81	Textiles Coated International	\$25-50 mil	\$5-10 mil	\$10-25 mil
81D	Millipore Corporation	\$250-500 mil	\$0	\$100-250 mil



*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, JUNE 14, 2023 6:00 PM**

PRESENT: Brad Cook, Chair
Mike Donahue, Vice-Chair
Erik Anderson
Bill McQuillen
Chris Snow
Geno Marconi, Director, PDA-DPH

1. CALL TO ORDER

The meeting was called to order at 6:00 PM.

2. APPROVE MINUTES

McQuillen made a motion to approve the May 10, 2023 minutes, Anderson seconded, no further discussion, all members were in favor and the motion passed.

3. FINANCE REPORT

The report for period ending April 30, 2023 was included in the meeting packet.

4. PISCATAQUA RIVER VESSEL TRANSIT REPORT

The May report was included in the meeting packet. A CSL (Canadian Steamship Line) bulk carrier came up the river this morning, she is about 754', the Sarah Long Bridge didn't go up due to maintenance, which was not previously relayed to the Port Authority or the Portsmouth Pilots, so was directed to turn around, but then at the last minute, the bridge was opened and the vessel transited to the gypsum plant. Marconi did reach out to DOT to have a conversation regarding the event and how communication can be improved to prevent any confusion in the future.

5. DIRECTOR'S REPORT

Director Marconi reported on the following: (materials were included in the meeting packet)

From the PDA Board Meeting, May 18, 2023

- Reports
 - Commercial Mooring for Hire-Kittery Point Yacht Club
 - Piscataqua Maritime Commission-Right of Entry & waiver of fees, Portsmouth Fish Pier, Sail Portsmouth event
 - Hampton Charter Right of Entry-Hold Fast Charters, LLC.

- Approvals
 - Rights of Entry & Concession Agreements: Rye and Hampton Harbors-All shacks, with the exception of 1 company in Rye, requested to renew their ROE's. The Right of entries and concessions will become effective July 1st.

Additional reporting included that 3 of the Division's Harbormasters have taken and passed the Captains Training class and will be submitting to the Coast Guard to obtain their respective licenses; a visit from the Royal Navy research vessel, HMS Scott, at the Market St. Terminal; authorization from USCBP out of Boston for Seacoast Aviation (Port City Air) to activate warehouse space to receive cargo in Foreign-Trade Zone status; and Marconi's visit to Sydney, Nova Scotia with the American Association of Port Authorities (AAPA) of which he sits on the Board of Directors. The Ports of Sydney has dedicated 200 acres to support offshore wind with about 12,000 adjacent acres for manufacturing of OSW components. Short discussion noting the items on tomorrow's PDA Board meeting. Short discussion on the potential modular home project at the Market St. Terminal.

Market St. Terminal: Main Pier rehabilitation project, the piles are completed. The design portion for the Functional Replacement project is 100% completed and has been submitted to NH DOT, bid should go out mid-July.

Rye: the work to replace the fuel system on the recreation pier has started.

Portsmouth Fish Pier: The 85% design documents for the pier bracing and decking is under review by Division staff. There was water damage and some mold found during the recent inspection of the building. Recommendations for remediation are coming. A concept study for the PFP building could be partially funded by remaining Cares 2.0 funds. It was mentioned that the foundation and water/sewer lines are in great condition and should not need to be replaced so the location of the building should not change.

Hampton: The Hampton/Seabrook Harbor 107 feasibility study was approved, but the Port share is over \$580,000. ACOE indicated the modeling work that UNH has been doing would not be helpful in the study as it does not fit with their modeling program.

Dredging: The shoal up the river by Simplex, now known as the Newington Reach Shoal, will be contracted out for maintenance dredging starting in November and should only take a few days to complete. The high spot in the Turning Basin (aka the Rock) will be addressed at a later date.

6. NEW BUSINESS

- Discussed adjournment for July and August meetings-Motion by McQuillen to forgo the July and August meetings, seconded by Donahue, no discussion and the motion passed. As a reminder, meetings can be called at the pleasure of the Chair should a meeting need to occur.
- PAC letter to BOEM –Offshore Wind Call Area-a copy of the letter was provided in the meeting packet. Cook thanked the Vice-Chair (Donahue) for his hard work on gathering

the necessary information and preparing the letter. The last day to submit comments was June 12th. The existing fairways are important to remain unobstructed for shipping traffic and the fishing industry. Donahue thanked the Chair for his help and the Division staff for help in executing the letter and getting it submitted in time.

7. COMMITTEE REPORTS

- Business Development/FTZ- no report to add
- Fisheries- Anderson reported that the lobster fishery is gearing up, lobster prices should be coming down, poagies are running, the diving for lobster bill is still alive, there were suggestions returned by the Senate, there is a conference tomorrow regarding the bill.
- Government-McQuillen reported on Riverfest. On July 12th Sig Sauer is sponsoring a boat that will be in the Veteran's Mental Health Global Race, there will be a "cast off" event held at Prescott Park, which will be filmed and part of a movie. The vessel, a 50' sloop, is sailing around the world as part of a veteran's event. July 26-31 tall ship and blessing of the fleet event.
- Moorings-Snow handed out the mooring reports showing the results of various parts of the 2023 mooring season. Discussion included the number of moorings that expired, and 12 reconsideration requests, of which 7 were approved to receive their permit back.
- PDA Liaison- Cook has observed that the report that Grant Nichols did on the Rye Harbor Marine Facility brought more awareness of the commercial operations and recreational activity to the PDA Board of Directors at the facility. He noted the PDA Chair acknowledged at the last meeting that prior to Covid, all of the businesses there had a direct connection to a water borne industry and appears to understand the purpose of the harbor is to support the water borne businesses, which is encouraging.
- Recreational Piers-Cook reported that he and Ward made the rounds to Rye, Hampton, and Seabrook. Regarding Rye and Seabrook it was educational for Ward. Rye was familiar to Ward.

8. OLD BUSINESS-

- Response letter from US DOT-RAISE Grant General Sullivan Bridge

9. PUBLIC COMMENT-No Public present.

10. PRESS QUESTIONS -No press present.

11. ADJOURNMENT

Snow made a motion to adjourn the meeting, Anderson seconded and the meeting adjourned at 7:10 pm.



PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

Date: September 13, 2023
To: Paul Brean, Executive Director *PJB*
From: Geno Marconi, Port Director *(u)*
Subject: PDA 600 Rules Clarification/Correction

At the August 17, 2023 PDA Board meeting there was a discussion regarding the Proposed Pda 600 Rules for Commercial Piers and Associated Facilities, and specifically an exchange on overnight berthing fees. In reviewing the draft minutes of that meeting, I now have a better understanding of a question asked by Director Levesque, and I paraphrase, [that some berthing fees are stated, however there is no overnight berthing fee indicated]. Upon further review, it is clear that Director Levesque is correct. Although "Overnight Recreational-Use Berthing Application and Permit" are referenced in the text of the rules, the overnight berthing fees do not appear in PART Pda 610 "Permit Fees", or in the Schedule of Fees for Commercial Piers Portsmouth, Hampton Harbor, and Rye Harbor, NH, or on the application.

It is odd that this omission has gone unnoticed until Director Levesque called it to our attention because the permit fees, schedule of fees, and application forms are filed with the Office of Legislative Services (OLS) for its review and comment as are the text of the rules. The Division is researching this issue so that it may be remedied.

BACKGROUND

RSA 541-A sets the procedures through which State Agencies are to propose and adopt sections of the New Hampshire Code of Administrative Rules (Rules) for their particular agency as authorized by that agency's enabling statute. RSA 541-A also requires that proposed rules be approved by the Joint Legislative Committee on Administrative Rules (JLCAR).

In regards to the Division of Ports and Harbors (Division), RSA 12-G: 42 sets forth the areas the Division, through the Pease Development Authority (PDA), shall adopt rules in accordance with RSA 541-A. When it comes to the adoption of permit fees authorized under the administrative rules, the Division is exempted from the RSA 541-A rulemaking process as the Legislature has given the PDA Board of Directors sole authority to set and adopt fees for the Division's permit programs. However, any such fees adopted by the PDA Board must still be filed with OLS for review and comment.

Almost a decade ago, at the October 17, 2013, meeting of the PDA Board of Directors, it voted in favor of final adoption of an amendment to the PDA 600 Rules creating the Overnight Recreational-Use Pier Berthing Permit, effective November 1, 2013. It appears, however, that no corresponding fee for this permit was adopted. The lack of a fee is a mystery in that the Division, the PDA, and OLS appear to have not noticed the omission.

At this time, the Division is continuing to research the fees for the Overnight Recreational-Use Pier Berthing. If adoption of a fee is necessary, which appears likely at this juncture, the Division will present a proposed fee to the Port Advisory Council for its review, before bringing it to the PDA Board for its review and approval.

○○○○ TAKING YOU THERE

ph: 603-436-8500

fax: 603-436-2780

www.peasedev.org

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Paul E. Brean, Executive Director *PEB*
Date: September 11, 2023
Re: Special Event

I am pleased to report on the following special event:

- A. September 24, 2023 – Wentworth Douglass Hospital will be holding a 3.3 mile road race, utilizing a portion of the road network situated on the Pease International Tradeport.

August 1, 2023

JAN.WOOD@wdhospital.org
Jan Weinberg Wood, CFRE
Interim Chief Philanthropy Officer
Wentworth-Douglass Hospital
789 Central Avenue
Dover, NH 03820

Re: Right of Entry for Use of Road Network for Sunday September 24, 2023

Dear Jan:

This letter will authorize **Wentworth-Douglass Hospital** and /or any agent or contractor to enter upon and utilize a portion of the road network situated on the Pease International Tradeport as shown as the route on the attached Exhibit A (the "Premises") for a period of 9 hours commencing at 7:00 a.m. September 24, 2023, for the purpose of sponsoring, managing and overseeing a 3.3 mile road race. This Right of Entry will expire at 4:00 p.m. on September 24, 2023, unless otherwise extended by written agreement of **Wentworth-Douglass Hospital** and the Pease Development Authority.

This authorization is conditioned upon the following:

- 1) **Wentworth-Douglass Hospital'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 risk 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. **Wentworth-Douglass Hospital** 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 **Wentworth-Douglass Hospital's** use of the Premises or the conduct of activities or the performances of responsibilities under this authorization. **Wentworth-Douglass Hospital** further agrees to defend and indemnify the Pease Development Authority, its officers, board members, agents and employees from and against all suits, claims, demands or actions, liabilities, judgements, costs and attorney's fees arising out of **Wentworth-Douglass Hospital's** use of the Premises or any activities conducted or undertaken in connection with or pursuant to this authorization.

- 2) Wentworth-Douglass Hospital understands and agrees that the novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization; COVID-19 is extremely contagious and is believed to spread mainly from person-to-person contact.

It is believed that an individual can be infected with COVID-19 without their knowledge and be asymptomatic. COVID-19 may cause damages, personal injury, illness, permanent disability, and death. Wentworth-Douglass Hospital ACKNOWLEDGES the contagious nature of COVID-19 and ACCEPTS the risk that it, their employees, agents, patrons, contractors, volunteers, or invitees, may be exposed to or infected by COVID-19 by participating in the event permitted by this Right-of-Entry. Wentworth-Douglass Hospital, therefore, agrees to utilize safety precautions consistent with applicable public health recommendations, and that the Pease Development Authority has no such obligation with respect to the event because it is not the event sponsor, organizer, or administrator.

- 3) Wentworth-Douglass Hospital and any agent or contractor of Wentworth-Douglass Hospital obtaining and providing to the Pease Development Authority at least 20 days before the event satisfactory evidence of comprehensive general liability insurance to a limit of not less than One Million Dollars (\$1,000,000.00) per occurrence, naming the Pease Development Authority as additional insured which shall cover the Pease Development Authority to the same extent as the named insured and not subject it to any different or additional terms, conditions, limitations or exclusions.

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

- 4) Wentworth-Douglass Hospital shall be responsible for obtaining permission from PDA tenants for use of additional space for vehicle parking, race check-in, and other related activities. Wentworth-Douglass Hospital shall provide the Pease Development Authority with copies of permission letters (or emails) from PDA tenants who have granted Wentworth-Douglass Hospital access to and use of their premises during the term of this Right of Entry, at least 20 days prior to the event.
- 5) Wentworth-Douglass Hospital's agreement herein that this letter of authorization does not constitute an exclusive interest in the Premises.

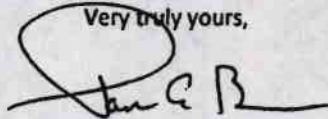
Page Three
August 1, 2023

Right of Entry for Use of Road Network for Sunday September 24, 2023

- 6) Wentworth-Douglass Hospital's agreement to secure all necessary State and/or local permits prior to the road race.
- 7) Wentworth-Douglass Hospital's agreement to limit the number of participants, including runners and walkers, to no more than 2,000 participants.
- 8) Wentworth-Douglass Hospital's agreement to provide traffic control at all the intersections being used and to coordinate with the City of Portsmouth on such traffic control measures.
- 9) Wentworth-Douglass Hospital's agreement to coordinate the management of the road race with appropriate local law enforcement officials and to otherwise ensure that all appropriate precautions are taken to protect the health and safety of event participants and spectators.

Please indicate by your signature below Wentworth-Douglass Hospital's consent to, and agreement with, the above terms and return the same to me with evidence of insurance as required.

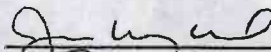
Very truly yours,



Paul E. Brean
Executive Director

Agreed and accepted this 2nd day of August, 2023

Wentworth-Douglass Hospital

By: 
Print: Jan Wambert Wood
Title: Interim Chief Philanthropy Officer

TA K I N G Y O U T H E R E

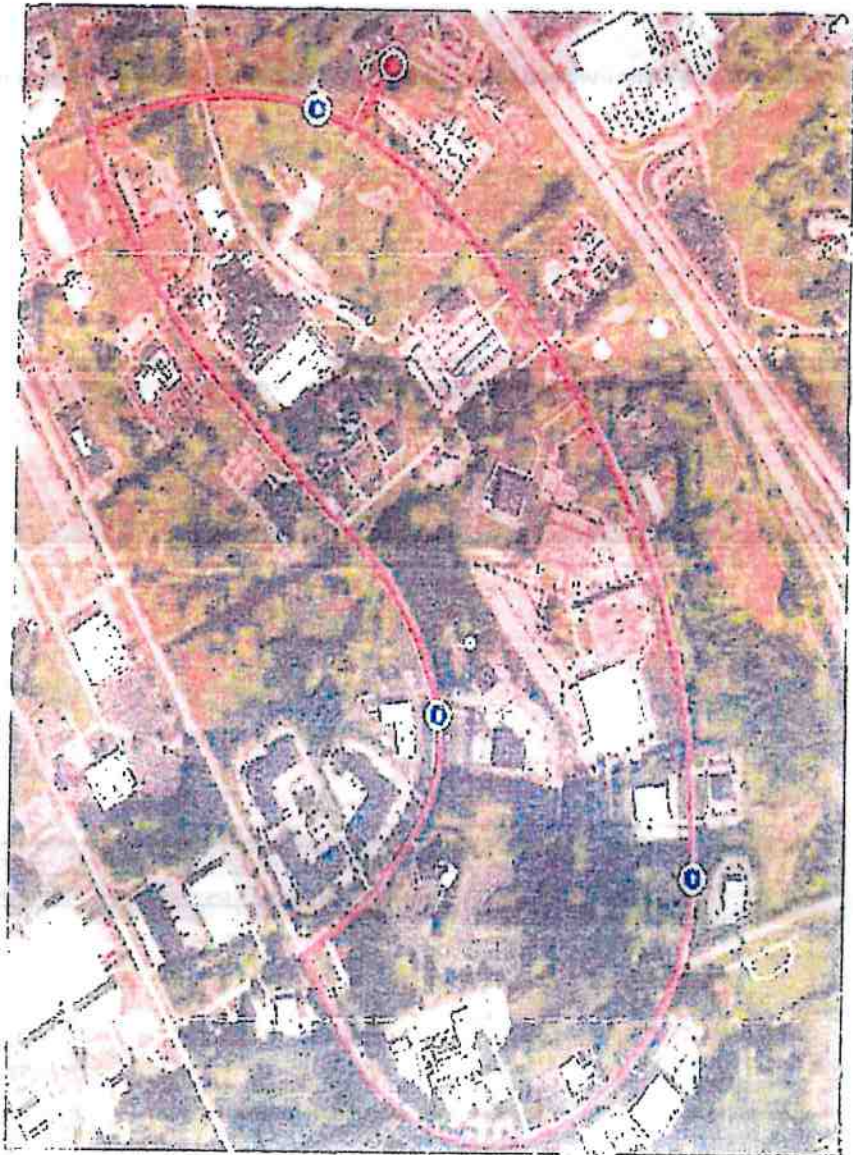
Phone: 603.433.6088 Fax: 603.427.0433 www.peasedev.org

Page Four

August 1, 2023

Re: Right of Entry for Use of Road Network for Sunday, September 24, 2023

Exhibit A



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

MOTION

Director Ferrini:

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

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

NOTE: Roll Call Vote.

MOTION

Director Fournier:

Resolved, pursuant to NH RSA 91-A:3, the Pease Development Authority Board of Directors hereby determines that the divulgence of information discussed and decisions reached in the non-public session of its September 21, 2023, meeting related to Dismissal, Promotion, or Compensation of any Public Employee and the consideration of legal advice from legal counsel are matters which, if disclosed publically, would render the proposed actions ineffective and further agrees that the minutes of said meeting be held confidential until, in the opinion of a majority of the Executive Committee, the aforesaid circumstances no longer apply.

NOTE: ROLL CALL VOTE

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