

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:**
- II. Acceptance of Meeting Minutes: Board of Directors' Meeting of November 16, 2023 * (Levesque)**
- III. Public Comment:**
- IV. Employee Recognitions *:**
- V. Consent Agenda Items:**
 - A. Consent Agenda Approvals * (Parker):**
 - 1. Legal Services * (Ferrini)
 - 2. Fred C. Church – Insurance Renewal * (Fournier)
 - 3. Pease Greeters – Right of Entry – Portsmouth International Airport at Pease * (Lamson)
 - 4. Exeter Carpet Company – 55 International Drive - Carpet Replacement * (Levesque)
 - 5. On-Call Fence Services – Contractor Approval * (Conard)
 - 6. 111 New Hampshire LLC - 111 New Hampshire Avenue – Concept Approval * (Fournier)
 - 7. Jacobs Engineering – Snow Removal Equipment * (Lamson)
 - 8. WSP USA Environmental & Infrastructure Inc. – Right of Entry – 35 Airline Avenue * (Parker)
 - B. Consent Agenda with Waiver Approvals * (Conard):**
 - 1. Equipment East – Snow Hauling Truck Rental * (Fournier)
 - 2. USDA / WS Wildlife Control Proposal at Airports * (Ferrini)
- VI. Finance:**
 - A. Executive Summary ***
 - B. Reports:**
 - 1. FY2024 Financial Report for the Four Month Period Ending October 31, 2023 *
 - 2. Cash Flow Projections for the Nine Month Period Ending August 31, 2024 *

VII. Leases:

A. Report *:

1. Sublease between 273 Corporate Drive, LLC and McFarland-Johnson, Inc.
2. Sublease between 249 Corporate Drive, LLC and Andover Healthcare Inc.
3. Sublease between 195 International, LP at 15 Rye Street and Burano Home, LLC – 15 Rye Street (Suite #210)

VIII. Contracts:

A. Report *:

- 1, Vanasse Hangen, Brustlin, Inc. - On-Call Traffic Transportation Engineer - Exercise of Last One Year Renewal Option
2. GM2 – Airfield Perimeter Fence abutting Pease Golf Course Fence
3. ACS Industries - Skyhaven Loader Forks
4. OTIS Elevator Company – Replace Escalator of Glass and Repair to Escalator Equipment

IX. Executive Director:

A. Reports:

1. 2024 Meeting Schedule *
2. 2024 PDA Holiday Schedule *
3. Elections (Vice-Chair and Treasurer) *
4. Committee Appointments *
5. Golf Course Operations *
6. Airport Operations *
 - a) Portsmouth International Airport at Pease (PSM)
 - b) Skyhaven Airport (DAW)
 - c) Noise Line Report
 - (i) November 2023 *

X. Division of Ports and Harbors:

A. Reports:

1. Port Advisory Council Meeting Minutes of October 11, 2023 *
2. Port Advisory Council Meeting Minutes of November 8, 2023 *
3. DiTucci Petroleum Carriers – Exercise Last Right of Entry at Hampton Harbor Marine Facility *
4. Presentation regarding American Cruise Line exploration for a Port of Call in Portsmouth via Market Street Terminal
5. Portsmouth Harbor – Newington Reach – Maintenance Dredging by Army Corps of Engineering *

B. Approval:

1. Isles of Shoals Steamship Co. – Amendment No. 7 * (**Lamson**)
2. Final adoption of the Overnight Berthing Fees * (**Levesque**)
3. L.W. Morgridge & Son, Inc.– Right of Entry – Market Street Terminal * (**Parker**)
4. Riverside Marine Construction, Inc. dba Riverside & Pickering Marine Contractors - Portsmouth Commercial Fish Pier - Pier Repairs * (**Fournier**)
5. Market St. Marine Terminal-Interagency Transfer of Management Responsibility Agreement * (**Ferrini**)

6. Portsmouth Fish Pier - Building Concept Study * (Conard)

XI. New Business:

XII. Special Event:

A. Report *:

1. Cisco Brewers – Special Event / Concert – Tuesday, June 18, 2024

XIII. Upcoming Meetings:

Port Committee
Board of Directors

January 4, 2024 @ 8:00 a.m.
January 11, 2024 @ 8:30 a.m.


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

XIV. Directors' Comments:

XV. Adjournment:

XVI. Press Questions:

XVII. 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 Levesque:

I make a motion to accept the meeting minutes of the Board of Directors' meeting held on November 16, 2023.

PEASE DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS' MEETING
MINUTES

Thursday, November 16, 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; Tracy Shattuck, Chief Harbormaster representing the Division of Ports and Harbors ("DPH"); Scott DeVito, Pease Golf Course ("PGC") General Manager; Jared Sheehan, Environmental Compliance Manager; Andrew Pomeroy, Director of Aviation Planning & Regulatory Compliance; Chasen Congreves, Director of Operations, Greg Siegenthaler, IT Director; and Raeline A. O'Neil, Executive Administrative Assistant

BOARD OF DIRECTORS' MEETING

AGENDA

I. Call to Order:

Chairman Duprey ("Duprey") called the meeting to order; the meeting commenced at 8:31 a.m.

II. Acceptance of Meeting Minutes: Board of Directors' Meeting of October 19, 2023

Director Lamson moved the motion and Director Fournier seconded to approve the minutes of the Pease Development Authority Board of Directors' meeting dated October 19, 2023.

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

III. Public Comment:

No Public Comment

IV. Consent Agenda Items:

A. Consent Agenda Approvals:

Director Fournier moved the motion and Director Parker seconded that the Pease Development Authority Board of Directors hereby moves that item numbers 1-5 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. Diagnostic Scan Tool Package
3. 165 Arboretum LLC – 165 Arboretum Drive – Site Plan Approval Extension

4. **Executive Air Dock - 5, 7, 19 and 21 Hampton Street - Site Plan Approval Extension**
5. **Annual Leave Buy Back**

Discussion: Lamson spoke to the memorandum provided regarding 165 Arboretum LLC, the reference regarding the fuel line running through the property at 165 Arboretum Drive which was installed by the Air Force when the base was operational and the reason for the discussions with Department of Defense.

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

V. Finance:

A. Executive Summary

B. Reports:

1. **FY2024 Financial Report for the Two Month Period Ending September 30, 2023**
2. **Cash Flow Projections for the Nine Month Period Ending July 31, 2024**

Suzy Anzalone (“Anzalone”) Director of Finance spoke to the two reports stating currently PDA is slightly under budget in revenue projections by 0.3% and its operating expenses being under budget year-to-date (YTD) by 11.3%.

Anzalone spoke to the various business units reminding the Board regarding the airport on a YTD basis expenses are favorable but operating income is at a loss. With this she indicated the Tradeport and the Golf Course ultimately help to support airport operations. Skyhaven is slightly under budget on a YTD basis as it has had some additional expenses associated with various projects and a lightning strike. However, she stated the anticipated receipt of insurance coverage on expenses incurred due to the lightning strike will be posted once received.

Further, Anzalone spoke to capital expenditures being \$1.9 million. Most of the capital expenditures being for the BUILD grant project at the Division of Ports and Harbors - Main Terminal and expects the Arrivals Hall project expenses will begin to increase in the next few months.

Anzalone informed the Board of the various cash in-flows / out-flows with respect to the various capital projects, grant and non-grant related; and how that will affect PDA’s unrestricted cash levels.

Ferrini asked with the projected cash flow levels if there were an anticipation on what PDA’s goals and objectives may be and if this is a level PDA wants to stay at.

At 8:38 a.m., the Board was advised by Deputy Director / General Counsel Anthony I. Blenkinsop (“Blenkinsop”) that the audio was not working on the Town Hall video stream service utilized by PDA for Board meetings. Therefore, the meeting was briefly paused while PDA’s backup was implemented to record the meeting for posting; the meeting resumed at 8:46 a.m.

Anzalone indicated there had been a review of the capital budget and over the next couple of years there will be some larger projects, it is during those periods there is anticipation that cash will be reduced. Ferrini asked if there may be an anticipation of bonding needs; Anzalone indicated not at this time. Rather, it may be necessary to do some short-term borrowing from the line of credit, but nothing long term.

Brean stated the capital improvement plan is set up in a three-phase approach, based on safety and security. Further, what is projected in the cash flow model would be if all projects were active.

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

A. Report:

1. **City of Portsmouth – Right of Entry – 255 Corporate Drive**
2. **Jalbert Leasing, Inc. dba C&J Bus Lines – Right of Entry - 42 Durham Street; 47 Durham Street, Hampton Street & 14 Aviation Avenue for Valet Parking**

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

1. Name: City of Portsmouth
License: Right of Entry
Location: 255 Corporate Drive
Purpose: Site inspection purposes
Term: September 27, 2023 through November 30, 2023

2. Name: Jalbert Leasing, Inc. d/b/a C&J Bus Lines
License: Right of Entry
Location: 42 Durham Street; 47 Durham Street, Hampton Street & 14 Aviation Avenue
Purpose: Parking C&J customer vehicles on a valet basis only
Term: 42 Durham Street; 47 Durham Street; and Hampton Street lot, commencing November 1, 2023 through April 28, 2024 and 14 Aviation Avenue commencing December 1, 2023 through April 28, 2024

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

VII. Leases:

A. Report:

1. **Sublease between 222 International, LP and Bridge Appliances, Inc. – 195 New Hampshire Avenue (Suite #100)**
2. **Sublease between Aviation Avenue Group LLC and Fidelitone Freight Forwarding Services, LLC**

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

1. Tenant: Bridge Appliances, Inc.
Space: 195 New Hampshire Avenue (Suite #100)
Use: Research and Development, Light Manufacturing and General Office use which must confirm to the uses authorized by the Pease Development Authority
Term: Two (2) Years

2. Tenant: Fidelitone Freight Forwarding Services, LLC
Space: 100 New Hampshire Avenue
Use: Warehouse and General Office use which must confirm to the uses authorized by the Pease Development Authority
Term: Four (4) Years

The Delegation to Executive Director: Consent, Approval of Sub-lease 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.

Duprey asked if it were known when the Fidelitone project would be completed; Brean stated the estimated timeframe was one year; they broke ground yesterday (November 15th).

VIII. Contracts:

A. Report:

1. Granite State Glass – Window Replacement – 55 International Drive

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

1. Project Name: Granite State Glass
Board Authority: Director Ferrini
Summary: Replacement of specified windows at PDA offices at 55 International Drive
Cost: \$8,173.50

IX. Executive Director:

A. Reports:

1. Golf Course Operations

Scott DeVito (“DeVito”), Pease Golf Course (“PGC”) General Manager, spoke to the tee sheet through the weekend being fully booked.

DeVito stated PGC staff are being trained on the new point of sale system and working towards sending out renewals for season passes holders. However, PGC is holding off sending out the new applications until early December. Currently there are 55 individuals on the waitlist and additional applications continued to be received for the waitlist. Therefore, it is anticipated all 250 passes will be assumed for next season. Staff has shut down the irrigation system; with the good weather in October, staff have utilized the new seeder and put down approximately 600 pounds of seed for germination.

DeVito indicated as of today, PGC has had 73,165 rounds of golf played for the calendar year.

On November 15, 2023, the Asst. Professional Mike Jerram attended the Portsmouth Chamber for a business function, where PGC was named the Best Small Business for the month of October.

2. Airport Operations

a) Portsmouth International Airport at Pease (PSM)

Brean spoke to the enplanement numbers including the month of September and that with current numbers, PSM is tracking around 2022 numbers. There has been a little downtick in scheduled enplanement as Allegiant has reduced its capacity, but there has been an uptick in the civil reserve air enplanements.

Brean further spoke to strong revenue in parking in fuel flowage this time of year. There has been an uptick in fuel flowage due to the "air bridge" which utilizes PSM as a geotechnical stop for overseas, heavy military transport planes.

Allegiant has advised PSM of its schedule for next summer and it is anticipated Nashville will not be returning as a scheduled flight option. Anticipated this is as a result in the uptick of Nashville flights from Logan. Brean stated the PSM schedule of the Nashville flights departed late on Friday evening with a return early morning on Sunday. However, there has been an uptick in the load capacity for the Tampa / St. Pete flights.

Ferrini asked if Nashville flights [from PSM] were finished for the year; Brean affirmed.

Duprey asked why the flights were down; Brean indicated flights will ramp up when the market comes back up. Brean spoke of "loads" being full, but number of flights slightly modified at this time; they will continue to be modified depending on the market.

Conard asked if there were any additional locations which may replace the Nashville flight; Brean stated not at this time. Further he indicated that Ultra Low Cost Carriers ("ULCC") are starting to go into the larger airports (i.e.; Orlando International Airport). PSM has three destinations served year-round. The reduction in flights is not seen in just ULCC, but due to macro economics there has been a reduction in capacity

b) Skyhaven Airport (DAW)

c) Noise Line Report

i) October 2023

Duprey indicated the noise report contains nothing of significance. Brean stated there were three (3) noise inquiries for the month of October.

Lamson spoke of the many compliments received regarding the PSM terminal.

X. Division of Ports and Harbors:

Tanya Coppeta, Human Relations Manager introduced Miles Greenway (“Greenway”) who, after a long recruitment process, is the new Assistant Director for Ports and Harbors. Coppeta spoke to Greenway’s qualifications (a twenty-year US Coast Guard veteran and having a BS in Marine Transportation from Mass Maritime with an extensive background in maritime operations, security and sustainable construction).

A. Reports:

1. Diesel Direct, LLC – Right of Entry

Tracy Shattuck (“Shattuck”), DPH Chief Harbormaster, indicated Diesel Direct’s desire to obtain a Right of Entry (“ROE”) and as a means to be expeditious, it has been drafted for 6 months; it is anticipated there may be a future request for a longer ROE.

Shattuck indicated the proper caption should be Hampton Harbor “Marine Facility” not Marina as stated on the agenda. The SUP Amendment #3 is at the request of Parks and Rec and mainly regarding the use of electricity resulting in an additional charge of \$20/day. Shattuck spoke to stone being stored at the park and two barges on the water side and a crane on the land side to support the project.

The BUILD grant project at the Main Terminal on Market Street is nearing completion and anticipates completion by the end of the month.

Parker asked of the rocks being stored and once the construction is finished will they stay there; Shattuck indicated hard pack refers to supporting the weight of the rock. The hard pack is a gravel material used to make the ground harder in support of the crane and the rock.

Shattuck spoke to Simplex Shoal which needs to be dredged every five years; Parker asked if this were the same as boiling rock. Shattuck indicated it was above that and further stated boiling rock is located on the Eliot side.

Levesque asked about the recent article regarding cruise ships and the location of where the ships would be coming in, what the fees will be, how will security be affected, and can it be supported by DPH; Shattuck indicated it is not a full-size cruise ship. Duprey indicated the new pier and deck which is close to completion will not be turned into a passenger terminal. Brean indicated there have been very loose considerations and at this time this is very early in the discussions. Brean will work with DPH Director Geno Marconi to have a memo prepared to update the Board at the next meeting.

Conard indicated this is not a normal cruise ship and stated it is a coastal cruise vessel which is only about double the length of the Thomas Loughton.

Parker stated American Cruise Lines has been around for a very long time and its reputation is very good. The individual who works for American Cruise Lines who identified Portsmouth as a potential location for a land stop was a Coast Guard individual stationed in Portsmouth.

B. Approval:

- 1. Hampton Harbor Marina – Addendum #3 to Special Use Permit to Facilitate the 2023 Hampton Beach Jetty Repair**

Director Conard moved the motion and Director Levesque seconded that the Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director to enter into Addendum #3 regarding the previously approved Special Use Permit (“SUP”), as amended from the Department of Natural and Cultural Resources, Division of Parks and Recreation (“Division”), regarding access to Division property by the US Army Corps of Engineers (“ACOE”) in connection with the 2023 Hampton Beach Jetty Repair; substantially in accordance with the memorandum from Geno J. Marconi, Division Director dated October 31, 2023 and the draft Addendum #3.

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

- 2. Final Adoption of the Pda 600 Rules**

Director Levesque moved the motion and Director Fournier 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 November 1, 2023.

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

XI. New Business:

A. Report:

- 1. 2024 Insurance Renewal – Presentation by Fred C. Church Insurance**

Devin Gallagher (“Gallagher”) of Fred C. Church Insurance (“FCCI”) and David Hampson (“Hampson”) of Hampson Aviation spoke to the Board about the upcoming 2023/2024 Insurance Renewal in preparation of the December Board meeting. Gallagher indicated FCCI is still in negotiations regarding the upcoming insurance renewal. Gallagher stated FCCI commenced the renewal process earlier in the year in an effort to gain a clear understanding of PDA in an effort to provide best opportunities / results in the current “hard market”. Hanover Insurance, who provides liability insurance for PDA (anything outside the Airport fence) and the Golf Course, provided notice in September that it would not be providing coverage for the Golf Course this upcoming renewal period. FCCI is currently out in the market negotiating coverage for the Golf Course. Gallagher spoke to the various coverages FCCI has negotiated that will be brought to the Board in December for consideration. He further spoke of the various credits obtained as a result of the experience mod (i.e.; workers’ compensation) indicating PDA is moving in the right direction. Cyber Insurance over the last three or four years has been a hard

market. Gallagher stated with the implementation of the Multi-Factor Authentication (“MFA”) the network security at PDA has been improved and is anticipating either a flat renewal or a small cost savings as a result of MFA.

Hampson stated that aviation insurance has been challenged by a number of factors globally and domestically. On average, commercial aviation insurance has increased this year by approximately 10%, but anticipates PDA being significantly lower than the average this year. Further, Hampson spoke of this year’s air show and the need to make sure the air show host procured coverage listing PDA as an additional insured on a primary non-contributory basis with a waiver of subrogation. Hampson stated airport liability excludes air shows, meaning if there wasn’t proper coverage there would be a gap.

Duprey inquired if the air show provider listed PDA as an additional insured and provided the necessary language covering PDA on a primary non-contributory basis with a waiver of subrogation; Brean affirmed.

Gallagher stated that FCCI works closely with PDA staff to review the various Certificates of Insurance received to make sure proper coverage is provided.

Hampson also referenced that PDA is under the State of New Hampshire. PDA has governmental immunity, but there is an endorsement which allows waiver of governmental immunity.

Ferrini asked if sovereign immunity favorably affect rates for that coverage; Hampson indicated it doesn’t necessary affect rates for coverage.

Duprey spoke to the current information provided concerning the insurance renewal and the anticipation of keeping increases to a minimum is very much appreciated.

Parker asked Ferrini if sovereign immunity were state or federal; Ferrini indicated it can be both.

XII. Upcoming Meetings:

Golf Committee	December 18, 2023 @ 8:30 a.m.
Finance Committee	December 18, 2023 @ 9:00 a.m.
Board of Directors	December 21, 2023 @ 8:30 a.m.
Noise Committee	December 21, 2023 @ 6:30 p.m.

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

XIII. Directors’ Comments:

Brean thanked Ferrini, Blenkinsop, Andrew Pomeroy, Director of Aviation Planning & Regulatory Compliance and Chasen Congreves, Director of Operations, who have worked hard on the insurance renewal process. These individuals have worked with FCCI to coordinate all necessary information to move forward so PDA may obtain favorable insurance coverage / rates.

Duprey informed the Board that Director Ferrini has been reappointed to his position on the PDA Board. Ferrini stated he was thankful for the reappointment and being helpful in any way he can.

XIV. Adjournment:

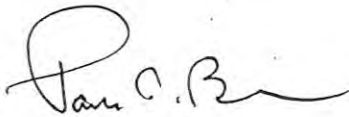
Director Levesque moved the motion and Director Lamson seconded to adjourn the Board meeting. Meeting adjourned at 9:18 a.m.

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

XV. Press Questions:


No questions from the press.

Respectfully submitted,



Paul E. Brean
Executive Director

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Paul Brean, Executive Director 
Date: December 8, 2023
Re: Employee Recognition

The following employees are to be recognized for their years of service to the Pease Development Authority:

10 years – hired in 2013

Tom Seiler, DPH Security Guard
Dan Pollinger, DPH Security Supervisor
Kevin Hanlon, DPH Hampton Harbormaster
Ed Jankauskas, Equipment Operator, Air Maintenance
Todd Kneeland, Electrician, Air Maintenance

15 years – hired in 2008

Sandy McDonough, Lead Airport Operations Agent, Airport Operations

20 years – hired in 2003

Jeff Bertrand, Terminal Supervisor, Air Maintenance
Ryan Caron, Asst. Superintendent, Golf
EJ Chea, Superintendent, Golf

30 years – hired in 1993

Dave Arnold, Mechanic, Golf

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 * **(Ferrini)**
2. Fred C. Church – Insurance Renewal * **(Fournier)**
3. Pease Greeters – Right of Entry – Portsmouth International Airport at Pease * **(Lamson)**
4. Exeter Carpet Company – 55 International Drive – Carpet Replacement * **(Levesque)**
5. On-Call Fence Services – Contractor Approval * **(Conard)**
6. 111 New Hampshire LLC – 111 New Hampshire Avenue – Concept Approval * **(Fournier)**
7. Jacobs Engineering – Snow Removal Equipment * **(Lamson)**
8. WSP USA Environmental & Infrastructure Inc. – Right of Entry – 35 Airline Avenue * **(Parker)**

MOTION

Director Ferrini:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$9,760.50 for payment of legal services provided by Sheehan Phinney Bass & Green and Anderson Kreiger; all in accordance with the memorandum from Anthony I. Blenkinsop, Deputy Director / General Counsel, dated December 8, 2023, attached hereto.

MEMORANDUM

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

Sheehan Phinney Bass & Green provided legal services to the Pease Development Authority (“PDA”) in the month of October 2023 in a total amount of **\$9,388.50**, as follows:

October 1, 2023 – October 31, 2023	
(for Tradeport General Representation)	\$6,778.50
(for Permit Implementation)	\$ 609.00
(for Ports and Harbors)	<u>\$2,001.00</u>
	\$9,388.50

Anderson Kreiger provided legal services to the PDA in the month of October 2023, in the amount of **\$372.00**.

This is request approval by the Board of Directors to authorize the Executive Director to expend funds for legal services rendered to Sheehan, Phinney, Bass & Green and Anderson Kreiger in a total amount of **\$9,760.50**.

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: General Representation - Trade Port

CLIENT/CASE NO. 14713-10167
BILLING ATTORNEY: Lynn J. Preston
Invoice Number: 395869

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$6,778.50
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$6,778.50

PREVIOUS BALANCE:	\$1,201.50

TOTAL BALANCE DUE:	\$7,980.00

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

AMOUNT PAID... \$ _____

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

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Permit Implementation

CLIENT/CASE NO. 14713-19658

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$609.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$609.00

BALANCE DUE:	\$609.00

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

AMOUNT PAID... \$ _____

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Market Street Terminal Reconstruction

CLIENT/CASE NO. 14713-17464
BILLING ATTORNEY: Lynn J. Preston
Invoice Number: 395871

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$2,001.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$2,001.00

PREVIOUS BALANCE:	\$1,102.00

TOTAL BALANCE DUE:	\$3,103.00

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

AMOUNT PAID... \$ _____

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

ANDERSON KREIGER

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

November 9, 2023

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

Reference # 149087 / 1047-4136

In Reference To: Federal Regulatory Advice

Professional Services

Hours Amount

Attorney/Paralegal Summary

Name	Hours	Rate	Amount
David S. Mackey	0.60	620.00	372.00

Total Current Billing:	<u>\$372.00</u>
Previous Balance Due:	\$310.00
Total Now Due:	<u>\$682.00</u>

PLEASE NOTE: ALL BALANCES DUE WITHIN 30 DAYS

MOTION

Director Fournier:

The Pease Development Authority ("PDA") Board of Directors authorizes the Executive Director to:

- 1) accept and bind the commercial insurance policies for the PDA brokered by Fred C. Church Insurance, in an amount not to exceed \$494,396.20; and
- 2) approve payment of the full AIG airport liability policy commission to Schragger Hampson Aviation;

all in accordance with the memorandum of Chasen Congreves, Director of Operations, dated December 12, 2023, attached hereto.

Memorandum

To: Paul E. Brean, Executive Director *PEB*
From: Chasen Congreves, Director of Operations *CC*
Date: December 12, 2023
Re: 2024 PDA Insurance Renewal

PDA's commercial lines of insurance coverage are set to expire on December 31, 2023. Over recent months Fred C. Church Insurance, PDA's broker of record, has worked to secure coverage for the upcoming year. Attached to this memorandum is the Premium Summary for the policy period of December 31, 2023, to December 31, 2024.

At the November meeting of the Board of Directors, Devin Gallagher of Fred C. Church Insurance and David Hampson of Schrager Hampson Aviation provided the Board with a summary of the proposed insurance renewal, identifying different levels of coverage including additional coverages PDA is interested in.

Below is a brief overview of each line of coverage:

Commercial Property:

PDA property values increased by 5% resulting in an initial proposed 5.4% increase in the Chubb Insurance premium for the upcoming year. However, for the upcoming renewal Pease Golf Course buildings and associated equipment were removed from coverage under the Commercial Property coverage and placed in a separate golf course policy. Additionally, PDA has opted to increase its commercial property deductible from \$5,000 to \$25,000. These actions have resulted in a 0.9% decrease in the proposed premium over the current year.

For context, the Council of Insurance Agents & Brokers' (CIAB) Commercial Property/Casualty Market Report for Q2 2023 reports: "Q2 2023 was the 23rd consecutive quarter of premium increases, at 9.7% average increase in premiums for large-sized accounts. Commercial property had the highest reported increase out of all lines, at 18.3%." As such, the proposed renewal rate is favorable given market conditions and trends in the industry.

Builders Risk:

PDA's Builders Risk policy with Chubb Insurance was put into place at the start of construction for the Arrivals Hall project at the Terminal Building at a premium of \$8,419. The project's total insured value is \$10,301,449.

The policy period runs from September 11, 2023 – November 15, 2024. Extensions to the policy can be considered in the future for any potential changes to the anticipated project completion date of November 15, 2024.

Commercial Package (General Liability & Business Personal Property):

The PDA's General Liability and Business Personal Property (BPP) are insured through Hanover Insurance. PDA's BPP covers PDA's business property located at 55 International Drive.

The 40% premium decrease from \$43,366 to \$26,093 (\$17,273) is a result of the removal of the Pease Golf Course from this policy given Hanover Insurance's decision to no longer insure the golf course market as part of its book of business.

Commercial Package (Pease Golf Course):

Fred C. Church marketed the golf course coverage separate from the Tradeport and Airport due to Hanover's move away from golf course insurance throughout its entire portfolio. PDA has opted to increase the deductible amount from \$5,000 to \$25,000 for this coverage, consistent with its decision on the Commercial Property insurance. After discussions with numerous insurance providers, Fred C. Church was able to secure coverage from Selective Insurance, a company that specializes in golf course insurance. The annual premium for golf course insurance is introduced at a rate of \$46,497, which includes a wide array of insurance lines from pesticide coverage to equipment coverage and more. This is considered a very competitive rate for such a comprehensive package.

Commercial Auto:

Commercial Auto coverage is set to renew with 35 PDA owned vehicles to insure. The proposed premium is up 8% to \$27,492 for the year, from the current premium of \$25,505. Underwriting losses in US commercial auto insurance spiked to \$3.3 billion in 2022 after nearly breaking even in 2021 due to less driving during the height of COVID, according to a new report from AM Best. Overall, this is a good renewal rate with an average cost to insure each vehicle of \$785.

Workers Compensation:

Projected payroll has increased 12%. The PDA's experience modification decreased 6% from 1.02 to a .96. The total overall premium is down 17% from \$89,705 to \$74,888 (-\$14,817).

The decreased experience modification and the rate reduction across all lines of worker class codes is driving these cost savings for the PDA, not including the Division of Ports and Harbors.

Overall, this is a great renewal proposal with a solid insurance carrier (MEMIC/AM Best Rating A IX). Lastly, as Worker's Compensation policies are auditable, please note that the premium may adjust up or down slightly from the quoted amount.

Cyber Liability:

After three years of hardening conditions, the cyber insurance market has begun to show signs of stabilization. From a premium perspective, cyber insurance buyers are seeing smaller rate increases and, in some cases, even flat renewals. The great work by PDA staff in addressing and proactively protecting PDA's network security has resulted in a 14.4% decrease in the proposed renewal premium of \$4,358 through the incumbent insurance carrier, Tokio Marine.

Aviation Liability:

Going into Q3 of 2023, Aviation insurance was still seeing substantial increases across the board due to the continued hardening market. Schragger Hampson has negotiated with AIG for a renewal premium of \$25,091.00, which reflects a 6.2% increase over the expiring premium of \$23,634.00. Given current market conditions this is considered a very favorable renewal quote.

Crime:

In December of 2022, the Board of Directors approved a multi-year Crime policy with Hanover Insurance, locking in rates for a three-year period. As such, the annual premium of \$5,232 remains flat for the upcoming year. This coverage provides limits for exposures related to financial operations of the PDA.

Employment Practices Liability:

Market conditions have resulted in a 2.7% reduction in the Employment Practices premium renewal with Chubb at a proposed annual cost of \$7,929.

Fee:

At the September 15, 2022, meeting of the PDA Board of Directors, the Board authorized the Executive Director to enter into an agreement with Fred C. Church Insurance, Inc. to provide insurance brokerage services for a period of up to five (5) years on an annual fee basis. The brokerage services cover all lines of insurance. Fred C. Church and PDA staff agreed to keep the services of Schragger Hampson Aviation to act as a specialist broker in placing the aviation liability by partnering with Fred C. Church. This has proven to be a successful partnership for all parties.

Per the PDA's contract with Fred C. Church, the first-year brokerage agreement fee amount paid to Fred C. Church was \$41,400. The upcoming fee for the 2024 renewal is also set at \$41,400. The commercial auto carrier Safety Insurance is unable to net out commission. As a result, Fred C. Church reduced its first-year fee to \$37,574 to account for the auto liability commission paid directly to it by Safety Insurance. This year's commission fee amount to Fred C. Church will again be reduced by \$4,123.80, to account for the Safety auto commission paid directly to Fred C. Church. As such, Fred C. Church's annual fee amount paid by the PDA will be \$37,276.20.

Fee / Commission Regarding the Aviation Liability Insurance: As mentioned above, Fred C. Church has partnered with Schragger Hampson Aviation to market, negotiate, and procure the Aviation Liability insurance on behalf of Fred C. Church for the PDA. Last year, as a result of the work of Schragger Hampson, the PDA moved its aviation liability insurance policy to AIG Insurance for a 37% cost reduction in premium (\$14,172) over the prior year.

The aviation liability policy pays a total commission of 17.5%, which Fred C. Church and Schragger Hampson split – 8.75% each. When the policy was bound last year, the policy premium paid by PDA was reduced by 8.75% for Fred C. Church’s portion, as they are contracted with PDA on a fee basis - Schragger Hampson collected its half of commission from AIG.

The policy renewal was quoted by AIG this year at an 8.75% commission rate. Given the amount of time and work it takes to negotiate a complex aviation policy, coupled with a successful renewal in a hard aviation market, PDA staff, with the support of Fred C. Church, requests that the Board approve the full AIG commission amount of 17.5% be paid by AIG to Schragger Hampson for the 2023-2024 policy year. It is important to note that by awarding the full commission amount to Schragger Hampson, PDA’s quoted policy premium of \$25,091 will not increase. PDA staff feels this is fair to reward David Hampson and his team for their continued hard work to secure this positive renewal. This will bring Schragger Hampson’s compensation from \$2,195.46 to \$4,390.92. If the Board does not approve the increase in commission amount, Schragger Hampson will continue to be compensated at the 8.75% commission level.

Annual Risk Report (provided at the November PDA Board meeting):

The goal of the annual risk assessment report is to provide the Pease Development Authority (PDA) a resource to facilitate informed decision-making regarding risk management efforts and the overall management of the commercial insurance program.

The report addresses various aspects of insurance buying and risk management, including:

- Risk identification & evaluation,
- Insurance renewal coverage details, and
- Insights into current industry trends of the commercial insurance market.

Ultimately, the full comprehensive 2024 insurance renewal proposes a 7.3% increase in premium costs (\$494,396.20) from the 2023 package premium (\$460,704.69). The big changes for 2024 include: adding the Builders Risk insurance for the Arrivals Hall; increasing pollution liability coverage by including 13 storage tanks at Pease not previously covered; and the changes in the commercial package to separate the golf course from the Tradeport. PDA also opted to change the deductible rate from \$5,000 to \$25,000, which reflected approximately \$16,000 in savings per year for the annual premium package. Staff believes this is a very competitive renewal given the current state of the market.

At the December 21, 2023, Board of Directors meeting, please request Board authorization to approve the commercial insurance coverage proposal set forth within this packet by Fred C. Church in the amount of \$494,396.20, along with payment of the full AIG commission to Schragger Hampson Aviation.

Pease Development Authority
Premium Summary
Policies Effective December 31, 2023 - 2024

Line of Coverage	Carrier AM Best Rating	2022-2023 Premium	2023-2024 Premium	\$ Change	% Change	Comments
Commercial Property	Chubb A++	\$177,326	\$175,676	-\$1,650	-0.9%	<ul style="list-style-type: none"> Property values increased 5% Deductible change from \$5,000 to \$25,000 Golf Course Buildings, EDP & Equipment removed from Schedule - Coverage is moved to the Golf Course Policy (values totalling \$11,206,288) Payable to Fred C. Church - Annual
Builders Risk	ACE A++		\$8,419	+\$8,419		Policy term 9/11/2023 - 11/15/2024 Arrival Hall Construction
Commercial Package (General Liability & Personal Property)	Hanover A	\$43,366	\$26,093	-\$17,273	-39.8%	<ul style="list-style-type: none"> Golf Course Exposure Removed - Coverage moved to the Golf Course Policy 14 Aviation Ave vacant Hangar building removed - Coverage is provided under the Aviation Policy. Payable to Hanover - Annual
Commercial Auto	Safety A	\$25,505	\$27,492	+\$1,987	+7.8%	<ul style="list-style-type: none"> Payable to Safety Insurance - Annual
Workers Compensation	MEMIC A	\$89,705	\$74,888	-\$14,817	-16.5%	<ul style="list-style-type: none"> Payrolls increased 12% Experience modification decreased from 1.02 to 0.96 Payable to MEMIC - Annual
Commercial Package (Golf Course)	Selective A+		\$46,497			<ul style="list-style-type: none"> Liability & Property Coverage for the Golf Course Only *Deductible limit of \$25,000 Payable to Selective - Annual
Excess Liability	Burlington A	\$37,824	\$41,982	+\$4,158	+11.0%	<ul style="list-style-type: none"> Renewal premium shown includes Terrorism coverage \$1,075 and Excess Uninsured Motorist Coverage for \$3,502 (purchased on the expiring term) NH Surplus Lines Tax included \$1,223 Payable to Fred C. Church - Annual
Pollution Liability	Admiral A+	\$7,298	\$13,463	+\$6,166	+84.5%	<ul style="list-style-type: none"> Pease Locations Added Expiring Policy had only one UST Schedule Tank 1 removed, Tank 3 & 4 Added Premium includes \$250 policy fee and \$392.13 NH Surplus Lines Tax Payable to Fred C. Church - Annual

Cyber Liability	Tokio Marine A++	\$5,089	\$4,358	-\$731	-14.4%	<ul style="list-style-type: none"> • Premium includes \$195 Fee and \$126.93 NH Surplus Lines Tax • Payable to Fred C. Church - Annual
Aviation Liability	AIG A	\$23,634	\$25,091	+\$1,457	+6.2%	<ul style="list-style-type: none"> • Payable to Schragger Hampson - Annual
Crime	Hanover A	\$5,232	\$5,232	+\$0	+0.0%	<ul style="list-style-type: none"> • Original 3 year policy term 12/31/21 - 12/31/24 • Payable to Fred C. Church - Annual
Employment Practices Liability	Chubb A++	\$8,152	\$7,929	-\$223	-2.7%	<ul style="list-style-type: none"> • Payable to Fred C. Church - Annual
Fee in lieu of commission		\$37,574	\$37,276			<ul style="list-style-type: none"> • Annual Fee is reduced by commission collected under the Safety Auto policy (\$4,123.80)
Totals		\$460,704.69	\$494,396.20	+\$33,692	+7.3%	

Notes:

Please be advised that the Auto Liability policy through Safety Insurance will be issued as a commission-based policy. Accordingly, Fred C. Church will adjust the fee amount to reflect the amount of commission at binding. Any mid-term endorsements will not increase or decrease the fee.

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



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

MOTION

Director Lamson:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to enter into a Right of Entry (“ROE”) with the Pease Greeters to perform greeting services to inbound and outbound troop movements at Portsmouth International Airport for a period of twelve (12) months, effective from January 1, 2024 through December 31, 2024, to also include validation of the necessary airport security badges through this time period; substantially in accordance with the memorandum from John Meehan, Airport Operations Supervisor, dated December 11, 2023, attached hereto.

Memorandum

To: Paul Brean C.M., Executive Director 
From: John Meehan, Airport Operations Manager 
Date: 12/11/2023
Subj: Pease Greeters Right of Entry

The Pease Greeters have been operating on an operational Right of Entry to perform greeting services to the inbound and outbound troop movements at Portsmouth International Airport ("PSM"). The Right of Entry is set to expire on December 31, 2023.

The Pease Greeters have served an important role at PSM and generate good will with the troops and the Seacoast community due to their volunteer work. As such, this is to request the Board of Directors approve extending this Right of Entry for another twelve (12) month period through December 31, 2024. This Right of Entry will validate security badge requirements for PSM.

The draft Right of Entry is attached hereto. At the December 21, 2023, PDA Board meeting, please seek authority to enter into this Right of Entry for another year.

December 4, 2023

VIA E-MAIL: PGChair@yahoo.com

Frank Lasorsa, Chairman
The Pease Greeters Fund, Inc.
PO Box 1644
Portsmouth, NH 03802-1644

Re: Right of Entry – Pease Greeters Access to Portsmouth International Airport Terminal

Dear Mr. Lasorsa:

This Right of Entry will authorize The Pease Greeters Fund, Inc., ("Pease Greeters") a New Hampshire non-profit corporation, its agents and/or volunteers to enter into certain areas of the terminal building at Portsmouth International Airport at Pease ("PSM"), Portsmouth, New Hampshire as shown on **Exhibit "A"** (the "Premises") from January 1, 2024 through December 31, 2024 (the "Term") for the purpose of setting up and conducting troop flight welcome activities, at its sole risk, and for no other use without the express written consent of the Pease Development Authority ("PDA"). The privileges granted under this Right of Entry will expire at the end of day on December 31, 2024.

This authorization is conditioned upon the following:

1. Pease Greeters 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. Pease Greeters 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 Pease Greeters 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. Pease Greeters 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

Re: Right of Entry – Pease Greeters Access to Portsmouth International Airport Terminal

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.

3. Pease Greeters, and any agent or contractor of Pease Greeters 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 Pease Greeters, 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. 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; (c) subject to such rules and regulations as the PDA may prescribe from time to time; and (d) permitted to the extent activities do not compromise the safety or security of the airport terminal building.
5. Pease Greeters understands that some access areas as shown in Exhibit "A" are part of the Airport Security Identification Area ("SIDA"), as such the Pease Greeters, its agents and/or volunteers shall be required to apply to PDA for all SIDA and/or Public Area Badges (including payment of associated application fees) and to attend all required training. All SIDA badge applications will be processed by the Pease Greeters Authorized Signatory. Such badges shall be issued in PDA's sole discretion. If a SIDA Badge is lost or stolen, Pease Greeters shall be responsible for a lost badge fee of \$60.00 and a replacement fee of \$60.00. PDA may revoke any such badges at any time in its sole discretion. All badges shall be returned to the PDA upon the termination of this Right of Entry.
6. All Pease Greeters activity within the Airport terminal shall be coordinated with PSM operations staff. Specifically, Pease Greeters activity within the airport

Re: Right of Entry – Pease Greeters Access to Portsmouth International Airport Terminal

terminal will be managed by weekly coordination, in person meetings, with Airport Operations Specialist, Sheldon Button, or his designee. Pease Greeters activity will be managed in coordination with the daily flight activity at the Airport. Pease Greeters will be provided designated areas to perform greets on a daily basis, based on the communications in a weekly coordination meeting. Pease Greeters are responsible to provide a point of contact for each flight to the on duty Airport Operations Agent, as well as a signed roster of who is in attendance for each greet.

7. Pease Greeters activity is limited to volunteer customer service and provides no business or operational support to aviation activities. Badged Pease Greeter Volunteers will not have direct access to SIDA portals or SIDA escorting privileges. Any large-scale Pease Greeters event expected to go beyond its badged population, will require a special event permit; the application for which must be made at least 14 days prior to any planned event.
8. Pease Greeters 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.
9. Prior to termination of the Right of Entry, Pease Greeters agrees to restore the Premises to the same or better conditions than the Premises was in before Pease Greeters use pursuant to this Right of Entry.
10. Pease Greeters 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 Pease Greeters 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 Four
December 4, 2023

Re: Right of Entry – Pease Greeters Access to Portsmouth International Airport Terminal

Agreed and accepted this _____ day of _____, 2023.

Pease Greeters Fund, Inc.

By: _____

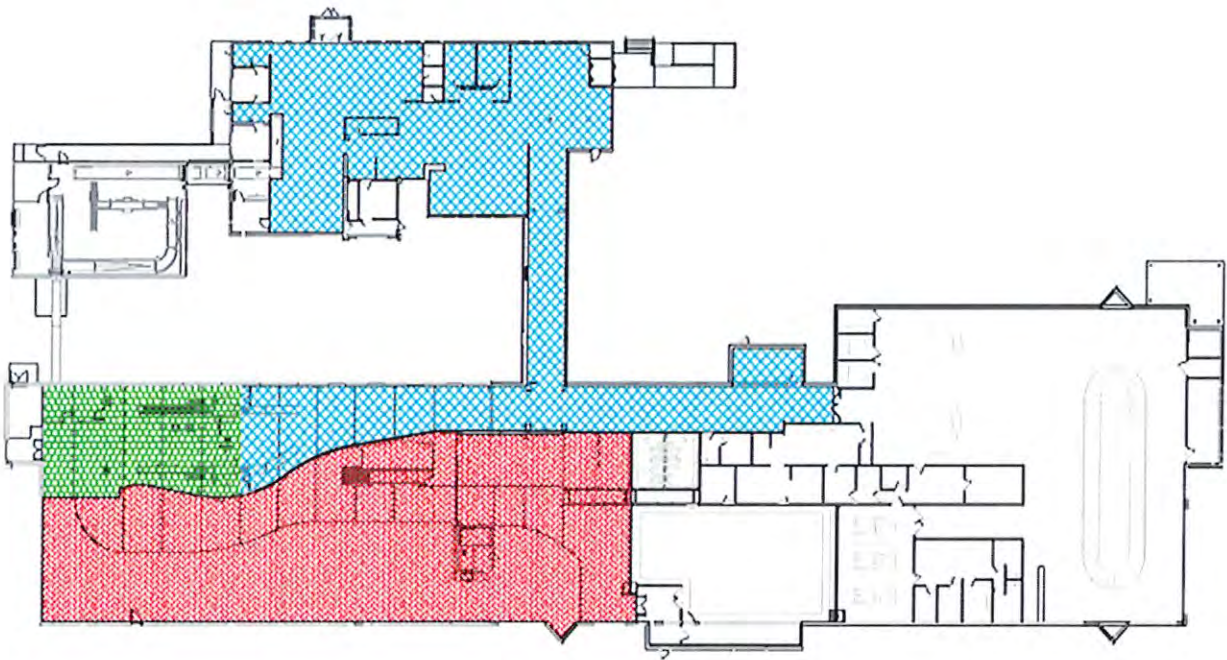
Print Name/Title _____

Duly Authorized

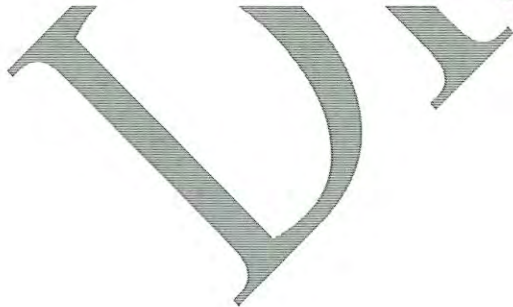
DRAFT

Re: Right of Entry – Pease Greeters Access to Portsmouth International Airport
Terminal

EXHIBIT A
PREMISES



- LEGEND
- RESTRICTED BAGGED GREETER AREA
 - PUBLIC BAGGED GREETER AREA
 - RESTRICTED AREA





MOTION

Director Levesque:

The Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director to enter into an agreement with Exeter Carpet Company of Exeter, New Hampshire for the removal and replacement of carpeting at the PDA offices at 55 International Drive for a price not to exceed \$14,243.40; all in accordance with the memorandum from Ken Conley, Maintenance Manager; dated November 27, 2023, attached hereto.

N:\RESOLVES\2023\Carpet Replacement 55 Int'l Drive (12-21-2023).docx

Memorandum

To: Paul E. Brean, Executive Director 
From: Ken Conley, Maintenance Manager 
Date: November 27, 2023
Subject: 55 International Drive - Carpet Replacement

The carpeting at PDA's corporate offices at 55 International Drive is in need of replacement due to high traffic and safety concerns in many areas throughout the building. The maintenance team has compiled a list of locations throughout the building which require replacement.

PDA's maintenance team has engaged several reputable contractors and requested quotes for the replacement of carpeting. The requirements set forth in the request would be full removal and replacement of an estimated 2,800 sf of carpeting with a suitable industrial grade, high traffic, low pile nylon carpet. The PDA received quotes received from Portsmouth Quality Flooring, Tri-City Flooring and Exeter Carpet Company as follows:

Exeter Carpet Company	\$14,243.40
Portsmouth Quality Flooring	\$21,588.25
Tri-City Flooring	\$23,491.69

At the December 21, 2023, meeting of the Board of Directors please seek authority to enter into an agreement with Exeter Carpet Company for carpet replacements at 55 International Drive in an amount not to exceed \$14,243.40.

MOTION

Director Conard:

The Pease Development Authority Board of Directors authorizes the Executive Director to:

- 1.) Negotiate and enter into an on-call fence contract with Premier Fence, LLC for a period of two years with options to extend up to two additional years exercisable at the Executive Director's discretion; and
- 2.) Negotiate and enter into a contract with Premier Fence, LLC for the first project task in an amount not to exceed \$37,751.00;

all in accordance with the memorandum of Michael R. Mates, P.E.,

Director of Engineering, dated December 8, 2023, attached hereto.

Memorandum

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: Dec 8, 2023
Subject: Selection of On-Call Fence Contractor / PSM Fence Contracting Services

Portsmouth International Airport at Pease has an immediate need to remove 8 airfield fence gates and repair a section of leaning airfield perimeter fence on the western edge of the airfield in locations shown on the attached exhibit. The gates are seldom used and removal will provide additional perimeter security. The section of leaning fence (approximately 130 feet) has post foundations that have heaved due to wet soil conditions and frost. The posts will be removed and replaced, and the chain link fence rebuilt with a buried wildlife deterrent skirt.

To that end, PDA Engineering worked with airport operations to create a price competitive bid. In addition to the work mentioned above, the bid identified possible future work that staff believed may be needed on an on-call basis. This included items such as airfield perimeter fence and free-standing security fence used at the Market Street Marine Terminal.

Bids were opened on Nov 30th, 2023. There was one bidder, Premier Fence, LLC (Premier) out of Canton, MA. The proposal included \$19,101.00 for removal and installation of posts and barbed wire airfield fence for eight (8) various sized gates, and \$18,650.00 for removal and replacement of approximately 130 feet of leaning airfield fence and fenceposts for a total of \$37,751.

Being the sole bidder, bid prices were of concern. To bely those concerns, bid tabulations from previous airfield fence projects were gathered from PDA's on-call airport engineers and comparisons calculated. Although Premier's prices were approximately 25%-50% higher per linear foot, the quantities in this project are significantly smaller than those comparative bid tabulations. This can be attributed to economy of scale and considered reasonable. For airfield gate removal prices (and restoration with new fence), a bid tabulation from a project at Laconia Airport was reviewed and the price per gate in that project was within 5% of the proposal provided by Premier.

Premier was the successful bidder on the 2022 Market Street Marine Terminal security fence project, where the project was completed on-time and within budget. Premier Fence performed

successfully without incident, and within the constraints of the security requirements at the marine terminal.

Given Premier's previous successful work with PDA at the Market Street Marine Terminal, they are considered capable and qualified and the bid prices are considered reasonable. At the December 21 Board meeting, please seek approval to enter into an on-call fence contract with Premier Fence, LLC for a period of two (2) years, with options to extend up to two additional years and enter into a contract for the first project task with Premier for an amount not to exceed \$37,751 as described above.



N:\ENGINEER\Board Memos\2023\On-Call Fence Contracting Services.docx

MOTION

Director Fournier:

The Pease Development Authority Board of Directors hereby approves the concept plan submitted by 111 New Hampshire, LLC for a proposed building addition at 111 New Hampshire Avenue, including a variance for a change in permitted use; all in accordance with the memoranda of Michael R. Mates, P.E., Director of Engineering dated December 8, 2023, attached hereto.

Memorandum

To: Paul Brean, Executive Director 
From: Michael Mates, P.E., Director of Engineering 
Date: December 8, 2023
Subject: 111 New Hampshire Ave Concept Approval

111 New Hampshire, LLC is proposing to construct a 1,500 square foot playground and a 4,000 square foot building addition to the existing building located at 111 New Hampshire Avenue on the Tradeport. Attached is a project memo, site concept plan, and a rendering of the existing building with the proposed addition. The addition and playground are required to accommodate a new childcare use at the facility. Originally, this facility was approved for office and manufacturing uses and the applicant would now like to add a childcare component. This will require a variance as childcare is not a permitted use in the Industrial Zone unless it is incidental to the permitted use.

In order to accommodate the new addition, the parking lot on the north end of the site will need to be adjusted as some sidewalk and five handicap parking stalls will be displaced. The overall number of parking stalls has been reduced, however, enough remain to meet the requirements of the PDA Land Use Controls. New landscape islands will be constructed in the parking lot and a new stormwater treatment unit will be installed to treat stormwater runoff from the building addition and a portion of the existing parking lot. All utilities will be fed from inside the existing building. There are wetlands on the site that have a 25' wetland buffer however, no impacts to the wetlands or wetland buffer are anticipated with this work. The project is expected to add an additional 47 vehicle trips in the weekday AM peak hour and 45 vehicle trips in the weekday PM peak hour.

At the December 21 meeting, please ask the PDA Board of Directors to approve the concept plan for proposed building addition including the variance for the change in use to allow childcare facilities, to include day care, kindergarten and nursery school. Approval will allow the tenant to proceed to the City of Portsmouth with the submission of site review and variance applications for the proposed project.

N:\ENGINEER\Board Memos\2023\111 NH Ave Concept Approval.docx

111 New Hampshire Avenue

TO: Paul Brean, Executive Director, Pease Development Authority
Michael Mates, P.E., Pease Development Authority

FROM: Patrick Crimmins, PE, Vice President, Tighe & Bond
Craig Langton, PE, Project Engineer, Tighe & Bond

COPY: The Kane Company

DATE: December 7, 2023

On behalf of The Kane Company, Tighe & Bond is pleased to submit this project overview and enclosed conceptual site plan for the proposed expansion at 111 New Hampshire Avenue. This memorandum provides a general project overview and technical summaries of key project features including site design, stormwater management, and parking.

Project Overview

The existing site is a 10-acre parcel located in the Industrial Zone and currently consists of a 1-story building, previously utilized as office and manufacturing use with associated parking and site improvements. The proposed project will include the construction of a new $\pm 4,000$ SF building addition and $\pm 1,500$ SF outdoor play area to allow for a new use within the building of a childcare facility. The proposed childcare facility is not an allowed use in the Industrial Zone and will require the granting of a use variance. The remaining portion of the existing building will continue to be utilized as the allowed office and manufacturing uses. In conjunction with the proposed building addition, the project will include associated site improvements that consist of minor parking lot modifications and proposed stormwater management improvements.

Wetlands

Wetland delineation for the site was performed by Gove Environmental Services on August 18, 2023 and the approximate location of the located wetlands are depicted on the the Conceptual Site Plan. The wetlands adjacent to the site improvements are man-made but still include a 25-foot buffer per PDA regulations which the proposed project will not permanently impact.

Excess Soils

The project is anticipated to generate very little excess soil from sitework excavations. Any minor excess soil generated from project excavations will remain on-site and will be placed outside the wetland buffer in the locations depicted on the concept plan.

Stormwater

The proposed project will result in an additional 3,100 SF of impervious surface. Stormwater runoff generated by new impervious surfaces will be collected and treated by a proposed Contech Jellyfish® stormwater treatment unit. Stormwater management will be designed to meet PDA's advanced treatment requirements and the stormwater treatment unit will be appropriately sized to treat at least all new impervious surface plus an equal part existing impervious surface in accordance with the PDA regulations. The current concept will provide treatment for approximately 30,000 SF of impervious surface where a total of 6,200 SF is required.

Utilities

The existing building is serviced with water, sewer, gas, electric, telecommunications, and cable from the New Hampshire Avenue. Any utility services required for the proposed expansion will be serviced internally by the existing building and no new utility service connections are anticipated for the proposed expansion.

Parking Calculations

The PDA regulations require three (3) spaces per four (4) employees on the largest shift for office use, two (2) spaces per three (3) on the largest shift for industrial / manufacturing use, and one (1) space per five (5) children (at max capacity) for childcare facility use. The number of employees anticipated at this time on the largest shift will be 90 for office use and 50 for industrial / manufacturing use. For the day care, 3 children per employee is assumed and 15 employees are anticipated for the daycare facility which calculates an estimated 45 children at maximum capacity. Using these employee and childcare number estimates, the parking required by PDA regulations is 111 spaces. The parking provided is 115 spaces which meets PDA parking requirements.

Vehicle Trip Generation

Utilizing Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition, vehicle trip generation was calculated for the weekday AM and PM peak hours for the proposed childcare use that will be added to the existing office / manufacturing use building. These calculations are based on the ITE Land Use Code (LUC) 710 – General Office Building and 565 – Day Care Center in the ITE Trip Generation Manual.

The proposed day care facility will occupy approximately 7,000 SF of existing office use in the current building plus approximately 3,500 SF of the proposed addition. The remaining portion of the addition, approximately 500 SF, is dedicated to improving building entry for the existing and proposed uses. The proposed daycare facility is expected to have approximately 15 employees. Below is a table summarizing the net vehicle trip generation for the removal of 7,000 SF of existing office use and the addition of a proposed day care facility with approximately 15 employees.

	Existing Office Use (LUC 710) to be removed	Proposed Daycare Use (LUC 565) to be added	Tota Net Vehicle Trips
Weekday AM Peak Hour			
Trips Entering	20	37	+17
Trips Exiting	3	33	+30
Total Vehicle Trips	23	70	+47
Weekday PM Peak Hour			
Trips Entering	4	33	+29
Trips Exiting	21	37	+16
Total Vehicle Trips	25	70	+45

Based on the above trip generation calculation, the net additional vehicle trips to the site are anticipated to have minimal impact on traffic operation of the surrounding roadway network.

Open Space

The proposed lot is approximately 10-acres. The PDA regulations require 25% of the upland area be retained as open space which is 2.50 acres. The proposed concept plan calls for approximately 55% (5.50 acres) of open space on site.

J:\K\K0076 The Kane Company - General Proposals\0076-022 Pease Master Plan\111 NH Ave_Submissions\111 NH PDA Concept Memo.docx



MOTION

Director Lamson:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to append the Jacobs Engineering on-call Master Contract in an amount not to exceed \$20,424.00, for preparation of design and bid documents for Snow Removal Equipment at Portsmouth International Airport at Pease; all in accordance with the memorandum from Michael R. Mates, P.E., Director of Engineering, dated December 7, 2023, attached hereto.

Memorandum

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: December 7, 2023
Subject: Contract Amendment Approval – Jacobs Engineering for SRE Consulting

Next year, PDA intends to apply for Airport Improvement Program (AIP) funds to purchase needed snow removal equipment (a liquid deice truck and an MTE*) for use at PSM. Jacobs Engineering is assisting in the purchase by preparing the justifications and bid documents to ensure compliance with applicable FAA requirements. Jacobs will also provide bidding support services and all grant documentation, including the application and closeout paperwork. The proposed fee for this work, the majority of which must be completed in advance of receiving any AIP grant, is \$20,712.

The fee is AIP eligible and will be included in the grant application. PDA will be reimbursed for 95% of the total when the grant is approved by FAA and the State. While extremely unlikely, should the grant not be approved, PDA will be responsible for any upfront payments to Jacobs.

In anticipation of applying for and receiving an AIP grant, please ask the Board to approve an amendment to Jacobs on-call consulting contract for services related to the purchase of snow removal equipment for PSM with a fee of \$20,712.

*MTE or multi-task equipment is a snow removal vehicle equipped with a plow, broom, and blower.



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MOTION

Director Parker:

The Pease Development Authority Board of Directors approves of issuing a Right of Entry to WSP USA Environmental & Infrastructure Inc. for use of the 3,200 square foot building at 35 Airline Avenue, with associated parking and shared driveway access, from January 1, 2024 through June 30, 2024; all in accordance with the memorandum of Jared Sheehan, Environmental Compliance Manager dated December 6, 2023, attached hereto.

Memorandum

To: Paul E. Brean, Executive Director 
From: Jared Sheehan, Environmental Compliance Manager 
Date: December 6, 2023
Subject: 35 Airline Ave – Right of Entry

In May of 2023, the PDA Board granted WSP USA Environmental & Infrastructure Inc. (WSP) a six month right of entry (ROE) to the premises located at 35 Airline Avenue. WSP is an Air Force environmental contractor conducting a PFAS Remedial Investigation (RI) at Pease and the current ROE expires on December 31, 2023. As such, given WSP's ongoing work they have requested another ROE. The new ROE term will be from January 1, 2024, until June 30, 2024, for the 3,200 square foot building located at 35 Airline Ave with associated parking and shared driveway access shown on Exhibit A. WSP agrees to pay PDA \$360.50 per month to occupy the building at 35 Airline Ave and shall provide comprehensive general liability insurance for the duration of the ROE. WSP is responsible for all utilities and shall pay a municipal services fee associated with the terms of the Municipal Services Agreement between the City of Portsmouth, the Town of Newington, and the PDA.

At this month's Board of Directors meeting, please ask the Board to grant WSP a right of entry for 35 Airline Ave from January 1st through June 30, 2024.

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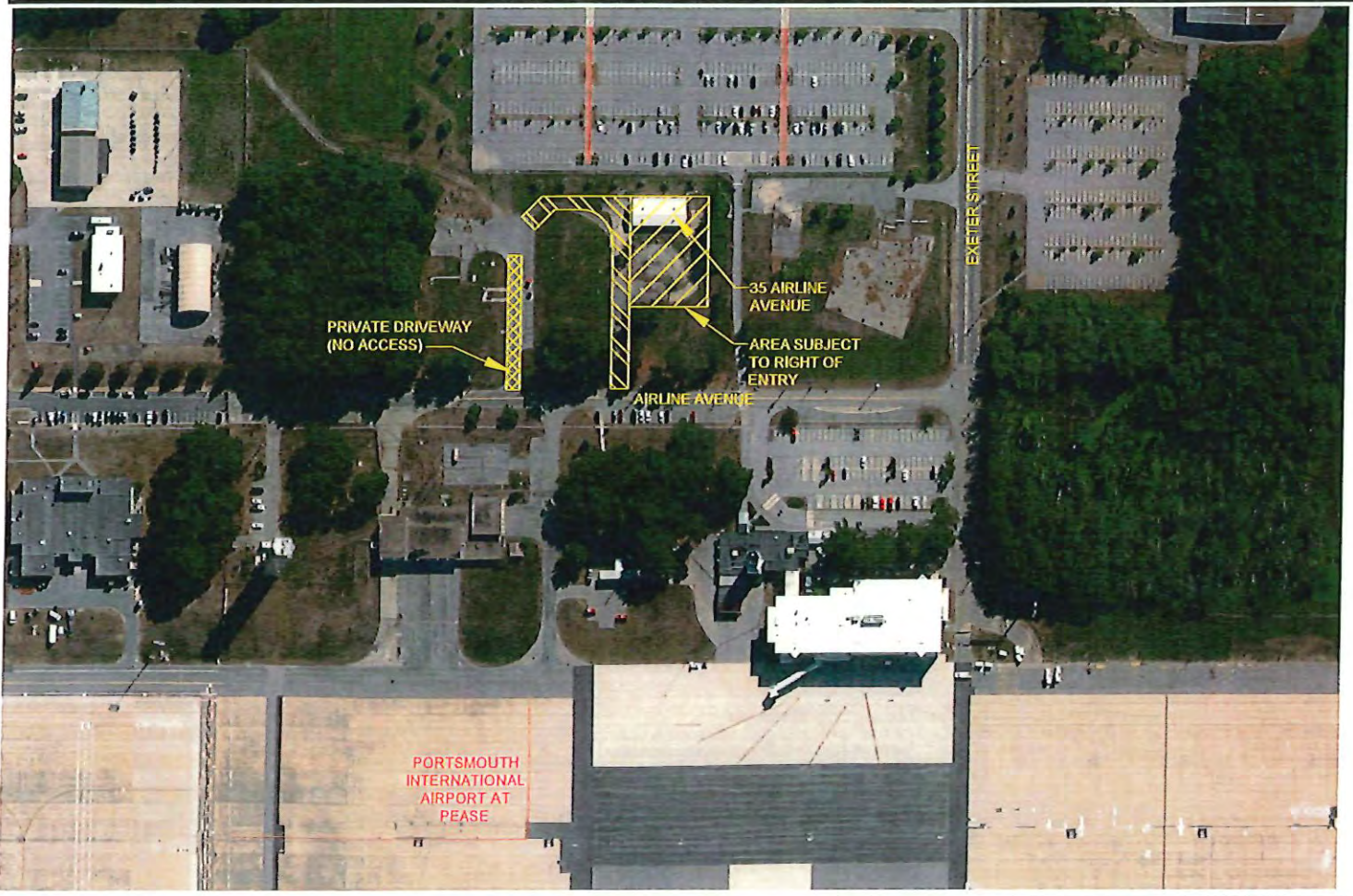


Exhibit A - 35 Airline Avenue Right of Entry

DESIGNED BY: MRM DATE: 12/7/23 SCALE: 1"=200'±

MOTION

Director Conard:

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

1. Equipment East – Snow Hauling Truck Rental * **(Fournier)**
2. USDA / WS Wildlife Control Proposal at Airports * **(Ferrini)**

**NOTE: This motion requires 5 affirmative votes.
Roll Call Vote Required.**

N:\RESOLVES\2023\Consent Agenda (with waivers) 12-21-2023.docx

MOTION

Director Fournier:



The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into an agreement with Equipment East of Bow, NH, for the rental of a DA30 Rock Truck for use by PDA Maintenance, on an as needed 30-day basis during the 2023 / 2024 winter season; all in accordance with the memorandum of Ken Conley, Maintenance Manager, dated November 30, 2023, attached hereto.

In accordance with the provisions of RSA 12-G:8 VIII, the Board justifies the waiver of the RFP requirement as three quotes were received for the rental of this piece of equipment.

NOTE: Roll call vote required; motion requires 5 affirmative votes.

N:\RESOLVES\2023\Snow Haul Truck Rental (12-21-2023).docx

Memorandum

To: Paul Brean, Executive Director 
From: Ken Conley-Maintenance Manager 
Date: 11/30/2023
Subj: Equipment Rental/Snow Hauling Truck

This is a request to seek approval for the rental of an off highway heavy dump vehicle for bulk snow relocation within the airport premises this upcoming winter season. The PDA has rented and utilized this piece of equipment for the past three (3) winter seasons, and it has become an important tool in airport snow management. Due to increasing ramp activity, available bulk snow stacking areas have decreased in recent years requiring the relocation of hundreds of tons of snow after an initial storm clean up. This truck rental will allow quick and safe movements from the stacking areas to PDA's designated off ramp dump areas.

The rental quotes were sourced with the understanding that this 30-day rental is as-needed and would be activated provided the airport sees significant snowfall to require such movements. Typical rental would be a 30-day period sometime during the months of January to March 2024, and would include delivery. This rental cost is identified in PDA's FY23 Operations budget.

Requests for Quotes were sourced in October 2023. The Maintenance Department found only three (3) equipment dealers in the area offering the needed vehicle. The dealers are Milton Cat of Londonderry NH; Chadwick Baross of Pembroke NH; and Equipment East of Bow NH. As a contingent of all rental contracts, the PDA requires a contract addendum be in place prohibiting such things as indemnification by the PDA and a choice of law other than New Hampshire, which the PDA cannot agree to as a state agency. Both Milton Cat and Chadwick Baross declined to accept the terms of the addendum, with Equipment East submitting the only qualified quote.

Quote results were as follows:

Equipment East Bow NH	\$11,050
Chadwick Baross Pembroke NH	\$8,670
Milton Cat Londonderry NH	\$14,700

At the December 21, 2023, Board of Directors meeting please seek authority to enter into an agreement for the as-needed 30-day rental of a DA30 Rock Truck from Equipment East of Bow NH, for a price not to exceed \$11,050.



Director Ferrini:

The Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to enter into a Cooperative Service Agreement with the United States Department of Agriculture Animal and Plant Health Inspection and Wildlife Services (USDA / WS), to continue its integrated wildlife control and monitoring duties at Portsmouth International Airport at Pease (PSM) and Skyhaven Airport (DAW); any taking of wildlife at Pease will be confined within the airport perimeter fence and be in compliance with Federal and State permits, for the period of January 1, 2024, through December 31, 2024, in the amount of \$41,890.84; all in accordance with the memorandum of Chasen Congreves, Director of Operations, dated November 27, 2023, and attached hereto.

In accordance with the provisions of RSA 12-G:8 VIII, the Board justifies the waiver of the RFP requirement based on the following reasons:

1. PDA has a long-standing relationship with APHIS/WS stemming back to the time the PDA was formed;
2. APHIS/WS has maintained ongoing wildlife surveys, with data dating back to its first work at Pease and PDA does not want to interrupt this data stream;
3. APHIS/WS conducts training classes for PDA Airport Operations Personnel on Airport Wildlife Hazard Management to meet 14 CFR 139 requirements; and the APHIS/WS is the FAA recognized federal authority for airport wildlife hazard management and training; and
4. In addition, this agreement is a cost share with our partners at the NHANG and any taking of wildlife will be in compliance with Federal and State permits.

NOTE: Roll call vote required; motion requires 5 affirmative votes. Votes.

Memorandum

To: Paul E. Brean, Executive Director *peb*
From: Chasen Congreves, Director of Operations *CCG*
Date: 11/27/23
Subject: United States Department of Agriculture Animal and Plant Health Inspection and Wildlife Services Cooperative Wildlife Agreement

In accordance with United States Department of Agriculture Animal and Plant Health Inspection and Wildlife Services (“APHIS/WS”) responsibilities under 7 U.S. Code 426-426c, 46 Statute 1468, APHIS/WS and the FAA have entered into a Memorandum of Understanding (No. 12-34-71-0003-MOU) establishing the APHIS/WS as the recognized authority on wildlife hazard management at airports.

The Pease Development Authority (“PDA”) is party to a contract with APHIS/WS for airport wildlife hazard management services at both Portsmouth International Airport at Pease (“PSM”) and Skyhaven Airport (“DAW”). The contract expires on December 31, 2023, and it is important that these efforts continue to ensure the safety of the flying public, as well as maintaining compliance with 14 CFR part 139.

The APHIS/WS has proposed a new contract through CY24 in the amount of \$41,890.84, an increase of \$4,757.43 from the current year.

Most significantly, the contract provides for full-time year-round airfield coverage by a dedicated wildlife biologist that has proven to mitigate significant wildlife activity throughout the year. This agreement incorporates the provisions of the long-standing Wildlife Services Agreement, including woodchuck control, wild turkey control, as well as large bird and mammal control to include trapping of coyotes, fox and raptors. The contract includes the use of wildlife mitigation techniques, equipment, and training of airport staff. The \$41,890.84 contract amount represents the PDA’s share of the cost of the services, the remainder being funded by a cooperative agreement with the New Hampshire Air National Guard (“NHANG”), which does not include services at DAW.

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

1. PDA has a long-standing relationship with APHIS/WS stemming back to the time the PDA was formed;
2. APHIS/WS has maintained ongoing wildlife surveys, with data dating back to its first work at Pease and PDA does not want to interrupt this data stream;
3. APHIS/WS conducts training classes for PDA Airport Operations Personnel on Airport Wildlife Hazard Management to meet 14 CFR 139 requirements; and the APHIS/WS is the FAA recognized federal authority for airport wildlife hazard management and training; and
4. In addition, this agreement is a cost share with our partners at the NHANG and any taking of wildlife will be in compliance with Federal and State permits.

At the December 21, 2023, meeting of the Board of Directors please seek authority to enter into a cooperative service agreement with the United States Department of Agriculture Animal and Plant Health Inspection and Wildlife Services, to continue its integrated wildlife control and monitoring duties at Portsmouth International Airport at Pease and Skyhaven Airport effective January 1, 2024, through December 31, 2024.

COOPERATIVE SERVICE AGREEMENT
between
PEASE DEVELOPMENT AUTHORITY (PDA)
and
UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)
WILDLIFE SERVICES (WS)

ARTICLE 1 – PURPOSE

The purpose of this Cooperative Service Agreement is to conduct an integrated wildlife hazard management and monitoring project with an emphasis on reducing wildlife threats to aviation within the Air Operations Area (AOA) at the Pease International Tradeport facility Portsmouth, NH. The project's objective is to reduce the threat of strikes involving wild birds and mammals and to prevent wildlife damage to air traffic and air passengers. WS activities are described in attached Work and Financial Plans.

ARTICLE 2 – AUTHORITY

APHIS-WS has statutory authority under the Acts of March 2, 1931, 46 Stat. 1468-69, 7 U.S.C. §§ 8351-8352, as amended, and December 22, 1987, Public Law No. 100-202, § 101(k), 101 Stat. 1329-331, 7 U.S.C. § 8353, to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

ARTICLE 3 - MUTUAL RESPONSIBILITIES

APHIS WS and PDA mutually agree:

1. APHIS-WS shall perform services set forth in the Work Plan, which is attached hereto and made a part hereof. The parties may mutually agree in writing, at any time during the term of this agreement, to amend, modify, add or delete services from the Work Plan.
1. The PDA certifies that APHIS-WS has advised the PDA there may be private sector service providers available to provide wildlife damage management (WDM) services that the PDA is seeking from APHIS-WS.
2. There will be no equipment with a procurement price of \$5,000 or more per unit purchased directly with funds from the cooperator for use on this project. All other equipment purchased for the program is and will remain the property of APHIS-WS.

3. The cooperating parties agree to coordinate with each other before responding to media requests on work associated with this project.

ARTICLE 4 – PDA RESPONSIBILITIES

PDA agrees:

1. To designate the following as the authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement;

Paul Brean, Executive Director
Pease International Tradeport
55 International Drive
Portsmouth, NH 03801
p.brean@peasedev.org
603 433-6088

2. To authorize APHIS-WS to conduct direct control activities as defined in the Work Plan. APHIS-WS will be considered an invitee on the lands controlled by the PDA. PDA will be required to exercise reasonable care to warn APHIS-WS as to dangerous conditions or activities in the project areas.
3. To reimburse APHIS-WS for costs, not to exceed the annually approved amount specified in the Financial Plan. If costs are projected to exceed the amount reflected in the Financial Plan, the agreement with amended Work Plan and Financial Plan shall be formally revised and signed by both parties before services resulting in additional costs are performed. The Cooperator agrees to pay all costs of services submitted via an invoice from APHIS-WS within 30 days of the date of the submitted invoice(s). Late payments are subject to interest, penalties, and administrative charges and costs as set forth under the Debt Collection Improvement Act of 1996.
4. To provide a Tax Identification Number or Social Security Number in compliance with the Debt Collection Improvement Act of 1996.
5. As a condition of this agreement, the Cooperator ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.
6. To notify APHIS-WS verbally or in writing as far in advance as practical of the date and time of any proposed meeting related to the program.
7. The Cooperator acknowledges that APHIS-WS shall be responsible for administration of APHIS-WS activities and supervision of APHIS-WS personnel.
8. To obtain the appropriate permits for removal activities for species listed in the Work Plan and list USDA, APHIS, Wildlife Services as subpermittees.

9. To designate airport staff to conduct bird harassment activities that will be trained by WS to apply techniques to effectively keep birds from using the AOA when WS personnel are not present at the facility.
10. To provide an indoor office space to complete necessary paperwork and reporting and a storage area to secure sensitive property.
11. The Cooperator will not be connected to the USDA APHIS computer network(s).

ARTICLE 5 – APHIS-WS RESPONSIBILITIES

APHIS-WS Agrees:

1. To designate the following as the APHIS-WS authorized representative who shall be responsible for collaboratively administering the activities conducted in this agreement.

David Allaben, State Director, NH/VT
USDA, APHIS, WS
59 Chenell Drive, Suite 7
Concord, NH 03301-8548
david.j.allaben@usda.gov
603 223-6832

2. To conduct activities at the Pease International Tradeport as described in the Work and Financial Plans. All APHIS-WS activities except monitoring will be conducted solely inside the airport perimeter fence as detailed in the Work and Financial Plans. APHIS-WS could potentially conduct future non-lethal harassment activities at identified and approved sites outside the airport perimeter fence upon approval by PDA if it is determined necessary. APHIS-WS will provide qualified personnel and other resources necessary to implement the approved WDM activities delineated in the Work Plan and Financial Plan of this agreement.
3. That the performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
4. To invoice PDA quarterly for actual costs incurred by APHIS-WS during the performance of services agreed upon and specified in the Work Plan. Authorized auditing representatives of the PDA shall be accorded reasonable opportunity to inspect the accounts and records of APHIS-WS pertaining to such claims for reimbursement to the extent permitted by Federal law and regulations.

5. To annually prepare a final report of activities conducted under this Agreement.
6. To help secure all necessary wildlife permits for implementation of the integrated program.
7. To wear appropriate safety equipment and follow safety guidelines that comply with APHIS-WS and Pease International Tradeport procedures
8. To monitor bird presence at identified properties adjacent to the facility.
9. The PDA shall have the right to use or permit the use of all estimates, reports, records, data, charts, documents, models, designs, renderings, drawings, specifications, computations and other papers of any type whatsoever, whether in the form of writing, figures, or delineations, or any ideas or methods represented by them, which are prepared or compiled in connection with this Agreement, for any purpose and at any time without other compensation than that specifically provided herein.
10. To coordinate with PDA before responding to all media requests.

ARTICLE 6 – CONTINGENCY STATEMENT

This agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This agreement may also be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.

ARTICLE 7 – NON-EXCLUSIVE SERVICE CLAUSE

Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.

ARTICLE 8 – CONGRESSIONAL RESTRICTIONS

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit to arise therefrom.

ARTICLE 9 – LAWS AND REGULATIONS

This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS-WS provides goods or services on a cost recovery basis to nonfederal recipients, in accordance with all applicable laws, regulations and policies.

ARTICLE 10 – LIABILITY

APHIS-WS assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

ARTICLE 11 – NON-DISCRIMINATION CLAUSE

The United States Department of Agriculture prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. Not all prohibited bases apply to all programs.

ARTICLE 12 - DURATION, REVISIONS, EXTENSIONS, AND TERMINATIONS

This agreement shall become effective on January 1, 2024, and shall continue through December 31, 2024, not to exceed five years. This Cooperative Service Agreement may be amended by mutual agreement of the parties in writing. The Cooperator must submit a written request to extend the end date at least 10 days prior to expiration of the agreement. Also, this agreement may be terminated at any time by mutual agreement of the parties in writing, or by one party provided that party notifies the other in writing at least 30 days prior to effecting such action. Further, in the event the Cooperator does not provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

In accordance with the Debt Collection Improvement Act of 1996, the Department of Treasury requires a Taxpayer Identification Number for individuals or businesses conducting business with the agency.

Cooperator's Tax ID No.: 02-0440365

APHIS-WS's Tax ID: 41-0696271

PEASE DEVELOPMENT AUTHORITY (PDA)

Paul Brean
Executive Director
Pease Development Authority
Pease International Tradeport
Portsmouth, NH 03801

Date

**UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES**

David Allaben, State Director NH/VT
USDA, APHIS, WS
59 Chenell Drive, Suite 7
Concord, NH 03301

Date

Keith Wehner
Director, Eastern Region
USDA, APHIS, WS
920 Main Campus Drive; Suite 200
Raleigh, NC 27606

Date

ATTACHMENT A WORK PLAN

In accordance with the Cooperative Service Agreement between Pease Development Authority and the United States Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Wildlife Services (WS), this Work Plan sets forth the objectives, activities and budget of this project during the period of this agreement.

Program Objective

To reduce threats to air traffic and air passengers associated with turkeys, other large birds and mammals attracted to the AOA at Pease International Tradeport Portsmouth, NH through the conduct of integrated bird and mammal harassment, removal, and monitoring activities.

Plan of Action

1. APHIS-WS direct control activities are currently funded jointly by Pease Development Authority and the DOD, Air National Guard. Funding provided by DOD is awarded on a fiscal year basis and is not a guaranteed source of revenue each year. APHIS-WS will staff the integrated harassment program with 1-2 employees for 4-5 working days per week (80 hours/week) contingent upon full funding from PDA and the DOD, excluding government holidays, annual leave and mandatory training exercises of up to one consecutive week per year, off-site. Revocation of funding by the DOD will limit the number of employees to 1 employee for 1-2 days per week. Staffing will coincide with periods of greatest concern regarding wildlife presence on the AOA and biological behaviors (flocking and movements) that pose the greatest safety concerns to air traffic. Additional wildlife coverage will be provided, as requested, as funding allows during off peak months. Scheduling (days and hours worked) will vary throughout the project to reduce bird habituation to harassment timing.
2. APHIS-WS shall patrol the airport property, attempting to keep it free of turkeys and other large birds such as Canada geese, gulls, turkey vultures and crows by pyrotechnic harassment and limited shooting to reinforce the deterrent effect of non-lethal pyrotechnics. Additional wildlife hazard mitigation activities will include treating woodchuck burrows, raptor trapping, and blackbird trapping and trapping of mammals including carnivores, as need and/or requested.
3. All harassment and bird removal activities will be conducted inside the perimeter fence. Bird removal (shooting) will be conducted in accordance with strict shooting protocol and only when considered absolutely safe. Shells will be retrieved by shooter. Carcasses will be disposed of in accordance with depredation permit conditions.
4. No harassment or bird removal activities will be conducted outside the perimeter fence unless non-lethal harassment is approved by PDA at specific key locations. Non-lethal harassment is recommended at identified turkey "hot spots" located outside the perimeter fence. Should PDA provide APHIS-WS authority to conduct non-lethal harassment

activities at these sites in the future, they will be incorporated into the project monitoring and harassment protocol.

5. As requested by PDA, APHIS-WS may remove resident mammals including; coyotes, foxes, raccoons, skunks, beaver, deer and woodchucks by harassment, shooting, snares, trapping, or the use of gas cartridges as needed during the calendar year.
6. APHIS-WS will be badged or accompanied by a badged escort.
7. APHIS-WS will supply all bird harassment and removal materials. APHIS-WS vehicle will be properly identified in accordance with established protocols and maintain appropriate materials for proper communication with the Air Traffic Control Tower.
8. APHIS-WS will provide bird harassment training as required of PDA personnel.
9. APHIS-WS will record and submit the date, general location and number of pyrotechnics, live rounds and species of birds harassed or removed.
10. All bird removal activities will be conducted in accordance with the applicable Federal or State permit. APHIS-WS will assist PDA in renewing or amending the appropriate USFWS or State depredation permit, as requested.
11. APHIS-WS may implement additional non-lethal methods that have shown promise for use in frightening or repelling large birds. Techniques may include: 1) the handheld Avian Dissuader laser, 2) strategically placed Scare Windmills, and 3) Methyl Anthranilate (artificial grape flavoring food additive) sprayed at sections along the perimeter fence.
12. APHIS-WS will provide two wildlife hazard trainings classes per year.
13. An APHIS-WS representative will be a member of and attend the quarterly wildlife working group meetings.
14. APHIS-WS will provide PDA and other interested parties a summary report including recommendations of integrated harassment activities.

Effective Dates

The cooperative agreement shall become effective on 1/1/2024, and shall expire on 12/31/2024.

FINANCIAL PLAN

Cost Element		Full Cost
Personnel Compensation		\$25,846.00
Travel		
Vehicles		\$3,000.00
Other Services		\$1,000.00
Supplies and Materials		\$1,200.00
Equipment		\$1,900.00
Subtotal (Direct Charges)		\$32,946.00
Pooled Job Costs	11.00%	\$3,624.06
Indirect Costs	16.15%	\$5,320.78
Aviation Flat Rate Collection		
Agreement Total		\$41,890.84
The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: \$41,890.84		

Financial Point of Contact/Billing Address

Chase Congreves
 Pease
 36 Airline Ave Portsmouth,
 NH 03801
 Phone: (603)766-9239
 c.congreves@peasedev.org

Lori Freeman
 USDA, APHIS, WS
 59 Chenell Drive, Suite 7
 Concord, NH 03301
 Phone: (603)223-6832
 Lori.Freeman@usda.gov

Memorandum

Date: December 5, 2023

To: Paul Brean, Executive Director

From: Suzy Anzalone, Director of Finance



Re: Executive Summary- Financial Reports

In anticipation of the upcoming December 21, 2023 Pease Development Authority Board meeting, the following is an Executive Summary of the financial results for the four months ended October 31, 2023:

Consolidated Results

Pease Development Authority - Consolidated			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	7,352	7,477	(125)
Operating Expenses	5,129	5,821	691
Operating Income	2,222	1,656	566
Depreciation	2,405	2,504	99
Non Oper. (Inc)/Exp	(217)	(28)	190
Net Operating Income (Loss)	34	(821)	855

Consolidated operating revenues totaled \$7.3 million through October, trending \$125,000 (1.7%) under budget. Fuel sales at the Harbors represent a significant line item which continues to trend lower than budget. Factors contributing to this variance include an increase in commercial vessels procuring diesel fuel via a tank vehicle, lower volume due to poor weather conditions during the summer and mechanical issues with fuel dispensers. Average fuel prices are also lower than budgeted assumptions. Wharfage and dockage fees are under budget as well and because this line item is seasonally driven, revenue may trend closer to budget as the year progresses. Alternatively, we are experiencing higher revenue in golf fees and fuel flowage fees.

Year-to-date operating expenses of \$5.1 million are trending under budget by \$691,000 (11.9%). Significant cost underruns include full-time wages and benefits (primarily due to open positions), utilities, equipment maintenance, professional services and fuel purchases (due to lower fuel sales). Line items trending over budget on a year-to-date basis consist of part-time wages due to higher staffing levels, overtime pay related to the airshow, emergency response drills and FAA inspections, and airfield pavement maintenance.

Non-operating income includes year-to-date interest income of \$185,000 and Covid related grant funding for Skyhaven in the amount of \$32,000. Year-to-date net operating income (NOI) is \$34,000, performing favorably against the budgeted loss of (\$821,000).

Business Unit Performance

Portsmouth Airport

Portsmouth Airport (PSM) incl Security			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	789	769	20
Operating Expenses	1,164	1,283	119
Operating Income	(375)	(515)	140
Depreciation	1,424	1,566	142
Non Oper. (Inc)/Exp	(0)	0	0
Net Operating Income (Loss)	(1,799)	(2,081)	282

Year-to-date revenues for Portsmouth Airport are higher than budget by \$20,000 (2.6%) and include higher fuel flowage fees offset by lower concession revenue. Quarterly concession fees which should have been received in October, were not collected until November, so we can expect concession revenue to trend closer to budget next month. Operating expenses are favorable to budget by \$119,000 (9.3%) attributable to lower utilities expense, building and facilities and general and administrative expenses.

Skyhaven Airport

Skyhaven (DAW)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	83	81	3
Operating Expenses	128	82	(45)
Operating Income	(44)	(2)	(43)
Depreciation	139	156	17
Non Oper. (Inc)/Exp	(32)	0	32
Net Operating Income (Loss)	(152)	(158)	6

Operating revenues at Skyhaven are budget neutral. Operating expenses are over budget by \$45,000. Year-to-date part-time wages are \$22,600 higher than budget as staff are working to catch up on various maintenance needs. Other cost overruns include airfield lighting and outside contractor expenses. You will also note non-operating revenue of \$32,000 which represents grant funds received for COVID related expenses in prior years.

Tradeport

Tradeport			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	3,504	3,500	4
Operating Expenses	144	209	64
Operating Income	3,359	3,291	68
Depreciation	260	273	14
Non Oper. (Inc)/Exp	0	0	0
Net Operating Income (Loss)	3,100	3,018	82

Year-to-date revenues at the Tradeport are budget neutral. Expenses are trending under budget by \$64,000 year-to-date, driven by cost underruns in environmental testing expenditures and landscaping services.

Golf Course

Pease Golf Course			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	1,946	1,785	162
Operating Expenses	1,006	1,018	12
Operating Income	941	767	173
Depreciation	123	126	3
Non Oper. (Inc)/Exp	(153)	(0)	153
Net Operating Income (Loss)	970	641	329

Year-to-date revenue at the golf course is trending higher than budget by \$162,000 (9.1%) attributable to higher revenue in golf fees and merchandise sales. Expenses are favorable by \$12,000 year-to-date.

Division of Ports and Harbors-Unrestricted

Division of Ports and Harbors (Unrestricted)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	981	1,281	(300)
Operating Expenses	964	1,257	293
Operating Income	17	24	(7)
Depreciation	402	328	(73)
Non Oper. (Inc)/Exp	(28)	(1)	27
Net Operating Income (Loss)	(356)	(303)	(53)

Year-to-date unrestricted operating revenues for the DPH were \$300,000 (23.4%) lower than budget. Fuel sales are under budget by \$205,000, offset by lower fuel purchases (\$177,000 lower). This variance is a result of an increase in commercial vessels procuring diesel fuel via a tank vehicle, lower volume due to poor weather conditions during the summer and mechanical issues with fuel dispensers. Average fuel prices are also lower than budgeted assumptions. Wharfage and dockage fees are under budget as well and because this line item is seasonally driven, revenue may trend closer to budget as the year progresses. Operating expenses are trending \$293,000 (23.3%) lower and are attributable to not only lower fuel purchases as mentioned, but also wages and benefits due to open positions.

Balance Sheet/Statement of Net Position (Consolidated)

(\$ 000's)	As of 10/31/2023	As of 10/31/2022
Assets		
Current Assets	23,628	19,952
Restricted Assets	1,424	1,465
Non-Current Assets	313,175	293,508
Total Assets	338,227	314,925
Deferred Outflows of Resources	3,049	3,705
Liabilities		
Current Liabilities	5,746	3,885
Non-Current Liabilities	11,471	12,002
Total Liabilities	17,217	15,887
Deferred Inflows of Resources	213,258	201,506
Net Position		
Net Invest. in Cap Assets	100,044	96,277
Restricted	1,299	1,328
Unrestricted	9,458	3,632
Total Net Position	110,801	101,237

The October balance sheet consists of \$23.6 million in current assets which include \$16 million in unrestricted cash (both PDA and DPH), \$7 million in trade and lease receivables, and 0.6 million in inventory and prepaid expenses.

Restricted assets total \$1.4 million and consist primarily of the Revolving Loan Fund which currently has 21 loans outstanding totaling \$1.1 million in loans receivable.

Year-to-date capital expenditures totaled \$3.5 million with most costs incurred for the rehabilitation of the Main Pier at Market Street (BUILD grant project), but also include some equipment purchases and various airport improvement projects.

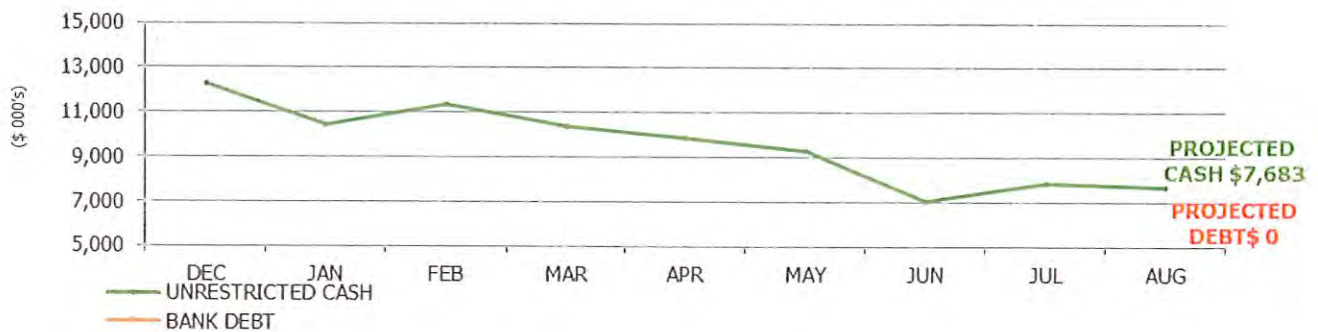
Current liabilities of \$5.7 million represent trade accounts payable, retainage and various accrued expenses.

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

During the next nine-month period, cash inflows are projected at \$19.8 million, mainly provided by operating revenues but also include \$5 million in grant funding.

Cash outflows of \$26.6 million during this same period incorporate \$13.2 million in both grant and non-grant related expenditures, as well as outflows from normal operating expenses and municipal service fee payments. 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 \$7.7 million. The chart below outlines cash and debt balances over the next nine-month period.

PROJECTED CASH AND DEBT BALANCES



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

**PEASE DEVELOPMENT AUTHORITY
FY2024 FINANCIAL REPORT
FOR THE FOUR MONTH PERIOD
ENDING OCTOBER 31, 2023**



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

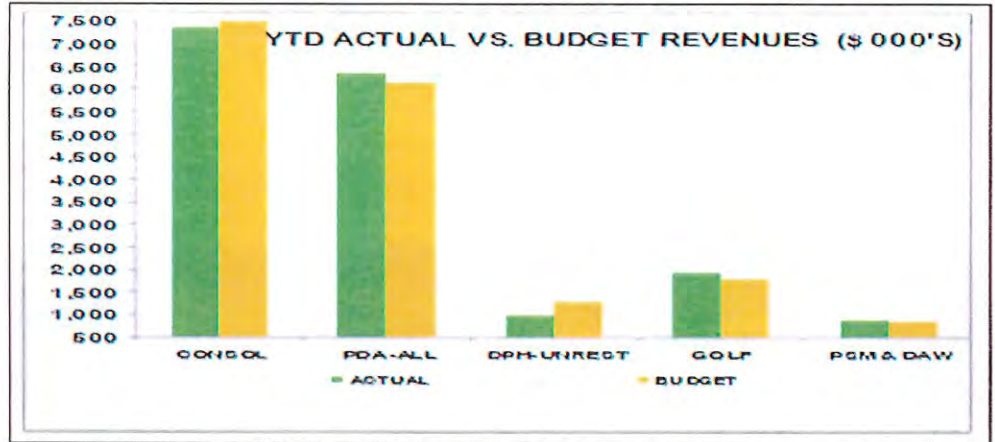
PEASE DEVELOPMENT AUTHORITY

Revenues and Expenditures –Four Months Ended October 31, 2023

Trends:

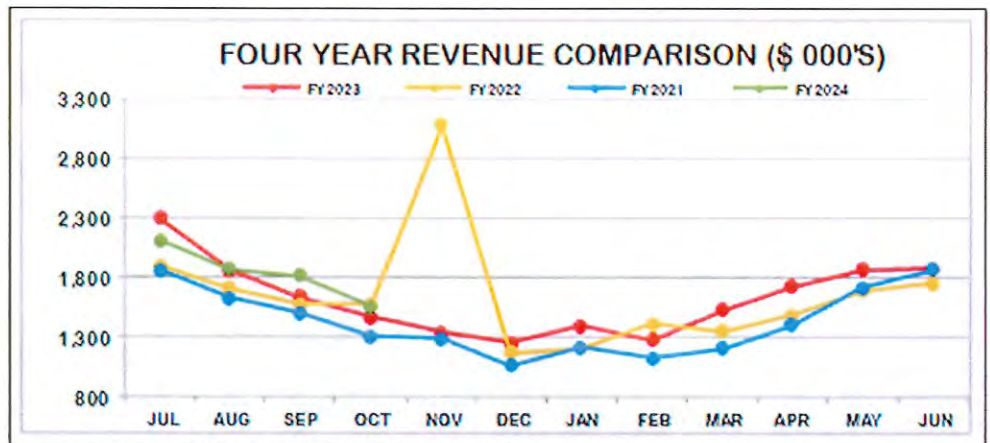
YTD revenue lower by (1.7)%:

- Wharfage and Dockage fees, Fuel Sales, Mooring fees and Registration fees trending lower than budget.
- Offset by higher revenue in Fuel Flowage Fees, Golf fees, Golf Merchandise sales and Facility Rent.



Trends:

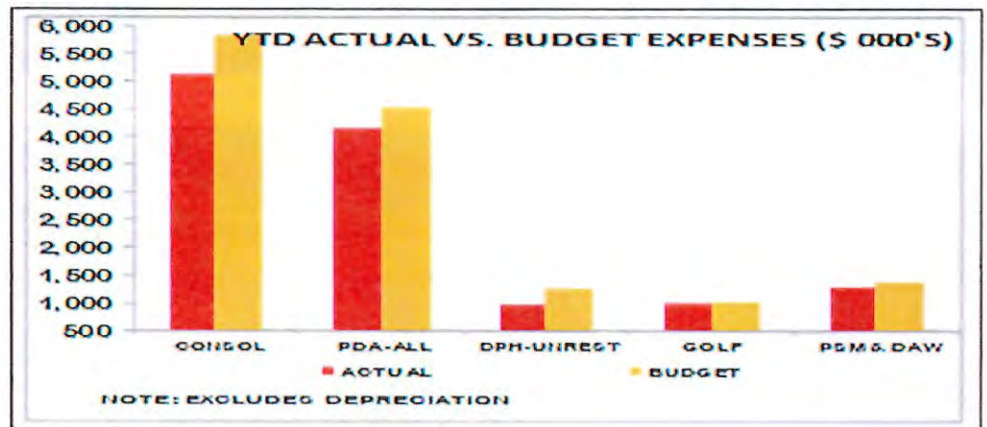
- November 2021 includes sale of 30 NH Ave
- July revenues include annual rent payment-Great Bay Comm. College
- June revenues include increase in Golf fee revenue



Trends:

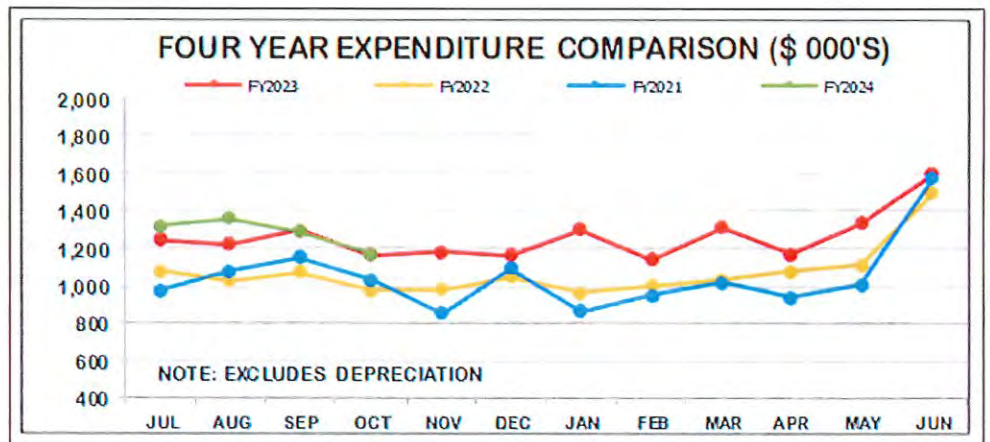
YTD Operating Expenses lower by 11.9%:

- Employee Benefits, Facilities, Utilities, Professional Svcs., Fuel Purchases trending lower than budget.
- Offset by cost overruns in Overtime Wages, Part-Time Wages and Airfield Maintenance.



Trends:

June 2020-June 2023 – Retirement OPEB year end adjustments



PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses
For the Four Months Ending October 31, 2023

	Actual Oct FY 2024	Budget Oct 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	\$944,013	\$944,031	(\$18)	(0.0%)	\$3,928,856	\$3,910,205	\$18,651	0.5%
CARGO AND HANGARS	15,758	14,743	1,015	6.9%	59,923	58,470	1,452	2.5%
	<u>959,771</u>	<u>958,774</u>	<u>997</u>	<u>0.1%</u>	<u>3,988,779</u>	<u>3,968,675</u>	<u>20,103</u>	<u>0.5%</u>
CONCESSION REVENUE	54,233	69,958	(15,724)	(22.5%)	268,250	257,170	11,080	4.3%
FEE REVENUE								
AVIATION FEES	1,020		1,020	-	1,020		1,020	-
FUEL FLOWAGE	73,695	77,964	(4,270)	(5.5%)	335,538	277,225	58,314	21.0%
PSM TSALEO REVENUE	5,255	1,833	3,422	186.6%	11,489	7,333	4,156	56.7%
PSM SECURITY REVENUE	2,185	1,917	268	14.0%	8,780	7,667	1,113	14.5%
GOLF FEES	205,778	196,481	9,297	4.7%	1,311,459	1,170,023	141,436	12.1%
GOLF SIMULATORS	3,403	4,202	(799)	(19.0%)	10,019	6,870	3,149	45.8%
GOLF MEMBERSHIPS	50,689	50,625	64	0.1%	202,755	202,500	255	0.1%
GOLF LESSONS	818	1,067	(249)	(23.3%)	20,793	22,024	(1,231)	(5.6%)
MOORING FEES	37,677	39,583	(1,907)	(4.8%)	150,707	158,333	(7,626)	(4.8%)
PARKING	29,997	30,267	(270)	(0.9%)	180,714	184,153	(3,439)	(1.9%)
PIER USAGE FEES	2,172	9,167	(6,995)	(76.3%)	18,949	36,667	(17,718)	(48.3%)
REGISTRATIONS	3,068	18,917	(15,849)	(83.8%)	51,939	75,667	(23,728)	(31.4%)
TERMINAL FEES				-				-
WHARFAGE AND DOCKAGE	416	51,667	(51,251)	(99.2%)	80,477	206,668	(126,191)	(61.1%)
	<u>416,173</u>	<u>483,690</u>	<u>(67,518)</u>	<u>(14.0%)</u>	<u>2,384,639</u>	<u>2,355,130</u>	<u>29,510</u>	<u>1.3%</u>
FUEL SALES	69,370	90,801	(21,431)	(23.6%)	371,693	574,639	(202,946)	(35.3%)
INTEREST INCOME								
LOAN INTEREST	3,231	3,000	231	7.7%	11,354	12,000	(646)	(5.4%)
OTHER REVENUES								
MERCHANDISE	30,311	32,099	(1,788)	(5.6%)	186,677	165,885	20,791	12.5%
ALL OTHER	27,708	29,932	(2,224)	(7.4%)	140,122	143,019	(2,897)	(2.0%)
	<u>58,019</u>	<u>62,031</u>	<u>4,012</u>	<u>6.5%</u>	<u>326,799</u>	<u>308,904</u>	<u>(17,894)</u>	<u>(5.8%)</u>
TOTAL OPERATING REVENUE	1,560,797	1,668,254	(107,458)	(6.4%)	7,351,514	7,476,518	(125,005)	(1.7%)
OPERATING EXPENSES								
WAGES AND FRINGE BENEFITS								
WAGES								
BENEFITED REGULAR	396,016	410,661	14,646	3.6%	1,595,637	1,690,311	94,674	5.6%
BENEFITED OVERTIME	42,070	21,288	(20,782)	(97.6%)	122,527	76,499	(46,028)	(60.2%)
NON-BENEFITED REGULAR	82,649	69,779	(12,870)	(18.4%)	441,621	396,553	(45,068)	(11.4%)
NON-BENEFITED OVERTIME	8,244	6,075	(2,169)	(35.7%)	17,689	17,301	(388)	(2.2%)
ACCRUED VACATION BENEFITS	(3,263)	250	3,513	1405.1%	8,309	1,000	(7,309)	(730.9%)
ACCRUED SICK TIME BENEFITS	(1,907)	333	2,241	672.2%	4,402	1,333	(3,069)	(230.2%)
	<u>523,809</u>	<u>508,386</u>	<u>(15,421)</u>	<u>(3.0%)</u>	<u>2,190,185</u>	<u>2,182,997</u>	<u>(7,188)</u>	<u>(0.3%)</u>
WAGE TRANSFERS OUT				-				-
	<u>523,809</u>	<u>508,386</u>	<u>(15,421)</u>	<u>(3.0%)</u>	<u>2,190,185</u>	<u>2,182,997</u>	<u>(7,188)</u>	<u>(0.3%)</u>
BENEFITS								
DENTAL INSURANCE	5,230	6,971	1,742	25.0%	21,575	27,886	6,311	22.6%
HEALTH INSURANCE	104,189	115,305	11,116	9.6%	423,021	461,219	38,198	8.3%
LIFE INSURANCE	2,463	2,987	524	17.5%	6,079	11,949	5,870	49.1%
NEW HAMPSHIRE RETIREMENT	53,453	65,342	11,889	18.2%	212,577	261,369	48,792	18.7%
POST RETIREMENT BENEFITS	10,922	12,015	1,092	9.1%	43,689	48,058	4,369	9.1%
EMPLOYEE DRUG TEST	471	170	(301)	(177.2%)	828	680	(148)	(21.8%)
OPEB EXPENSE				-				-
EMPLOYER FICA	38,106	38,747	641	1.7%	159,655	166,787	7,132	4.3%
UNEMPLOYMENT INS				-				-
	<u>214,834</u>	<u>241,537</u>	<u>26,703</u>	<u>11.1%</u>	<u>867,424</u>	<u>977,948</u>	<u>110,522</u>	<u>11.3%</u>
BENEFIT TRANSFERS OUT				-				-
	<u>214,834</u>	<u>241,537</u>	<u>26,703</u>	<u>11.1%</u>	<u>867,424</u>	<u>977,948</u>	<u>110,522</u>	<u>11.3%</u>
TOTAL WAGES & BENEFITS	738,643	749,923	11,281	1.5%	3,057,609	3,160,945	103,335	3.3%

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses
For the Four Months Ending October 31, 2023

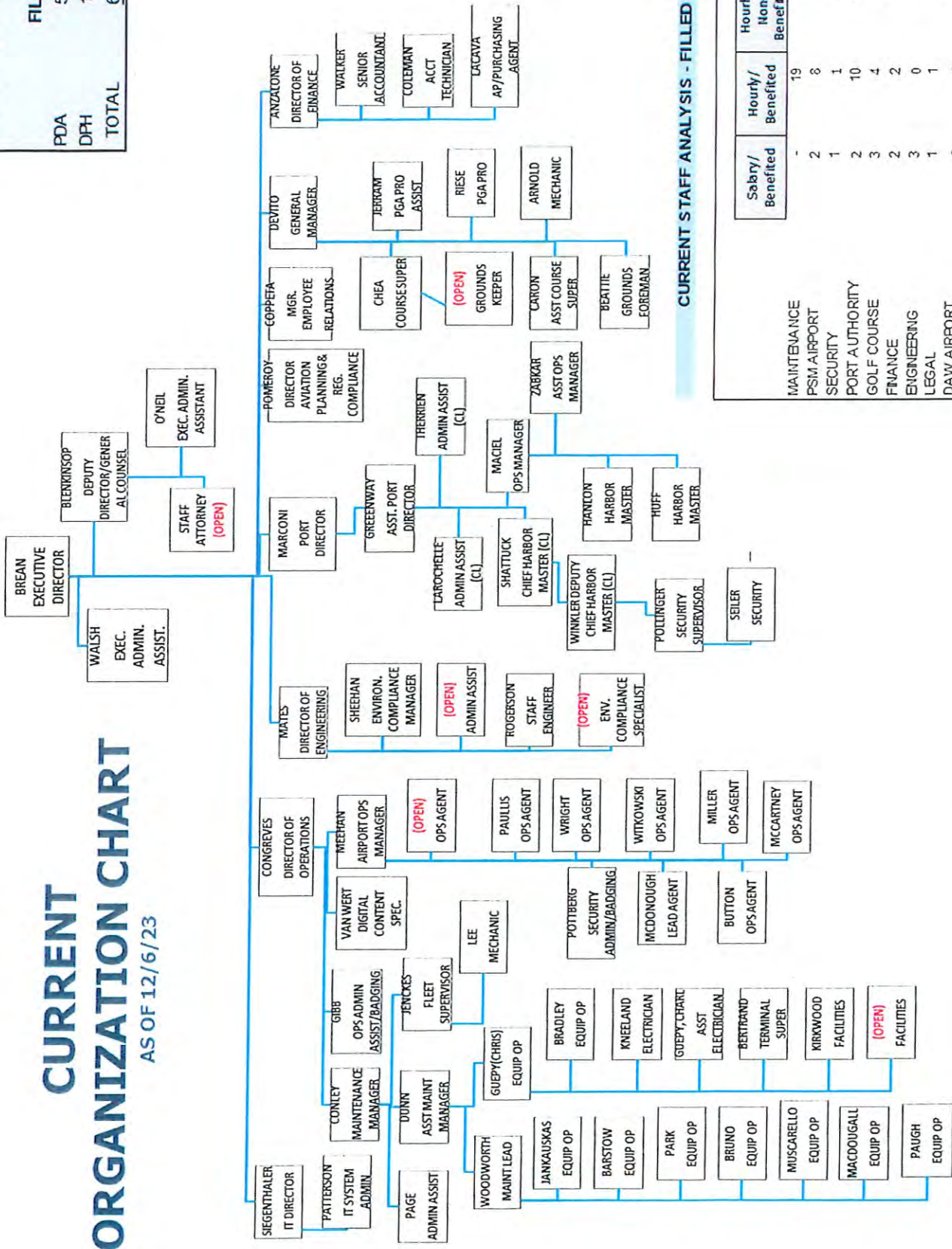
	Actual Oct FY 2024	Budget Oct FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
BUILDING AND FACILITIES								
AIRFIELD MAINTENANCE	2,656	4,875	2,219	45.5%	49,984	19,500	(30,484)	(156.3%)
COVID-19	-	-	-	-	-	-	-	-
SOIL & VEGETATION CONTROL	1,660	10,588	8,928	84.3%	39,621	42,350	2,729	6.4%
ENVIRONMENTAL TESTING	6,402	14,398	7,996	55.5%	40,285	57,592	17,307	30.1%
EQUIPMENT MAINTENANCE	34,774	40,959	6,185	15.1%	144,022	149,364	5,342	3.6%
FACILITIES MAINTENANCE	60,936	80,739	19,803	24.5%	299,242	357,956	58,714	16.4%
LANDSCAPING	-	7,907	7,907	100.0%	11,324	19,046	7,722	40.5%
NAVIGATION MAINTENANCE	-	4,792	4,792	100.0%	971	19,167	18,196	94.9%
OTHER EXPENSES	-	-	-	-	1,500	-	(1,500)	-
SECURITY	7,194	9,665	2,471	25.6%	31,263	54,379	23,116	42.5%
SNOW REMOVAL	-	-	-	-	-	-	-	-
EXPENSE TRANSFERS	-	-	-	-	-	-	-	-
	113,622	173,923	60,300	34.7%	618,212	719,354	101,141	14.1%
WAGE & BENEFIT TRANSFER IN	-	-	-	-	-	-	-	-
	113,622	173,923	60,300	34.7%	618,212	719,354	101,141	14.1%
GENERAL AND ADMINISTRATIVE								
BAD DEBT EXPENSE	-	-	-	-	-	-	-	-
BANK FEES	9,772	10,951	1,179	10.8%	60,301	66,164	5,862	8.9%
COMPUTER EXPENSES	2,016	9,167	7,151	78.0%	18,654	36,667	18,013	49.1%
DISCOUNTS AND LATE FEES	(39)	(189)	(150)	79.3%	(1,203)	(757)	447	(59.0%)
EQUIPMENT UNDER \$5,000	4,057	8,469	4,412	52.1%	35,408	33,439	(1,970)	(5.9%)
FEES AND LICENSES	4,970	6,344	1,374	21.7%	17,813	25,577	7,764	30.4%
INSURANCE	35,505	35,367	(138)	(0.4%)	142,020	141,948	(73)	(0.1%)
OFFICE EQUIPMENT	494	1,922	1,428	74.3%	6,392	7,687	1,295	16.8%
PROFESSIONAL DEVELOPMENT	2,343	4,393	2,050	46.7%	9,509	17,570	8,061	45.9%
SUPPLIES	5,927	7,092	1,165	16.4%	26,669	28,369	1,700	6.0%
TELEPHONES AND COMMUNICATIONS	18,975	17,075	(1,900)	(11.1%)	66,778	68,300	1,522	2.2%
TRAVEL AND MILEAGE	1,302	3,192	1,890	59.2%	9,680	12,767	3,086	24.2%
OTHER EXPENSES	3,423	5,777	2,354	40.8%	15,172	23,108	7,937	34.3%
	88,745	109,560	20,814	19.0%	407,193	460,839	53,646	11.6%
UTILITIES								
ELECTRICITY	40,641	71,072	30,431	42.8%	219,251	319,186	99,935	31.3%
ELECTRICITY TRANSFERS	-	-	-	-	-	-	-	-
HEATING OIL	820	-	(820)	-	820	49	(772)	(1590.6%)
NATURAL GAS	1,154	1,384	230	16.6%	5,218	5,070	(148)	(2.9%)
NATURAL GAS TRANSFERS	-	-	-	-	-	-	-	-
PROPANE	2,413	1,817	(597)	(32.9%)	12,571	9,013	(3,558)	(39.5%)
WASTE REMOVAL	3,210	8,100	4,890	60.4%	19,872	33,453	13,581	40.6%
WASTE REMOVAL TRANSFERS	-	-	-	-	-	-	-	-
WATER	3,138	8,897	5,759	64.7%	12,913	41,477	28,564	68.9%
WATER TRANSFERS	-	-	-	-	-	-	-	-
	51,376	91,270	39,892	43.7%	270,645	408,248	137,602	33.7%
PROFESSIONAL SERVICES								
AUDIT	10,029	16,692	6,663	39.9%	44,589	45,767	1,178	2.6%
INFORMATION TECHNOLOGY	9,910	13,790	3,880	28.1%	44,097	55,160	11,063	20.1%
LEGAL	17,526	15,600	(1,926)	(12.3%)	33,952	62,400	28,449	45.6%
LEGAL PERMIT IMPLEMENT	12,703	14,583	1,880	12.9%	25,724	58,333	32,609	55.9%
ADMINISTRATIVE SERVICES	4,321	16,617	12,297	74.0%	20,765	66,470	45,704	68.8%
	54,489	77,282	22,794	29.5%	169,127	288,130	119,003	41.3%
MARKETING AND PROMOTION								
ADVERTISING	4,283	3,242	(1,040)	(32.1%)	14,620	12,969	(1,651)	(12.7%)
OTHER MARKETING	12,965	20,783	7,818	37.6%	83,154	83,131	(23)	(0.0%)
FLIGHT INCENTIVES	-	-	-	-	-	-	-	-
	17,248	24,025	6,777	28.2%	97,774	96,100	(1,674)	(1.7%)
OTHER OPERATING EXPENSES								
COAST TROLLEY	10,000	10,000	-	-	40,000	40,000	-	-
FUEL	49,757	70,075	20,318	29.0%	266,350	439,810	173,460	39.4%
GOLF CART LEASE	20,819	20,717	(102)	(0.5%)	83,334	82,868	(466)	(0.6%)
MERCHANDISE	22,214	24,074	1,860	7.7%	119,229	124,414	5,185	4.2%
	102,790	124,866	22,076	17.7%	508,913	687,092	178,178	25.9%
TOTAL OPERATING EXPENSES	1,166,913	1,350,849	183,936	13.6%	5,129,473	5,820,708	691,231	11.9%
OPERATING INCOME/(LOSS)	393,884	317,405	76,478	24.1%	2,222,041	1,655,810	566,227	34.2%
DEPRECIATION	604,301	633,072	28,771	4.5%	2,404,845	2,504,028	99,183	4.0%
AMORTIZATION	-	-	-	-	-	-	-	-
NON-OPERATING (INCOME)/EXPENSES								
INTEREST EXPENSE	-	833	833	100.0%	-	3,333	3,333	100.0%
INTEREST INCOME	(52,030)	(7,735)	44,295	(572.6%)	(185,113)	(30,941)	154,172	(498.3%)
NON-OPERATING GRANT FUNDING	-	-	-	-	(32,000)	-	32,000	-
GAIN/LOSS ON ASSETS	-	-	-	-	-	-	-	-
OTHER NON-OPERATING	-	-	-	-	-	-	-	-
	(52,030)	(6,902)	45,128	(653.8%)	(217,113)	(27,608)	189,505	(686.4%)
NET OPERATING INCOME/(LOSS)	(158,387)	(308,765)	150,378	(48.7%)	34,309	(820,610)	854,914	(104.2%)

CURRENT ORGANIZATION CHART

AS OF 12/6/23

TOTAL BENEFITED POSITIONS

	FILLED	OPEN
PDA	53	6
DPH	12	0
TOTAL	65	6



CURRENT STAFF ANALYSIS - FILLED POSITIONS

	Sabbatical Benefited	Hourly Benefited	Hourly/Non-Benefited	Seasonal	TOTAL
MAINTENANCE	-	19	5	4	28
PSM AIRPORT SECURITY	2	8	6	-	16
PORT AUTHORITY	1	1	5	-	7
GOLF COURSE	2	10	11	11	34
FINANCE	3	4	3	31	41
ENGINEERING	2	2	0	-	4
LEGAL	3	0	1	-	4
DAW AIRPORT	-	1	-	-	1
TECHNOLOGY	1	1	-	-	2
HUMAN RESOURCES	1	-	-	-	1
MARKETING EXECUTIVE	0	1	-	-	1
	1	1	1	-	3
TOTAL	17	48	36	46	147

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Net Position
For the Four Months Ending October 31, 2023

	<u>2024</u>	<u>2023</u>
	Ending	Ending
ASSETS		
Cash and Investments	\$15,884,395	\$11,634,673
Accounts Receivable - Net	7,020,093	7,672,465
Inventories	462,015	394,672
Prepays	132,398	135,066
	<u>23,498,902</u>	<u>19,836,875</u>
RESTRICTED ASSETS		
Cash and Investments	336,664	339,998
Current Receivables	71,762	71,363
Loans Receivable - NHFL		
Due within 1 Year	128,744	115,376
Due in more than 1 Year	1,015,181	1,053,246
TOTAL RESTRICTED ASSETS	<u>1,552,352</u>	<u>1,579,983</u>
NON-CURRENT ASSETS		
Leases Receivable-Net of Current Portion	213,131,431	197,230,941
Land	7,520,786	7,520,786
Construction-in-Process	8,014,744	12,169,245
Other Capital Assets - Net	84,508,434	76,587,464
TOTAL NON-CURRENT ASSETS	<u>313,175,395</u>	<u>293,508,437</u>
TOTAL ASSETS	<u>338,226,648</u>	<u>314,925,295</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>2,279,876</u>
LIABILITIES		
ACCOUNTS PAYABLE AND ACCRUED EXPENSES		
Retainage	4,910,785	3,541,075
Unearned Revenues	573,891	66,280
Long-Term Liabilities	260,032	277,244
Net Pension Liability	5,286,773	4,279,644
Net OPEB Liability	5,835,603	7,378,664
Due in more than 1 Year	348,629	343,885
	<u>17,215,713</u>	<u>15,886,792</u>
RESTRICTED LIABILITIES		
Current Liabilities	935	
Long-Term Liabilities		
Due within 1 Year		
Due in more than 1 Year		
	<u>935</u>	
TOTAL LIABILITIES	<u>17,216,648</u>	<u>15,886,792</u>
DEFERRED INFLOWS OF RESOURCES		
Pension	228,607	1,382,954
OPEB	2,087,794	1,651,884
Lease Revenue	210,941,329	198,471,605
	<u>213,257,730</u>	<u>1,813,238</u>
NET POSITION		
Net Investment in Capital Assets	100,043,964	96,277,495
Restricted For:		
Revolving Loan Fishery Fund	1,271,820	1,254,521
Harbor Dredging and Pier Maintenance	1,452	51,830
Foreign Trade Zone	25,896	21,382
Unrestricted	9,457,640	3,631,692
TOTAL NET POSITION	<u>110,800,771</u>	<u>101,236,920</u>

Statement of Revenues and Expenses - PORTSMOUTH AIRPORT *incl Security*
For the Four Months Ending October 31, 2023

	Actual Oct FY 2024	Budget Oct FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$58,542	\$57,200	\$1,342	2.3%	\$271,770	\$268,095	\$3,675	1.4%
CARGO AND HANGARS	\$2,738	\$2,713	\$25	0.9%	\$10,859	\$10,751	\$108	1.0%
CONCESSION REVENUE	\$5,539	\$29,274	(\$23,735)	(81.1%)	\$12,598	\$50,965	(\$38,367)	(75.3%)
FEE REVENUE	\$95,444	\$99,140	(\$3,696)	(3.7%)	\$424,046	\$373,790	\$50,256	13.4%
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	\$21,132	\$16,250	\$4,882	30.0%	\$69,413	\$65,000	\$4,413	6.8%
TOTAL OPERATING REVENUES	183,395	204,577	(21,182)	(10.4%)	788,686	768,601	20,085	2.6%
EXPENSES								
WAGES AND FRINGE BENEFITS	131,536	111,719	(19,817)	(17.7%)	497,475	479,796	(17,679)	(3.7%)
BUILDING AND FACILITIES	48,815	76,738	27,923	36.4%	300,687	344,399	43,712	12.7%
GENERAL AND ADMINISTRATIVE	31,740	44,064	12,324	28.0%	144,364	177,590	33,226	18.7%
UTILITIES	24,560	50,562	26,002	51.4%	139,143	215,262	76,119	35.4%
PROFESSIONAL SERVICES	5,456	9,316	3,860	41.4%	24,154	37,267	13,113	35.2%
MARKETING AND PROMOTION	2,500	7,292	4,792	65.7%	58,241	29,167	(29,074)	(99.7%)
OTHER OPERATING EXPENSES								
TOTAL OPERATING EXPENSES	244,607	299,691	55,084	18.4%	1,164,064	1,283,481	119,417	9.3%
OPERATING INCOME	(61,212)	(95,114)	33,902	35.6%	(375,378)	(514,880)	139,502	27.1%
NON-OPERATING (INCOME) EXPENSE	(1)	0	1	-	(4)	0	4	-
DEPRECIATION	357,606	396,381	38,775	9.8%	1,423,524	1,565,688	142,164	9.1%
NET OPERATING INCOME	(418,817)	(491,495)	(72,678)	14.8%	(1,798,898)	(2,080,568)	(281,670)	13.5%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - SKYHAVEN AIRPORT
For the Four Months Ending October 31, 2023

	Actual Oct FY 2024	Budget Oct 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	13,020	12,029	991	8.2%	49,064	47,719	1,345	2.8%
CONCESSION REVENUE		267	(267)	(100.0%)		1,067	(1,067)	(100.0%)
FEE REVENUE	1,020		1,020	-	1,020		1,020	-
FUEL SALES	8,631	7,686	945	12.3%	33,341	31,668	1,672	5.3%
INTEREST								
MERCHANDISE								
OTHER REVENUE		92	(92)	(100.0%)	(50)	367	(417)	(113.6%)
TOTAL OPERATING REVENUES	22,671	20,074	2,597	12.9%	83,375	80,821	2,554	3.2%
EXPENSES								
WAGES AND FRINGE BENEFITS	10,829	3,879	(6,950)	(179.2%)	38,341	15,727	(22,614)	(143.8%)
BUILDING AND FACILITIES	3,804	3,595	(209)	(5.8%)	35,467	14,380	(21,087)	(146.6%)
GENERAL AND ADMINISTRATIVE	4,184	3,686	(498)	(13.5%)	15,090	14,745	(344)	(2.3%)
UTILITIES	2,145	1,649	(496)	(30.1%)	7,196	7,525	329	4.4%
PROFESSIONAL SERVICES	562	1,028	466	45.4%	2,665	4,113	1,448	35.2%
MARKETING AND PROMOTION		125	125	100.0%	225	500	275	55.0%
OTHER OPERATING EXPENSES	6,093	6,149	56	0.9%	28,651	25,334	(3,317)	(13.1%)
TOTAL OPERATING EXPENSES	27,617	20,111	(7,506)	(37.3%)	127,635	82,324	(45,310)	(55.0%)
OPERATING INCOME	(4,946)	(37)	(4,909)	13153.4%	(44,260)	(1,503)	(42,756)	2842.9%
NON-OPERATING (INCOME) EXPENSE					(32,000)		32,000	-
DEPRECIATION	35,100	39,328	4,228	10.8%	139,269	156,044	16,776	10.8%
NET OPERATING INCOME	(40,046)	(39,365)	(681)	1.7%	(151,529)	(157,547)	6,019	(3.8%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - TRADEPORT OPERATIONS
For the Four Months Ending October 31, 2023

	Actual Oct FY 2024	Budget Oct FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$827,269	\$840,257	(\$12,988)	(1.5%)	\$3,491,176	\$3,491,376	(\$201)	(0.0%)
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE								
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	4,456	2,083	2,372	113.9%	12,335	8,333	4,002	48.0%
TOTAL OPERATING REVENUES	831,725	842,340	(10,616)	(1.3%)	3,503,511	3,499,709	3,801	0.1%
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES	10,535	25,970	15,435	59.4%	42,767	102,679	59,912	58.3%
GENERAL AND ADMINISTRATIVE	7,760	7,884	124	1.6%	36,294	31,536	(4,758)	(15.1%)
UTILITIES	4,263	7,526	3,263	43.4%	24,117	33,110	8,993	27.2%
PROFESSIONAL SERVICES		247	247	100.0%		986	986	100.0%
MARKETING AND PROMOTION	1,003	83	(919)	(1103.3%)	1,003	333	(669)	(200.8%)
OTHER OPERATING EXPENSES	10,000	10,000	-	-	40,000	40,000	-	-
TOTAL OPERATING EXPENSES	33,561	51,710	18,149	35.1%	144,181	208,644	64,463	30.9%
OPERATING INCOME	798,164	790,630	7,534	1.0%	3,359,330	3,291,065	68,265	2.1%
NON-OPERATING (INCOME) EXPENSE								
DEPRECIATION	65,450	68,966	3,517	5.1%	259,688	273,478	13,790	5.0%
NET OPERATING INCOME	732,714	721,664	11,050	1.5%	3,099,642	3,017,587	82,054	2.7%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - GOLF COURSE
For the Four Months Ending October 31, 2023

	Actual Oct FY 2024	Budget Oct 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	41,346	39,817	1,529	3.8%	208,535	199,739	8,796	4.4%
FEE REVENUE	260,688	252,375	8,313	3.3%	1,545,026	1,401,417	143,608	10.2%
FUEL SALES								
INTEREST								
MERCHANDISE	30,311	32,099	(1,788)	(5.6%)	186,677	165,885	20,791	12.5%
OTHER REVENUE	870	4,442	(3,573)	(80.4%)	6,114	17,769	(11,655)	(65.6%)
TOTAL OPERATING REVENUES	333,215	328,733	4,481	1.4%	1,946,352	1,784,810	161,541	9.1%
EXPENSES								
WAGES AND FRINGE BENEFITS	108,477	102,719	(5,757)	(5.6%)	482,703	467,706	(14,997)	(3.2%)
BUILDING AND FACILITIES	26,669	33,901	7,232	21.3%	139,111	123,019	(16,092)	(13.1%)
GENERAL AND ADMINISTRATIVE	18,719	20,827	2,108	10.1%	93,234	97,764	4,530	4.6%
UTILITIES	12,711	20,788	8,077	38.9%	59,763	92,081	32,318	35.1%
PROFESSIONAL SERVICES	3,027	3,301	273	8.3%	9,995	13,203	3,208	24.3%
MARKETING AND PROMOTION	7,465	4,142	(3,323)	(80.2%)	18,367	16,566	(1,801)	(10.9%)
OTHER OPERATING EXPENSES	43,033	44,791	1,758	3.9%	202,563	207,282	4,719	2.3%
TOTAL OPERATING EXPENSES	220,101	230,469	10,368	4.5%	1,005,736	1,017,621	11,886	1.2%
OPERATING INCOME	113,114	98,264	14,850	15.1%	940,616	767,189	173,427	22.6%
NON-OPERATING (INCOME) EXPENSE	(44,315)	(17)	44,298	(265736.1%)	(152,970)	(67)	152,903	(229308.9%)
DEPRECIATION	30,657	32,020	1,363	4.3%	123,470	126,284	2,814	2.2%
NET OPERATING INCOME	126,772	66,261	60,511	91.3%	970,116	640,972	329,144	51.4%

BUSINESS UNIT ANALYSIS	PRO SHOP	COURSE OPERATIONS	FOOD/BEV	SIMULATOR	TOTAL
OPERATING REVENUES	186,677	1,540,256	209,400	10,019	1,946,352
OPERATING EXPENSES* *Excluding Depreciation	138,450	756,877	88,938	21,471	1,005,736
OPERATING INCOME	48,227	783,379	120,462	(11,452)	940,616

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - DIVISION OF PORTS AND HARBORS-UNRESTRICTED
For the Four Months Ending October 31, 2023

	Actual Oct FY 2024	Budget Oct FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$48,202	\$41,574	\$6,628	15.9%	\$151,910	\$143,734	\$8,176	5.7%
CARGO AND HANGARS				-				-
CONCESSION REVENUE	7,348	600	6,748	1124.6%	47,117	5,400	41,717	772.5%
FEE REVENUE	49,260	118,425	(69,165)	(58.4%)	372,701	524,922	(152,221)	(29.0%)
FUEL SALES	60,739	83,114	(22,376)	(26.9%)	338,352	542,970	(204,618)	(37.7%)
INTEREST				-				-
MERCHANDISE				-				-
OTHER REVENUE	8,542	10,157	(1,615)	(15.9%)	70,580	63,917	6,663	10.4%
TOTAL OPERATING REVENUES	174,091	253,870	(79,780)	(31.4%)	980,660	1,280,943	(300,282)	(23.4%)
EXPENSES								
WAGES AND FRINGE BENEFITS	119,247	152,212	32,964	21.7%	548,091	614,306	66,215	10.8%
BUILDING AND FACILITIES	9,577	19,385	9,808	50.6%	62,918	77,541	14,623	18.9%
GENERAL AND ADMINISTRATIVE	13,189	11,746	(1,444)	(12.3%)	46,838	53,598	6,960	13.0%
UTILITIES	7,310	10,340	3,031	29.3%	37,683	58,653	20,970	35.8%
PROFESSIONAL SERVICES	12,381	14,629	2,248	15.4%	29,804	37,514	7,610	20.3%
MARKETING AND PROMOTION	391	217	(174)	(80.5%)	640	867	227	26.2%
OTHER OPERATING EXPENSES	43,663	63,926	20,263	31.7%	237,700	414,476	176,776	42.7%
TOTAL OPERATING EXPENSES	205,758	272,455	66,695	24.5%	963,574	1,256,955	293,381	23.3%
OPERATING INCOME	(31,667)	(18,585)	(13,085)	70.4%	17,086	23,988	(6,902)	(28.8%)
NON-OPERATING (INCOME) EXPENSE	(6,738)	(183)	6,554	(3575.2%)	(28,211)	(733)	27,478	(3747.1%)
DEPRECIATION	100,860	82,720	(18,140)	(21.9%)	401,570	328,213	(73,357)	(22.4%)
NET OPERATING INCOME	(125,789)	(101,122)	(24,671)	24.4%	(356,273)	(303,492)	(52,781)	17.4%

BUSINESS UNIT ANALYSIS	RYE HARBOR	HAMPTON HARBOR	PORTS. FISH PIER	MARKET ST.	HARBOR MGMT	ADMIN	TOTAL
OPERATING REVENUES	218,962	217,603	116,362	227,715	200,018	0	980,660
OPERATING EXPENSES* *Excluding Depreciation	134,647	219,750	133,436	163,379	172,406	139,956	963,574
OPERATING INCOME	84,315	(2,147)	(17,074)	64,336	27,612	(139,956)	17,086

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - FOREIGN TRADE ZONE
For the Four Months Ending October 31, 2023

	Actual Oct FY 2024	Budget Oct FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$10,000	\$5,000	\$5,000	100.0%	\$14,000	\$7,000	\$7,000	100.0%
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	-	-	-	-	-	-	-	-
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	-	-	-	-	-	-	-
TOTAL OPERATING REVENUES	10,000	5,000	5,000	100.0%	14,000	7,000	7,000	100.0%
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE UTILITIES	-	104	104	100.0%	-	417	417	100.0%
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	708	708	100.0%	1,539	2,833	1,295	45.7%
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	-	812	813	100.0%	1,539	3,250	1,711	52.7%
OPERATING INCOME	10,000	4,188	5,813	138.8%	12,461	3,750	8,711	232.3%
NON-OPERATING (INCOME) EXPENSE	(1)	0	0	(75.8%)	(1)	(1)	0	3.0%
DEPRECIATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	10,001	4,188	5,813	138.8%	12,462	3,751	8,711	232.2%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - HARBOR DREDGING
For the Four Months Ending October 31, 2023

	Actual Oct FY 2024	Budget Oct 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	2,320	10,000	(7,680)	(76.8%)	21,577	40,000	(18,423)	(46.1%)
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	150	583	(433)	(74.3%)	1,550	2,333	(783)	(33.6%)
TOTAL OPERATING REVENUES	2,470	10,583	(8,113)	(76.7%)	23,127	42,333	(19,206)	(45.4%)
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	5,917	5,917	100.0%	-	23,667	23,667	100.0%
GENERAL AND ADMINISTRATIVE UTILITIES	25	1,000	975	97.5%	116	4,000	3,884	97.1%
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	25	6,917	6,892	99.6%	116	27,667	27,551	99.6%
OPERATING INCOME	2,445	3,666	(1,222)	(33.3%)	23,011	14,666	8,344	56.9%
NON-OPERATING (INCOME) EXPENSE	(668)	(35)	633	(1808.4%)	(2,833)	(140)	2,693	(1923.5%)
DEPRECIATION	6,059	5,917	(142)	(2.4%)	24,039	23,667	(372)	(1.6%)
NET OPERATING INCOME	(2,946)	(2,216)	(731)	33.0%	1,805	(8,861)	10,666	(120.4%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - REVOLVING LOAN FUND
For the Four Months Ending October 31, 2023

	Actual Oct FY 2024	Budget Oct 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	3,231	3,000	231	7.7%	11,354	12,000	(646)	(5.4%)
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	75	(75)	(100.0%)	448	300	148	49.3%
TOTAL OPERATING REVENUES	3,231	3,075	156	5.1%	11,802	12,300	(498)	(4.0%)
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	50	42	(8)	(20.0%)	118	167	49	29.3%
UTILITIES	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	935	1,250	315	25.2%	6,506	5,000	(1,506)	(30.1%)
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	985	1,292	307	23.8%	6,624	5,167	(1,457)	(28.2%)
OPERATING INCOME	2,246	1,783	462	25.9%	5,178	7,133	(1,954)	(27.4%)
NON-OPERATING (INCOME) EXPENSE	(16)	-	16	-	(68)	68	-	-
DEPRECIATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	2,262	1,783	478	26.8%	5,246	7,133	(1,886)	(26.4%)

REVOLVING LOAN FUND (\$ 000's)	BALANCE AT 10-31-2023	BALANCE AT 06-30-2023
CASH BALANCES		
GENERAL FUNDS	127	194
SEQUESTERED FUNDS	-	-
	<u>127</u>	<u>194</u>
LOANS OUTSTANDING (21)		
CURRENT	129	117
LONG TERM	1,015	954
	<u>1,144</u>	<u>1,071</u>
TOTAL CAPITAL BASE	<u>1,271</u>	<u>1,265</u>
CAPTIAL UTILIZATION RATE -% *	<u>90.0%</u>	<u>84.7%</u>

*EXCLUDES SEQUESTERED FUNDS

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

(\$000's)

<u>BUSINESS UNIT</u>	TOTAL PROJECT	GRANT AWARD	EXPENDED TO DATE	PDA /DPH SHARE	RECEIVED TO DATE	BAL. DUE PDA/DPH	AMOUNT SUBMITTED
PORTSMOUTH AIRPORT & TRADEPORT	10,447	10,086	941	(21)	663	251	131
SKYHAVEN AIRPORT	158	150	3	0	0	3	0
DIVISION OF PORTS AND HARBORS	25,028	25,028	18,397	0	15,923	1,939	1,939
	<u>35,633</u>	<u>35,264</u>	<u>19,341</u>	<u>(21)</u>	<u>16,586</u>	<u>2,193</u>	<u>2,070</u>

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

(\$000's)

<u>PROJECT NAME</u>	BALANCE AT 06-30-23	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	BALANCE AT 10-31-23
PORTSMOUTH AIRPORT					
SNOW REMOVAL EQUIPMENT (AIP 74)	11	-	-	-	11
TERMINAL EXPANSION PROJECT	46	-	(46)	(46)	-
ALPHA NORTH TAXIWAY RECONSTRUCTION	79	67	-	67	146
NH AVE RIGHT HAND TURN LANE	49	8	-	8	57
BADGE TRAINING & SOFTWARE	45	-	-	-	45
TERMINAL ACCESS CONTROL UPGRADE	-	42	-	42	42
JET BRIDGE REHAB	-	45	-	45	45
PAINT MACHINE UPGRADES	-	7	(7)	-	-
PAINT GRINDER	-	50	(50)	-	-
ARRIVALS HALL EXPANSION (AIP 76)	103	-	-	-	103
ARRIVALS HALL EXPANSION (NON-GRANT)	726	255	-	255	981
PSM FENCE REPAIR	-	6	-	6	6
PSM VIDEO SURVEILLANCE STORAGE	-	29	(29)	-	-
	<u>1,059</u>	<u>509</u>	<u>(132)</u>	<u>377</u>	<u>1,436</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	-	12	-	12	12
HVAC REPLACEMENT (55 INTERNATIONAL)	80	45	(125)	(80)	-
	<u>80</u>	<u>57</u>	<u>(125)</u>	<u>(68)</u>	<u>12</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)	2,653	3,363	-	3,363	6,016
FUNCTIONAL REPLACEMENT - BARGE DOCK	-	22	-	22	22
HAMPTON DOCK REPLACEMENT (ARPA)	131	-	-	-	131
PFP BRACING & DECKING (ARPA)	123	13	-	13	136
RYE GATE HOUSE	-	21	-	21	21
RYE FUEL DISPENSER	13	80	-	80	93
	<u>2,920</u>	<u>3,499</u>	<u>0</u>	<u>3,499</u>	<u>6,419</u>
TOTAL	<u>4,225</u>	<u>4,068</u>	<u>(279)</u>	<u>3,789</u>	<u>8,014</u>

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



PEASE DEVELOPMENT AUTHORITY CASH FLOW SUMMARY OVERVIEW DECEMBER 1, 2023 TO AUGUST 31, 2024

(EXCLUDING DIVISION OF PORTS AND HARBORS)

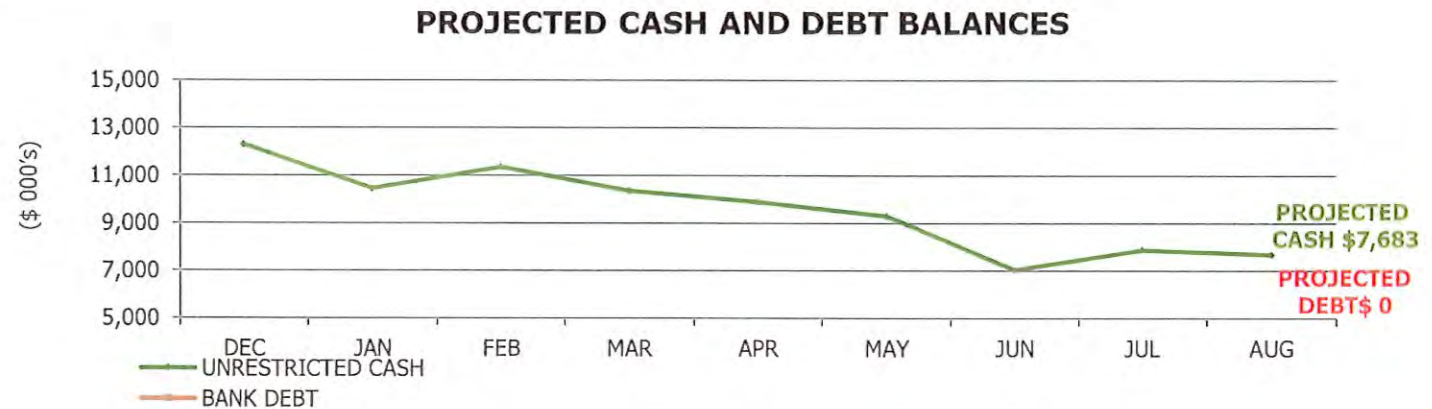
(\$ 000's)

(\$000's)	AMOUNT
OPENING FUND BALANCE	<u>14,531</u>
SOURCES OF FUNDS	
GRANT AWARDS (SEE PAGE 4)	4,970
TRADEPORT TENANTS	8,386
MUNICIPAL SERVICE FEE (COP)	2,241
GOLF COURSE FEE AND CONCESSION REVENUES	2,419
REVOLVING LINE OF CREDIT (PROVIDENT BANK)	0
PSM AIRPORT- LEASES, FUEL FLOWAGE FEES AND PARKING	1,581
SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES	201
	<u>19,798</u>
USES OF FUNDS	
OPERATING EXPENSES	10,584
CAPITAL EXPENDITURES- NON-GRANT (SEE PAGE 5)	7,186
CAPITAL EXPENDITURES- GRANT (SEE PAGE 4)	6,076
MUNICIPAL SERVICE FEE (COP)	2,800
	<u>26,646</u>
NET CASH FLOW	<u>(6,848)</u>
CLOSING FUND BALANCE	<u>7,683</u>

TOTAL FUND BALANCES	BALANCE AT 11-30-2023	BALANCE AT 6-30-2023
UNRESTRICTED	14,531	9,568
DESIGNATED	14	14
TOTAL	<u>14,545</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.



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	Nov-23	Nov-22
CURRENT INTEREST RATE	8.06%	6.80%

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

(\$000's)

CASH FLOW - PDA	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL
OPENING FUND BALANCE	<u>14,531</u>	<u>12,305</u>	<u>10,458</u>	<u>11,363</u>	<u>10,369</u>	<u>9,893</u>	<u>9,306</u>	<u>7,051</u>	<u>7,871</u>	<u>14,531</u>
SOURCES OF FUNDS										
GRANT AWARDS (SEE PAGE # 4)	-	400	1,834	67	1,052	52	-	1,115	450	4,970
TRADEPORT TENANTS	895	910	940	884	916	929	884	1,093	935	8,386
MUNICIPAL SERVICE FEE	147	453	147	147	453	147	147	453	147	2,241
GOLF COURSE	61	36	65	90	273	450	523	477	444	2,419
PORTSMOUTH AIRPORT- (PSM)	36	36	32	154	40	65	87	61	79	590
PSM PAY FOR PARKING	37	32	50	87	105	56	32	36	27	462
PSM FLOWAGE FEES	60	34	66	47	88	50	60	59	65	529
SKYHAVEN AIRPORT	20	18	19	23	22	26	28	23	22	201
EXTERNAL FINANCING- NET	-	-	-	-	-	-	-	-	-	-
	<u>1,256</u>	<u>1,919</u>	<u>3,153</u>	<u>1,499</u>	<u>2,949</u>	<u>1,775</u>	<u>1,761</u>	<u>3,317</u>	<u>2,169</u>	<u>19,798</u>
USE OF FUNDS										
CAPITAL- GRANT RELATED (SEE PAGE # 4)	350	2,116	385	600	585	525	515	500	500	6,076
CAPITAL- NONGRANT (SEE PAGE 5)	539	517	715	680	1,670	645	885	815	720	7,186
OPERATING EXPENSES	1,193	1,133	1,148	1,213	1,170	1,192	1,216	1,182	1,137	10,584
MUNICIPAL SERVICE FEE	1,400	-	-	-	-	-	1,400	-	-	2,800
	<u>3,482</u>	<u>3,766</u>	<u>2,248</u>	<u>2,493</u>	<u>3,425</u>	<u>2,362</u>	<u>4,016</u>	<u>2,497</u>	<u>2,357</u>	<u>26,646</u>
NET CASH FLOW	(2,226)	(1,847)	905	(994)	(476)	(587)	(2,255)	820	(188)	(6,848)
CLOSING FUND BALANCE	<u>12,305</u>	<u>10,458</u>	<u>11,363</u>	<u>10,369</u>	<u>9,893</u>	<u>9,306</u>	<u>7,051</u>	<u>7,871</u>	<u>7,683</u>	<u>7,683</u>

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

GRANT FUNDED PROJECTS	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL
PORTSMOUTH AIRPORT										
ARRIVALS HALL EXPANSION	300	300	300	500	500	500	500	500	500	3,900
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	15	-	-	15	-	-	15	-	-	45
ALPHA NORTH TAXIWAY DESIGN	35	25	25	25	25	-	-	-	-	135
SNOW REMOVAL EQUIPMENT (AIP 69)	-	377	-	-	-	-	-	-	-	377
SNOW REMOVAL EQUIPMENT (AIP 74)	-	1,211	-	-	-	-	-	-	-	1,211
	<u>350</u>	<u>1,913</u>	<u>325</u>	<u>540</u>	<u>525</u>	<u>500</u>	<u>515</u>	<u>500</u>	<u>500</u>	<u>5,668</u>
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
	<u>-</u>	<u>203</u>	<u>60</u>	<u>60</u>	<u>60</u>	<u>25</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>408</u>
TRADEPORT										
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL GRANT REIMBURSEMENT PROJECTS	<u>350</u>	<u>2,116</u>	<u>385</u>	<u>600</u>	<u>585</u>	<u>525</u>	<u>515</u>	<u>500</u>	<u>500</u>	<u>6,076</u>

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

GRANT AWARDS	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL
PORTSMOUTH AIRPORT										
ARRIVALS HALL EXPANSION	-	400	-	-	1,000	-	-	1,000	450	2,850
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	-	-	-	15	-	-	-	15	-	30
ALPHA NORTH TAXIWAY DESIGN	-	-	100	-	-	-	-	100	-	200
SNOW REMOVAL EQUIPMENT (AIP 69)	-	-	377	-	-	-	-	-	-	377
SRE CARRIER VEHICLE (AIP 74)	-	-	1,150	-	-	-	-	-	-	1,150
	<u>-</u>	<u>400</u>	<u>1,627</u>	<u>15</u>	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>1,115</u>	<u>450</u>	<u>4,607</u>
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
SKYHAVEN AIRPORT										
WILDLIFE FENCE DESIGN	-	-	31	31	31	31	-	-	-	124
TERMINAL PARKING LOT DESIGN	-	-	31	21	21	21	-	-	-	94
SNOW REMOVAL EQUIPMENT	-	-	145	-	-	-	-	-	-	145
	<u>-</u>	<u>-</u>	<u>207</u>	<u>52</u>	<u>52</u>	<u>52</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>363</u>
TRADEPORT										
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL GRANT RECEIPT AWARDS	<u>-</u>	<u>400</u>	<u>1,834</u>	<u>67</u>	<u>1,052</u>	<u>52</u>	<u>-</u>	<u>1,115</u>	<u>450</u>	<u>4,970</u>

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

(\$ 000's)

NON-GRANT CAPITAL PROJECTS	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL
TECHNOLOGY/ADMINISTRATION										
OFFICE 365 MIGRATION	18	-	-	-	-	-	-	-	-	18
PAYCHEX PAYROLL KIOSKS **	-	5	-	-	-	-	-	-	-	5
REPLACE CARPETING - 55 INTERNATIONAL**	-	13	-	-	-	-	-	-	-	13
WEBSITE UPGRADES	28	-	-	-	-	-	-	-	-	28
	<u>46</u>	<u>18</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>64</u>
GOLF COURSE										
COURSE EQUIPMENT	40	-	-	70	90	-	-	-	-	200
EVENTS CENTER STUDY**	-	10	20	20	20	20	20	20	20	150
VIDEO SURVEILLANCE SYSTEM	-	-	-	-	-	-	-	20	-	20
IRRIGATION REPAIRS**	-	-	40	40	45	-	-	-	-	125
	<u>40</u>	<u>10</u>	<u>60</u>	<u>130</u>	<u>155</u>	<u>20</u>	<u>20</u>	<u>40</u>	<u>20</u>	<u>495</u>
PORTSMOUTH AIRPORT										
MOBILE RADIO UPGRADE	20	50	-	-	-	-	-	-	-	70
FENCE CONSTRUCTION **	-	-	-	-	-	-	40	-	-	40
GENERATOR UPGRADE **	-	-	10	-	-	-	-	-	-	10
ATC TOWER HVAC IMPROVEMENTS	-	-	-	-	55	-	-	-	-	55
JETBRIDGE REHAB	-	-	106	-	-	-	-	-	-	106
PAY FOR PARKING UPGRADES	35	-	-	-	-	-	-	-	-	35
SRE (AIP 69) NON-FUNDED	-	-	-	150	-	-	-	-	-	150
PEDESTRIAN SIDEWALKS**	-	-	-	-	-	-	75	75	-	150
ARRIVALS HALL EXPANSION-CONSTRUCTION	100	200	200	200	200	200	200	200	200	1,700
PDA HANGAR DESIGN & CONSTRUCTION**	-	-	200	200	400	400	400	500	500	2,600
FLIGHTLINE RD PIPE RELOCATION**	-	-	-	-	750	-	-	-	-	750
	<u>155</u>	<u>250</u>	<u>516</u>	<u>550</u>	<u>1,405</u>	<u>600</u>	<u>715</u>	<u>775</u>	<u>700</u>	<u>5,666</u>
SKYHAVEN AIRPORT										
SRE DOOR REPLACEMENT**	20	-	-	-	-	-	-	-	-	20
FUEL SYSTEM CREDIT CARD **	-	5	-	-	-	-	-	-	-	5
RENOVATION WORK-TERMINAL BLDG	-	15	-	-	-	-	-	-	-	15
EQUIPMENT FORKS**	-	8	-	-	-	-	-	-	-	8
TOW BEHIND MOWER ATTACHMENT	11	-	-	-	-	-	-	-	-	11
	<u>31</u>	<u>28</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>59</u>
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	-	136	-	-	-	-	-	-	-	136
	<u>27</u>	<u>136</u>	<u>139</u>	<u>-</u>	<u>110</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>412</u>
SECURITY - SKYHAVEN AIRPORT										
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
TRADEPORT										
STORMWATER UPGRADES	-	25	-	-	-	25	-	-	-	50
	-	<u>25</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>25</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>50</u>
MAINTENANCE										
VEHICLE FLEET REPLACEMENT	-	-	-	-	-	-	-	-	-	-
BUILDING INFRASTRUCTURE **	-	50	-	-	-	-	-	-	-	50
JD DIESEL TRACTORW/TOW BEHIND MOWER	130	-	-	-	-	-	-	-	-	130
PAINT REMOVAL MACHINE	50	-	-	-	-	-	-	-	-	50
SIGN ROUTER/PRINTER	60	-	-	-	-	-	-	-	-	60
SNOW MELTER/HAUL	-	-	-	-	-	-	150	-	-	150
	<u>240</u>	<u>50</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>150</u>	<u>-</u>	<u>-</u>	<u>440</u>
TOTAL NON-GRANT CAPITAL PROJECTS	539	517	715	680	1,670	645	885	815	720	7,186

NOTE: **PENDING BOARD APPROVAL

DIVISION OF PORTS AND HARBORS (UNRESTRICTED FUNDS)

CASH FLOW SUMMARY OVERVIEW

DECEMBER 1, 2023 TO AUGUST 31, 2024

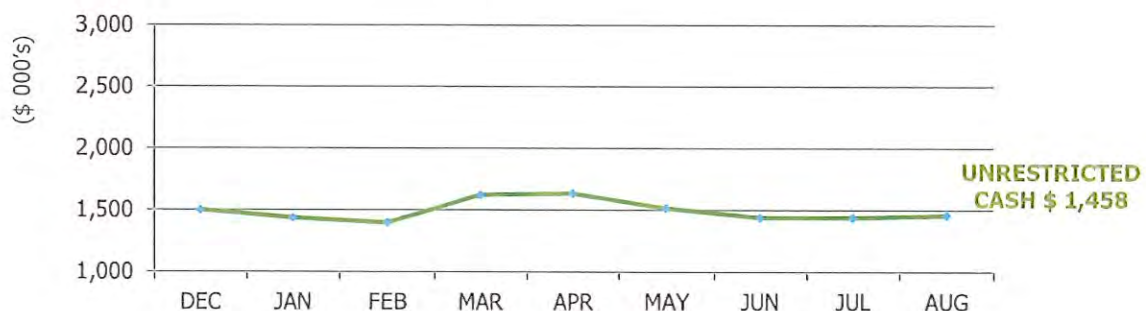
(\$ 000's)

(\$000'S)	AMOUNT
OPENING FUND BALANCE	<u>1,583</u>
SOURCES OF FUNDS	
FACILITY RENTALS AND CONCESSIONS	399
FUEL SALES	654
REGISTRATIONS / WHARFAGE	630
MOORING FEES	475
PARKING FEES	88
	<u>2,246</u>
USES OF FUNDS	
PERSONNEL SERVICES AND BENEFITS	1,323
FUEL PROCUREMENT	333
OPERATING EXPENSES	565
CAPITAL EXPENDITURES AND OTHER	150
	<u>2,371</u>
NET CASH FLOW	<u>(125)</u>
CLOSING FUND BALANCE	<u>1,458</u>

TOTAL FUND BALANCES	11/30/2023	BALANCE AT 06/30/23
UNRESTRICTED FUNDS	1,583	1,931
DESIGNATED FUNDS	<u>168</u>	<u>445</u>
	<u>1,751</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) SEASONAL REVENUE FLUCTUATIONS 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	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	TOTAL
OPENING FUND BALANCE	1,583	1,501	1,438	1,399	1,623	1,635	1,515	1,439	1,440	1,583
SOURCES OF FUNDS										
FACILITY RENTALS AND CONCESSIONS	37	31	34	52	47	47	38	68	45	399
FUEL SALES	37	34	34	42	51	75	124	117	140	654
MOORING FEES	-	-	100	275	100	-	-	-	-	475
PARKING FEES	-	-	-	1	5	8	15	27	32	88
REGISTRATIONS / WHARFAGE	70	70	70	70	70	70	70	70	70	630
	<u>144</u>	<u>135</u>	<u>238</u>	<u>440</u>	<u>273</u>	<u>200</u>	<u>247</u>	<u>282</u>	<u>287</u>	<u>2,246</u>
USE OF FUNDS										
PERSONNEL SERVICES AND BENEFITS	146	129	127	142	144	140	174	165	156	1,323
FUEL PROCUREMENT	30	19	19	19	28	56	54	54	54	333
UTILITIES	13	13	18	17	30	9	13	20	16	149
GENERAL AND ADMINISTRATIVE	10	10	11	11	12	13	13	14	15	109
BUILDINGS AND FACILITIES	20	20	20	20	40	20	61	20	20	241
PROFESSIONAL SERVICES	7	7	7	7	7	7	8	8	8	66
CAPITAL EXPENDITURES AND OTHER	-	-	75	-	-	75	-	-	-	150
	<u>226</u>	<u>198</u>	<u>277</u>	<u>216</u>	<u>261</u>	<u>320</u>	<u>323</u>	<u>281</u>	<u>269</u>	<u>2,371</u>
NET CASH FLOW	(82)	(63)	(39)	224	12	(120)	(76)	1	18	(125)
CLOSING FUND BALANCE	1,501	1,438	1,399	1,623	1,635	1,515	1,439	1,440	1,458	1,458

DIVISION OF PORTS AND HARBORS (RESTRICTED FUNDS)

CASH FLOW SUMMARY OVERVIEW

DECEMBER 1, 2023 TO AUGUST 31, 2024

(\$ 000's)

HARBOR DREDGING FUND

(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	197
<u>SOURCES OF FUNDS</u>	
PIER USAGE FEES	81
REGISTRATIONS	9
GRANT FUNDING	-
	<u>90</u>
 <u>USES OF FUNDS</u>	
BUILDINGS AND FACILITIES	104
GENERAL AND ADMINISTRATIVE	6
PROFESSIONAL SERVICES	-
ALL OTHER- (CBOC)	100
	<u>210</u>
NET CASH FLOW	<u>(120)</u>
CLOSING FUND BALANCE	<u>77</u>

REVOLVING LOAN FUND

(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	139
<u>SOURCES OF FUNDS</u>	
LOAN REPAYMENTS	99
INTEREST INCOME-LOANS	30
INTEREST INCOME-FUND BALANCE	-
	<u>129</u>
 <u>USES OF FUNDS</u>	
NEW LOANS PROJECTED	100
GENERAL AND ADMINISTRATIVE	6
PROFESSIONAL SERVICES	15
	<u>121</u>
NET CASH FLOW	<u>8</u>
CLOSING FUND BALANCE	<u>147</u>

FOREIGN TRADE ZONE

(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	18
<u>SOURCES OF FUNDS</u>	
FACILITY RENTALS	9
ALL OTHER	-
	-
	<u>9</u>
 <u>USES OF FUNDS</u>	
GENERAL AND ADMINISTRATIVE	2
PROFESSIONAL SERVICES	-
OTHER	8
	<u>10</u>
NET CASH FLOW	<u>(1)</u>
CLOSING FUND BALANCE	<u>17</u>

TOTAL FUND BALANCES	BALANCE AT 11/30/23	BALANCE AT 06/30/23
HARBOR DREDGING	197	248
REVOLVING LOAN FUND	139	194
FOREIGN TRADE ZONE	18	3
	<u>354</u>	<u>445</u>

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: Paul E. Brean, Executive Director *PEB*
DATE: December 8, 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: McFarland-Johnson, Inc.
Space: 273 Corporate Drive
Use: 5,915 square feet – General Offices and Administrative which must confirm to the uses authorized by the Pease Development Authority
Term: Five (5) Years and three (3) months - Anticipated to be April or May of 2029

2. Tenant: Andover Healthcare, Inc.
Space: 249 Corporate Drive
Use: 9,000 square feet - General Offices and Administrative which must confirm to the uses authorized by the Pease Development Authority
Term: Five (5) Years - Anticipated to be June 30, 2029

3. Tenant: Burano Home, LLC
Space: 15 Rye Street (Suite #210)
Use: 4,966 square feet - General Offices and related uses which must confirm to the uses authorized by the Pease Development Authority
Term: Three (3) Years Commencing - December 1, 2023 through November 30, 2026

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: December 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: Vanasse Hangen, Brustlin, Inc. ("VHB")
Board Authority: In accordance with the authorization provided by the Board of Directors at its meeting of October 17, 2019
Summary: Exercise the last of its one-year options to December 31, 2024, for On-call Transportation Planning and Engineering Services
2. Project Name: GM2
Board Authority: Director Fournier
Summary: Work performed along the airfield perimeter fence which abuts the Pease Golf Course
Cost: \$2,000.00
3. Project Name: ACS Industries - Skyhaven Loader Forks
Board Authority: Director Fournier
Summary: Purchase of Loader Forks for Skyhaven Airport
Cost: \$7,623
4. Project Name: OTIS Elevator Company
Board Authority: Director Ferrini
Summary: Replacement of Glass Connected to Escalator and Repair to Escalator Equipment
Cost: \$8,157.25

DRAFT

2024 MEETING SCHEDULE

Month	BOARD		FINANCE		GOLF		AUDIT		PORT		Noise Compatibility	
	Meetings at 8:30 am	Day	Meetings at 9:00 am	Day	Meetings at 8:30 am	Day	Meetings at 8:30 am	Day	Meetings at 8:00 am	Day	Meetings at 6:30 pm	Day
January	01/11/24	Thurs.							Thurs.	01/04/24		
February		None										
March	03/14/24	Thurs.	03/11/24	Mon.	03/11/24	Mon.						
April	04/18/24	Thurs.							Thurs.	04/04/24		
May	05/16/24	Thurs.										
June	06/20/24	Thurs.	06/17/24	Mon.	6/17/2024	Mon.					Thurs.	06/20/24
July		None										
August	08/15/24	Thurs.							Thurs.	07/11/24		
September	09/19/24	Thurs.	09/16/24	Mon.	09/16/24	Mon.						
October	10/17/24	Thurs.										
November	11/21/24	Thurs.					Mon.	10/14/24	Thurs.	10/03/24		
December	12/19/24	Thurs.	12/16/24	Mon.	12/16/24	Mon.						
Annual												
NOTE: ALL MEETINGS BEGIN AT 8:30 A.M. UNLESS OTHERWISE POSTED.												
Legend												
Board	January 2nd Thursday		No Meetings in February and July		Day of Week Meeting Held Open for Discussion							
Finance	Quarterly - Monday before Board											
Golf	Quarterly - Monday before Board											
Audit	Semi-Annually-Monday before Board (April/Oct)											
Port	Quarterly - 1st Thursday											
Noise	Semi-Annuallyl - 3rd Thursday (June and December)											
P:\Boardmtg\2023\2024 Proposed Mtgs												

Holidays - 2024		Day	Date	
New Year's Day		Monday	1/1/2024	
Martin Luther King/Civil Rights Day		Monday	1/15/2024	
Presidents' Day		Monday	2/19/2024	
Memorial Day		Monday	5/27/2024	
Juneteenth Day		Wednesday	6/19/2024	
Independence Day		Thursday	7/4/2024	
Labor Day		Monday	9/2/2024	
Columbus Day/Indigenous Peoples' Day		Monday	10/7/2024	
Veterans' Day		Monday	11/11/2024	
Thanksgiving Day		Thursday	11/28/2024	
Day after Thanksgiving		Friday	11/29/2024	
Christmas Day		Wednesday	12/25/2024	

MEMORANDUM

To: Paul E. Brean, Executive Director *PEB*
From: Anthony I. Blenkinsop, General Counsel *AB*
Date: December 11, 2023
Re: Election of Officers - Proposed Motions

In accordance with Article III, Section 3.4 of the PDA By-Laws, the Legal Department proposes that the format and motions set forth below be followed in connection with the Annual Meeting to be held on Thursday, December 21, 2023:

ELECTION OF OFFICERS

Executive Director:

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

I. **Meeting Chairman:**

“Do I have a motion for election of a Vice-Chairman?”

Board Member:

I move that we elect _____ as Vice-Chairman of the Pease Development Authority.”

Meeting Chairman:

“Is there a second?”
“Is there any discussion on the motion?”
“I’ll call for a vote.”

II. **Meeting Chairman:**

“Do I have a motion for election of a Treasurer?”

Board Member:

“I move that we elect _____ as Treasurer of the Pease Development Authority.”

Meeting Chairman:

“Is there a second?”
“Is there any discussion on the motion?”
“I’ll call for a vote.”

PDA COMMITTEE LISTING – EFFECTIVE December 21, 2023
Standing Committees

Executive Committee

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

Finance Committee

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

Airport Committee

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

Marketing and Economic Development Committee

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

Zoning Adjustment & Appeals Committee

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

Ad Hoc Advisory Committees

Capital Improvement and Land Planning Committee

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

Golf Committee

Steve Fournier, **Chair**
Thomas G. Ferrini
Karen Conard
Staff Contact: Brean/DeVito

Audit Committee

Thomas G. Ferrini, **Chair**
Stephen M. Duprey
Karen Conard
Staff Contact: Anzalone

Transportation Management Committee

Margaret Lamson, **Chair**
Karen Conard
Susan Parker
Staff Contact: Mates

Port Committee

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

Legal Bill Review

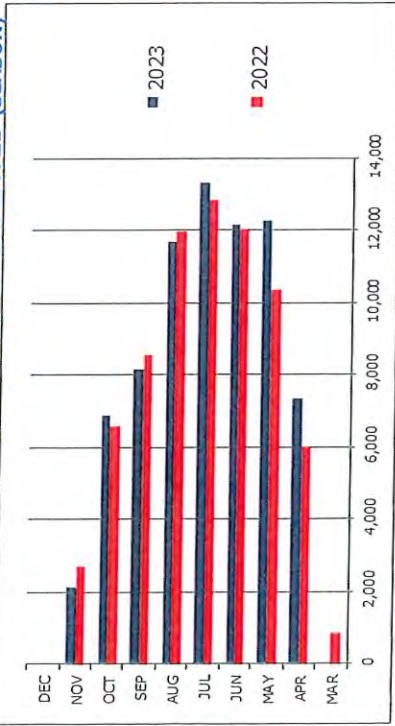
Stephen M. Duprey, **Chair**
Thomas G. Ferrini
Karen Conard
Staff Contact: Blenkinsop

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

KEY GOLF COURSE BENCHMARKING DATA



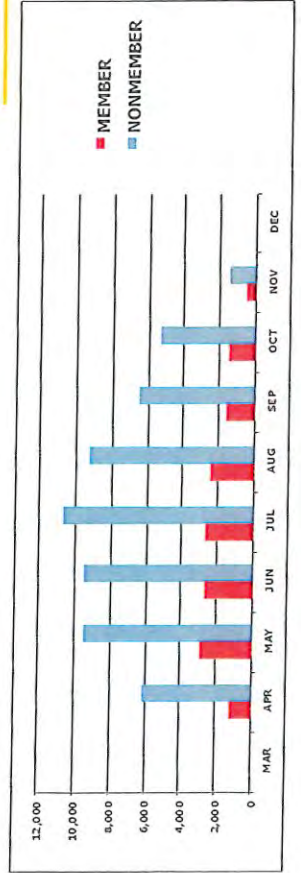
ROUNDS OF GOLF PLAYED (SEASON)



2023 SEASON	2022 SEASON	2021 SEASON
73,897	71,985	66,590

ROUNDS PLAYED	73,897	71,985	66,590
RAIN DAYS	58	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	\$280	\$1,509	SEPTEMBER	307,833	297,268	52,332	307,833	297,268	50,536
OCTOBER	\$3,403	\$4,441	OCTOBER	243,213	227,600	41,346	243,213	227,600	38,692
NOVEMBER	\$15,547	\$13,652	NOVEMBER	142,063	147,784	24,151	142,063	147,784	25,123
DECEMBER	-	\$21,235	DECEMBER	0	171,720	0	0	171,720	29,192
JANUARY	-	\$27,493	JANUARY	0	144,384	0	0	144,384	24,545
FEBRUARY	-	\$26,027	FEBRUARY	0	141,590	0	0	141,590	24,070
MARCH	-	\$27,745	MARCH	0	156,867	0	0	156,867	26,667
APRIL	-	\$5,099	APRIL	0	229,175	0	0	229,175	38,960
MAY	-	\$280	MAY	0	329,489	0	0	329,489	56,013
JUNE	-	\$1,255	JUNE	0	347,121	0	0	347,121	59,011
	\$22,136	\$130,058		\$1,368,737	\$2,849,869	\$232,685	\$1,368,737	\$2,849,869	\$484,478

2023 ROUNDS- SEASON	MEMBER	NONMEMBER	TOTAL
	15,805	58,092	73,897



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



CLUB/ COURSE FUNCTIONS	FY 2024 YTD	FY 2023 YTD
GROUPS 20-59	39,380	47,680
TOURNAMENT PLAY	155,242	144,670
LEAGUES	43,742	47,536
FOOD AND ROOM FEES	191,534	175,651

AIRPORT REPORT PERIOD ENDING NOVEMBER 2023

OCTOBER ENPLANEMENTS	2023
Scheduled Enplanements	3,254
Chartered Enplanements	564

Total Enplanements 3,818

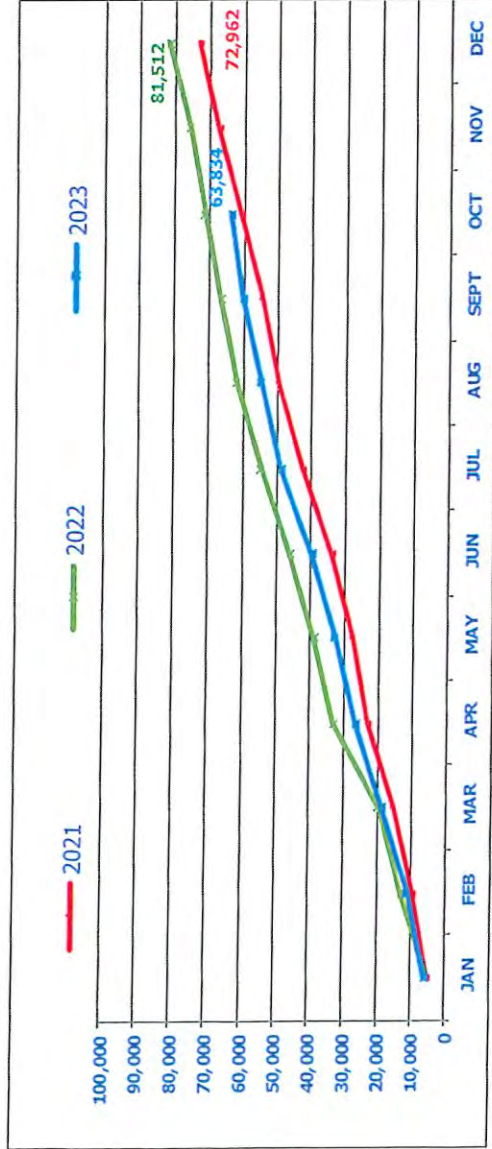
2023 Enplanements YTD 63,834

REVENUE PARKING \$30,891

668 Transactions @ \$46.24

FUEL FLOWAGE FEES \$115,448.19

- Total Gallons 1,924,136
- CRAF and DOD 84%
- Commercial 9%
- General Aviation 7%



Fuel Pricing

- Port City Air Retail; \$6.40 Jet A
- Port City Air Retail; \$5.90 100LL
- Northeast Avg; \$7.16 Jet A, \$7.30 100LL

Grant Projects

- Domestic Arrivals Hall Upgrades
- Taxiway Alpha

**BLUE ANGELS ANNOUNCEMENT
AIR BRIDGE UPTICK**

- Enterprise Concession Fees: July, Aug, Sept. - \$41,388.42

Memorandum

To: John Meehan, Airport Operations Manager *JM*
From: Sandy McDonough, Airport Community Liaison *SM*
Date: December 4, 2023
Re: Noise Report for November 2023

The Portsmouth International Airport at Pease (“PSM”) received four (4) noise inquiries in November, 2023, from the areas of Portsmouth, NH, Salem, NH and East Hampstead, NH.

- November 2, 2023: Portsmouth, NH resident of the neighborhood located southeast of the airfield called concerning a helicopter that flew over her home. I was unable to locate any helicopter or other aircraft flying over that neighborhood but there were a few large military jets arriving and departing Runway 34.
- November 5, 2023: Portsmouth, NH resident of the neighborhood located southeast of the airfield called concerning a loud helicopter that flew over his neighborhood. I was able to track the helicopter in question and noticed it flew over I-95 and landed at Portsmouth Regional. At no time did it fly over the neighborhood, and it did not land or depart at PSM.
- November 13, 2023: East Hampstead, NH resident called concerning an aircraft similar to a B2 bomber flying very low over his home, and that it was extremely quiet. We are unaware of any such aircraft flying over that area.
- November 16, 2023: Salem, NH resident called concerning the safety of an aircraft’s maneuvers over an unspecified area. No specific noise inquiry was made during this call.



*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, OCTOBER 11, 2023 6:00 PM**

PRESENT: Brad Cook, Chair
Mike Donahue, Vice-Chair
Erik Anderson
Jeff Gilbert (arrived at 6:08 pm)
Chris Holt
Bill McQuillen
Chris Snow
Chris Ward
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 September 13, 2023 minutes, Anderson seconded, no further discussion, all members were in favor and the motion passed.

3. PISCATAQUA RIVER VESSEL TRANSIT REPORT

The September report was included in the meeting packet. Holt reported that it was a typical September, moving oil, asphalt, and gypsum. There were no salt ships in Sept. October is starting out slow but we'll see how it turns out.

4. DIRECTOR'S REPORT

Director Marconi reported on, and materials were provided for, the following items from the PDA Board Meeting, September 21, 2023:

- Report
 - Pda 600 clarification memo regarding overnight berthing permit fee: a question was asked at the August PDA Board meeting about the overnight recreational-use berthing permit fee not listed in the schedule of fees. Director Marconi explained that Overnight Recreational-Use Berthing had been added to the Pda 600 rule text to allow an avenue for recreational vessels to berth overnight, but a fee was never added to the schedule of fees. Director Marconi confirmed that the fee is proposed to be \$6.00 per ft. of the vessel, for the recreational piers in Hampton and Rye.

- Approval
 - Addendum 2, Special Use Permit, Hampton Jetty – as a reminder, by statute the Port Authority is the project partner with the Army Corp of Engineers (ACOE) for all projects in tidal water. ACOE is in charge of the jetty project in Hampton.

5. NEW BUSINESS

- A report to the Council was provided on the ongoing rulemaking process for the Pda 600 rules. A letter from the Office of Legislative Services was included in the meeting packet which outlines the requirements for JLCAR's Conditional Approval of the Final Proposed Pda 600 Rules. Port staff went to JLCAR on Sept 21st and received the conditional approval, the next step is to submit a Conditional Approval Response to OLS. To summarize, the suggested changes were mainly to do with the language in the rule text as compared to the forms.
- A memo to the Council was included in the meeting packet outlining a request to recommend establishing an Overnight Berthing Fee to the PDA Board of Directors. Although Overnight Berthing had been established in the rules a few years ago, the fee was never codified in the Schedule of Fees in the Pda 600 rules. Anderson made a motion to recommend the fee of \$6 per foot for overnight berthing at either the Portsmouth Commercial Fish Pier, or the recreational piers at Hampton and Rye Harbor Marine Facilities. Gilbert seconded the motion, there was no further discussion a vote was taken and the motion passed.

6. FINANCE REPORT

The report for FY ending August 31, 2023 was included in the meeting packet. Gilbert reported that the notes are helpful and that it makes sense that fuel sales are down, especially with the rainy summer we had. As a reminder, 2 pumps were down at the Rye Recreational dock. Parking fees for Rye and Hampton are included in their respective business units. Discussion on increasing parking fees, as was done with the Hampton State Park system, by \$1.00 and that increased revenue by \$1.4 million per year.

Prior to Committee Reports, Director Marconi updated the Council on the following items:

- Main Pier Rehabilitation, Market St. Marine Terminal: the concrete for the last pile cap has been poured, there is a 7-day cure time for the concrete. The installation of the precast deck plates will begin next. The deck should be poured by the end of the month, depending on air temperature.
- The bid documents for the Functional Replacement Project were published on Sept 12 and bids are due by Oct 24th. Related discussion included the NHDOT project for replacement of the General Sullivan Bridge and the fact that the bids came in at almost double the estimated cost and the project is now on hold.
- The bid docs for the decking and x-bracing repairs at the Portsmouth Commercial Fish Pier were published on October 4 and bids are due by Nov 15. There is currently about \$1.2 million set aside for the project.

- The Division is still trying to secure funding of \$518,000 for the 107 Feasibility Study for Seabrook Harbor. The cost share is high because new data is required by the Army Corp.
- Discussion on the dredging for the Main Pier, the Division is waiting on ACOE but hopes to be able to put that out to bid while the dredging for the Functional Replacement Project is going on. Verbal approval has been received to send the materials offshore. Discussion on the jetty at the Shoals. Harbormaster Axtin goes out once a week to be sure there are no moorings in the way.
- The Operations Manager position is still open.
- The fuel pump replacement on the recreational docks in Rye has begun, the excavation has been completed and the sump is installed above the deck. Lakes Region will resume at the beginning of April. There were no bids on the fuel enclosure, PDA maintenance are taking a look to see if it is a project they may be able to complete.
- The new gatehouse/ticket/welcome center/info booth for Rye has been completed and will be brought to the Market St. Terminal for winter storage. It will be installed in Rye in the Spring. It is moving to a different location to allow for more turnaround space in the driveway.

7. COMMITTEE REPORTS

- Business Development/FTZ- Donahue mentioned the article regarding cruise ships being brought into Portsmouth, discussions are beginning with the Portsmouth Economic Development Committee. This is not a new topic, but there may be ramifications, public safety and fire. Donahue mentioned a report from 2007-2008, that would need to be updated with current facility stats. This is driven by the City of Portsmouth. Director Marconi commented on the referenced report and at that time there were several cruise lines that were ruled out due to either size or regulation restrictions. The highest the Memorial Bridge goes for air draft is 150'. At this time, the only one cruise line left is American Cruise Lines with 16 vessels, all under 100 tons. Director Marconi is not adverse to them coming in if the logistical challenges can be worked out. Holt mentioned that it would be difficult for cruise lines to stick to a set schedule due to the varied tide times of the Piscataqua River. Schedules are typically set about a year ahead. It would be difficult to schedule salt ships that far ahead. Once the Functional Replacement project is done, there is the possibility to berth a smaller vessel along with a salt ship. Currently the largest ship allowed is 200 meters. Director Marconi was invited to attend the EDC meeting on November 3rd. Donahue asked about the modular construction company that was interested in using the Port to bring in their product, there has been no news from them. Some discussion on wood chips, but they are a high volume, low value cargo so by the time they reach their destination most of the profit is eaten up.
- Fisheries- Anderson reported that lobster prices are stable. There has been an uptick in groundfish landings, there are 3 boats that he knows of that are ground fishing. The fishing industry in NH watches the Off Shore Wind topic closely and BOEM will be releasing the final call area for Offshore Wind lease areas in federal waters. The State of NH is waiting on a report from a consultant (Normandeau) that was hired to do a report on what off-shore wind means for the State. The report is currently overdue. There are

ongoing discussions with the Advisory Committee on Marine Fisheries regarding Surf Clam harvesting in NH waters.

- Government-McQuillen thanked the Port for helping the City out with allowing FEMA to pre-deploy several pieces of equipment, including tractor trailers and extended cab pickup trucks with trailers at the Market St. Terminal in preparation for Hurricane Lee in September. The equipment wasn't needed, but it was nice to have it on stand-by at the Port. Director reminded the Council that things of this nature are what the Port is here to do, support federal, state, and municipal agencies in whatever way they can.
- Moorings- Snow reported that the permit renewal applications will be going out. The commercial renewals will be mailed first. A date for the Annual Commercial Fishing Day has been tentatively set for December 9th at the Dover DMV office. Snow thanked Lana from the Port for providing mooring information on a regular basis.
- PDA- Cook mentioned that Tracy Shattuck, Chief Harbormaster did a great job in Director Marconi's absence at the September Board meeting. There is a Port Committee meeting on Monday Oct 16th, members include Directors Levesque, Conard, and Fournier. The PDA Board meeting is Oct 19th. Both meetings are being held in the board room at PDA headquarters.
- Recreational Piers- Ward reported that there have been some complaints about trying to launch at low tide. Discussion on when the floats are coming out, the dates are set Rye will be end of October and Hampton is the second week of November. Director Marconi let the Council know that there is a short term right of entry that began in Rye for Bauer Construction to store stone along the seawall for a private job on Harbor Rd.

8. OLD BUSINESS-

9. PUBLIC COMMENT-No public comment.

10. PRESS QUESTIONS -No Press present.

11. ADJOURNMENT

Anderson made a motion to adjourn the meeting, Holt seconded and the meeting adjourned at 7:00 pm.



*Division of Ports and Harbors Advisory Council
555 Market St.
Portsmouth, NH 03801
Tel 603-436-8500
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**PORT ADVISORY COUNCIL MEETING MINUTES
WEDNESDAY, NOVEMBER 8, 2023 6:00 PM**

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

1. CALL TO ORDER

The meeting was called to order at 6:03 PM after the public hearing for the “Establishment of Overnight Berthing Fees” was suspended.

2. APPROVE MINUTES

Holt made a motion to approve the October 11, 2023 minutes, Anderson seconded, no further discussion, all members were in favor and the motion passed.

3. FINANCE REPORT

The report for FY ending September 30, 2023 was included in the meeting packet.

4. PISCATAQUA RIVER VESSEL TRANSIT REPORT

The October report was included in the meeting packet. Holt reported that it was a slow month, but there were more tug and barges, due to the Irving terminal in St. Johns annual shut down. Sprague run hour units are back on and will continue. There were a couple of jack up barges, moving to Hampton for the jetty project. There was a salt ship scheduled for October but was cancelled by Morton. There are 2 salt ships stuck in the Panama Canal due to low water. Discussion on where the salt comes from and the different types.

5. DIRECTOR’S REPORT

Director Marconi reported on, and materials were provided for, the following items from the PDA Board Meeting, October 19, 2023:

From the PDA Board Meeting, October 19, 2023

- **Reports**
 - Luciano's Excavation Inc. Right of Entry - Hampton Harbor-in conjunction with the Hampton Jetty repair project. The Port is the project partner sponsor and the Hampton Marine Facility will be providing employee parking and berthing. Luciano is working with Riverside and Pickering.
 - Bauer Construction Co., LLC., Right of Entry - Rye Harbor- in conjunction with private jobs on Harbor Rd. Stone will be placed along the seawall at the Rye Harbor Marine Facility.
 - Jones Snowplowing Services - Exercise of First Option to renew
 - HL Patten, finished Gatehouse for Rye Harbor-photo included in packet, discussion on placement in Rye.
 - Commercial Mooring Transfer - Dobre to Golter

- **Approvals**
 - Conditional Approval Response Pda 600 Rules-final adoption to be presented to the PDA Board at the November 16 meeting.
 - Establishment of Overnight Berthing Fee-public comment will remain open until December 8, final approval to PDA Board at the December meeting. This is a housekeeping item as a fee hadn't been set up when the rule was established.

Introduction of Myles Greenway, Assistant Port Director.

Director reported that there has been some movement on the prefab housing project. The plan is to have the units unloaded here then driven down to Granite State Power for storage. There is supposed to be a 279 ton power unit coming in. Discussion on potential for cruises ships coming to the Port.

6. NEW BUSINESS-none

7. COMMITTEE REPORTS

- Business Development/FTZ- Donahue

1. Handout: Plans for Offshore Wind Advance -BOEM has come out with their draft wind energy area, which is a 64% reduction from the last map they had, which was handed out. There is a 30 day comment period on the newest lease areas, expires on November 19th. There are still 3.5 million acres suggested in the draft. The lease areas follow the PARS study and create fairways and a direct fairway to Canada. One issue is that the research area appears to be in the middle of the extended access to Portland Harbor. Negotiations between the Coast Guard and Maine are ongoing about this and BOEM is anxious that it get resolved and doing what it can to help. On the map, there are 3 secondary areas that are not officially designated, but those 3 areas are in closer to Maine, if those areas are designated it could be good news because the current designated areas are pretty far from Maine. Transit through the area is concerning.

Discussion continued with regards to referencing the map. There is an interactive map online which is very detailed. Geno will send out the link. The wind areas should be designated by February, the sale notice will go out in March, and the final sale should occur in July or August 2024. There will be a task force meeting scheduled during the comment period as well.

2. Handout; Executive Summary, Report on Offshore Wind Impacts to NH (aka the Normandeau Report). The full report is very extensive, over 500 pages, especially regarding the fisheries.

- Fisheries- Anderson reported that lobster is the dominant fishery, the prices on catch is good and everyone is still fishing. There are 4 groundfish boats, 3 gillnetters and 1 dragger and they are finishing up for the season. Regarding the off shore wind, the fisheries have received all they've asked for so far during the public comment periods, including an area that has now been closed, Platts Bank has a 5-mile buffer. The transit lanes will be officially requested by the fishing community during the next comment period because the lease owner could opt to not allow transit lanes if not previously outlined. BOEM is still on schedule with the timeline. In regard to the Normandeau report, which was funded by NH ARPA funds, the Executive summary outlines a lot of environmental concerns. The fisheries have done a responsible job in participation. Discussion on the Hague Line. It is not probable that all of the areas that are proposed will be leased out because there isn't a need for that much power. The Normandeau report indicates there will need to be upgrades to the East Coast power grid, but there are a few locations that are ready to receive power. There are 6-8 alternatives to bringing power to shore outlined in the report. Transmission lines will be up to the developer and should be 3 miles in. Further discussion on the inflation reduction act, and how that could be impacting the projects, and the existence of the number of floating structures across the world. The goal for power generation in the Gulf of Maine is 30 MW of power, and would provide power to NH, Maine, and Massachusetts. Back to the Fisheries industry, the new lobster regulations included gauge increases, the Atlantic States Marine Fisheries Commission through annual monitoring has noticed a down turn in recruitment, it reached over 35% and new measures will go into effect. The gauge will go up in 2025, 2027 and 2029, gear requirements will increase the vent size in the traps.
- Moorings- Snow reported that Commercial renewal day is scheduled for 12/9 from 8 am to 1 pm at the Dover DMV. So far this is the only day scheduled. Commercial mooring and pier use permit renewals will be mailed this week.
- PDA- There was a Port Committee meeting which focused mainly on the Pda 600 rules and overnight berthing. The next PDA meeting is November 16th.
- Recreational Piers- Ward reported that all is quiet on the docks. Floats are out in Rye, and Hampton floats are coming out tomorrow. Port staff are doing renovations to the inside of the Rye office.

8. OLD BUSINESS- There was one bid turned in on 11/2 for the Functional Replacement project, the cost estimate was around \$45 million, and the bid came in at \$24 + million. The bid package is currently under review by the design engineer, Appledore Marine. The next review will be by NHDOT and Federal Highway.

9. PUBLIC COMMENT-No public comment.

10. PRESS QUESTIONS -No Press present.

11. ADJOURNMENT

Snow made a motion to adjourn the meeting, Ward seconded and the meeting adjourned at 7:30 pm.

November 20, 2023

Cynthia DiTucci
DiTucci Petroleum Carriers Inc. dba Lawrence Tank
3 Clark Road
East Kingston, NH 03827

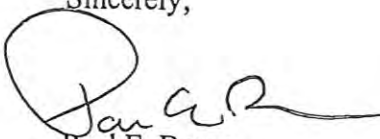
Re: Extension of DiTucci Petroleum Carriers Inc. Right-of-Entry

Dear Ms. DiTucci,

This letter serves to inform DiTucci Petroleum Carriers Inc. dba Lawrence Tank that the Pease Development Authority-Division of Ports and Harbors grants its request to exercise the last of its two one-year options to extend the Right-of-Entry for the use of landing facilities to fill tankers with salt water at the Hampton Harbor Marine Facility through December 31, 2024. The terms and conditions approved by the Board at its meeting of May 21, 2020, and the implementation of a rate increase effective January 1, 2022, shall remain in full force and effect.

Please let me know if you have any questions.

Sincerely,


Paul E. Brean
Executive Director

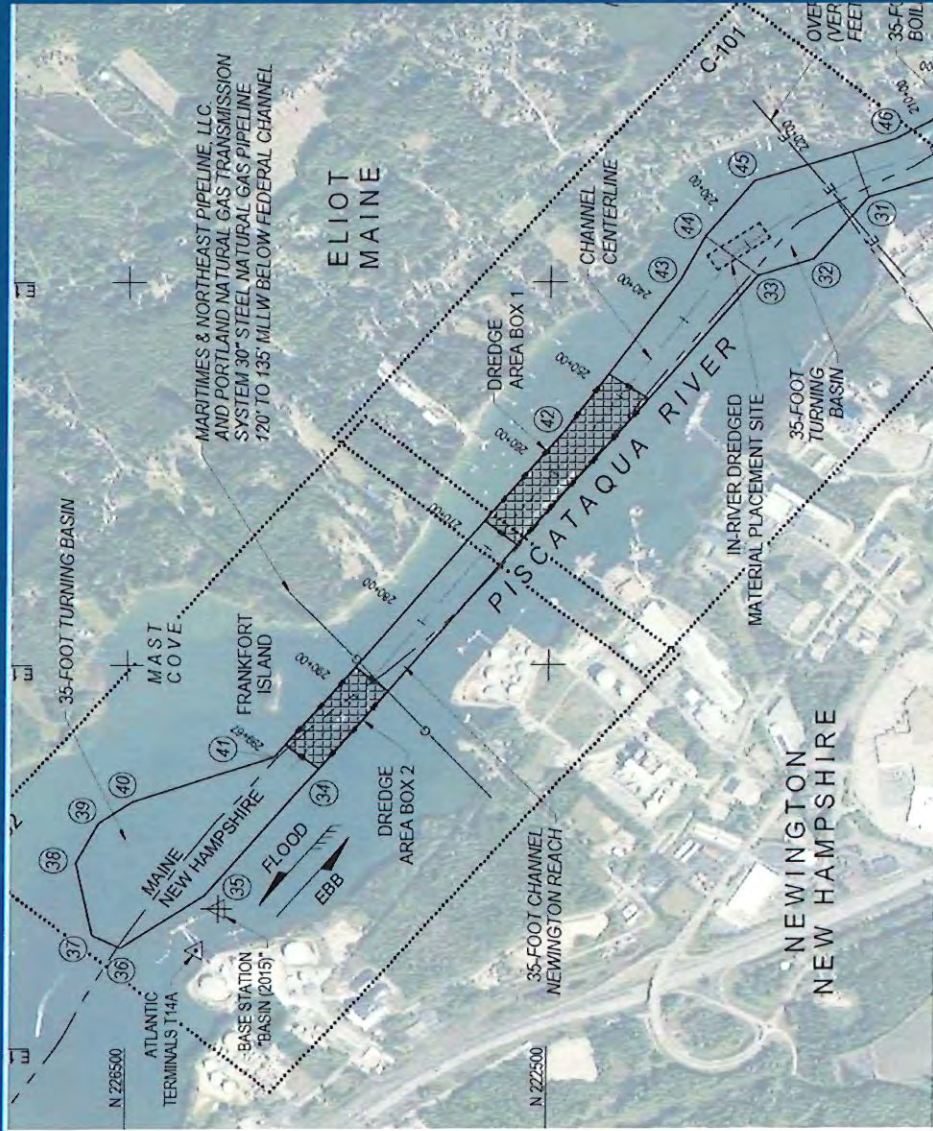
cc: Geno J. Marconi, PDA-DPH Director
Anthony I. Blenkinsop, Deputy Director / General Counsel
Suzy Anzalone, Finance Director

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Portsmouth Harbor, Newington Reach, Maintenance Dredging



- Last Maintained: 2013
- Formerly Known As: Simplex/Tyco Shoals
- Current Project: Maintenance & Advance Maintenance Dredging of Two Areas
- ~60,000 Cubic Yards (Sand)
- Dredged Material Placement: Previously Used In-River Placement Site
- Construction Window: 1 December 2023 to 15 March 2024





Main Data:

Gross Tonnage	706
Length	197.8 ft.
Breadth	41 ft.
Depth	16.5 ft.
Freeboard	9.25 ft.
Draft	7 ft.
Type of Pump & Pipeline	Mobile Pulley 20" x 24" Pump 7,700 ft. HDPE Pipe 1,080 ft. Float Hose
Hopper Capacity	1,300 yd ³
Max. Dredging Depth	65 ft.
Total Installed Power	3,000 hp
Propulsion	2 @ 860 hp
Primary Pump Power	850 hp
Positioning Equipment	Trimble DMS 132 DGPS, Rosemount 2051 Pressure Sensor, US Digital HD24A Rotation Sensor

Construction/Classification:

Year-Built	1980
Certification	U.S. Coast Guard Unlimited Oceans ABS Class A-1 Dredging Services ABS International Loadline ABS Coastwise Loadline

Applications:

- Maintenance Dredging
- Channel Excavation
- Harbor Excavation

Additional Features:

- Disposes of dredge material by bottom-dumping or pumping out material through an on-board pump system
- Works well in harbors, inland waterways, and unprotected waters
- Outfitted with a twin screw propulsion system
- Shallow draft and high maneuverability allow operation in tight quarters
- Equipped with state-of-the-art dredging production and operations monitoring instrumentation

MOTION

Director Lamson:

The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to enter into a Lease Extension with the Isles of Shoals Steamship Company for the premises located at the Market Street Terminal known as the Barker Wharf and Burge Dock for a period of five (5) years effective January 1, 2024 through December 31, 2028; all in accordance with the terms and conditions set forth in the memorandum of Geno J. Marconi, Division Director, dated December 5, 2023, attached hereto.

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PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

Date: December 5, 2023
To: Pease Development Authority ("PDA") Board of Directors
From: Geno Marconi, Division Director *BT for GM*
Subject: Isles of Shoals Steamship Company, Lease Extension

The Isles of Shoals Steamship Company ("ISSCo") is party to a lease agreement with the Division of Ports and Harbors, for space at the Barker Wharf from where it operates seasonal cruises. The lease is currently set to expire on December 31, 2023. ISSCo has requested a 5-year extension of the agreement.

ISSCo is requesting the continued use of the "Barker Wharf" and land adjacent to the "Burge Dock" as shown in the attached photo. ISSCo provides seasonal, week-long parking for up to 40 vehicles of passengers that it transports to the Oceanic Hotel on Star Island. ISSCo continues to be a valuable tenant and provides unique recreational activities to visitors of the Portsmouth waterfront and New Hampshire seacoast.

Therefore, the Division of Ports and Harbors recommends that the PDA Board of Directors approve a lease extension with the Isles of Shoals Steamship Company in accordance with the following terms and conditions:

LOCATION: The land area and docks of the Market Street Marine Terminal known as the "Barker Wharf" and a portion of the land area of the "Burge Dock" as shown on the attached lot plan.

PURPOSE: "Barker Wharf" - Provide dock space for vessels to load and discharge passengers; provide an area for the location of an office trailer, ticket booth and storage shed(s).
"Burge Dock" – provide seasonal parking for up to 40 vehicles.

TERM: "Barker Wharf" and adjacent land area – Commencing January 1, 2024, through December 31, 2028, for a term of five (5) years.
"Burge Dock" adjacent land area – seasonally 2024-2028.

FEES: **Rent** - "Barker Wharf" and adjacent land area – current 2023 rent of \$32,247.08 plus a CPI increase not to exceed 3% for the first year, successive years shall be established at an annual rate equal to the prior year's rent plus CPI adjustment.

Rent "Burge Dock" parking area - \$18,000.00 for the first year, successive years shall be established at an annual rate equal to the prior year's rent plus CPI adjustment.

Wharfage - \$1.00 per paying passenger.

Security Lighting -The cost for providing security lighting will be \$3,831.00 for the first year, each consecutive year to be negotiated.

Annual Maintenance Fee - \$5,000.00.

INSURANCE: On or before the effective date of this amendment to the lease, ISSCo shall provide Pease Development Authority, Division of Ports and Harbors with a certificate of insurance evidencing the existence of Protection and Indemnity and Commercial General Liability insurance with endorsements covering piers, docks and gangway use protecting the parties hereto and naming the State of New Hampshire and Pease Development Authority, Division of Ports and Harbors as additional insured's from loss or damage because of the liability that may be incurred by the State of New Hampshire, Pease Development Authority, Division of Ports and Harbors and ISSCo in connection with uses authorized under the lease (e.g., use of the dock and wharf areas in connection with its vessel charter business, use of the parking area, office trailer and sales booth) when such liability is imposed on account of injury or death of a person or persons or property damage. Said Protection and Indemnity coverage shall provide for a liability limit on account of each accident resulting in bodily injury, death or property damage to a limit of not less than \$1,000,000.00 per occurrence and include an endorsement for piers, docks and gangway use. Said Commercial General Liability insurance shall provide for a liability limit on account of each accident resulting in bodily injury, death or property damage to a limit of not less than \$4,000,000.00 per occurrence and include an endorsement for piers, docks and gangway use. Evidence of workers' compensation coverage to statutory limits must also be provided, as applicable and required. With the exception of Worker's Compensation coverage each policy shall include a waiver of subrogation in favor of the State of New Hampshire and the Pease Development Authority, Division of Ports and Harbors and provide that such coverage shall be primary and non-contributing with respect to any coverage, self-insured or otherwise, which may be carried by the State or PDA-DPH. Insurance provided pursuant to this ROE may not be canceled without providing Pease Development Authority, Division of Ports and Harbors with at least thirty (30) days advance written notice by registered mail.

Isles of Shoals Steamship Co.



Burge Dock

Barker Wharf



206

MOTION

Director Levesque:

The Pease Development Authority (PDA) Board of Directors hereby adopts the Final Proposed Schedule of Pier Use Permit Fees, effective January 1, 2024, and authorizes the Director of the Division of Ports and Harbors to submit the Fee Schedule to the Office of Legislative Services, Administrative Rules for publishing pursuant to RSA 541-A; all in accordance with the Memorandum of Geno J. Marconi, Director of the Division of Ports and Harbors, dated December 11, 2023, and the draft Final Proposed Schedule of Pier Use Permit Fees, attached hereto.

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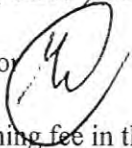
INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

Date: December 11, 2023

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

From: Geno Marconi, Division Director 

Subject: Final Adoption Overnight Berthing fee in the Schedule of Fees for Commercial Piers

The Division of Ports and Harbors (the "Division") is presenting the PDA Board of Directors with the Final Schedule of Pier Use Permit Fees ("Fees") for adoption of Overnight Berthing Fees. The Fee Schedule is attached for reference.

After publishing a Notice of Public Hearing in two (2) newspapers of general circulation and posting the notice in public facilities, the Division Director held a Public Hearing at the Division office on November 8, 2023. There were no members of the public in attendance. The public comment period remained open for written comment until the end of business on December 8, 2023, during which time no further public comment was received.

Therefore, in accordance with RSA 12-G:42 VII, RSA 12-G:42 XI (d), and Pda 610.01(a), the Division recommends that the PDA Board of Directors adopt the Final Schedule of Pier Use Permit Fees as presented by the Division, set an effective date of January 1, 2024, and submit the Fee schedule to the Office of Legislative Services, Administrative Rules for publishing pursuant to RSA 541-A.

Pda 610.02 Types of Fees. The following types of fees shall be set by the schedule of fees determined under Pda 610.01:

- (a) Annual pier use permit fee;
- (b) Skiff permit fee;
- (c) Skiff sticker replacement fee;
- (d) Business-use pier vehicle sticker replacement fee;
- (e) Single-use pier permit fee;
- (f) Daily parking ticket fee for vehicle only;
- (g) Daily parking ticket fee for combination vehicle and trailer;
- (h) Daily parking ticket for bus;
- (i) Seasonal parking permit fee for vehicle only;
- (j) Seasonal parking permit fee for combination vehicle and trailer;
- (k) Seasonal parking sticker replacement fee;
- (l) Overnight parking permit fee for vehicle only;
- (m) Overnight parking permit fee for combination vehicle and trailer;
- (n) Berthing permit fee;
- (o) Overnight Berthing Permit Fee;
- (p) Overnight Recreational-Use Berthing Permit Fee;
- (q) Berthing permit application late fee under Pda 606.06;
- (r) Berthing permit wait list fee;
- (s) Berthing permit wait list renewal fee;
- (t) Berthing permit wait list renewal late fee;
- (u) Vessel storage wait list fee, per storage area;
- (v) Vessel storage wait list renewal fee, per storage area;
- (w) Vessel storage wait list renewal late fee, per storage area;

**Final Schedule of Fees for Recreational and Commercial Piers
Portsmouth, Hampton Harbor, and Rye Harbor, NH
Fees to become effective January 1, 2024**

Fee name	Proposed Fee	Notes
<i>Overnight Berthing Fee</i>	<i>\$6.00 per foot, length overall</i>	<i>Pda 604.07 (c)(2)</i>
<i>Overnight Recreational-Use Berthing Fee</i>	<i>\$6.00 per foot, length overall</i>	<i>Pda 606.08 (a)(2)</i>

Rule Number	State Statute
Schedule of Fees for Recreational and Commercial Piers	RSA 12-G:42, XI-d

MOTION

Director Parker:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to finalize and enter into a Right of Entry with L.W. Morgridge and Sons, Inc. for three (3) years, commencing January 1, 2024, with two (2), one (1) year options to renew, subject to the approval of the Executive Director, for the purpose of filling tankers with salt water at the Market Street Marine Terminal; all in accordance with the memorandum from Geno J. Marconi, Director of the Division of Ports and Harbors, dated November 20, 2023; attached hereto.

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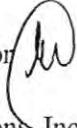
INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

Date: November 20, 2023

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

From: Geno Marconi, Director 

Subject: L.W Morgridge and Sons, Inc., Market Street Marine Terminal, Right of Entry request

The Division of Ports and Harbors ("DPH") received a request from L.W. Morgridge and Son, Inc. ("Morgridge") for a Right of Entry to the Market Street Marine Terminal for the purpose of filling its tankers with salt water. The Division recommends the PDA Board of Directors approve the request and grant a non-exclusive right for Morgridge to fill its tankers with salt water at the Market Street Terminal in accordance with the following terms and conditions:

PREMISES: Market Street Marine Terminal

PURPOSE: To access state property to fill tankers with salt water.

TERM: Three (3) years commencing January 1, 2024 through December 31, 2026. Morgridge may exercise its right to extend for two (2) one (1) year options subject to the approval of the Executive Director.

FEES: \$2,000 fee for the first year, January 1, 2024 through December 31, 2024. Second, third, and any option years to be negotiated and agreed upon no later than 60 days prior to the start of each subsequent year.

INSURANCE: Minimum insurance coverage as outlined in the attached Exhibit A.



555 Market Street, Suite 1 Portsmouth, NH 03801

EXHIBIT A

TO: ALL CONTRACTORS, SUBCONTRACTORS AND/OR AGENTS

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

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

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

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

MOTION

Director Fournier:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to:

1. Accept the lowest qualified bid from, finalize and complete negotiations with, and execute a construction contract with Riverside Marine Construction, Inc. dba Riverside & Pickering Marine Contractors, for the Pier Repair Project at the Portsmouth Commercial Fish Pier; and
2. Use up to \$100,000.00 from the Harbor Dredging and Pier Maintenance account toward project costs, subject to Capital Project Overview Committee approval;


all in accordance with the memorandum of Geno J. Marconi, Division Director, dated November 29, 2023, attached hereto.



PEASE INTERNATIONAL

555 Market Street, Suite 1 Portsmouth, NH 03801

PORTS AND HARBORS

To: Pease Development Authority (PDA), Board of Directors
 From: Geno J. Marconi, Division Director 
 Re: Portsmouth Commercial Fish Pier Repairs
 Date: November 29, 2023

As approved at the September 15, 2022, PDA Board of Directors meeting, and in conjunction with the receipt of American Rescue Plan Act (“ARPA”) funds issued by the Governor’s Office for Emergency Relief and Recovery (“GOFERR”), the Pease Development Authority, Division of Ports and Harbors (the “Division”) advertised a public request for bids for Pier Repairs at the Portsmouth Commercial Fish Pier at 1 Pierce Island Rd. Portsmouth, NH (“Pier Repair Project”). The needed work on the pier consists of the replacement of bracing, decking, curbs, and damaged sections of the fender system. Along with posting on the PDA website, the “Advertisement for Bids” was also placed on the State of New Hampshire Procurement website and on known marine construction websites.

Bids closed at 2:00 PM on November 15. A summary of the four bids received are listed below. Further details of the bid results are shown in the attached Bid Comparison Report, provided by Appledore Marine Engineering, LLC.

- Number of registered bidders: 8
- Number of potential bidders at pre-bid site visit: 5
- Number of bids received: 4 (as follows)

	NAME OF BIDDER: (in order of opening)	TOTAL BID AMOUNT
1	C. White Marine, Inc.	\$ 1,513,000.00
2	Riverside & Pickering Marine Contractors	\$ 1,280,279.00
3	Chesterfield Associates, Inc.	\$ 1,601,139.00
4	MAS Building & Bridge, Inc.	\$ 1,720,000.00

A complete review of the bid submissions was completed to ensure all requirements of the bid have been met before awarding the contract. Riverside Marine Construction, Inc. dba Riverside & Pickering Marine Contractors (“Riverside”) of Newington, NH has been determined as the lowest qualified bidder with a base bid lump sum bid price (“base bid”) of \$968,300.00 and Options 1-3 bid price of \$311,979.00, for a total cost of \$1,280,279.00. In addition to the base bid there are unit prices quoted for ladders and stringers. The Division recommends that all 9 ladders get replaced for the project. Three (3) ladders are included in the base bid and each additional ladder is set at a unit price of \$4000.00 which brings the total project cost to \$1,304,279.00.

The project will be funded by the remaining 2022 ARPA fund award balance; the remaining balance from the 2019 PFP Seawall Repair ARPA award; and, subject to Capital Project Overview Committee (“CPOC”) approval, the Division’s Harbor Dredging and Pier Maintenance (“HDPM”) account. Regarding use of the remaining funds from the 2019 Seawall Repair ARPA award, that project impacted eighty (80) feet of the pile and timber wharf in the vicinity of this proposed project. Specifically, during the seawall repair project, the wooden deck was cut and removed. However, with the knowledge that this repair project was forthcoming, the Division withheld installing new decking in that area at that time, knowing that it would only need to be removed for this repair project. As such, that new decking project cost from the seawall repair project was delayed until this project.

Project funding is listed below. As noted, the Division’s request to CPOC is \$11,283.00 higher than the actual shortage of \$88,717.00 to allow for incidentals and potential change orders for the project.

Total bid price, including 6 additional ladders	\$	1,304,279.00
Remaining ARPA award funds available	\$	(1,056,826.00)
Remaining 2019 ARPA award funds	\$	(158,736.00)
Balance to fund from HDPM account	\$	88,717.00

Therefore, the Division recommends that the PDA Board of Directors authorize the Executive Director to accept the lowest qualified bid and award the contract to Riverside for the Pier Repair Project and to use up to \$100,000.00 from the HDPM account, subject to CPOC approval at its December 15, 2023, meeting. The unencumbered balance of the HDPM account, as of 11/28/2023, is \$139,050.00.

Pease Development Authority Division of Ports and Harbors - Portsmouth Commercial Fish Pier Repairs
CONTRACTOR BID COMPARISON

Item No.	Description	Qty	Unit	Riverside	MAS B&B	C. White Marine Inc.	Chesterfield	Engineer's Estimate
Item 1								
	Lump Sum Base Bid Total							
0001a	Mobilization/Demobilization	1	LS	\$325,000.00	\$120,000.00	\$75,000.00	\$185,746.00	\$190,000.00
0001b	Replace Deck, Curb, and Handrail; reinstall cleats (Bents 1-17)	1	LS	\$125,000.00	\$285,000.00	\$190,000.00	\$227,656.00	\$241,479.00
0001c	Timber Bracing Replacement	1	LS	\$424,300.00	\$750,000.00	\$775,000.00	\$581,558.00	\$453,746.00
0001d	Timber Wale (Low Water) Replacement	1	LS	\$82,000.00	\$120,000.00	\$65,000.00	\$153,535.00	\$214,789.00
0001e	Ladder Replacement	1	LS	\$12,000.00	\$30,000.00	\$33,000.00	\$50,400.00	\$19,500.00
Item 2								
	Lump Sum Bid 1-3 Option Total							
0002a	Replace Deck, Curb, and Handrail; reinstall cleats (Bents 17-25)	1	LS	\$103,993.00	\$150,000.00	\$125,000.00	\$121,595.00	\$112,500.00
0002b	Replace Deck, Curb, and Handrail; reinstall cleats (Bents 25-33)	1	LS	\$103,993.00	\$125,000.00	\$125,000.00	\$151,989.00	\$112,500.00
0002c	Replace Deck, Curb, and Handrail; reinstall cleats (Bents 33-41)	1	LS	\$103,993.00	\$160,000.00	\$125,000.00	\$125,660.00	\$112,500.00
Item 3								
	Unit Price for Incidental Repairs							
0003a	Replace Timber Stringers	1	LS	\$1,250.00	\$2,500.00	\$1,350.00	\$4,750.00	\$2,000.00
0003b	Replace Ladders	1	LS	\$4,000.00	\$10,000.00	\$10,750.00	\$16,800.00	\$6,500.00
	LUMP SUM BASE BID TOTAL (001a-001c)	1	LS	\$968,300.00	\$1,285,000.00	\$1,128,000.00	\$1,201,895.00	\$1,119,500.00
	LUMP SUM BID OPTION (002a-002c)	1	LS	\$311,979.00	\$435,000.00	\$375,000.00	\$399,244.00	\$337,500.00
	LUMP SUM BASE BID + LUMP SUM BID OPTION	1	LS	\$1,280,279.00	\$1,720,000.00	\$1,513,000.00	\$1,601,139.00	\$1,457,000.00

MOTION

Director Ferrini:

The Pease Development Authority Board of Directors authorizes the Executive Director, in accordance with his respective powers and duties, and in support of New Hampshire Department of Transportation's ("NHDOT") Functional Replacement project #15731 for DPH property at the Market Street Marine Terminal Facility, to enter into an Interagency Transfer of Management Responsibility Agreement with NHDOT regarding a .50+/- acre area of land on the southeasterly side of US Route 1 Bypass, 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 November 27, 2023, attached hereto.



PEASE
INTERNATIONAL
PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

Date: November 27, 2023

To: Pease Development Authority, Board of Directors

From: Geno J. Marconi, Division Director

RE: Interagency Transfer of Management Responsibility Agreement

The Division of Ports and Harbors (the "Division") received a request from NH Department of Transportation ("DOT") for an Interagency Transfer of Management Responsibility Agreement (ITMR) for a .50+/- acre parcel of land situated on the Southeasterly side of US Rt. 1 Bypass, in the City of Portsmouth, NH (the "parcel"). The request is made in conjunction with DOT's Project # 15731, which replaced the Sarah Mildred Long Bridge in 2018 and carries the Rt. 1 Bypass over the Piscataqua River from Portsmouth, NH to Kittery, ME. The parcel is identified in Exhibit A, attached hereto, and it is the location for the utilities that service the bridge. This agreement will formalize DOT's management responsibility over the parcel .

The proposed ITMR Agreement, which is subject to approval by the Governor and Executive Council ("G & C"), is attached for reference and further outlines the details of the agreement.

The Division has reviewed the request and associated documents and recommends approval by the PDA Board to authorize the PDA Executive Director to enter the ITMR agreement.

PLAN INTENT

THE INTENT OF THIS PLAN IS TO DOCUMENT A PROPERTY ACQUISITION FOR LANDS TO BE ACQUIRED BY THE STATE OF NEW HAMPSHIRE FOR THE PURPOSES OF THE US ROUTE 1 BYPASS PROJECT. THIS LAND ENCOMPASSES THE UTILITIES THAT SERVE THE SARA WILKINSON LONG BRIDGE (S.W. 1).

PLAN REFERENCES:

1. PROJECT 13455, US ROUTE 1 BYPASS OVER PISCATAWAY RIVER, DATED 07/16/2019, AS RECORDED AT THE REGISTRY WITH THIS ROW ACQUISITION PLAN.
2. "BOUNDARY & LOT LINE ADJUSTMENT PLAN OF LAND FOR N.H. HIGHWAY AUTHORITY" DATED MAY 1993 BY KIMBALL CHASE, PLAN NOT RECORDED AT THE REGISTRY.

NOTES:

1. THIS SURVEY IS THE RESULT OF AN ACTUAL ON THE GROUND SURVEY COMPLETED BY THIS OFFICE BETWEEN NOVEMBER, 2017 AND MAY, 2019.
2. THE SARA WILKINSON LONG BRIDGE (S.W. 1) WAS IN THE PROCESS OF BEING CHANGED AT THE TIME OF THE SURVEY. THE SITE FEATURES SHOWN ARE LIKELY TO HAVE CHANGED.
3. THIS ROW ACQUISITION PLAN WAS COMPLETED IN CONJUNCTION WITH PROJECT 13455 AND WILL BE RECORDED AT THE REGISTRY SIMULTANEOUSLY WITH SAID PROJECT'S PLAN SET.
4. NO UNDERGROUND OR OVERHEAD UTILITIES ARE SHOWN THOUGH THEY DO EXIST ON SITE. CONTACT DIO SAFE BEFORE ANY EXCAVATION BY CALLING 811.
5. THIS SURVEY IS NOT A CERTIFICATION OF OWNERSHIP OR TITLE OF LANDS SHOWN. OWNERSHIP AND ENCUMBRANCES ARE MATTERS OF TITLE EXAMINATION NOT OF SURVEYING. ANY NECESSARY CERTIFICATIONS ARE IN FORCE FOR A PARTICULAR CONVEYANCE, OR OTHER USES.
6. ANY USE OF THIS PLAN AND OR ACCOMPANYING DESCRIPTIONS SHOULD BE DONE WITH LEGAL COUNSEL AND AN ATTORNEY AT LAW. THIS INFORMATION IS SUPPLIED, AND THAT ANY NECESSARY CERTIFICATIONS ARE IN FORCE FOR A PARTICULAR CONVEYANCE, OR OTHER USES.
7. NO BOUNDARY SURVEY HAS BEEN CONDUCTED FOR THE PURPOSE OF LOCATING THE PROPERTY LINES SHOWN ON THIS PLAN. THE ADJACENT PROPERTY LINES ARE SHOWN FOR INFORMATION ONLY AND ARE ESTIMATIONS ONLY.
8. THE COORDINATES LISTED ARE ON THE NAD 83 STATE PLANE SYSTEM AND AS AND ARE REFERENCED TO THE NAD 83 DATUM AND HAS BEEN CHECKED FOR ACCURACY. THE VERTICAL ELEVATIONS ARE ON THE NAD 83 DATUM AND HAS BEEN CHECKED FOR ACCURACY. CONTACT THE MHD SURVEY SECTION AT 1-603-271-1100 FOR INFORMATION ON LOCATION AND GEODETIC DATA.



Outer Cutts Cove
(land over on the Piscataway River)

STATE OF NEW HAMPSHIRE
PEASE DEVELOPMENT AUTHORITY

764/274
12.03 A.C. ±

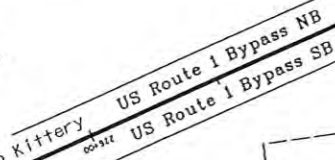
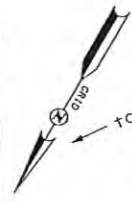
ENCUMBRANCE AGREEMENT
EXISTS IN THE AREA THE
OLD S.W. BRIDGE ONCE STOOD.
8/10/25 P.1847

PERMANENT WAIVER
MAINTENANCE AND ACCESS
EASEMENT BENEFITTING
EXISTING IN THIS AREA
8/3096 P.1847

AREA OF ROW ACQUISITION
FOR
(10.50 ACRES ±)

BOSTON AND MAINE
CORPORATION

Inner Cutts Cove
(land over on the Piscataway River)



LEGEND

- 5/8" RED POLYLINE, 1/4" DWP SET
- FLUSH IN PARALLEL LINES



PAR. NO.	PROPERTY OWNER	TOTAL AREA OF PARCEL AC.	TAKE AC.	REMAINDER AC.	EASEMENT		CORROW		REV. NO.
					TYPE	SF	TYPE	EST.	
1	STATE OF NEW HAMPSHIRE PEASE DEVELOPMENT AUTHORITY	12.03	0.50	11.53	PERMANENT	57	ENCUMBRANCE	12.03	1

• DURATION OF TEMPORARY EASEMENTS WILL BE FOR 36 MONTHS - BEGINNING WITH THE COMMENCEMENT OF CONSTRUCTION ACTIVITIES.

EM&E ASSOCIATES
197 Columbia Street
Portsmouth, NH 03801
Tel: 603.271.1100
Fax: 603.271.1472

NHDOT
THE STATE OF
NEW HAMPSHIRE
DEPARTMENT OF
TRANSPORTATION

OWNER OF RECORD: STATE OF N.H.
US ROUTE 1 BYPASS & SUBMARINE WAY
RIGHT-OF-WAY LAYOUT PLANS
CITY OF PORTSMOUTH
JULY 16, 2019

DATE: 7-16-19
DRAWN: J. H. H. H.
CHECKED: J. H. H. H.
APPROVED: J. H. H. H.

STATE PROJECT NO. 13455(07) CONC. 7A
SHEET NO. 1
TOTAL SHEETS 1

D-41599

DATE	REVISIONS AFTER PROPOSAL	DATE	REVISIONS	DATE	REVISIONS
7/16/2019		7/16/2019			

Return to:
Stephen LaBonte, Bureau Administrator
NH Department of Transportation
Bureau of Right of Way, Room 100
P.O. Box 483
7 Hazen Drive
Concord, NH 03302-0483

IF RECORDED; THIS IS A TRANSFER OF
RESPONSIBILITY BETWEEN AGENCIES
OF THE STATE OF NEW HAMPSHIRE AND
IS THEREFORE EXEMPT FROM THE NEW
HAMPSHIRE REAL ESTATE TRANSFER TAX
PURSUANT TO BY RSA 78-B:2(l)

Interagency Transfer of Management Responsibility
For a Tract of Land
Located on the Southeasterly side of US Route 1 Bypass
In Portsmouth, NH
From
Pease Development Authority
To
The State of New Hampshire Department of Transportation

THIS IS NOT A TRANSFER OF TITLE

The Pease Development Authority Division of Ports and Harbors (PDA-DPH), an agency of the State of New Hampshire, established under New Hampshire RSA Chapter 12-G, with a business address of 55 International Drive, Portsmouth, NH 03801, County of Rockingham, State of New Hampshire, transfers to the State of New Hampshire, Department of Transportation (DOT), whose address is PO Box 483, 7 Hazen Drive, Concord, NH 03302-0483, County of Merrimack, State of New Hampshire, management responsibilities to the following tract of land held in title by the State of New Hampshire.

A certain parcel of land, approximately 0.50 ± acres, situated on the Southeasterly side of the US Route 1 Bypass, as now travelled, in the City of Portsmouth, County of Rockingham, State of New Hampshire, and being shown as "AREA OF ACQUISITION FOR THE US ROUTE 1 BYPASS" on a Plan entitled "Owner of Record: State of N.H. US Route 1 Bypass & Submarine Way Right-of-Way Layout Plans City of Portsmouth July 16, 2019", on file in the records of the New Hampshire Department of Transportation and recorded in the Rockingham County Registry of Deeds on July 16, 2019, Plan D-41599.

Being a portion of the premises conveyed by Boston and Maine Corporation by deed dated August 30, 1967 and recorded at Book 1886 page 158, the premises conveyed by Boston and Maine Railroad by deed dated March 31, 1961 recorded at Book 1578 page 516.

PURPOSE: The purpose of this Interagency Transfer of Management Responsibility for real property is to denote the transfer of sole management responsibility for the subject 0.50 ± acres tract from PDA-DPH to DOT for the Sarah Mildred Long Bridge Replacement project, 15731 project.

In lieu of just compensation for impacts from the SML bridge replacement project 15731, PDA-DPH requested a *Functional replacement of publicly owned real property* per 23 CFR 710.509 and NH state law RSA 228:31-Acquisition and Disposal of Land or Property in consultation with the

Federal Highway Administration due to impacts to the Market Street Marine Terminal. A summary of items eligible for functional replacement are summarized in a report entitled "PDA-DPH Conceptual Design at "Market Street Marine Terminal" dated November 2013 and prepared by Appledore Marine Engineering, Inc., for Hoyle & Tanner, & Associates, Inc.

Whereas PDA-DPH and DOT are both agencies of the State of New Hampshire, which holds title to the subject property and will continue to do so, this Interagency Transfer of Management Responsibility is not and cannot be construed as a sale, grant, or disposal of real property or any other transfer of title or any interest in the property. This Interagency Transfer of Management Responsibility for Real Property shall nonetheless be recorded in the Rockingham County Registry of Deeds, so that in the event of any future conveyance of the property by the State of New Hampshire to another party, this instrument shall appear on record in the chain of title to confirm that no further fund reimbursement shall be required in future.

IN WITNESS WHEREOF the State of New Hampshire has caused its name to be set and its seal to be hereunto affixed by Paul E. Brean, Executive Director of the Pease Development Authority, duly authorized and executed this ____ day of _____, 2023.

Signed, Sealed and Delivered
In the presence of:

THE STATE OF NEW HAMPSHIRE
PEASE DEVELOPMENT AUTHORITY

By: _____
Paul E. Brean, PDA Executive Director

STATE OF NEW HAMPSHIRE
ROCKINGHAM COUNTY

On this ____ day of _____, 2023, before me, _____ the undersigned officer, personally appeared, Paul E. Brean, who acknowledged as being the Executive Director of the Pease Development Authority, and that as such Executive Director, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation as Executive Director.

IN WITNESS WHEREOF I have hereunto set my hand and seal.

Notary Public/Justice of the Peace
My commission expires: _____

IN WITNESS WHEREOF the State of New Hampshire has caused its name to be set and its seal to be hereunto affixed by William J. Cass, P.E., Commissioner of the Department of Transportation, duly authorized and executed this ____ day of _____, 2023.

Signed, Sealed and Delivered
In the presence of:

THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

By: _____
William J. Cass, P.E., Commissioner

STATE OF NEW HAMPSHIRE
MERRIMACK COUNTY

On this _____ day of _____, 2023, before me, _____ the undersigned officer, personally appeared, William J. Cass, who acknowledged as being the Commissioner of the Department of Transportation, and that as such Commissioner, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation as Commissioner.

IN WITNESS WHEREOF I have hereunto set my hand and seal.

Notary Public/Justice of the Peace
My Commission Expires _____

The foregoing Agreement, having been reviewed by this office, is approved as to form and execution on _____, 2023.

OFFICE OF THE ATTORNEY GENERAL

By: _____
Samuel Burgess, Assistant Attorney General

MOTION

Director Conard:

The Pease Development Authority Board of Directors authorizes the Executive Director to:

1. approve and issue the notification to proceed to Appledore Marine Engineering, LLC ("AME") for the purpose of conducting a concept study for replacement of the Portsmouth Commercial Fish Pier Facility Building in an amount not to exceed \$95,270.00; and
2. accept up to \$100,000.00 in CARES 2.0 funds from the State of New Hampshire for the study;

all in accordance with the memorandum of Geno J. Marconi, Director of the Division of Ports and Harbors, dated December 13, 2023, and AME's proposal, both attached hereto.



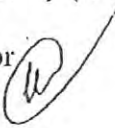
PEASE

INTERNATIONAL

555 Market Street, Suite 1 Portsmouth, NH 03801

PORTS AND HARBORS

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

FROM: Geno J. Marconi, Director 

DATE: December 13, 2023

SUBJECT: Portsmouth Commercial Fish Pier, Concept Study 2023

The Division of Ports and Harbors (the "Division") requested and received a proposal from its on-call marine engineers, Appledore Marine Engineering, LLC ("AME"), for a concept study of replacement of the Portsmouth Commercial Fish Pier Facility Building ("PFP"). AME's fee for the Concept Study is \$95,270.00 and will be funded by utilization of available New Hampshire Consolidated Appropriations Act ("CARES 2.0") funds.

The PFP, originally constructed in 1974, with an addition constructed in 1982, is nearing the end of its useful service life. The operations and office building, the subject of the proposal, is approximately 50 feet wide by 125 feet long. The building is used for office and meeting space, as well as cold storage of commercial fish and bait. The recent bulkhead replacement project included improvements to the site's electrical systems in anticipation of the future replacement of the building. The proposal will provide architectural and engineering services to develop concepts for a replacement building and an opinion of probable construction cost to aid in planning the building's replacement.

The Division has recently learned through NH Fish & Game that there is \$100,000.00 available in CARES 2.0 funds for the Concept Study. These CARES 2.0 funds are available because the PFP, located on the New Hampshire seacoast, supports the commercial saltwater and lobster fishing industry, and allows seafood harvesters and dealers to adapt to changing seafood marketing needs, continue fishing off of the New Hampshire seacoast, and provide fresh seafood product to the local community.

AME's proposal for the concept study is attached and the scope of work for the proposal includes the following items:

- Task 1: Background Research & Archive Record And Code Review
- Task 2: Kick-Off Meeting
- Task 3: Site Surveys / Investigations / Research
- Task 4: Conceptual Design Development

Therefore, at the December 21, 2023, meeting of the PDA Board of Directors, the Division respectfully requests approval to accept CARES 2.0 funds in an amount up to \$100,000.00, to allow for any unforeseen cost overruns, and provide AME with notification to proceed with the Concept Study in an amount \$95,270.00.

OOOO TAKING YOU THERE

ph: 603-436-8500 fax: 603-436-2780 www.peasedev.org



Appledore Marine Engineering, LLC

600 State Street, Suite E | Portsmouth New Hampshire 03801

December 13, 2023

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

Re: Proposal to Provide Architectural and Engineering Services
Portsmouth Commercial Fish Facility Building - **Concept Study**
Portsmouth NH

Dear Capt. Marconi:

Appledore Marine Engineering, LLC (AME) is pleased to present this proposal for Marine Engineering services for the above-referenced project. This proposal will outline the Background, Scope of Services, Schedule of Work, and Fees for Consulting Services to perform the work. This proposal intends to provide the architectural and engineering services to develop concepts of a replacement building and opinion of probable construction cost to aid in planning the building's replacement.

BACKGROUND

The Portsmouth Commercial Fishing facility, originally constructed in 1974, is nearing the end of a useful service life, as evidenced by the need to replace the failed bulkhead in 2021. The operations and office building, the subject of this proposal, is approximately 50 feet wide by 125 feet long. The building is used for office space and cold storage of commercial fish and bait. The recent bulkhead replacement project completed improvements to the site's electrical systems in anticipation of the future replacement of the building.

SCOPE OF SERVICES

The scope of services is targeted to the tasks required in assisting the Owner in understanding the opportunities to replace the existing building at the Fish Pier. This study includes the replacement of the existing building to provide a contemporary facility with similar uses as the original in either a similar location (in-kind) or an alternate location.

TASK 1: BACKGROUND RESEARCH & ARCHIVE RECORD AND CODE REVIEW

This task will include researching the existing facility and general area to identify available records on the structure and local site-specific conditions. This would include past engineering studies and public records. This task intends to leverage available information to limit redundancy in the effort.

This will include reviewing existing geotechnical data to determine the adequacy of the existing foundation for reuse.

TASK 2: KICK-OFF MEETING:

We will complete a kick-off meeting to review the existing site conditions and meet with Owner representatives. This meeting would include discussions on the core project requirements, including operations (now and future) and particulars on each tenant's use and utility requirements. This discussion will include timing for the project, required phasing, and specifics on seasons of operations.

TASK 3: SITE SURVEYS / INVESTIGATIONS / RESEARCH

The site surveys and investigations/research will be completed to provide information to support the study and identify potential factors that may affect the construction cost and other important considerations. These preliminary surveys are intended to provide the basic information needed to support the probable opinion of construction cost to aid the owner in planning. Additional studies and surveys are envisioned to be required before the completion of the final design.

- Limited topographic survey
- Utility investigation and mark-out
- Investigation of existing sewer pump system
- Preliminary hazardous material survey of building
- Hydrant flow test
- Code review and analysis
- Identification of permitting requirements
- Evaluation and analysis of site gathered information

TASK 4: CONCEPTUAL DESIGN DEVELOPMENT

This task would entail the development of a viable replacement concept for the building providing a general plan and overall opinion of the probable construction cost. The concept will be developed to determine the overall configuration, material type, construction cost, and estimated service life. This task would focus on key building structures and systems to allow an understanding of layout and cost.

Upon completion of the conceptual design, a meeting with the Owner will be held to review the findings.

The deliverables for this task include the following

- Concept-level site plan
- Concept-level building plans
- Concept-level calculations
- Concept-level construction phasing
- Concept-level opinion of the probable construction cost
- Concept report

SUB-CONSULTANTS

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

- Oak Point Associates will provide civil, utilities, and architectural disciplines.

EXCLUSIONS AND CLARIFICATIONS

This proposal is based on the following considerations:

- Preliminary studies are intended to characterize the overall required tasks and opinion of construction costs. Additional studies would need to be completed to fully characterize the work before the completion of construction.
- The following services are not included in this proposal and would require a modification to the task order if deemed later to be needed.
 - Life safety review of existing building and utility systems
 - Fuel tank and dispensing system analysis
 - Reclaiming refrigerant
 - Retro-commissioning
 - Structural and seismic analysis of the existing building
 - Acquiring licenses, permitting preparation
 - Technical energy audit and value engineering
 - Renderings
 - Printing and reproductions (electronic deliverables)

SCHEDULE

We will start work on this project immediately after receiving a written Notice to Proceed (NTP). We expect to submit the concept report (120) days after notice to proceed.

FEES FOR CONSULTING SERVICES

Fees for consulting services will be on a firm fixed fee of \$95,270, including all labor, reimbursable, and equipment expenses required to complete the work.

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

Thank you for allowing us to present a proposal for this work.

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


Regards,



Noah J. Elwood, PE
President

This Proposal is subject and subordinate to the Agreement for Marine Engineering Services between the Parties dated January 1, 2023

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Paul E. Brean, Executive Director 
Date: December 8, 2023
Re: Special Event

I am pleased to report on the following special event:

1. Cisco Brewers Portsmouth has requested to hold a concert on its premises during the evening hours of Tuesday, June 18, 2024.