

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 December 21, 2023
* (Conard)**
- III. Public Comment:**
- IV. Committees:**
 - A. Report:**
 - 1. Port Committee *
- V. Consent Agenda Items:**
 - A. Consent Agenda Approvals * (Levesque):**
 - 1. Legal Services * **(Fournier)**
 - 2. Utility Vehicle Replacement – Maintenance Department * **(Parker)**
 - 3. Portsmouth International Airport at Pease - FAA Approved Runway Sand * **(Ferrini)**
 - 4. Lonza – Concept Approval – Solar * **(Levesque)**
 - 5. Air Traffic Control Tower Study – Harriman Associates * **(Conard)**
 - 6. Portsmouth International Airport at Pease - Stormwater Drainage System – Ransom Consulting, Inc. * **(Fournier)**
 - 7. Air Traffic Control Tower – HVAC Chiller Replacement - Alliance Group, Inc. * **(Parker)**
 - B. Consent Agenda Approvals with Waivers * (Lamson):**
 - 1. Portsmouth International Airport at Pease – Badge Media Cards - Honeywell International * **(Ferrini)**
- VI. Finance:**
 - A. Executive Summary *:**
 - B. Report:**
 - 1. FY2024 Financial Report for the Five Months Period Ending November 30, 2023 *
 - 2. Cash Flow Projections for the Nine Month Period Ending September 30, 2024 *

VII. Lease:

A. Approvals:

1. 68 New Hampshire Ave LLC – 68 New Hampshire Avenue - Concept Approval and Lease Extension * **(Ferrini)**
2. 165 Arboretum LLC – 165 Arboretum Drive –Revised Concept Plan * **(Parker)**

VIII. Contracts:

A. Report *:

1. Portsmouth International Airport at Pease – Hoyle Tanner - Obstruction Action Plan
2. Pease Golf Course - Alliance Group, Inc. – Replacement of Hot Water Heater
3. Portsmouth International Airport at Pease - Honeywell International – Access Cards
4. HID Maintenance Agreement – Bridge Agreement through February 29, 2024
5. Washburn Plumbing Supply, LLC – 55 International Drive – Replacement of failed Circulator Pump

IX. Executive Director:

A. Reports:

1. Golf Course Operations *
2. Airport Operations *
 - a) Portsmouth International Airport at Pease (PSM)
 - b) Skyhaven Airport (DAW)
 - c) Noise Line Report
 - (i) December 2023 *

X. Division of Ports and Harbors:

A. Reports:

1. Appledore Marine Engineering, Inc.– Exercise the First of Three One Year Options *
2. Heidi & Elisabeth Fisheries, LLC – Exercise the Second of Four One Year Options *

XI. New Business:

A. Report:

1. Discussion regarding Purchasing Policy Parameters

XII. Special Event:

A. Report *:

1. Millennium Running - St. Patty's 5k/10k Road Race held on March 10, 2024

XIII. Upcoming Meetings:

Golf Committee	March 11, 2024 @ 8:30 a.m.
Finance Committee	March 11, 2024 @ 9:00 a.m.
Board of Directors	March 14, 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 Conard:

I make a motion to accept the meeting minutes of the Board of Directors' meeting held on December 21, 2023.

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

Thursday, December 21, 2023

Presiding: Neil Levesque, Vice Chair
Present: Thomas G. Ferrini, Treasurer; Steve Fournier; Margaret F. Lamson; Susan B. Parker, and Karen Conard
Absent: Stephen M. Duprey, Chairman
Attending: Paul E. Brean, Pease Development Authority ("PDA") Executive Director; Anthony I. Blenkinsop, Deputy Director / General Counsel; Suzy Anzalone, Director of Finance; Geno Marconi, Director of Ports and Harbor ("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:

Vice-Chairman Levesque ("Levesque") called the meeting to order; the meeting commenced at **8:30 a.m.**

II. Public Comment:

Tony Coviello ("Coviello") of 241 Denet Street, Portsmouth – spoke to his firm, McClure Engineering, being new to the Tradeport and the various services it provides. He spoke of the recent passing of Dan Plummer ("Plummer"), a developer at the Tradeport and hoped PDA had plans to honor Plummer to memorialize the efforts / support Plummer provided to the Tradeport over the years.

III. Acceptance of Meeting Minutes: Board of Directors' Meeting of November 16, 2023

Director Lamson **moved** the **motion** and Director Parker **seconded** to **approve the minutes of the Pease Development Authority Board of Directors' meeting dated November 16, 2023.**

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

IV. Employee Recognitions:

Brean stated the employees below would be recognized at a staff function on Friday, December 22nd, for their years of service and dedication to the Pease Development Authority ("PDA"):

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

V. 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**

Suzy Anzalone (“Anzalone”) Director of Finance spoke to the Executive Summary and the two reports. She indicated year-to-date (“YTD”) operating revenues are under budget by approximately 1.7% and operating expenditures are also under budget by 12%. This is good as it allows for unanticipated or higher expenses that may occur. Anzalone also informed the Board that YTD, PDA earned interest income of approximately \$185,000 through investing in money market accounts.

Anzalone stated that there was nothing of significance to report regarding any of the business units; did state Division of Ports and Harbors (“DPH”) being under budget YTD in both its operating expenditures and revenue at this time.

Further, she spoke of cash flow projections over the next nine months and the anticipated operating expenditures regarding capital improvement projects. Anzalone spoke to the various projects along with capital expenditures and approximately \$5 million in grant funding for the various capital projects; indicated a decline in cash flow during this period.

VI. 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)**

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

VII. 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**

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

VIII. 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**

Geno Marconi (“Marconi”) Director of Ports and Harbors indicated the Board had in its packet the minutes of the Port Advisory Council meetings of October and November; the minutes have been provided so the Board is aware of the Council's activity and welcomed any comments or questions from the Board.

3. DiTucci Petroleum Carriers – Exercise Last Right of Entry at Hampton Harbor Marine Facility

Marconi informed the Board that DiTucci exercised its last option for its Right of Entry (“ROE”) at the Hampton Harbor Marine Facility to haul sea water for closed system lobster pounds.

Director Ferrini arrived to the meeting at approximately 8:40 a.m.

4. Presentation regarding American Cruise Line exploration for a Port of Call in Portsmouth via Market Street Terminal

Marconi provided the Board with a handout of an onscreen PowerPoint presentation for discussion regarding the captioned.

Marconi stated discussions were held with American Cruise Line (“ACL”) and the City of Portsmouth’s Economic Development Commission (“EDA”) and Sean Clancy of the City of Portsmouth recently. This coincided with an invitation DPH received from the EDC to provide information on the activities at the port. At the Market Street terminal, small vessels fall within DPH’s security plan. Would need to impose specific insurance requirements. Where the Market Street terminal is an active and industrial port, passengers cannot walk through the terminal. Therefore, ACL would utilize its own

transportation (i.e.; multi-person golf cart) / motor coach to take them off the facility where the passengers could walk downtown. Marconi spoke to the security requirements to be followed and how the transportation of passengers from the vessel to the outer street area would cover the credential requirements. ACL is the largest river and coastal cruise company in the United States, it is based out of Connecticut, and operates 18 vessels nationwide. They are US built and flagged vessels and have US crew onboard the vessels. Marconi spoke to the two vessels ACL is proposing to utilize. One holds 100 passengers, has 56 rooms and 6 common areas; the other accommodates 170 passengers, has 90 rooms and 8 common areas.

Director Fournier (“Fournier”) asked if these vessels were similar to those in Europe that go up and down the river; Marconi affirmed.

Marconi spoke to the proposed dates commencing in July through October of 2024, with arrivals on a Monday or Saturday and would be in port for approximately 24 hours.

Marconi informed the Board of the potential port fees associated with the vessels while at the facility; there would be some al la carte items that may be considered, if necessary.

Ferrini asked if the fee amount were per visit; Marconi affirmed. Ferrini asked if these were charges consistent with charges DPH would make to other types of vessels; wondered if it were a reasonable fee or should be higher. Marconi indicated DPH compares its fees with other ports and while some other locations (i.e.; Portland) may be a little higher, they also include additional amenities than what the Market Street terminal offers.

Marconi did want to mention that these vessels would not be huge cruise ships with 3,000 passengers.

Further, Marconi spoke to a couple of potential challenges:

1. The Piscataqua Maritime Commission – host of the Tall Ship events; it is anticipated that the Market Street terminal will be utilized in the summer of 2024 for an event. At this time, the dates for the event do not seem to conflict with the proposed ACL schedule; and
2. Salt deliveries – deliveries are in the winter; discussions have been held with one of the salt companies; they have indicated a willingness to work around the schedule, if necessary.

Marconi indicated DPH would also have the same conversation with the other salt company.

Parker asked Marconi if he knew of the wharfage fees at Puget Sound and other comparable locations. Parker spoke of Portsmouth being accessible to Atlantic Ocean; Marconi indicated he did not have knowledge of the fees and indicated the fees are based on the class of vessel.

Lamson indicated she has had many compliments on the port; Marconi further spoke to and had displayed up-to-date photos of the Market Street terminal rehab. Marconi indicated DPH received notice from the contractor that the project is substantially complete. He also spoke to the area which had been an open water area and now has been decked over; this will add to DPH’s marketability making the loading and unloading of cargo much safer.

5. Portsmouth Harbor – Newington Reach – Maintenance Dredging by Army Corps of Engineering

Marconi spoke to the maintenance dredging being performed at Newington Reach (aka Simplex Shoal) by the Army Corps of Engineering (“ACOE”), this is the straight shot from the Shiller plants up to the Dover bridges. The last time this was dredged, historically every 5 to 7 years, it was over dredged. This project will be short in nature and ACOE will utilize self-propelled mechanical dredging equipment and the sand and dredge material will be brought down river to fill in a big hole. This area will be over dredged in an effort to extend the time period when it will need to be performed again; pilots have started to put restrictions on ships going upriver.

Parker asked if this over dredging project was related to the ACOE project of a year or two ago when it missed a certain section. Marconi stated when ACOE did the post dredge survey after the Turning Basin project, it was determined there was one spot only dredged down to 34.6 feet instead of 35 feet. Marconi stated after review of the area, it was determined that the depth difference was due to a bolder which will be removed from the area.

B. Approval:

1. Isles of Shoals Steamship Co. – Amendment No. 7

Director Lamson moved the motion and Director Fournier seconded that **the Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to 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.**

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

2. Final adoption of the Overnight Berthing Fees

Director Ferrini moved the motion and Director Conard seconded that **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.**

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

3. L.W. Morgridge & Son, Inc.– Right of Entry – Market Street Terminal

Director Parker **moved** the **motion** and Director Conard **seconded** that 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.

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

4. Riverside Marine Construction, Inc. dba Riverside & Pickering Marine Contractors - Portsmouth Commercial Fish Pier - Pier Repairs

Director Fournier **moved** the **motion** and Director Lamson **seconded** that 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 (“CPOC”) approval;

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

Discussion: Marconi indicated the CPOC approved the use of the above-mentioned funds last week.

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

5. Market St. Marine Terminal-Interagency Transfer of Management Responsibility Agreement

Director Ferrini **moved** the **motion** and Director Conard **seconded** that 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.

Discussion: Parker asked the purpose of the agreement; Anthony I. Blenkinsop (“Blenkinsop”) Deputy Director / General Counsel indicated it is to memorialize the land is owned by DPH, but due to the Sarah Mildred Long project and NHDOT bridge equipment, it makes sense for the area to be under the control of NHDOT. This agreement allows for the oversight of the property without the formal transfer of property.

Marconi indicated this is a triangular piece of property for the backup generator for the bridge and some of its electrical utilities come in there and they are responsible for them. Marconi indicated we will be seeing something similar in Hampton with the replacement of the Hampton; temporary encroachment during construction. Marconi further stated that the Hampton bridge project also includes an additional sidewalk (2,700 sq. ft. not utilized by DPH) resulting in the transfer of management from DPH to DOT.

Parker stated the agreement was a good concept for liability purposes.

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

6. Portsmouth Fish Pier - Building Concept Study

Director Conard **moved** the **motion** and Director Fournier **seconded** that **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.

Discussion: Fournier spoke of a recent approval of the Fish Pier study and stated this one was for the building; Marconi affirmed. Further Marconi indicated DPH was informed it was eligible for infrastructure work with COVID funds allocated to the National Fishing Service; the calculation was done on the money the fishermen lost during COVID. Marconi stated the building is in bad shape.

Parker asked if this were the same building the Board had extended money allocation to due to an issue (ledge) with the footings from the previous project. Marconi stated while it is the same location, the project referred to was for work performed on the seawall. Some money had been put into the building during the seawall project as some of the drains failed and repair was necessary. Marconi indicated the same building footprint would be utilized as it has been determined that the concrete flooring is 19 inches thick and sound.

Levesque stated this is a building that is essentially a bait cooler, the fishing industry has changed and questioned if something such as this were justified. Marconi agreed and further stated this was one of the things which would be reviewed along with the current demands of the industry. Further, Marconi indicated when the building was built in the 70s the primary industry was lobster fishing, in the 80s it was ground fishing and in the late 90s, due to regulations, went from 37 the ground fishing boats to 3. Considerations will be made for future use if ground fishing comes back or if there is a transition to another type of fishing industry.

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

IX. Consent Agenda Items:

A. Consent Agenda Approvals:

Director Parker **moved** the **motion** and Director Conard **seconded** that the Pease Development Authority Board of Directors hereby moves that item numbers **1 - 8** 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. Fred C. Church – Insurance Renewal
3. Pease Greeters – Right of Entry – Portsmouth International Airport at Pease
4. Exeter Carpet Company – 55 International Drive - Carpet Replacement
5. On-Call Fence Services – Contractor Approval
6. 111 New Hampshire LLC - 111 New Hampshire Avenue – Concept Approval
7. Jacobs Engineering – Snow Removal Equipment
8. WSP USA Environmental & Infrastructure Inc. – Right of Entry – 35 Airline Avenue

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

B. Consent Agenda with Waiver Approvals:

Director Conard **moved** the **motion** and Director Fournier **seconded** that the Pease Development Authority Board of Directors hereby moves that item numbers **1 – 2** from the consent agenda with waivers list below be approved as a single consent agenda 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
2. USDA / WS Wildlife Control Proposal at Airports

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

X. Executive Director:

A. Reports:

1. 2024 Meeting Schedule

Brean stated this would be distributed if everyone agreed with the schedule.

Blenkinsop indicated the schedule indicates meetings a week earlier than usual in January and March, but otherwise remains with the 3rd Thursday of the month for Board meetings along with a start time of 8:30 a.m. and the scheduled Committee meetings as well.

Parker inquired into the deviation; Blenkinsop stated there were some scheduling conflicts,

2024 MEETING SCHEDULE

Month	BOARD Meetings at 8:30 am		FINANCE Meetings at 9:00 am		GOLF Meetings at 8:30 am		AUDIT Meetings at 8:30 am		PORT Meetings at 8:00 am		Noise Compatibility Meetings at 6:30 pm	
	Day	Date	Day	Date	Day	Date	Day	Date	Day	Date	Day	Date
January	Thurs.	01/11/24							Thurs.	01/04/24		
February	None											
March	Thurs.	03/14/24	Mon.	03/11/24	Mon.	03/11/24						
April	Thurs.	04/18/24							Thurs.	04/04/24		
May	Thurs.	05/16/24										
June	Thurs.	06/20/24	Mon.	06/17/24	Mon.	6/17/2024					Thurs.	06/20/24
July	None								Thurs.	07/11/24		
August	Thurs.	08/15/24										
September	Thurs.	09/19/24	Mon.	09/16/24	Mon.	09/16/24						
October	Thurs.	10/17/24					Mon.	10/14/24	Thurs.	10/03/24		
November	Thurs.	11/21/24										
December Annual	Thurs.	12/19/24	Mon.	12/16/24	Mon.	12/16/24					Thurs.	12/19/24
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-Annually - 3rd Thursday (June and December)											
P:\Boardmtg\2023\2024 Proposed Mtgs												

2. 2024 PDA Holiday Schedule

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	10/14/2024
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

3. Elections (Vice-Chair and Treasurer)

Brean stated in accordance with Section 3.4 of the PDA By-Laws, the agenda includes the election of officers. Pursuant to Section 3.6 of the PDA By-laws, the officers need to be elected, 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.

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

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

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

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

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

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

4. Committee Appointments

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

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

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

Airport Committee

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

Ad Hoc Advisory Committees

Capital Improvement and Land Planning Committee

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

Transportation Management Committee

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

Golf Committee

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

Port Committee

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

Audit Committee

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

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.

Fournier asked for discussion of payment of invoices and stated it may be necessary to review the purchasing policy. Some approval requests on invoices are low; a higher threshold may be warranted.

Levesque stated this could be placed on the agenda for discussion at the January meeting.

5. Golf Course Operations

Scott DeVito (“DeVito”), Pease Golf Course (“PGC”) General Manager, spoke to course being closed as a November 30th with 73,897 rounds of golf played at the course this year. Further he indicated the 2024 season pass letters (240) were being mailed today and individuals have until January 31st to notify of renewal and make payment toward membership. If there are any openings PGC will notify those on the waitlist of availability.

DeVito indicated there are 45 golf outings scheduled in 2024; 48 events; 4,500 rounds anticipated; 30 group reservations for another 1,000 rounds; six leagues who play 16 weeks in the summer; and have two remaining days available for outings.

Lastly, DeVito indicated the maintenance department will be working on irrigation issues. As of December 27th, the new point of sales system will be up and running.

6. Airport Operations

a) Portsmouth International Airport at Pease (PSM)

Brean indicated the reporting for enplanements are slightly behind those of 2022. Two issues which contributed to this were the hurricane in southwest Florida earlier this year and several of the airport firefighting rescue vehicles being out of service for a few days in September; affecting the civil reserve and air flight services.

Brean also spoke of recent discussions with Allegiant regarding its upcoming schedules. He also informed the Board that Allegiant indicated it has ordered 50 new Boeing aircraft and the reduction to its routes in order to train its pilots and flight crew on the new aircraft. Allegiant indicated continuation to offer the Punta Gorda and Sanford routes utilizing one of its more efficient planes. This aircraft has a passenger capacity of approximately 200 seats; it is not anticipated there would be a decline in enplanements; Portsmouth routes are all strong.

Ferrini asked if there is a purchase of additional planes, is there a potential for seeing Nashville reintroduced to the schedule. Brean indicated the discussions with Allegiant addressed a multitude of seasonal routes (Savannah, Myrtle Beach, Nashville etc.). Allegiant looks at the travel industry trend and the area demographic and determines its schedule from that information. Ferrini appreciated the response and that there may be other routes incorporated as well.

Brean reminded the Board in 2022 Gary Arber of PlaneSense spoke regarding potential desire for expansion of its facilities; it is anticipated PlaneSense will come to the Board this coming year as it looks to double its hangar facility in size. Part of the expansion would to incorporate simulators for training. This is good as the requirement of night flights, which is currently done in PSM's traffic pattern, could be done in the simulators reducing the air traffic impact.

Brean stated Port City Air has advised that the North Fuel Farm is anticipated to be down for approximately six weeks due to an electrical motor failure; do not anticipate an impact to fuel flowage as the South Fuel Farm is operational.

Revenue streams have remained strong in both parking and fuel flowage.

Brean informed the Board that there had not been any formal dialogue with the Blue Angels, but they announced they would perform in 2025 at an Air Show at PSM.

b) Skyhaven Airport (DAW)

Brean stated next year the Board would see various projects for the facility which would be funded through NH Block Grant.

**c) Noise Line Report
(i) November 2023**

Brean indicated there were four noise inquiries received during the month of November with most calls received from those beyond the Seacoast area.

Brean commented on the passing of Dan Plummer and spoke to their interactions over the last six years. Brean indicated that Plummer was a well-versed individual who had goals and visions for the Tradeport. Brean stated Plummer taught him about development, business and the importance of a family and work life balance.

XI. New Business:

XII. Special Event:

A. Report:

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

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

XIII. Upcoming Meetings:

Port Committee	January 4, 2024 @ 8:00 a.m.
Board of Directors	January 11, 2024 @ 8:30 a.m.

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

XIV. Directors' Comments:

Levesque indicated that the Port Committee meeting will not be held on the 4th; the meeting was rescheduled to January 9th at 8:00 a.m.

Levesque indicated Plummer was instrumental in the development of the Tradeport Authority.

XV. Adjournment:

Director Lamson **moved** the **motion** and Director Conard **seconded** to **adjourn the Board meeting. Meeting adjourned at 9:35 a.m.**

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

XVI. Press Questions:

No questions from the press.

XVII. Consultation with Counsel:

Respectfully submitted,



Paul E. Brean
Executive Director



PEASE DEVELOPMENT AUTHORITY
PORT COMMITTEE AGENDA

TUESDAY JANUARY 9, 2024 8:00 AM

DIVISION OF PORTS AND HARBORS
PEASE DEVELOPMENT AUTHORITY BOARD ROOM
55 INTERNATIONAL DR.
PORTSMOUTH NH 03801

1. CALL TO ORDER
2. APPROVAL OF MINUTES OF THE OCTOBER 16, 2023 MEETING
3. PUBLIC COMMENT
4. PORT DIRECTOR'S REPORT
5. NEW BUSINESS
6. OLD BUSINESS
7. PRESS QUESTIONS
8. ADJOURNMENT

MOTION

Director Levesque:

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

1. Legal Services * **(Fournier)**
2. Utility Vehicle Replacement - Maintenance Department * **(Parker)**
3. Portsmouth International Airport at Pease - FAA Approved Runway Sand * **(Ferrini)**
4. Lonza - Concept Approval - Solar * **(Levesque)**
5. Air Traffic Control Tower - Scope and Fee Approval * **(Conard)**
6. Portsmouth International Airport at Pease - Stormwater Drainage System - Ransom Consulting, Inc. * **(Fournier)**
7. Air Traffic Control Tower - HVAC Chiller Replacement - Alliance Group, Inc. * **(Parker)**

MOTION

Director Fournier:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$25,491.00 for payment of legal services provided by Sheehan Phinney Bass & Green; all in accordance with the memorandum from Anthony I. Blenkinsop, Deputy Director / General Counsel, dated January 2, 2024, attached hereto.

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Anthony I. Blenkinsop, Deputy Director / General Counsel *AI B*
Date: January 2, 2024
Re: Legal Services

Sheehan Phinney Bass & Green provided legal services to the Pease Development Authority (“PDA”) in the month of November 2023 in a total amount of **\$25,491.00**, as follows:

November 1, 2023 – November 30, 2023	
(for Tradeport General Representation)	\$10,440.00
(for Ports and Harbors)	<u>\$15,051.00</u>
	\$25,491.00

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 in a total amount of **\$25,491.00**.

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: 396426

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$10,440.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$10,440.00

PREVIOUS BALANCE:	\$7,980.00

TOTAL BALANCE DUE:	\$18,420.00

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: Market Street Terminal Reconstruction

CLIENT/CASE NO. 14713-17464
BILLING ATTORNEY: Lynn J. Preston
Invoice Number: 396425

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$15,051.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$15,051.00

PREVIOUS BALANCE:	\$3,103.00

TOTAL BALANCE DUE:	\$18,154.00

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.

MOTION

Director Parker:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a contract with James R. Rosencrantz & Sons, Inc. to purchase a John Deere XUV835M 4x4 utility vehicle in an amount not to exceed \$26,021.00, all in accordance with the memorandum from Ken Conley, Maintenance Manager, dated January 3, 2024, attached hereto.

Memorandum

To: Paul Brean, Executive Director *icb*
From: Ken Conley-Maintenance Manager *Ken Conley*
Date: 1/3/2024
Subj: Equipment Replacement, 4x4 utility vehicle

This is a request to purchase a 4x4 utility vehicle as identified in PDA's FY24 capital budget. A request for bid was advertised in December 2023, with the bid opening on January 3, 2024.

This utility vehicle will serve as a replacement for a 2003 Easygo 4600, "golf cart". This piece of equipment mainly operates as our Tradeport litter pickup vehicle allowing for off pavement use into areas litter migrates, it also aids the landscape crew during spring and fall clean ups pulling a large leaf blower and collecting branches in the dump bed. This model will serve an additional role in snow removal with the addition of a closed cab. We intend to fit the machine with a plow in order to manage walk paths in and around the airport's terminal facility.

One utility vehicle bid was received for a John Deere XUV835M 4x4 utility vehicle:

James R. Rosencrantz & Sons, Inc.	<u>\$26,021.00</u>
PO Box 130	
East Kingston, NH 03827	

At the January 11, 2024, Board of Directors' meeting please request authority to enter into an agreement to purchase a John Deere XUV835M 4x4 utility vehicle from James R. Rosencrantz & Sons, Inc. for a price not to exceed \$26,021.00.

MOTION

Director Ferrini:

The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to execute a contract with Read Custom Soils, for the purpose of providing FAA approved runway sand for use on the Airport runways at a price of \$105.50 per ton for a three (3) year period commencing January 1, 2024 through December 31, 2026; all in accordance with the memorandum from John Meehan, Airport Operations Manager, dated January 3, 2024, attached hereto.

Memorandum

To: Chasen Congreves, Director of Operations *CC*
From: John Meehan, Airport Operations Manager *JM*
Date: 1/3/24
Subject: FAA Approved Runway Sand

The Pease Development Authority recently accepted bids to supply FAA-Approved Runway Sand to be used in winter operations at the airport. The Federal Aviation Administration is very restrictive on what materials can be used at airports for snow and ice treatment due to corrosive chemicals that cause serious damage to critical airport infrastructure and aircraft components. The current contract for FAA Approved Runway Sand expired on December 31, 2023.

The Request for Bids required price quotes for one, two, or three year contracts. One company submitted a bid prior to the scheduled bid opening on December, 11th 2023, at 2:00 p.m.

Read Custom Soils

- Option 1:** \$ 102.50 per ton (one year contract)
- Option 2:** \$ 104.00 per ton (Two-year contract)
- Option 3:** \$ 105.50 per ton (Three-year contract)

Based on the escalating costs of these products, due to higher raw material costs and shipping expenses over the past 2 years, my recommendation would be to lock in at a three-year fixed cost of \$105.50 per ton with Read Customs Soil.

At the January 11, 2024, Board meeting, please see approval to award a contract to Read Customs Soil for the supply of FAA-Approved Runway Sand at a price of \$105.50 per ton for three (3) years expiring as of December 31, 2026.

MOTION

Director Levesque:

The Pease Development Authority Board of Directors hereby approves of Lonza Biologics, Inc.'s ("Lonza") concept plan for the installation of solar panels on specified locations on the iron parcel located at 70/80 Corporate Drive; all in accordance with the terms and conditions set forth in the memorandum of Michael R. Mates, P.E., Director of Engineering, dated December 29, 2023, attached hereto.

N:\RESOLVES\2024\Lonza Concept Plan – Solar (1-11-24).docx

Memorandum

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: December 29, 2023
Subject: Lonza Solar Concept Approval

Lonza is requesting concept approval for the installation of solar panels on the roofs of building #1 and the central utility building as well as in the proposed surface parking lot on the iron parcel. The attached Technical Memorandum and drawings detail the initiative. There are no wetland or wetland buffer impacts associated with this work and all building setbacks and open space requirements have been met. No variances have been requested.

As part of the site design, stormwater management and treatment measures will be provided by a mix of infiltration and filtration best management practices in accordance with NHDES and PDA rules and regulations. In addition, Lonza will be performing a glare analysis to ensure the panels do not pose a hazard to aircraft navigation. No additional vehicular traffic is expected to be generated by this project.

Staff has reviewed the proposal, and we believe the use is appropriate for this site and the development can be constructed in conformance with PDA's Land Use Controls. If received favorably by the PDA Board, Lonza will continue with design work and, with staff concurrence, submit plans for site review approval to the City of Portsmouth for consideration.

At the January 11 Board meeting, please request concept approval for Lonza to install solar panels on the iron parcel as detailed above. Granting concept approval will allow the applicant to proceed to the City of Portsmouth Site Review Process including meetings with the Technical Advisory Committee and Planning Board.

N:\ENGINEER\Board Memos\2024\Lonza Solar Concept.docx

Lonza Biologics Inc. Solar Project– Technical Overview

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

FROM: Patrick Crimmins, PE, Vice President, Tighe & Bond
Neil Hansen, PE, Project Manager, Tighe & Bond

COPY: IPS – Integrated Project Services, LLC
Lonza Biologics, Inc.

DATE: December 28, 2023

On behalf of Lonza Biologics, Inc. (Lonza), Tighe & Bond is pleased to submit this project overview and enclosed conceptual site plan for the proposed PV Solar Expansion project on the "Iron Parcel" portion of the Lonza campus. This letter provides a general project overview and technical summaries of key project features including stormwater and utilities, parking, trip generation and open space.

Site History

The project is located on the portion of Lonza's 46-acre parcel referred to as the Iron Parcel, that once consisted of military housing and streets for Pease Air Force Base. The houses and roads were removed in the mid to late 1990's as part of the Civil Redevelopment Plan for Pease after the closure of the Air Force Base. The Iron Parcel was merged with Lonza's original parcel at 101 International Drive as part of the 2019 subdivision approval.

Site work is ongoing on the Iron Parcel for the completion of the previously approved Phases 1 and 2 of the master plan expansion.

Proposed Solar Design

The current proposed design includes approximately 1.1 MW DC rooftop system between both buildings, and a 0.5 MW DC carport system atop the parking lot, as seen below:



The rooftop PV systems and associated infrastructure will all be 100% atop or within the building footprints. The carport system would be supported every ~20' with single footings along the linear arrays, with a ~4' x 4' concrete pad for the panel board. The generation capacity is such that will be either 100% consumed by the 24/7 facility, or curtailed in the rare instances where an outage occurs, to ultimately be a non-export generating system.

Wetlands

The Iron Parcel Master Plan expansion project included the impact and mitigation of existing on-site wetlands. This impact and mitigation work was approved through an NHDES Wetland Impact Permit in 2018. Work under that permit has been completed as of November 14, 2023. This work included the daylighting of Hodgson Brook, which was a required part of the mitigation plan. The remaining undisturbed wetlands and wetland buffers on the Iron Parcel are located on the south end of the lot, opposite to the proposed location of the solar canopies. There is no work proposed in the remaining wetlands or wetland buffers as part of this project.

Excess Soils

The project may generate excess soils as part of the earthwork activities for the construction of the solar canopy footings. Similar to the prior approvals at Lonza, any excess soil that may be generated will remain on-site.

Stormwater

The proposed solar canopy is designed to be located within the footprint of the previously approved surface parking lot located on the northern end of the site. The surface parking lot is utilizing the previously approved Gravel Wetland #2 for treatment of surface runoff. Gravel Wetland #2 was originally sized to treat stormwater from building 3 and the building 3 loading area. The area of the proposed surface parking lot including the solar canopies and associated infrastructure is less than the originally approved impervious surface to be treated by Gravel Wetland #2. The original approval had 142,400 SF of impervious surface flowing to Gravel Wetland #2 and the proposed Phase 2 plan including the solar infrastructure has 48,450 SF of impervious to Gravel Wetland #2. The stormwater system as designed meets Pease Development Authority (PDA) and NHDES stormwater regulations.

Utilities

It is anticipated that underground electric conduit to connect the solar array to the Central Utility Building will be required as part of this project. No additional utilities, or revised utility layouts are required.

Parking Calculations

This project will not require any additional parking demand on the site.

Traffic Impact

This project will have no additional traffic impact to the site.



PROJECT

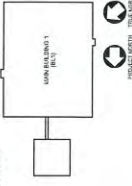
ALBACORE

LOCATION

PORTSMOUTH, NH

LEGEND

KEYPLAN



DRAWING TITLE

SOLAR PV

PROJ #:

MAD22435

DWG #:

ASK-200

SCALE:

NTS

DATE:

22-DEC-2023

DRAWN BY:

AM

CHECKED BY:

Checker

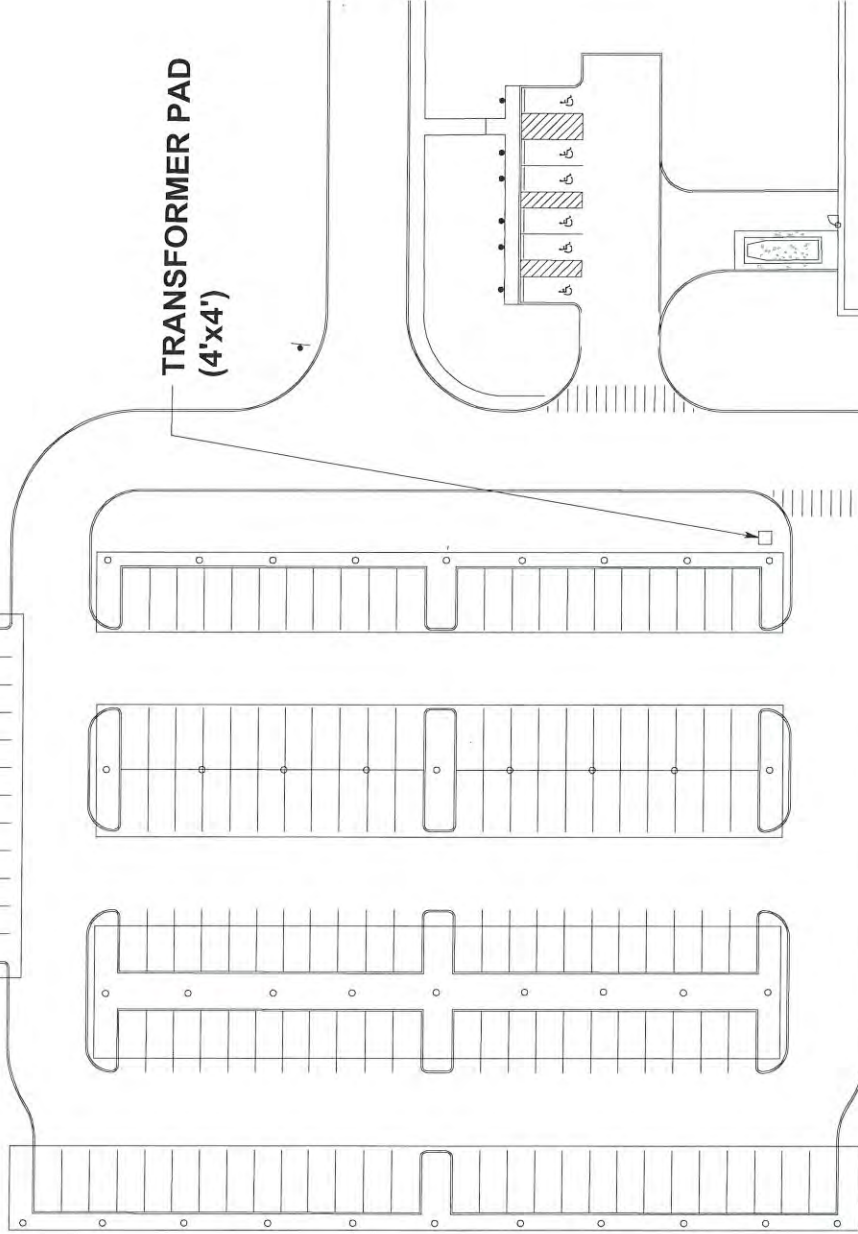
CLIENT

Lonza

101 Water Street
Portsmouth, NH USA
T: (603) 334-6100
F: (603) 334-6262
www.lonza.com

CARPORT FOOTING,
TYP.

TRANSFORMER PAD
(4'x4')



ENLARGED CARPORT LAYOUT

Knowledge, Skill & Passion

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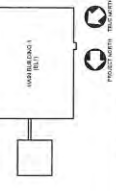


PROJECT ALBACORE

LOCATION PORTSMOUTH, NH

LEGEND

KEYPLAN



DRAWING TITLE SOLAR PV

PROJ #: MAD22435

DWG #: ESK-001

SCALE: 1" = 30'-0"

DATE: 20-DEC-2023

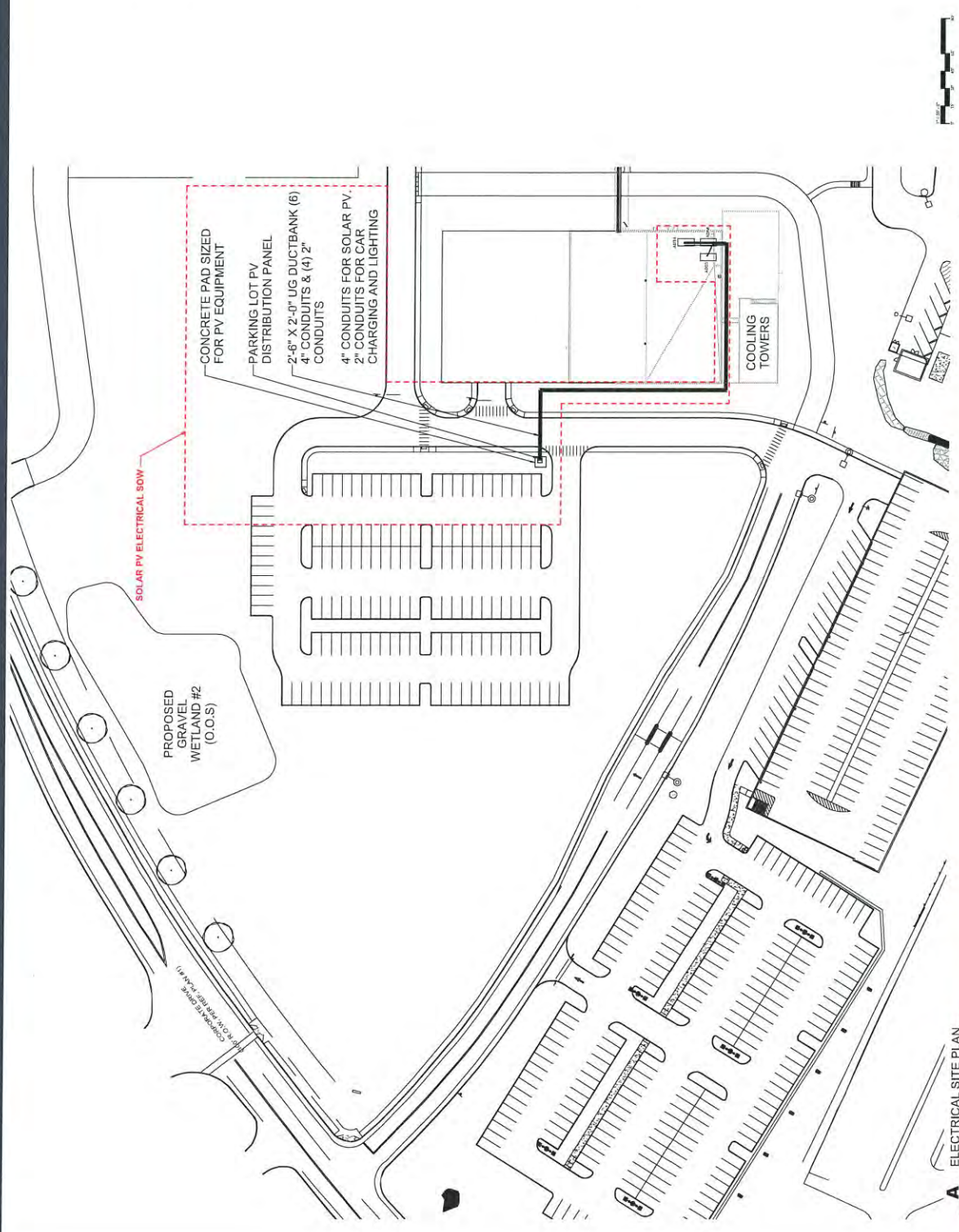
DRAWN BY: DRJ

CHECKED BY: [Blank]

CLIENT



Lonza Biosciences, Inc.
101 International Drive
Portsmouth, NH USA
P: (603) 334-6362
www.lonza.com



ELECTRICAL SITE PLAN

Knowledge, Skill & Passion

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Consulting | Architecture | Engineering | Project Controls | Construction Management | Compliance

MOTION

Director Conard:

The Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to finalize and enter into a contract addendum with Harriman Associates, one of PDA’s on-call architectural providers, for a study of the Air Traffic Control Tower in a total amount not to exceed \$236,360.00; all in accordance with the memorandum of Michael R. Mates, Director of Engineering, dated January 3, 2024; attached hereto.

Memorandum

To: Paul E. Brean, Executive Director *P.E.B.*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: January 3, 2024
Subject: Air Traffic Control Tower Study – Architectural Contract

The Air Traffic Control Tower (“ATCT”), located at 14 Airline Avenue in Newington was constructed in 1978 and most recently renovated in 2002. The 2002 renovation was the result of a study performed by the PDA to review the life/fire safety, architectural, structural, mechanical and electrical components of the facility. Ultimately, renovations were undertaken which included comprehensive life safety upgrades as well as new electric, fire alarm and mechanical systems.

Over the past years, maintenance to the ATCT has been ongoing due to the age of the facility. The boilers and air conditioning units are over twenty years old and it’s becoming difficult to source spare parts for repair. The catwalk at the control cab is in poor condition and has required repair recently so the control cab windows can be safely cleaned. Additionally, the control cab ergonomics revert to the 1978 design.

With all this in mind, PDA included a study of the ATCT as a specific project in a request for qualifications from architectural consultants issued last year. In November, the PDA Board approved Harriman Associates (“Harriman”) as one of PDA’s on call architectural consultants and, if approved, this will be Harriman’s first project assisting PDA.

Harriman has identified numerous evaluations of various facility components in an effort to understand the current state of the facility including, but not limited to, code compliance, ADA compliance, safety, and energy efficiency.

Harriman has broken the project down into two phases. The first phase is to document existing conditions of the ATCT facility, identify building deficiencies and proposed courses of action to remedy these deficiencies. In addition, this phase includes a preliminary look at a new ATCT to help understand if reconstruction should be considered. The first phase includes the following items:

Life Safety / Fire Alarm Evaluation	\$ 40,800
-------------------------------------	-----------

ADA Accessibility Review	\$ 13,500
Smoke Control System Evaluation	\$ 7,500
Building Envelope Evaluation	\$ 21,200
Hazardous Building Material Survey	\$ 8,240
Communications, IT, AV Security Evaluation	\$ 7,800
Cost Estimating	\$ 5,800
Civil Engineering Coordination	\$ 11,520
Electrical Evaluation	\$ 21,200
Structural Evaluation	\$ 21,260
Plumbing Evaluation	\$ 11,440
Mechanical Evaluation	\$ 16,750
Architectural & Project Management	\$ 44,090
<u>Administrative</u>	<u>\$ 5,260</u>
 Total	 \$236,360

We expect, at the end of this phase, to have a better understanding of building deficiencies, probable permitting limitations, expected costs, and timeline as it relates to the submission of an FAA grant application which has a current fiscal year 2025 deadline. At this point, it will be decided if a renovation may or may not be cost effective and if further study of a new tower is warranted. If so, staff will submit costs for further study to the Board for review and approval. If not, staff will direct Harriman to prepare a proposal for the preparations of bid documents for the renovation for the Boards review.

At the January 11 Board Meeting, please seek approval to contract with Harriman in the amount not to exceed \$236,360 for the evaluation of the ATCT facility in accordance with the above description.



MOTION

Director Fournier:

The Pease Development Authority Board of Directors authorizes the Executive Director to enter into a contract with Ransom Engineering for the purpose of evaluating the stormwater drainage system at Portsmouth International Airport at Pease, in an amount not to exceed \$80,000.00; all in accordance with a memorandum of Jared Sheehan, Environmental Compliance Manager, dated January 2, 2024, attached hereto.

N:\RESOLVES\2024\Stormwater Study – Ransom (1-11-24).docx

Memorandum

To: Paul E. Brean, Executive Director 
From: Jared Sheehan, Environmental Compliance Manager 
Date: January 2, 2024
Subject: PSM Stormwater System Capacity Scope of Work

PDA staff reached out to Ransom Consulting, LLC (Ransom) PDA's on call environmental services contractor, to develop a scope of work (SOW) and estimate to evaluate the capacity of the existing airfield drainage system at Portsmouth International Airport at Pease (PSM) and assess the system's ability to retain and manage potential fuel releases. With the recent increase of storm intensity and frequency in the seacoast area coupled with the increase of transient aircraft activity at PSM, PDA is taking a proactive step to further identify current conditions and potential improvements to the airfield drainage system and oil/water separators.

The SOW would quantify the capacity of PSM's drainage system including areas where the drainage system is below the groundwater table and subject to infiltration. The calculated capacity of the drainage system would then be evaluated to further understand its function under various seasonal and storm conditions. The modeling data would help aid in the response effort for any future fuel releases associated with the transferring, filling, and storing of aviation fuels at PSM. It would also enable PDA to plan for future containment and stormwater upgrades at PSM.

The proposed SOW is estimated not to exceed \$80,000. At this month's Board of Directors meeting, please ask the Board to approve Ransom's proposed SOW for evaluating the stormwater drainage system at PSM.



112 Corporate Drive
Portsmouth, NH 03801
603.436.1490

December 18, 2023

Project 232.06057.001

Michael Mates, P.E.
Pease Development Authority
55 International Drive
Portsmouth, New Hampshire 03801

RE: Proposed Scope of Work and Cost Estimate – Phase I
Portsmouth International Airport at Pease
Stormwater System Capacity & Fuel Spill Retention Evaluation
Pease International Tradeport
Portsmouth, New Hampshire

Dear Mr. Mates:

As requested, Ransom Consulting, LLC (Ransom) has developed this scope of work (SOW) and cost estimate for Pease Development Authority (PDA) to evaluate the capacity of the stormwater drainage system in vicinity of the airfield at the Portsmouth International Airport at Pease (PSM) and assess to the drainage system's ability to retain and manage accidental aircraft fuel releases. This SOW is being presented as Phase I of a multiphase evaluation. Phase II will encompass the PSM Aircraft Fueling Infrastructure Study which is to be performed in parallel with Phase I, and the SOW for the Phase II Study is forthcoming.

BACKGROUND

This proposed Phase I SOW is provided based on information provided (i.e., graphical figures, As-built Plans, AutoCAD files, etc.) by the PDA as well as our meetings, communications, and a site visit of the PSM with by PDA representative. Ransom understands that the PDA is interested in quantifying the capacity of the PSM's stormwater drainage system and has a need to assess the potential impact to the drainage system from aircraft fuel releases. Additionally, Ransom understands that the PDA is interested in quantifying the system's ability to manage and contain aircraft fuel releases that sometimes occur during fueling of aircraft on the airport aprons under a range of scenarios, spill quantities, and stormwater runoff events. We further understand the desire to assess the potential environmental risk posed by accidental fuel releases that tend to occur at the multiple stationary fuel tank farms and by the mobile refueling vehicles.

PROPOSED SCOPE OF WORK

Task 1 – Reconnaissance and Data Collection

The following subtasks are proposed for the gathering and compilation of pertinent information:

1. Visit all the pertinent PSM facilities and obtain available data for quantifying the stormwater drainage system.

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Michael Mates, P.E.
Pease Development Authority

2. Define the drainage areas where mobile fueling of aircraft occurs, and locations of fuel tank farms within the following watersheds Grafton Brook, Hodgson Brook, McIntyre Brook, Newfields Ditch, Flagstone/Railway Brook and Peverly Pond Brook.
3. Inventory of known oil/water separators and diversion structures.
4. Inventory of catch basins and piping including depths, inverts elevations, pipe diameters and pipe lengths. This subtask is expected to include at least two site visits to inspect drainage structures and ground truth structures depths and pipe data.
5. Identify areas where groundwater infiltration within the drainage system is known to occur and could potentially occur.
6. Include the Haven Well's 400-foot sanitary protective radius, and groundwater management zones (GMZs), sensitive receiving water bodies.

Task 2 – Analysis of Stormwater Drainage System and Fuel Spill Containment Capacity

Based on the information compiled in Task 1, the following analyses of the stormwater drainage system's capacity and fueling activities will be evaluated:

1. Develop a stormwater drainage model using a CAD based stormwater software to identify the maximum stormwater capacity associated with each subcatchment including control structures if any.
2. Create a Drainage Plan showing the overlap of the subcatchments of the drainage systems with the refueling areas within the airfield, areas where groundwater infiltration is known to occur, defects in the drainage system, environmentally sensitive areas, etc. The intent of the Plan is to highlight the most vulnerable and high-risk drainage subcatchments with the highest frequency of fuel spills where potential solutions may be located.
3. Perform a risk impact/probability analysis based on the co-occurrence of storm events occurring simultaneously with small fuel spills. Storm events will likely include a range from the 1-year to the 25-year events with a 24-hour duration. Fuel spills will likely range from small spills under 500 gallons to large spills of up to 10,000-gallons.
4. Develop up to three alternatives for possible solutions to improve the management and containment of fuel spills at the airport.
5. Prepare and submit to PDA for review and comments a Preliminary Alternatives Analysis Report with a compilation of the information gathered and design plans addressing the alternatives at the 25% concept level. The design plans will include various options to improve the stormwater drainage system's ability to contain aircraft fuel spills of up to 10,000-gallons to better protect downstream receiving water body.

Michael Mates, P.E.
Pease Development Authority

Task 3 – Design Recommendations

The preferred approach from the above tasks will be compiled and incorporated into the Design Recommendations Report as outlined below:

1. Prepare and submit a Design Recommendations Report including the Phase I 50% design plans. This task will incorporate comments received from PDA and discussed in Alternative Analysis review meetings.

Task 4 – Meetings and Correspondence

Meetings and correspondence associated with the above tasks have been accounted for in Task 4 and includes but is not limited to information gathering meetings and progress/coordination meetings with PDA representatives and an allowance for general project correspondence.

COST ESTIMATE

Project costs will be incurred on a time-and-materials basis, in accordance with the *Agreement for Civil/Environmental Engineering Services (Agreement)* executed on July 25, 2017 including fees schedule updates.

The cost estimates for Task 1 through Task 4 are as follows:

Task	Description	Ransom Fees
Task 1	Reconnaissance and Data Collection	\$16,200
Task 2	Analysis of Drainage System and Fuel Spill Containment	\$20,600
Task 3	Design Recommendations	\$28,600
Task 4	Meetings and Correspondence	\$14,500
TOTAL ESTIMATED COST		\$79,900

Ransom is prepared to modify this proposal based on input and specific requirements of the PDA.

BILLING AND PAYMENT OPTIONS

Ransom will bill on a time and materials basis using the rates established in our most recent master services agreement with the PDA (July 25, 2017). Ransom expects to provide invoices before the 20th of the month for the prior month's services. Each invoice will include a status letter summarizing the activities completed during the previous month.

Michael Mates, P.E.
Pease Development Authority

SCHEDULE

Ransom will conduct the work upon approval from PDA. The Alternatives Analysis Report will be provided to PDA for review and comment on or before February 23, 2023, and Design Recommendations Report will be provided within 4 to 6 weeks of the Alternatives Analysis meeting.

ASSUMPTIONS

The above tasks shall be performed based on the following assumptions:

1. The information provided is assumed to be adequate for delineating subcatchment drainage areas. If additional survey is required, a licensed surveyor approved by PDA will be added to the Team and a contract amendment will be submitted for review and approval.
2. Additional information relating to tenant fueling operational procedures, policies, and SPCC plans are made available for review.
3. Ransom field personnel are provided with supervised access to the airfield apron areas where fueling occur to perform inspections and ground truth drainage structures.
4. Major fuel spills that potentially occur outside the typical aircraft fueling locations are managed by the large oil water separator at the headwaters of McIntyre Brook.

ORGANIZATION

David Cedarholm, P.E. will serve as your Project Manager and point of contact for this project. Maureen McGlone, P.E. will serve as Program manager, and Nancy Marshall, P.E. and Elizabeth Ransom, P.G. will perform Quality Assurance/Quality Control (QA/QC) reviews. Please feel free to contact David if you have questions.

AUTHORIZATION

Prior to initiation of project work, we will need to receive an executed copy of this proposal, which will serve as our authorization to proceed. The work will be conducted in accordance with our Agreement with the PDA as authorized in Amendment No. 1 executed July 25, 2017.

Michael Mates, P.E.
Pease Development Authority

Ransom is pleased to have the opportunity to continue to work with the PDA. If you have any questions regarding the scope of work, please feel free to call David Cedarholm at (603) 436-1490 ext. 524.

Sincerely,

RANSOM CONSULTING, LLC



Maureen P. McGlone, P.E.
Program Manager-Civil and Coastal Engineering



David Cedarholm, P.E.
Senior Civil Engineer



Stephen B. Ransom
Fonder & Consultant

Digitally signed by Stephen B
Ransom
Date: 2023.12.18 13:07:06 -05'00'

DC/MPM/SBR:jar

APPROVED AND ACCEPTED BY PEASE DEVELOPMENT AUTHORITY:

Signature: _____

Name: _____



Title: _____ Date: _____

MOTION

Director Parker:

The Pease Development Authority Board of Directors authorizes the Executive Director to finalize and enter into a contract addendum with its on-call HVAC services provider, Alliance Group, Inc. ("Alliance"), for replacement of the HVAC Chiller at the Pease Air Traffic Control Tower, in an amount not to exceed \$43,350.00; all in accordance with the memorandum of Ken Conley, Maintenance Manager, dated January 2, 2024; attached hereto.

Memorandum

To: Paul E. Brean, Executive Director 
From: Ken Conley, Maintenance Manager 
Date: January 2, 2024
Subject: Air Traffic Control Tower HVAC Chiller Replacement

Pease Development Authority (“PDA”) owns and is responsible for the facilities at the Air Traffic Control Tower (“ATC”) located at 14 Airline Avenue at Portsmouth International Airport. The ATC is staffed by United States Air Force air traffic controllers, whose job description states work conditions in the ATC cab cannot exceed an air temperature of 85 degrees. On several occasions During the summer of 2023, the existing HVAC system was unable to sustain an air temperature of 85 degrees. With the implementation of rental equipment utilized to meet contractual requirements, PDA was able to prevent work stoppages. However, a more permanent solution is necessary to maintain consistent air temperature in the cab.

PDA maintenance staff have worked with PDA’s on-call HVAC vendor, Alliance Group, to identify an immediate HVAC upgrade to the tower which factors in the remaining life span of the ATC cab. Although PDA has a future capital improvement initiative to renovate or replace the ATC Tower, an immediate remedy to the HVAC system is required without delay. While renovations or replacement of the tower may be years away, this replacement equipment has been sourced factoring potential future renovations.

Attached is a quote for the replacement of the HVAC Chiller, associated components and labor. The intent would be to have this work completed before May 2024.

At the January 11, 2024, PDA Board of Directors Meeting, please seek authority for the replacement of the HVAC Chiller, associated components and labor to be performed by Alliance Group to the Air Traffic Control Tower located at 14 Airline Avenue for a cost not to exceed \$43,350.

MOTION

Director Lamson:

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. Portsmouth International Airport at Pease – Badge Media Cards – Honeywell International * (Ferrini)

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

MOTION

Director Ferrini:


The Pease Development Authority (“PDA”) Board of Directors hereby approves of and authorizes the Executive Director to enter into an agreement with Honeywell International, Inc. (“Honeywell”) for the purchase of airport badge media cards to be utilized at the Portsmouth International Airport at Pease terminal building in an amount not to exceed \$16,800.00; all in accordance with the memorandum of Ed Pottberg, Airport Security Administrator, dated December 28, 2023, attached hereto.


In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement as Honeywell is the provider of the airport's primary access control, video, and audio security systems, which is a proprietary closed system.

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

N:\RESOLVES\2024\Honeywell – Badge Media Cards (1-11-2024).docx

Memorandum

To: Paul E. Brean, Executive Director 

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

Date: December 28, 2023

Subject: Portsmouth International Airport at Pease Badge Media Cards

The Pease Development Authority (“PDA”) was informed by Honeywell that HID Global overproduced the new airport badge media cards to which the Portsmouth International Airport at Pease will be transitioning to at the beginning of 2024. These badge media cards are exclusive for use only at PSM. HID has offered to discount the 2,000 badge media cards from \$11.40 to \$8.40 per card; a one-time discount. By purchasing the overproduced cards, this would result in a savings to PDA of approximately \$6,000.

At the January 11, 2024, PDA Board of Directors meeting, please seek approval to purchase the 2,000 overproduced badge media cards from Honeywell at a cost not to exceed \$8.40 per card, or \$16,800.

Memorandum

Date: January 2, 2024

To: Paul Brean, Executive Director

From: Suzy Anzalone, Director of Finance



Re: Executive Summary- Financial Reports

In anticipation of the upcoming January 11, 2024 Pease Development Authority Board meeting, the following is an Executive Summary of the financial results for the five months ended November 30, 2023:

Consolidated Results

Pease Development Authority - Consolidated			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	8,775	8,927	(152)
Operating Expenses	6,267	7,129	862
Operating Income	2,508	1,798	710
Depreciation	2,990	3,116	126
Non Oper. (Inc)/Exp	(270)	(35)	235
Net Operating Income (Loss)	(212)	(1,283)	1,071

Year-to-date consolidated operating revenues totaled \$8.8 million, trending \$152,000 (1.7%) under budget. Fuel sales, wharfage and dockage and other fee revenues at the Harbors represent line items continuing to trend considerably lower than budget. As mentioned in prior reporting, an increase in commercial vessels procuring diesel fuel via a tank vehicle, poor weather conditions during the summer and mechanical issues with fuel dispensers have all resulted in lower fuel sales volume. We anticipate an upturn in wharfage and dockage fees, as three salt ships are scheduled to arrive in January. Alternatively, we are experiencing higher revenue in golf fees and fuel flowage fees.

Operating expenses totaled \$6.3 million through November, under budget by \$862,000 (12.1%). Year-to-date cost underruns include full-time wages and benefits (primarily due to open positions), building and facilities expenses, utilities, equipment maintenance, professional services, and fuel purchases (due to lower fuel sales). Part-time wages continue to trend higher than budget driven by higher staffing levels, overtime pay related to the airshow, emergency response drills and FAA inspections. Other cost overruns include airfield pavement maintenance and soil and vegetation control.

Non-operating income includes year-to-date interest income of \$238,000 and Covid related grant funding for Skyhaven in the amount of \$32,000. Year-to-date net operating loss is \$212,000, performing favorably against the budgeted loss of (\$1,283,000).

Business Unit Performance

Portsmouth Airport

Portsmouth Airport (PSM) incl Security			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	1,096	970	126
Operating Expenses	1,431	1,616	185
Operating Income	(335)	(647)	311
Depreciation	1,770	1,949	179
Non Oper. (Inc)/Exp	(0)	0	0
Net Operating Income (Loss)	(2,105)	(2,596)	491

Operating revenues for Portsmouth Airport are higher than budget by \$126,000 (13%) mainly the result of higher fuel flowage fees. Operating expenses are favorable by \$185,000 (11.5%) attributable to lower utilities expense, building and facilities and general and administrative expenses, but are offset by cost overruns in wages and overtime expenses and marketing expenses (which should trend closer to budget as the fiscal year progresses).

Skyhaven Airport

Skyhaven (DAW)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	102	101	1
Operating Expenses	127	104	(23)
Operating Income	(25)	(3)	(22)
Depreciation	173	194	21
Non Oper. (Inc)/Exp	(32)	0	32
Net Operating Income (Loss)	(166)	(197)	31

Operating revenues at Skyhaven are budget neutral. Year-to-date fuel sales of \$40,283 represent 6,542 gallons sold. We are experiencing a 25% decrease in fuel sales over prior year-to-date sales. Poor weather conditions are the main driver of this decrease. Operating expenses are over budget by \$23,000, mainly driven by part-time wages which are \$29,300 higher than budget as staff are working to catch up on various maintenance needs. Building and facilities expenses are performing favorably year-to-date since we received insurance proceeds in November as reimbursement for damages from a lightning strike earlier in the year. 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	4,330	4,321	9
Operating Expenses	188	261	72
Operating Income	4,142	4,061	81
Depreciation	323	340	17
Non Oper. (Inc)/Exp	(46)	0	46
Net Operating Income (Loss)	3,864	3,721	144

Year-to-date revenues at the Tradeport are slightly favorable (\$9,000). Expenses are trending under budget by \$72,000 year-to-date, driven by cost underruns in building and facilities expenditures and utilities.

Golf Course

Pease Golf Course			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	2,106	1,970	136
Operating Expenses	1,207	1,215	8
Operating Income	899	755	144
Depreciation	153	157	4
Non Oper. (Inc)/Exp	(153)	(0)	153
Net Operating Income (Loss)	899	598	301

Golf course revenues through November are favorable \$136,000 (6.9%) attributable to higher revenue in golf fees and merchandise sales. Expenses are favorable by \$8,000 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	1,088	1,484	(396)
Operating Expenses	1,146	1,473	327
Operating Income	(58)	11	(69)
Depreciation	499	408	(91)
Non Oper. (Inc)/Exp	(34)	(1)	34
Net Operating Income (Loss)	(523)	(396)	(127)

Year-to-date unrestricted operating revenues for the DPH were \$396,000 (26.7%) lower than budget. Fuel sales are under budget by \$225,000, offset by lower fuel purchases (\$193,000 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. Wharfage and dockage fees are under budget as well, but we anticipate an upturn in wharfage and dockage fees, as three salt ships are scheduled to arrive in January. However, operating expenses are trending lower by \$327,000 (22.2%) and are attributable to lower fuel purchases as mentioned, wages and benefits due to open positions, and utilities expenses.

Balance Sheet/Statement of Net Position (Consolidated)

(\$ 000's)	As of 11/30/2023	As of 11/30/2022
Assets		
Current Assets	24,007	20,402
Restricted Assets	1,425	1,467
Non-Current Assets	314,790	293,433
Total Assets	340,222	315,302
Deferred Outflows of Resources	3,049	3,705
Liabilities		
Current Liabilities	5,996	3,721
Non-Current Liabilities	11,476	11,999
Total Liabilities	17,472	15,720
Deferred Inflows of Resources	213,258	201,506
Net Position		
Net Invest. in Cap Assets	101,658	96,202
Restricted	1,296	1,330
Unrestricted	9,587	4,249
Total Net Position	112,541	101,781

The November balance sheet consists of \$24 million in current assets which include \$16.3 million in unrestricted cash (both PDA and DPH), \$7 million in trade and lease receivables, and \$0.7 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 \$6.3 million with most costs incurred for the rehabilitation of the Main Pier at Market Street (\$4.9 million), but also include the PSM Arrivals Hall, Alpha North Taxiway construction and various equipment purchases.

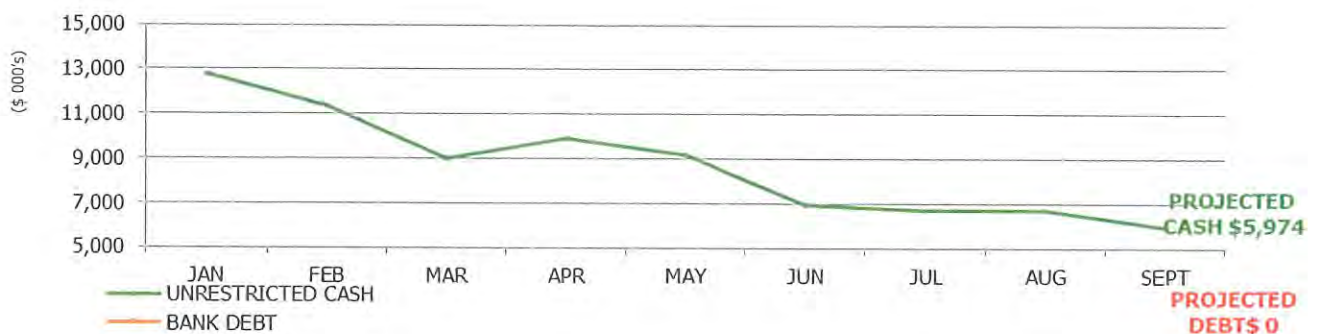
Current liabilities of \$6.0 million represent trade accounts payable, retainage and various accrued expenses.

Cash Flow Projections for the Nine Month Period Ending September 30, 2024 (Excl. Division of Ports and Harbors)

During the next nine-month period, cash inflows are projected at \$18.6 million, mainly provided by operating revenues but also includes \$3 million in grant funding.

Cash outflows of \$25.6 million during this same period incorporate \$13.6 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 \$5.9 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 FIVE MONTH PERIOD
ENDING NOVEMBER 30, 2023



BOARD OF DIRECTORS MEETING
JANUARY 11, 2024

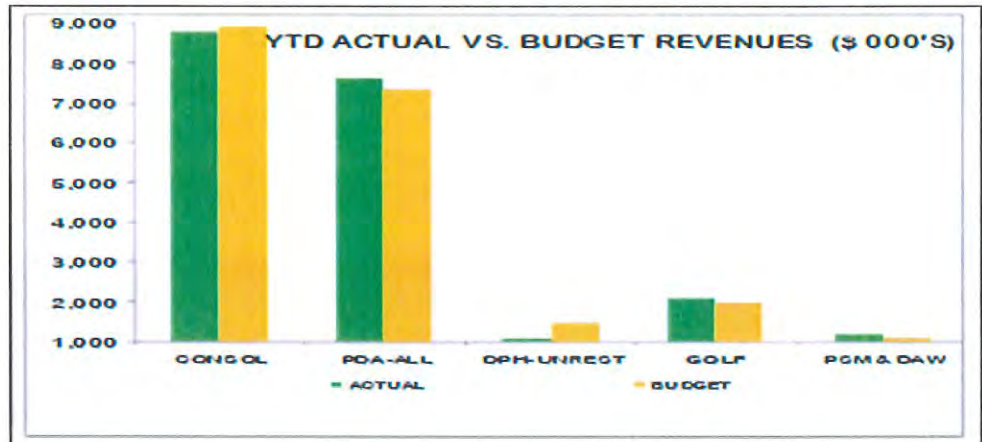
PEASE DEVELOPMENT AUTHORITY

Revenues and Expenditures –Five Months Ended November 30, 2023

Trends:

YTD revenue lower by (1.7)%:

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

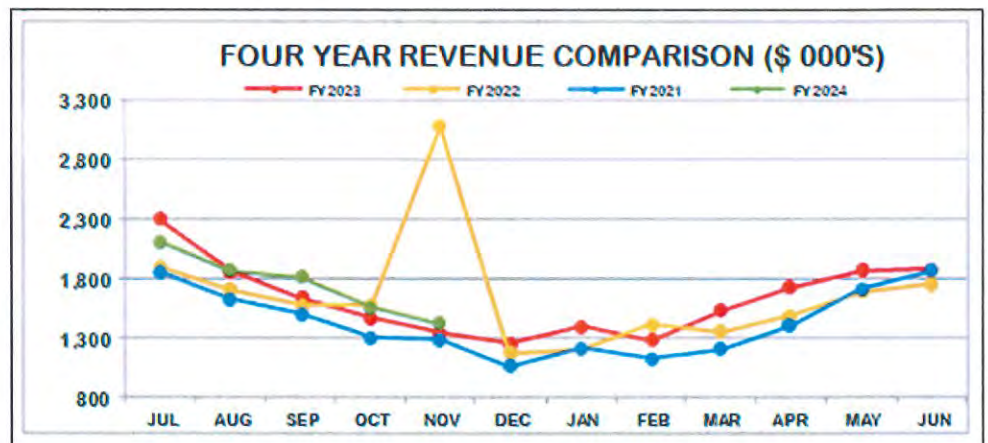


Trends:

November 2021 includes sale of 30 NH Ave

July revenues include annual rent payment-Great Bay Comm. College

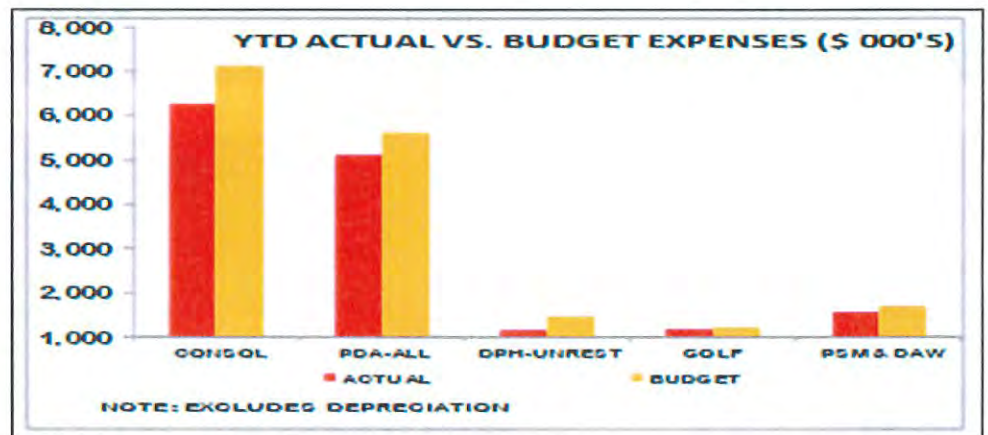
June revenues include increase in Golf fee revenue



Trends:

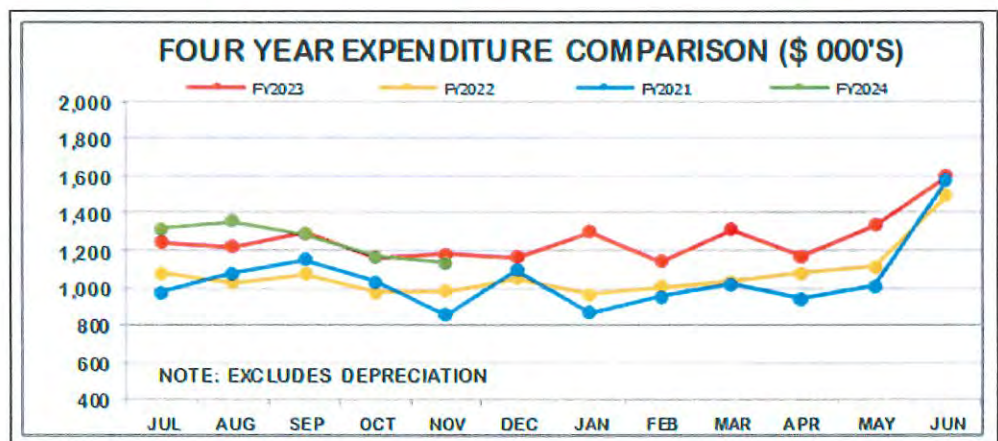
YTD Operating Expenses lower by 12.1%:

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



Trends:

June 2020-June 2023 – Retirement OPEB year end adjustments



PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses
For the Five Months Ending November 30, 2023

	Actual Nov FY 2024	Budget Nov 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	\$960,507	\$963,675	(\$3,168)	(0.3%)	\$4,889,363	\$4,873,880	\$15,483	0.3%
CARGO AND HANGARS	14,798	14,753	45	0.3%	74,721	73,224	1,497	2.0%
	<u>975,305</u>	<u>978,428</u>	<u>(3,123)</u>	<u>(0.3%)</u>	<u>4,964,084</u>	<u>4,947,104</u>	<u>16,980</u>	<u>0.3%</u>
CONCESSION REVENUE	69,778	27,575	42,203	153.0%	338,028	284,746	53,283	18.7%
FEE REVENUE								
AVIATION FEES	-	-	-	-	1,020	-	1,020	-
FUEL FLOWAGE	115,448	47,432	68,016	143.4%	450,987	324,657	126,330	38.9%
PSM TSA/LEO REVENUE	0	1,833	(1,833)	(100.0%)	11,489	9,167	2,322	25.3%
PSM SECURITY REVENUE	2,410	1,917	493	25.7%	11,190	9,583	1,607	16.8%
GOLF FEES	50,462	74,337	(23,875)	(32.1%)	1,361,920	1,244,360	117,560	9.4%
GOLF SIMULATORS	15,468	17,607	(2,139)	(12.1%)	25,487	24,477	1,009	4.1%
GOLF MEMBERSHIPS	50,689	50,625	64	0.1%	253,444	253,125	319	0.1%
GOLF LESSONS	585	371	214	57.6%	21,378	22,395	(1,017)	(4.5%)
MOORING FEES	37,677	39,583	(1,907)	(4.8%)	188,384	197,917	(9,533)	(4.8%)
PARKING	33,580	36,203	(2,623)	(7.2%)	214,294	220,355	(6,062)	(2.8%)
PIER USAGE FEES	360	9,167	(8,807)	(96.1%)	19,309	45,833	(26,524)	(57.9%)
REGISTRATIONS	5,438	18,917	(13,479)	(71.3%)	57,377	94,583	(37,206)	(39.3%)
TERMINAL FEES	-	-	-	-	-	-	-	-
WHARFAGE AND DOCKAGE	800	51,667	(50,867)	(98.5%)	81,277	258,335	(177,058)	(68.5%)
	<u>312,917</u>	<u>349,659</u>	<u>(36,742)</u>	<u>(10.5%)</u>	<u>2,697,556</u>	<u>2,704,787</u>	<u>(7,233)</u>	<u>(0.3%)</u>
FUEL SALES	30,797	52,255	(21,458)	(41.1%)	402,490	626,894	(224,403)	(35.8%)
INTEREST INCOME								
LOAN INTEREST	2,719	3,000	(281)	(9.4%)	14,073	15,000	(927)	(6.2%)
OTHER REVENUES								
MERCHANDISE	15,994	13,233	2,761	20.9%	202,671	179,118	23,552	13.1%
ALL OTHER	15,777	26,359	(10,582)	(40.1%)	155,898	169,378	(13,480)	(8.0%)
	<u>31,771</u>	<u>39,592</u>	<u>7,821</u>	<u>19.8%</u>	<u>358,569</u>	<u>348,496</u>	<u>(10,073)</u>	<u>(2.9%)</u>
TOTAL OPERATING REVENUE	1,423,287	1,450,509	(27,223)	(1.9%)	8,774,800	8,927,027	(152,227)	(1.7%)
OPERATING EXPENSES								
WAGES AND FRINGE BENEFITS								
WAGES								
BENEFITED REGULAR	403,933	416,694	12,761	3.1%	1,999,570	2,107,005	107,435	5.1%
BENEFITED OVERTIME	20,148	18,039	(2,109)	(11.7%)	142,674	94,537	(48,137)	(50.9%)
NON-BENEFITED REGULAR	67,831	56,891	(10,940)	(19.2%)	509,453	453,444	(56,009)	(12.4%)
NON-BENEFITED OVERTIME	657	2,013	1,356	67.3%	18,346	19,314	967	5.0%
ACCRUED VACATION BENEFITS	19,107	250	(18,857)	(7542.9%)	27,416	1,250	(26,166)	(2093.3%)
ACCRUED SICK TIME BENEFITS	5,135	333	(4,802)	(1440.6%)	9,537	1,667	(7,871)	(472.3%)
	<u>516,811</u>	<u>494,220</u>	<u>(22,592)</u>	<u>(4.6%)</u>	<u>2,706,996</u>	<u>2,677,217</u>	<u>(29,780)</u>	<u>(1.1%)</u>
WAGE TRANSFERS OUT	-	-	-	-	-	-	-	-
	<u>516,811</u>	<u>494,220</u>	<u>(22,592)</u>	<u>(4.6%)</u>	<u>2,706,996</u>	<u>2,677,217</u>	<u>(29,780)</u>	<u>(1.1%)</u>
BENEFITS								
DENTAL INSURANCE	5,046	6,971	1,926	27.6%	26,621	34,857	8,236	23.6%
HEALTH INSURANCE	103,939	115,305	11,366	9.9%	526,960	576,524	49,564	8.6%
LIFE INSURANCE	2,095	2,987	892	29.9%	8,174	14,936	6,761	45.3%
NEW HAMPSHIRE RETIREMENT	77,286	65,342	(11,944)	(18.3%)	289,864	326,712	36,848	11.3%
POST RETIREMENT BENEFITS	10,922	12,015	1,092	9.1%	54,612	60,073	5,461	9.1%
EMPLOYEE DRUG TEST	98	170	72	42.4%	926	850	(76)	(9.0%)
OPEB EXPENSE	-	-	-	-	-	-	-	-
EMPLOYER FICA	35,280	36,659	1,379	3.8%	194,935	203,446	8,511	4.2%
UNEMPLOYMENT INS	-	-	-	-	-	-	-	-
	<u>234,666</u>	<u>239,449</u>	<u>4,783</u>	<u>2.0%</u>	<u>1,102,092</u>	<u>1,217,398</u>	<u>115,305</u>	<u>9.5%</u>
BENEFIT TRANSFERS OUT	-	-	-	-	-	-	-	-
	<u>234,666</u>	<u>239,449</u>	<u>4,783</u>	<u>2.0%</u>	<u>1,102,092</u>	<u>1,217,398</u>	<u>115,305</u>	<u>9.5%</u>
TOTAL WAGES & BENEFITS	751,477	733,669	(17,809)	(2.4%)	3,809,088	3,894,615	85,525	2.2%

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses
For the Five Months Ending November 30, 2023

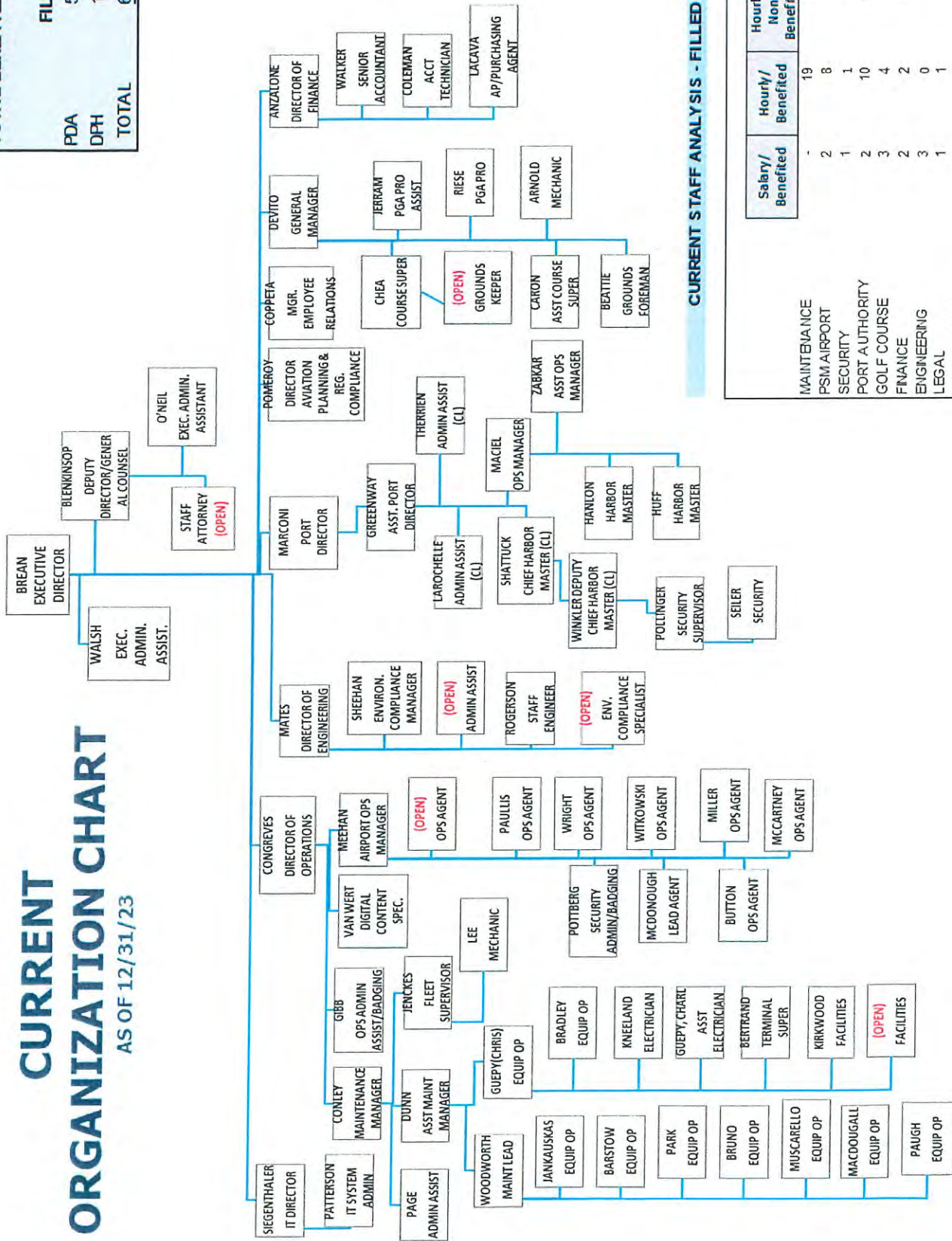
	Actual Nov FY 2024	Budget Nov FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
BUILDING AND FACILITIES								
AIRFIELD MAINTENANCE	(8,144)	4,875	13,019	267.1%	41,840	24,375	(17,465)	(71.7%)
COVID-19	-	-	-	-	-	-	-	-
SOIL & VEGETATION CONTROL	41,107	10,588	(30,519)	(288.3%)	80,728	52,938	(27,790)	(52.5%)
ENVIRONMENTAL TESTING	7,020	14,398	7,378	51.2%	47,305	71,990	24,685	34.3%
EQUIPMENT MAINTENANCE	32,827	41,652	8,826	21.2%	176,849	191,016	14,167	7.4%
FACILITIES MAINTENANCE	59,752	85,739	25,987	30.3%	358,994	443,695	84,702	19.1%
LANDSCAPING	2,008	2,216	208	9.4%	13,331	21,262	7,931	37.3%
NAVIGATION MAINTENANCE	525	4,792	4,267	89.0%	1,496	23,958	22,462	93.8%
OTHER EXPENSES	-	-	-	-	1,500	-	(1,500)	-
SECURITY	12,836	20,609	7,774	37.7%	44,099	74,988	30,889	41.2%
SNOW REMOVAL	8,774	15,700	6,926	44.1%	8,774	15,700	6,926	44.1%
EXPENSE TRANSFERS	-	-	-	-	-	-	-	-
	156,705	200,569	43,865	21.9%	774,916	919,922	145,006	15.8%
WAGE & BENEFIT TRANSFER IN	-	-	-	-	-	-	-	-
	156,705	200,569	43,865	21.9%	774,916	919,922	145,006	15.8%
GENERAL AND ADMINISTRATIVE								
BAD DEBT EXPENSE	-	-	-	-	-	-	-	-
BANK FEES	4,844	7,679	2,835	36.9%	65,146	73,843	8,697	11.8%
COMPUTER EXPENSES	2,491	9,167	6,676	72.8%	21,144	45,833	24,689	53.9%
DISCOUNTS AND LATE FEES	71	(189)	(260)	137.4%	(1,133)	(946)	187	(19.7%)
EQUIPMENT UNDER \$5,000	4,266	8,227	3,961	48.1%	39,674	41,666	1,992	4.8%
FEES AND LICENSES	4,439	6,344	1,905	30.0%	22,251	31,921	9,669	30.3%
INSURANCE	35,446	35,884	437	1.2%	177,466	177,831	365	0.2%
OFFICE EQUIPMENT	1,582	1,922	340	17.7%	7,973	9,608	1,635	17.0%
PROFESSIONAL DEVELOPMENT	660	4,393	3,732	85.0%	10,169	21,963	11,794	53.7%
SUPPLIES	5,221	7,092	1,872	26.4%	31,889	35,462	3,572	10.1%
TELEPHONES AND COMMUNICATIONS	18,559	17,075	(1,484)	(8.7%)	85,337	85,375	38	0.0%
TRAVEL AND MILEAGE	2,257	3,192	935	29.3%	11,937	15,958	4,021	25.2%
OTHER EXPENSES	9,001	5,777	(3,224)	(55.8%)	24,173	28,885	4,712	16.3%
	88,837	106,563	17,724	16.6%	496,026	567,399	71,373	12.6%
UTILITIES								
ELECTRICITY	40,272	69,931	29,659	42.4%	259,523	389,117	129,594	33.3%
ELECTRICITY TRANSFERS	-	-	-	-	-	-	-	-
HEATING OIL	-	174	174	100.0%	820	222	(598)	(268.8%)
NATURAL GAS	1,810	2,519	709	28.1%	7,027	7,588	561	7.4%
NATURAL GAS TRANSFERS	-	-	-	-	-	-	-	-
PROPANE	860	4,447	3,588	80.7%	13,431	13,460	30	0.2%
WASTE REMOVAL	3,444	4,407	964	21.9%	23,316	37,861	14,544	38.4%
WASTE REMOVAL TRANSFERS	-	-	-	-	-	-	-	-
WATER	2,632	10,308	7,676	74.5%	15,545	51,785	36,240	70.0%
WATER TRANSFERS	-	-	-	-	-	-	-	-
	49,018	91,786	42,769	46.6%	319,662	500,033	180,371	36.1%
PROFESSIONAL SERVICES								
AUDIT	9,223	9,692	469	4.8%	53,812	55,458	1,646	3.0%
INFORMATION TECHNOLOGY	9,008	13,790	4,782	34.7%	53,105	68,950	15,845	23.0%
LEGAL	2,304	15,600	13,297	85.2%	36,255	78,000	41,745	53.5%
LEGAL PERMIT IMPLEMENT	9,310	14,583	5,273	36.2%	35,034	72,917	37,883	52.0%
ADMINISTRATIVE SERVICES	5,233	16,617	11,384	68.5%	25,998	83,087	57,089	68.7%
	35,078	70,282	35,205	50.1%	204,204	358,412	154,208	43.0%
MARKETING AND PROMOTION								
ADVERTISING	2,354	3,242	888	27.4%	16,974	16,211	(763)	(4.7%)
OTHER MARKETING	8,962	20,783	11,821	56.9%	92,115	103,913	11,798	11.4%
FLIGHT INCENTIVES	-	-	-	-	-	-	-	-
	11,316	24,025	12,709	52.9%	109,089	120,124	11,035	9.2%
OTHER OPERATING EXPENSES								
COAST TROLLEY	10,000	10,000	-	-	50,000	50,000	-	-
FUEL	23,385	40,605	17,220	42.4%	289,735	480,415	190,680	39.7%
GOLF CART LEASE	1,667	20,717	19,050	92.0%	85,001	103,585	18,584	17.9%
MERCHANDISE	10,088	9,925	(163)	(1.6%)	129,317	134,339	5,022	3.7%
	45,140	81,247	36,108	44.4%	554,053	768,339	214,286	27.9%
TOTAL OPERATING EXPENSES	1,137,571	1,308,141	170,571	13.0%	6,267,038	7,128,844	861,806	12.1%
OPERATING INCOME/(LOSS)	285,716	142,368	143,348	100.7%	2,507,762	1,798,183	709,579	39.5%
DEPRECIATION	584,869	612,013	27,144	4.4%	2,989,714	3,116,041	126,327	4.1%
AMORTIZATION	-	-	-	-	-	-	-	-
NON-OPERATING (INCOME)/EXPENSES								
INTEREST EXPENSE	-	833	833	100.0%	-	4,167	4,167	100.0%
INTEREST INCOME	(52,579)	(7,735)	44,844	(579.7%)	(237,692)	(38,677)	199,015	(514.6%)
NON-OPERATING GRANT FUNDING	-	-	-	-	(32,000)	-	32,000	-
GAIN/LOSS ON ASSETS	-	-	-	-	-	-	-	-
OTHER NON-OPERATING	-	-	-	-	-	-	-	-
	(52,579)	(6,902)	45,677	(661.8%)	(269,692)	(34,510)	235,182	(681.5%)
NET OPERATING INCOME/(LOSS)	(246,574)	(462,743)	216,169	(46.7%)	(212,260)	(1,283,348)	1,071,084	(83.5%)

CURRENT ORGANIZATION CHART

AS OF 12/31/23

TOTAL BENEFITED POSITIONS

PDA	FILLED	OPEN
53	6	0
DPH	12	0
TOTAL	65	6



CURRENT STAFF ANALYSIS - FILLED POSITIONS

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

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Net Position
For the Five Months Ending November 30, 2023

	<u>2024</u>	<u>2023</u>
	Ending	Ending
ASSETS		
Cash and Investments	\$16,311,272	\$11,159,077
Accounts Receivable - Net	7,036,736	8,598,102
Inventories	435,162	403,513
Prepays	95,529	126,216
	<u>23,878,699</u>	<u>20,286,909</u>
RESTRICTED ASSETS		
Cash and Investments	353,431	352,348
Current Receivables	66,762	70,887
Loans Receivable - NHFL		
Due within 1 Year	128,744	115,376
Due in more than 1 Year	1,005,110	1,043,870
TOTAL RESTRICTED ASSETS	<u>1,554,047</u>	<u>1,582,481</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	10,133,763	11,687,252
Other Capital Assets - Net	84,003,638	76,993,743
TOTAL NON-CURRENT ASSETS	<u>314,789,619</u>	<u>293,432,723</u>
TOTAL ASSETS	<u>340,222,365</u>	<u>315,302,113</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	5,205,077	3,430,692
Unearned Revenues	609,866	66,280
Long-Term Liabilities	174,987	223,539
Net Pension Liability	5,286,773	4,279,644
Net OPEB Liability	5,835,603	7,378,664
Due in more than 1 Year	353,764	341,048
	<u>17,466,070</u>	<u>15,719,868</u>
RESTRICTED LIABILITIES		
Current Liabilities	5,943	0
Long-Term Liabilities	0	0
Due within 1 Year	0	0
Due in more than 1 Year	0	0
	<u>5,943</u>	<u>0</u>
TOTAL LIABILITIES	<u>17,472,014</u>	<u>15,719,868</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>1,983,238</u>
NET POSITION		
Net Investment in Capital Assets	101,658,188	96,201,782
Restricted For:		
Revolving Loan Fishery Fund	1,273,801	1,256,400
Harbor Dredging and Pier Maintenance	(2,594)	52,449
Foreign Trade Zone	24,646	21,382
Unrestricted	9,587,080	4,248,650
TOTAL NET POSITION	<u>112,541,122</u>	<u>101,780,663</u>

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - PORTSMOUTH AIRPORT *incl Security*
For the Five Months Ending November 30, 2023

	Actual Nov FY 2024	Budget Nov FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$103,445	\$98,546	\$4,899	5.0%	\$375,215	\$366,640	\$8,575	2.3%
CARGO AND HANGARS	\$2,738	\$2,713	\$25	0.9%	\$13,597	\$13,465	\$132	1.0%
CONCESSION REVENUE	\$43,543	\$1,757	\$41,786	2378.3%	\$56,141	\$52,722	\$3,419	6.5%
FEE REVENUE	\$148,843	\$81,716	\$67,127	82.1%	\$572,889	\$455,506	\$117,383	25.8%
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	\$8,640	\$16,250	(\$7,610)	(46.8%)	\$78,053	\$81,250	(\$3,197)	(3.9%)
TOTAL OPERATING REVENUES	307,209	200,982	106,227	52.9%	1,095,895	969,583	126,312	13.0%
EXPENSES								
WAGES AND FRINGE BENEFITS	129,800	114,333	(15,467)	(13.5%)	627,276	594,129	(33,147)	(5.6%)
BUILDING AND FACILITIES	68,531	108,076	39,545	36.6%	369,217	452,475	83,258	18.4%
GENERAL AND ADMINISTRATIVE	35,636	44,727	9,091	20.3%	180,000	222,316	42,316	19.0%
UTILITIES	24,991	48,981	23,990	49.0%	164,134	264,243	100,109	37.9%
PROFESSIONAL SERVICES	5,019	9,316	4,297	46.1%	29,173	46,584	17,411	37.4%
MARKETING AND PROMOTION	3,026	7,292	4,266	58.5%	61,267	36,458	(24,809)	(68.0%)
OTHER OPERATING EXPENSES								
TOTAL OPERATING EXPENSES	267,003	332,725	65,722	19.8%	1,431,067	1,616,205	185,138	11.5%
OPERATING INCOME	40,206	(131,743)	171,949	130.5%	(335,172)	(646,622)	311,450	48.2%
NON-OPERATING (INCOME) EXPENSE	(1)	0	1	-	(6)	0	6	-
DEPRECIATION	346,552	383,595	37,043	9.7%	1,770,076	1,949,283	179,207	9.2%
NET OPERATING INCOME	(306,345)	(515,338)	(208,993)	40.6%	(2,105,242)	(2,595,905)	(490,663)	18.9%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - SKYHAVEN AIRPORT
For the Five Months Ending November 30, 2023

	Actual Nov FY 2024	Budget Nov FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	12,060	12,040	20	0.2%	61,124	59,759	1,365	2.3%
CONCESSION REVENUE	-	267	(267)	(100.0%)	0	1,333	(1,333)	(100.0%)
FEE REVENUE	-	-	-	-	1,020	-	1,020	-
FUEL SALES	6,943	8,006	(1,063)	(13.3%)	40,283	39,674	609	1.5%
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	92	(92)	(100.0%)	(50)	458	(508)	(110.9%)
TOTAL OPERATING REVENUES	19,003	20,405	(1,401)	(6.9%)	102,377	101,224	1,152	1.1%
EXPENSES								
WAGES AND FRINGE BENEFITS	10,044	3,387	(6,658)	(196.6%)	48,386	19,114	(29,271)	(153.1%)
BUILDING AND FACILITIES	(22,697)	4,595	27,292	594.0%	12,770	18,975	6,205	32.7%
GENERAL AND ADMINISTRATIVE	3,329	3,686	357	9.7%	18,419	18,431	13	0.1%
UTILITIES	2,381	2,870	489	17.0%	9,577	10,395	818	7.9%
PROFESSIONAL SERVICES	543	1,028	486	47.2%	3,208	5,141	1,933	37.6%
MARKETING AND PROMOTION	219	125	(94)	(75.2%)	444	625	181	29.0%
OTHER OPERATING EXPENSES	5,957	6,405	448	7.0%	34,607	31,739	(2,868)	(9.0%)
TOTAL OPERATING EXPENSES	(224)	22,096	22,321	101.0%	127,411	104,420	(22,990)	(22.0%)
OPERATING INCOME	19,227	(1,691)	20,919	(1236.4%)	(25,034)	(3,196)	(21,837)	683.3%
NON-OPERATING (INCOME) EXPENSE	-	-	-	-	(32,000)	-	32,000	-
DEPRECIATION	33,968	38,060	4,092	10.8%	173,237	194,104	20,867	10.8%
NET OPERATING INCOME	(14,741)	(39,751)	25,011	(62.9%)	(166,271)	(197,300)	31,030	(15.7%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - TRADEPORT OPERATIONS
For the Five Months Ending November 30, 2023

	Actual Nov FY 2024	Budget Nov FY 2024	Variance From Monthly Budget	%		Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	%
OPERATING REVENUES									
FACILITY RENTAL	\$823,210	\$819,535	\$3,675	0.4%		\$4,314,386	\$4,310,911	\$3,475	0.1%
CARGO AND HANGARS	-	-	-	-		-	-	-	-
CONCESSION REVENUE	-	-	-	-		-	-	-	-
FEE REVENUE	-	-	-	-		-	-	-	-
FUEL SALES	-	-	-	-		-	-	-	-
INTEREST	-	-	-	-		-	-	-	-
MERCHANDISE	-	-	-	-		-	-	-	-
OTHER REVENUE	3,186	2,083	1,103	52.9%		15,521	10,417	5,105	49.0%
TOTAL OPERATING REVENUES	826,396	821,618	4,778	0.6%		4,329,907	4,321,328	8,579	0.2%
EXPENSES									
WAGES AND FRINGE BENEFITS	-	-	-	-		-	-	-	-
BUILDING AND FACILITIES	20,677	25,970	5,293	20.4%		63,444	128,649	65,205	50.7%
GENERAL AND ADMINISTRATIVE	7,822	7,884	62	0.8%		44,116	39,420	(4,696)	(11.9%)
UTILITIES	4,954	7,746	2,792	36.0%		29,072	40,856	11,785	28.8%
PROFESSIONAL SERVICES	-	247	247	100.0%		-	1,233	1,233	100.0%
MARKETING AND PROMOTION	705	83	(621)	(745.8%)		1,708	417	(1,291)	(309.8%)
OTHER OPERATING EXPENSES	10,000	10,000	-	-		50,000	50,000	-	-
TOTAL OPERATING EXPENSES	44,158	51,930	7,772	15.0%		188,340	260,575	72,235	27.7%
OPERATING INCOME	782,238	769,688	12,550	1.6%		4,141,567	4,060,753	80,814	2.0%
NON-OPERATING (INCOME) EXPENSE	(45,706)	-	45,706	-		(45,706)	-	45,706	-
DEPRECIATION	63,339	66,742	3,403	5.1%		323,027	340,220	17,193	5.1%
NET OPERATING INCOME	764,605	702,946	61,659	8.8%		3,864,246	3,720,533	143,713	3.9%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - GOLF COURSE
For the Five Months Ending November 30, 2023

	Actual Nov FY 2024	Budget Nov 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	24,151	24,952	(801)	(3.2%)	232,685	224,691	7,995	3.6%
FEE REVENUE	117,203	142,940	(25,737)	(18.0%)	1,662,229	1,544,357	117,872	7.6%
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	15,994	13,233	2,761	20.9%	202,671	179,118	23,552	13.1%
OTHER REVENUE	2,784	4,442	(1,658)	(37.3%)	8,899	22,211	(13,312)	(59.9%)
TOTAL OPERATING REVENUES	160,132	185,567	(25,435)	(13.7%)	2,106,484	1,970,377	136,107	6.9%
EXPENSES								
WAGES AND FRINGE BENEFITS	98,864	91,366	(7,499)	(8.2%)	581,567	559,072	(22,496)	(4.0%)
BUILDING AND FACILITIES	64,398	28,209	(36,189)	(128.3%)	203,509	151,228	(52,281)	(34.6%)
GENERAL AND ADMINISTRATIVE	10,695	18,306	7,611	41.6%	103,929	116,070	12,141	10.5%
UTILITIES	10,118	21,781	11,663	53.5%	69,881	113,862	43,980	38.6%
PROFESSIONAL SERVICES	2,272	3,301	1,029	31.2%	12,266	16,504	4,238	25.7%
MARKETING AND PROMOTION	3,243	4,142	899	21.7%	21,610	20,708	(902)	(4.4%)
OTHER OPERATING EXPENSES	11,755	30,642	18,887	61.6%	214,318	237,924	23,606	9.9%
TOTAL OPERATING EXPENSES	201,345	197,747	(3,599)	(1.8%)	1,207,080	1,215,368	8,287	0.7%
OPERATING INCOME	(41,213)	(12,180)	(29,033)	238.4%	899,404	755,009	144,394	19.1%
NON-OPERATING (INCOME) EXPENSE	-	(17)	(17)	100.0%	(152,970)	(83)	152,886	(183427.1%)
DEPRECIATION	29,668	30,987	1,319	4.3%	153,138	157,271	4,133	2.6%
NET OPERATING INCOME	(70,881)	(43,150)	(27,731)	64.3%	899,236	597,821	301,413	50.4%

BUSINESS UNIT ANALYSIS	PRO SHOP	COURSE OPERATIONS	FOOD/BEV	SIMULATOR	TOTAL
OPERATING REVENUES	202,671	1,642,706	235,620	25,487	2,106,484
OPERATING EXPENSES* *Excluding Depreciation	155,002	923,883	99,710	28,485	1,207,080
OPERATING INCOME	47,669	718,823	135,910	(2,998)	899,404

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - DIVISION OF PORTS AND HARBORS-UNRESTRICTED
For the Five Months Ending November 30, 2023

	Actual Nov FY 2024	Budget Nov FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$33,852	\$40,594	(\$6,742)	(16.6%)	\$185,762	\$184,328	\$1,434	0.8%
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	2,085	600	1,485	247.5%	49,202	6,000	43,202	720.0%
FEE REVENUE	43,862	111,252	(67,390)	(60.6%)	416,563	636,174	(219,611)	(34.5%)
FUEL SALES	23,854	44,249	(20,395)	(46.1%)	362,207	587,219	(225,013)	(38.3%)
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	3,476	6,583	(3,107)	(47.2%)	74,056	70,500	3,556	5.0%
TOTAL OPERATING REVENUES	107,129	203,278	(96,149)	(47.3%)	1,087,790	1,484,221	(396,432)	(26.7%)
EXPENSES								
WAGES AND FRINGE BENEFITS	127,812	134,181	6,370	4.7%	675,903	748,487	72,584	9.7%
BUILDING AND FACILITIES	17,017	19,385	2,368	12.2%	79,936	96,926	16,991	17.5%
GENERAL AND ADMINISTRATIVE	11,889	10,606	(1,283)	(12.1%)	58,528	64,205	5,677	8.8%
UTILITIES	5,716	10,005	4,288	42.9%	43,400	68,658	25,258	36.8%
PROFESSIONAL SERVICES	2,564	7,629	5,064	66.4%	32,469	45,143	12,674	28.1%
MARKETING AND PROMOTION	124	217	92	42.6%	764	1,083	319	29.5%
OTHER OPERATING EXPENSES	17,428	34,200	16,772	49.0%	255,128	448,676	193,548	43.1%
TOTAL OPERATING EXPENSES	182,550	216,223	33,671	15.6%	1,146,128	1,473,178	327,052	22.2%
OPERATING INCOME	(75,421)	(12,945)	(62,478)	482.7%	(58,338)	11,043	(69,380)	(628.3%)
NON-OPERATING (INCOME) EXPENSE	(6,216)	(183)	6,033	(3290.6%)	(34,427)	(917)	33,511	(3655.8%)
DEPRECIATION	97,607	80,052	(17,555)	(21.9%)	499,177	408,265	(90,912)	(22.3%)
NET OPERATING INCOME	(166,812)	(92,814)	(74,000)	79.7%	(523,088)	(396,305)	(126,780)	32.0%

BUSINESS UNIT ANALYSIS	RYE HARBOR	HAMPTON HARBOR	PORTS. FISH PIER	MARKET ST.	HARBOR MGMT	ADMIN	TOTAL
OPERATING REVENUES	230,091	221,404	133,300	260,099	242,896	0	1,087,790
OPERATING EXPENSES* *Excluding Depreciation	152,408	241,511	154,802	194,165	217,119	186,123	1,146,128
OPERATING INCOME	77,683	(20,107)	(21,502)	65,934	25,777	(186,123)	(58,338)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - FOREIGN TRADE ZONE
For the Five Months Ending November 30, 2023

	Actual Nov FY 2024	Budget Nov FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	\$5,000	(\$5,000)	(100.0%)	\$14,000	\$12,000	\$2,000	16.7%
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE								
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE								
TOTAL OPERATING REVENUES	-	5,000	(5,000)	(100.0%)	14,000	12,000	2,000	16.7%
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES								
GENERAL AND ADMINISTRATIVE	1,250	104	(1,146)	(1100.0%)	1,250	521	(729)	(140.0%)
UTILITIES								
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	708	708	100.0%	1,539	3,542	2,003	56.6%
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,250	812	(438)	(53.8%)	2,789	4,063	1,274	31.4%
OPERATING INCOME	(1,250)	4,188	(5,438)	(129.9%)	11,211	7,937	3,274	41.2%
NON-OPERATING (INCOME) EXPENSE	(1)	-	-	(51.5%)	(2)	(2)	-	(7.9%)
DEPRECIATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	(1,249)	4,188	(5,437)	(129.8%)	11,213	7,939	3,274	41.2%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - HARBOR DREDGING
For the Five Months Ending November 30, 2023

	Actual Nov FY 2024	Budget Nov 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	598	10,000	(9,402)	(94.0%)	22,175	50,000	(27,825)	(55.7%)
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST								
MERCHANDISE								
OTHER REVENUE	100	583	(483)	(82.9%)	1,650	2,917	(1,267)	(43.4%)
TOTAL OPERATING REVENUES	698	10,583	(9,885)	(93.4%)	23,825	52,917	(29,092)	(55.0%)
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES	-	5,917	5,917	100.0%	-	29,583	29,583	100.0%
GENERAL AND ADMINISTRATIVE	25	1,000	975	97.5%	141	5,000	4,859	97.2%
UTILITIES								
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	25	6,917	6,892	99.6%	141	34,583	34,442	99.6%
OPERATING INCOME	673	3,666	(2,994)	(81.6%)	23,684	18,334	5,351	29.2%
NON-OPERATING (INCOME) EXPENSE	(472)	(35)	437	(1248.8%)	(3,305)	(175)	3,130	(1788.6%)
DEPRECIATION	5,863	5,917	54	0.9%	29,902	29,583	(318)	(1.1%)
NET OPERATING INCOME	(4,718)	(2,216)	(2,503)	113.0%	(2,913)	(11,074)	8,162	(73.7%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - REVOLVING LOAN FUND
For the Five Months Ending November 30, 2023

	Actual Nov FY 2024	Budget Nov FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	-	-	-	-	-	-	-	-
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	2,719	3,000	(281)	(9.4%)	14,073	15,000	(927)	(6.2%)
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	75	(75)	(100.0%)	448	375	73	19.5%
TOTAL OPERATING REVENUES	2,719	3,075	(356)	(11.6%)	14,521	15,375	(854)	(5.6%)
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	-	42	42	100.0%	118	208	91	43.5%
UTILITIES	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	753	1,250	497	39.8%	7,259	6,250	(1,009)	(16.1%)
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	753	1,292	539	41.7%	7,377	6,458	(918)	(14.2%)
OPERATING INCOME	1,966	1,783	182	10.2%	7,144	8,917	(1,772)	(19.9%)
NON-OPERATING (INCOME) EXPENSE	(16)	-	16	-	(84)	-	84	-
DEPRECIATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	1,982	1,783	199	11.1%	7,228	8,917	(1,688)	(18.9%)

REVOLVING LOAN FUND (\$ 000's)	BALANCE AT 11-30-2023	BALANCE AT 06-30-2023
CASH BALANCES		
GENERAL FUNDS	139	194
SEQUESTERED FUNDS	-	-
	<u>139</u>	<u>194</u>
LOANS OUTSTANDING (21)		
CURRENT	129	117
LONG TERM	1,005	954
	<u>1,134</u>	<u>1,071</u>
TOTAL CAPITAL BASE	<u>1,273</u>	<u>1,265</u>
CAPTIAL UTILIZATION RATE -% *	89.1%	84.7%

*EXCLUDES SEQUESTERED FUNDS

**SUMMARY OF INTERGOVERNMENTAL RECEIVABLES
AS OF NOVEMBER 30, 2023**

(\$000's)

<u>BUSINESS UNIT</u>	<u>TOTAL PROJECT</u>	<u>GRANT AWARD</u>	<u>EXPENDED TO DATE</u>	<u>PDA /DPH SHARE</u>	<u>RECEIVED TO DATE</u>	<u>BAL. DUE PDA/DPH</u>	<u>AMOUNT SUBMITTED</u>
PORTSMOUTH AIRPORT & TRADEPORT	10,447	10,086	1,354	(35)	794	486	13
SKYHAVEN AIRPORT	158	150	8	0	0	8	0
DIVISION OF PORTS AND HARBORS	25,028	25,028	20,014	0	17,842	1,636	1,636
	<u>35,633</u>	<u>35,264</u>	<u>21,376</u>	<u>(35)</u>	<u>18,636</u>	<u>2,130</u>	<u>1,649</u>

**SUMMARY OF CONSTRUCTION WORK IN PROCESS
AS OF NOVEMBER 30, 2023**

(\$000's)

<u>PROJECT NAME</u>	<u>BALANCE AT 06-30-23</u>	<u>CURRENT YEAR EXPENDITURES</u>	<u>TRANSFER TO PLANT IN SERVICE</u>	<u>NET CURRENT YEAR CHANGE</u>	<u>BALANCE AT 11-30-23</u>
PORTSMOUTH AIRPORT					
SNOW REMOVAL EQUIPMENT (AIP 74)	11	-	-	-	11
TERMINAL EXPANSION PROJECT	46	-	(46)	(46)	-
ALPHA NORTH TAXIWAY RECONSTRUCTION	79	141	-	141	220
NH AVE RIGHT HAND TURN LANE	49	13	-	13	62
BADGE TRAINING & SOFTWARE	45	-	-	-	45
TERMINAL ACCESS CONTROL UPGRADE	-	42	-	42	42
JET BRIDGE REHAB	-	45	-	45	45
PAINT MACHINE UPGRADES	-	7	(7)	-	-
MOBILE RADIO PURCHASE	-	50	(50)	-	-
PAINT GRINDER	-	50	(50)	-	-
ARRIVALS HALL EXPANSION (AIP 76)	103	334	-	334	437
ARRIVALS HALL EXPANSION (NON-GRANT)	726	349	-	349	1,075
PSM FENCE REPAIR	-	8	-	8	8
PSM VIDEO SURVEILLANCE STORAGE	-	29	(29)	-	-
	<u>1,059</u>	<u>1,068</u>	<u>(182)</u>	<u>886</u>	<u>1,945</u>
SKYHAVEN AIRPORT					
JOHN DEERE PULL ROTARY CUTTER	11	-	-	0	11
SRE CARRIER VEHICLE WITH PLOW	-	8	-	8	8
	<u>11</u>	<u>8</u>	<u>0</u>	<u>8</u>	<u>19</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	-	20	(20)	-	-
HVAC REPLACEMENT (55 INTERNATIONAL)	80	45	(125)	(80)	-
	<u>80</u>	<u>65</u>	<u>(145)</u>	<u>(80)</u>	<u>0</u>
MAINTENANCE					
JOHN DEERE CAB TRACTOR	97	-	-	0	97
JOHN DEERE FLEX WING ROTARY CUTTER	32	-	-	0	32
DIAGNOSTIC SCAN TOOL	-	5	(5)	0	0
JOHN DEERE Z997R TRACTOR	22	-	(22)	(22)	0
	<u>151</u>	<u>5</u>	<u>(27)</u>	<u>-22</u>	<u>129</u>
DIVISION OF PORTS AND HARBORS (DPH)					
MAIN PIER (BUILD GRANT)	2,653	4,937	-	4,937	7,590
FUNCTIONALREPLACEMENT - BARGE DOCK	-	65	-	65	65
HAMPTON DOCK REPLACEMENT (ARPA)	131	-	-	-	131
PFP BRACING & DECKING (ARPA)	123	14	-	14	137
RYE GATE HOUSE	-	21	-	21	21
PFP HOIST	-	5	(5)	-	-
RYE FUEL DISPENSER	13	80	-	80	93
	<u>2,920</u>	<u>5,122</u>	<u>(5)</u>	<u>5,117</u>	<u>8,037</u>
TOTAL	<u>4,225</u>	<u>6,268</u>	<u>(359)</u>	<u>5,909</u>	<u>10,134</u>

PEASE DEVELOPMENT AUTHORITY CASH FLOW PROJECTIONS FOR THE NINE MONTH PERIOD ENDING SEPTEMBER 30, 2024



BOARD OF DIRECTORS MEETING
JANUARY 11, 2024

PEASE DEVELOPMENT AUTHORITY CASH FLOW SUMMARY OVERVIEW JANUARY 1, 2024 TO SEPTEMBER 30, 2024

(EXCLUDING DIVISION OF PORTS AND HARBORS)

(\$ 000's)

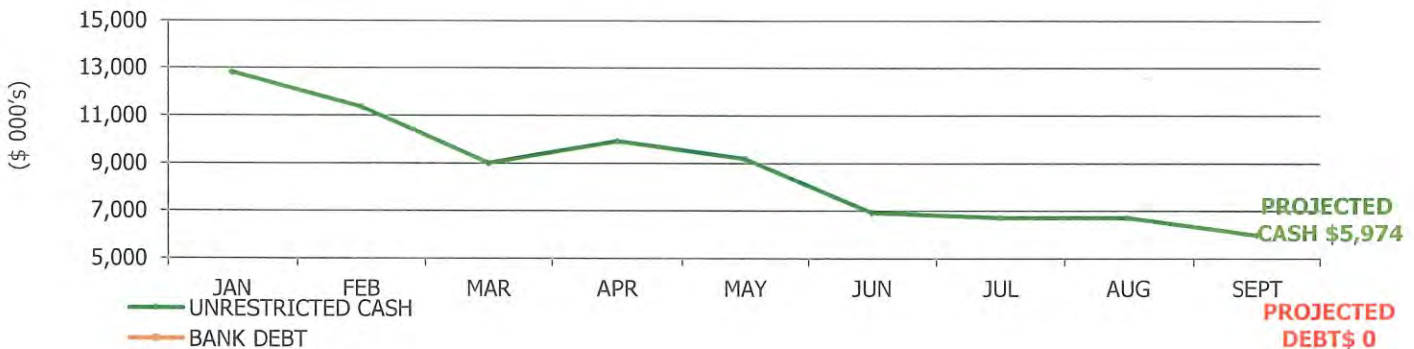
(\$000's)	AMOUNT
OPENING FUND BALANCE	<u>13,012</u>
<u>SOURCES OF FUNDS</u>	
GRANT AWARDS (SEE PAGE 4)	3,477
TRADEPORT TENANTS	8,382
MUNICIPAL SERVICE FEE (COP)	2,241
GOLF COURSE FEE AND CONCESSION REVENUES	2,720
REVOLVING LINE OF CREDIT (PROVIDENT BANK)	0
PSM AIRPORT- LEASES, FUEL FLOWAGE FEES AND PARKING	1,591
SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES	204
	<u>18,615</u>
<u>USES OF FUNDS</u>	
OPERATING EXPENSES	10,645
CAPITAL EXPENDITURES- NON-GRANT (SEE PAGE 5)	7,722
CAPITAL EXPENDITURES- GRANT (SEE PAGE 4)	5,886
MUNICIPAL SERVICE FEE (COP)	1,400
	<u>25,653</u>
NET CASH FLOW	<u>(7,038)</u>
CLOSING FUND BALANCE	<u>5,974</u>

TOTAL FUND BALANCES	BALANCE AT 12-31-2023	BALANCE AT 6-30-2023
UNRESTRICTED	13,012	9,568
DESIGNATED	14	14
TOTAL	<u>13,026</u>	<u>9,582</u>

DISCUSSION

AT THIS TIME, THE PDA DOES NOT ANTICIPATE THE NEED TO UTILIZE IT'S CREDIT FACILITIES WITH THE PROVIDENT BANK TO FINANCE PROJECTED NON-GRANT RELATED CAPITAL EXPENDITURES AND OR WORKING CAPITAL REQUIREMENTS.

PROJECTED CASH AND DEBT BALANCES



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

REVOLVING LINE OF CREDIT	Dec-23	Dec-22
CURRENT INTEREST RATE	8.05%	6.87%

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

(\$000's)

CASH FLOW - PDA	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
OPENING FUND BALANCE	13,012	12,819	11,356	9,005	9,926	9,180	6,917	6,712	6,704	13,012
SOURCES OF FUNDS										
GRANT AWARDS (SEE PAGE #4)	50	375	102	1,579	613	52	-	540	166	3,477
TRADEPORT TENANTS	910	940	884	916	929	884	1,093	935	891	8,382
MUNICIPAL SERVICE FEE	453	147	147	453	147	147	453	147	147	2,241
GOLF COURSE	36	65	90	273	450	523	477	444	362	2,720
PORTSMOUTH AIRPORT- (PSM)	36	32	154	40	65	87	61	79	55	609
PSM PAY FOR PARKING	32	50	87	105	56	32	36	27	18	443
PSM FLOWAGE FEES	34	66	47	88	50	60	59	65	70	539
SKYHAVEN AIRPORT	18	19	23	22	26	28	23	22	23	204
EXTERNAL FINANCING- NET	-	-	-	-	-	-	-	-	-	-
	<u>1,569</u>	<u>1,694</u>	<u>1,534</u>	<u>3,476</u>	<u>2,336</u>	<u>1,813</u>	<u>2,202</u>	<u>2,259</u>	<u>1,732</u>	<u>18,615</u>
USE OF FUNDS										
CAPITAL- GRANT RELATED (SEE PAGE #4)	235	385	1,983	495	570	535	510	510	663	5,886
CAPITAL- NONGRANT (SEE PAGE 5)	294	1,624	689	890	1,320	925	715	620	645	7,722
OPERATING EXPENSES	1,233	1,148	1,213	1,170	1,192	1,216	1,182	1,137	1,154	10,645
MUNICIPAL SERVICE FEE	-	-	-	-	-	1,400	-	-	-	1,400
	<u>1,762</u>	<u>3,157</u>	<u>3,885</u>	<u>2,555</u>	<u>3,082</u>	<u>4,076</u>	<u>2,407</u>	<u>2,267</u>	<u>2,462</u>	<u>25,653</u>
NET CASH FLOW	(193)	(1,463)	(2,351)	921	(746)	(2,263)	(205)	(8)	(730)	(7,038)
CLOSING FUND BALANCE	<u>12,819</u>	<u>11,356</u>	<u>9,005</u>	<u>9,926</u>	<u>9,180</u>	<u>6,917</u>	<u>6,712</u>	<u>6,704</u>	<u>5,974</u>	<u>5,974</u>

PEASE DEVELOPMENT AUTHORITY

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

GRANT FUNDED PROJECTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
PORTSMOUTH AIRPORT										
ARRIVALS HALL EXPANSION	200	300	300	400	500	500	500	500	500	3,700
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	10	10	10	10	10	10	10	10	10	90
ALPHA NORTH TAXIWAY DESIGN	25	25	25	25	-	-	-	-	-	100
SNOW REMOVAL EQUIPMENT (AIP 69)	-	-	377	-	-	-	-	-	-	377
SNOW REMOVAL EQUIPMENT (AIP 74)	-	-	1,211	-	-	-	-	-	-	1,211
	235	335	1,923	435	510	510	510	510	510	5,478
SKYHAVEN AIRPORT										
WILDLIFE FENCE DESIGN	-	35	35	35	35	-	-	-	-	140
TERMINAL PARKING LOT DESIGN	-	15	25	25	25	25	-	-	-	115
SNOW REMOVAL EQUIPMENT	-	-	-	-	-	-	-	-	153	153
	-	50	60	60	60	25	-	-	153	408
TRADEPORT										
	-	-	-	-	-	-	-	-	-	-
TOTAL GRANT REIMBURSEMENT PROJECTS	235	385	1,983	495	570	535	510	510	663	5,886

PEASE DEVELOPMENT AUTHORITY

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

GRANT AWARDS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
PORTSMOUTH AIRPORT										
ARRIVALS HALL EXPANSION	-	375	-	-	500	-	-	500	-	1,375
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	12	-	-	-	21	-	-	-	21	54
ALPHA NORTH TAXIWAY DESIGN	38	-	40	-	40	-	-	40	-	158
SNOW REMOVAL EQUIPMENT (AIP 69)	-	-	-	377	-	-	-	-	-	377
SRE CARRIER VEHICLE (AIP 74)	-	-	-	1,150	-	-	-	-	-	1,150
	50	375	40	1,527	561	-	-	540	21	3,114
SKYHAVEN AIRPORT										
WILDLIFE FENCE DESIGN	-	-	31	31	31	31	-	-	-	124
TERMINAL PARKING LOT DESIGN	-	-	31	21	21	21	-	-	-	94
SNOW REMOVAL EQUIPMENT	-	-	-	-	-	-	-	-	145	145
	-	-	62	52	52	52	-	-	145	363
TRADEPORT										
	-	-	-	-	-	-	-	-	-	-
TOTAL GRANT RECEIPT AWARDS	50	375	102	1,579	613	52	-	540	166	3,477

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

(\$ 000's)

NON-GRANT CAPITAL PROJECTS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
TECHNOLOGY AND OTHER										
OFFICE 365 MIGRATION	18	-	-	-	-	-	-	-	-	18
PAYCHEX PAYROLL KIOSKS **	-	5	-	-	-	-	-	-	-	5
FINANCE SOFTWARE**	-	5	-	-	-	50	-	-	-	55
REPLACE CARPETING - 55 INTERNATIONAL**	-	14	-	-	-	-	-	-	-	14
WEBSITE UPGRADES	28	-	-	-	-	-	-	-	-	28
	46	24	-	-	-	50	-	-	-	120
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
	40	50	130	155	20	20	40	20	20	495
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
AIRPORT FIRE TRUCK**	-	900	-	-	-	-	-	-	-	900
PEDESTRIAN SIDEWALKS**	-	-	-	-	-	75	75	-	-	150
ARRIVALS HALL EXPANSION-CONSTRUCTION	20	40	60	80	100	100	100	100	100	700
PDA HANGAR DESIGN & CONSTRUCTION**	-	200	200	400	400	400	500	500	500	3,100
FLIGHTLINE RD PIPE RELOCATION**	-	-	-	-	750	-	-	-	-	750
	40	1,341	410	535	1,250	615	675	600	600	6,066
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
	11	23	-	-	25	-	-	-	-	59
SECURITY - PORTSMOUTH AIRPORT										
CCTV SECURITY GATES	-	-	-	50	-	-	-	-	-	50
BADGE PRINTER REPLACEMENT**	-	-	-	20	-	-	-	-	-	20
REPLACE BADGING WORKSTATIONS	-	-	-	-	-	90	-	-	-	90
TRAINING VIDEO PRODUCTION	27	-	-	-	-	-	-	-	-	27
DOOR ACCESS CONTROL**	-	-	-	130	-	-	-	-	-	130
BADGE READER & MEDIA REPLACEMENT	-	-	89	-	-	-	-	-	-	89
SECURITY SYSTEM UPGRADE	-	136	-	-	-	-	-	-	-	136
	27	136	89	200	-	90	-	-	-	542
SECURITY - SKYHAVEN AIRPORT										
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
TRADEPORT										
STORMWATER UPGRADES	-	-	-	-	25	-	-	-	25	50
	-	-	-	-	25	-	-	-	25	50
MAINTENANCE										
VEHICLE FLEET REPLACEMENT	-	-	-	-	-	-	-	-	-	-
BUILDING INFRASTRUCTURE **	-	50	-	-	-	-	-	-	-	50
JD DIESEL TRACTORW/TOW BEHIND MOWER	130	-	-	-	-	-	-	-	-	130
SIGN ROUTER/PRINTER	-	-	60	-	-	-	-	-	-	60
SNOW MELTER/HAUL	-	-	-	-	-	150	-	-	-	150
	130	50	60	-	-	150	-	-	-	390
TOTAL NON-GRANT CAPITAL PROJECTS	294	1,624	689	890	1,320	925	715	620	645	7,722

NOTE: **PENDING BOARD APPROVAL

DIVISION OF PORTS AND HARBORS (UNRESTRICTED FUNDS)

CASH FLOW SUMMARY OVERVIEW

JANUARY 1, 2024 TO SEPTEMBER 30, 2024

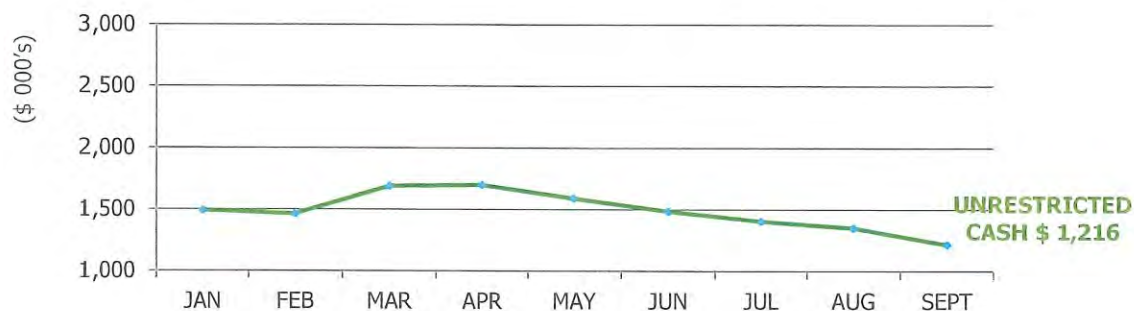
(\$ 000's)

(\$000'S)	AMOUNT
OPENING FUND BALANCE	<u>1,546</u>
SOURCES OF FUNDS	
FACILITY RENTALS AND CONCESSIONS	410
FUEL SALES	712
REGISTRATIONS / WHARFAGE	630
MOORING FEES	475
PARKING FEES	102
	<u>2,329</u>
USES OF FUNDS	
PERSONNEL SERVICES AND BENEFITS	1,332
FUEL PROCUREMENT	533
OPERATING EXPENSES	569
CAPITAL EXPENDITURES AND OTHER	225
	<u>2,659</u>
NET CASH FLOW	<u>(330)</u>
CLOSING FUND BALANCE	<u>1,216</u>

TOTAL FUND BALANCES	12/31/2023	BALANCE AT 06/30/23
UNRESTRICTED FUNDS	1,546	1,931
DESIGNATED FUNDS	<u>168</u>	<u>445</u>
	<u>1,714</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	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
OPENING FUND BALANCE	<u>1,546</u>	<u>1,491</u>	<u>1,464</u>	<u>1,689</u>	<u>1,698</u>	<u>1,588</u>	<u>1,483</u>	<u>1,404</u>	<u>1,349</u>	<u>1,546</u>
SOURCES OF FUNDS										
FACILITY RENTALS AND CONCESSIONS	31	34	52	47	47	38	68	45	48	410
FUEL SALES	34	34	42	51	75	124	117	140	95	712
MOORING FEES	-	100	275	100	-	-	-	-	-	475
PARKING FEES	-	-	1	5	8	15	27	32	14	102
REGISTRATIONS / WHARFAGE	70	70	70	70	70	70	70	70	70	630
	<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>227</u>	<u>2,329</u>
USE OF FUNDS										
PERSONNEL SERVICES AND BENEFITS	131	130	144	146	143	175	162	154	147	1,332
FUEL PROCUREMENT	9	4	16	29	43	82	137	129	84	533
UTILITIES	13	18	17	30	9	13	20	16	13	149
GENERAL AND ADMINISTRATIVE	10	11	11	12	13	13	14	15	13	112
BUILDINGS AND FACILITIES	20	20	20	40	20	61	20	20	20	241
PROFESSIONAL SERVICES	7	7	7	7	7	8	8	8	8	67
CAPITAL EXPENDITURES AND OTHER	-	75	-	-	75	-	-	-	75	225
	<u>190</u>	<u>265</u>	<u>215</u>	<u>264</u>	<u>310</u>	<u>352</u>	<u>361</u>	<u>342</u>	<u>360</u>	<u>2,659</u>
NET CASH FLOW	(55)	(27)	225	9	(110)	(105)	(79)	(55)	(133)	(330)
CLOSING FUND BALANCE	<u>1,491</u>	<u>1,464</u>	<u>1,689</u>	<u>1,698</u>	<u>1,588</u>	<u>1,483</u>	<u>1,404</u>	<u>1,349</u>	<u>1,216</u>	<u>1,216</u>

DIVISION OF PORTS AND HARBORS (RESTRICTED FUNDS)

CASH FLOW SUMMARY OVERVIEW

JANUARY 1, 2024 TO SEPTEMBER 30, 2024

(\$ 000's)

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

REVOLVING LOAN FUND	
(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>151</u>
<u>SOURCES OF FUNDS</u>	
LOAN REPAYMENTS	99
INTEREST INCOME-LOANS	30
INTEREST INCOME-FUND BALANCE	-
	<u>129</u>
 <u>USES OF FUNDS</u>	
NEW LOANS PROJECTED	100
GENERAL AND ADMINISTRATIVE	6
PROFESSIONAL SERVICES	15
	<u>121</u>
NET CASH FLOW	<u>8</u>
CLOSING FUND BALANCE	<u>159</u>

FOREIGN TRADE ZONE	
(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>18</u>
<u>SOURCES OF FUNDS</u>	
FACILITY RENTALS	4
ALL OTHER	-
	-
	<u>4</u>
 <u>USES OF FUNDS</u>	
GENERAL AND ADMINISTRATIVE	2
PROFESSIONAL SERVICES	-
OTHER	8
	<u>10</u>
NET CASH FLOW	<u>(6)</u>
CLOSING FUND BALANCE	<u>12</u>

TOTAL FUND BALANCES	BALANCE AT 12/31/23	BALANCE AT 06/30/23
HARBOR DREDGING	210	248
REVOLVING LOAN FUND	151	194
FOREIGN TRADE ZONE	18	3
	<u>379</u>	<u>445</u>

MOTION

Director Ferrini:

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

1. approves the concept plan as submitted by 68 New Hampshire Ave, LLC for a proposed building located adjacent to 68 New Hampshire Avenue consisting of 33,500 square feet; and
2. authorizes the Executive Director to negotiate and finalize a new lease agreement with 68 New Hampshire Ave, LLC for a term, with options, of up to 74-years, generally consistent with other PDA 74-year leases entered into since 2018;

all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering, dated December 29, 2023, and the memorandum of Paul E. Brean, Executive Director, dated January 4, 2024, attached hereto.

Memorandum

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: December 29, 2023
Subject: Concept Approval for 68 New Hampshire Ave

Attached are a concept plan and Technical Memorandum submitted by 68 New Hampshire Ave, LLC ("68 NH") for a proposed development located on the existing 68 New Hampshire Avenue parcel. The proposed building will be 33,500 square feet on one floor with 10,000 square feet of office use and 23,500 square feet of manufacturing space. An end user has not yet been identified. There is an existing building and parking lot on this parcel that is leased by 68 NH to Lonza and used as office/manufacturing space.

The site plan shows the general layout of the building, parking, traffic circulation and stormwater management areas. Wetlands were flagged by PDA's on call wetland scientist and were compared to the wetlands provided by the applicant. The PDA's wetland scientist's plans show the more conservative wetland delineation and will be utilized for the project. There is a proposed 4,000 square foot impact to an existing wetland which is proposed to be filled in association with the construction of the new building and parking area. As such, the applicant will need to submit a Standard Dredge and Fill permit application to the NHDES Wetlands Bureau. This wetland does not have a buffer as it is less than ¼ acre in size so a Conditional Use Permit is not required.

During review of the concept, staff identified a nonconformance with the property that was overlooked in the past. Loading docks are not allowed in the front yard in the Business Commercial Zone per the PDA Land Use Controls. While the property address is 68 NH Avenue, the official "front yard" of the parcel is along Stratham Street. The loading docks in question face Stratham Street and are in the "front yard." A variance should have been sought to allow the loading docks in the front yard during the original approval process. As such, Staff has requested that the applicant pursue this variance in parallel with the site review process if granted concept approval.

As further progress is made on the design, staff will be looking for additional information regarding the wetlands to the southwest of the proposed building and how earthwork operations will be managed to avoid impacts to the wetlands and their associated buffer. Another issue that will need

to be addressed is the management of snow on the site. There is very little area for snow storage and some type of agreement may be required to remove snow offsite.

At the January 11 Board meeting, please ask the Board for conceptual approval of the additional development at 68 New Hampshire Avenue as detailed above. Granting this approval will allow the applicant to submit applications to the City of Portsmouth in association with the site review process and variance as well as NHDES for a state wetlands permit.

N:\ENGINEER\Board Memos\2024\68 NH Ave Concept.docx

68 NH Ave Redevelopment – Technical Overview

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: January 2, 2023

On behalf of The Kane Company, Tighe & Bond is pleased to submit this project overview and enclosed conceptual site plan for the proposed redevelopment at 68 New Hampshire Avenue. This memo provides a general project overview and technical summaries of key project features including site design, stormwater management, and parking.

Project Overview

The existing site currently consists of a 1-story building utilized as an office / manufacturing used with associated parking and a stormwater detention pond. The existing building's site front yard is on Stratham Street. The applicant acknowledges that an after the fact variance for the existing loading in the front yard may be required and agrees to seek the variance from the Zoning Board of Adjustment (ZBA) if, through coordination with Pease Development Authority (PDA) staff, it is determined this will be required.

The proposed project will include the construction of a new $\pm 33,500$ SF manufacturing building with associated loading bays, parking, and a potential gravel wetland to provide adequate stormwater treatment in accordance with the PDA's requirements.

Based on aerial and site observations the proposed driveway is approximately 177 feet from the existing driveway across New Hampshire Avenue, 385 feet to the intersection of New Hampshire Avenue and Exeter Street to the north of the site and has sight distances in excess of 500' in both directions of New Hampshire Avenue.

The site is partially within a Groundwater Management Zone (GMZ). The applicant shall coordinate with PDA, NHDES and the Air Force to determine if any special measures are required during construction to ensure the safety of workers and proper handling of materials. No existing soils or materials may be removed and disposed of offsite unless testing and protocols established are followed. All work shall be done in accordance with the approved area of special notice provisions issued by the Air Force.

Wetlands

Based on recent wetland delineation by GM2 Associates, Inc. there is small pocket wetland ($\pm 4,000$ SF) located on the site that will be impacted as part of the proposed project. The proposed project will require a Wetland Impact Permit from the New Hampshire Department of Environmental Services (NHDES) to fill this small pocket wetland. There is also a wetland area just west of the site which has a 25-foot wetland buffer associated with the wetland. It is anticipated that all of the proposed work for this project will take place outside of this buffer.

Excess Soils

Any excess soil that may be generated on-site as result of the proposed building will remain on-site and will be placed in landscape areas. A conceptual grading plan has been developed utilizing available GIS information to provide a conceptual understanding of potential site cut & fill volumes. As conceptually graded, the site is anticipated to be a net fill and is not anticipated to generate significant excess soil, however areas to place excess soil that may be generated by the project are depicted on the concept plan.

Stormwater

It is anticipated stormwater treatment for new and existing impervious areas will be accomplished utilizing off-line deep sump catch basins with oil water separator for pre-treatment and a Gravel Wetland for treatment and detention. As the project site is partially located within a Groundwater Management Zone (GMZ) it is likely infiltration will not be possible. The stormwater system will be designed to meet PDA's stormwater regulations as well as the NHDES Alteration of Terrain Permit requirements.

Utilities

The existing site utilities include water, sewer, gas, electric, telecommunications, and cable which are connected within New Hampshire Avenue. It is anticipated that the utilities for the proposed building will be accessed in the same manner.

Parking Calculations

The PDA regulations require one (1) space per two (2) employees for office use and two (2) spaces per three (3) on the largest shift for industrial / manufacturing use. The number of employees anticipated at this time for the existing office use is 15 employees and the number of employees anticipated at this time on the largest shift for the existing industrial / manufacturing use is 30 employees. Using these employee estimates, the parking required by PDA regulations for the existing building is 28. The existing parking spaces provided is 41, which meets the PDA requirement.

The PDA regulations require one (1) space per two (2) employees for office use and two (2) spaces per three (3) on the largest shift for industrial / manufacturing use. The number of employees anticipated at this time for the proposed office use is 15 employees and the number of employees anticipated at this time on the largest shift for the proposed industrial / manufacturing use is 40 employees. Using these employee estimates, the parking required by PDA regulations for the proposed building is 35. The existing parking spaces provided is 60, which meets the PDA requirement.

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 Manufacturing use. These calculations are based on the ITE Land Use Code (LUC) 140 – Manufacturing in the ITE Trip Generation Manual. The proposed manufacturing use will generate 23 vehicle trips during the weekday AM peak hour and 25 vehicle trips during the weekday PM peak hour. This nominal increase is not anticipated to impact the surrounding roadway network.

	Proposed Manufacturing Use (LUC 140)
Weekday AM Peak Hour	
Trips Entering	17
Trips Existing	6
Total Vehicle Trips	23
Weekday PM Peak Hour	
Trips Entering	8
Trips Existing	17
Total Vehicle Trips	25

In addition, truck traffic generation was calculated based on the ITE Trip Generation Manual for Land Use Code (LUC) 140 – Manufacturing. The proposed project is anticipated to generate 2 trucks (1 exiting, 1 entering) during the weekday AM Peak hour and only 1 truck during the PM peak hour. Based on ITE, the project is anticipated to generate a daily total of 15 trucks during a weekday.

Open Space

The proposed lot is approximately 5.02 acres. The PDA regulations require 25% of the upland area be retained as open space which is 1.26 acres. The proposed concept plan calls for approximately 41% (2.06 acres) of open space on site.



SITE DATA:
 LOCATION: TAX MAP 307, LOT 1
 68 NEW HAMPSHIRE AVENUE
 PORTSMOUTH, NEW HAMPSHIRE

ZONING DISTRICT: BUSINESS / COMMERCIAL
 ALLOWED USE: LIGHT INDUSTRIAL / MANUFACTURING, OFFICE

DIMENSIONAL REQUIREMENTS:
 MINIMUM LOT AREA: 5 ACRES
 MINIMUM STREET FRONTAGE: 200 FT
 MINIMUM SETBACKS:
 • FRONT: 70 FT
 • SIDE: 30 FT
 • REAR: 50 FT
 MAXIMUM BUILDING HEIGHT: PER FAA
 MINIMUM OPEN SPACE: 25%

PARKING REQUIREMENTS:
 PARKING STALL LAYOUT:
 • STANDARD 90°

DRIVE AISLE WIDTH:
 • 90° (2-WAY TRAFFIC)

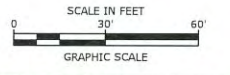
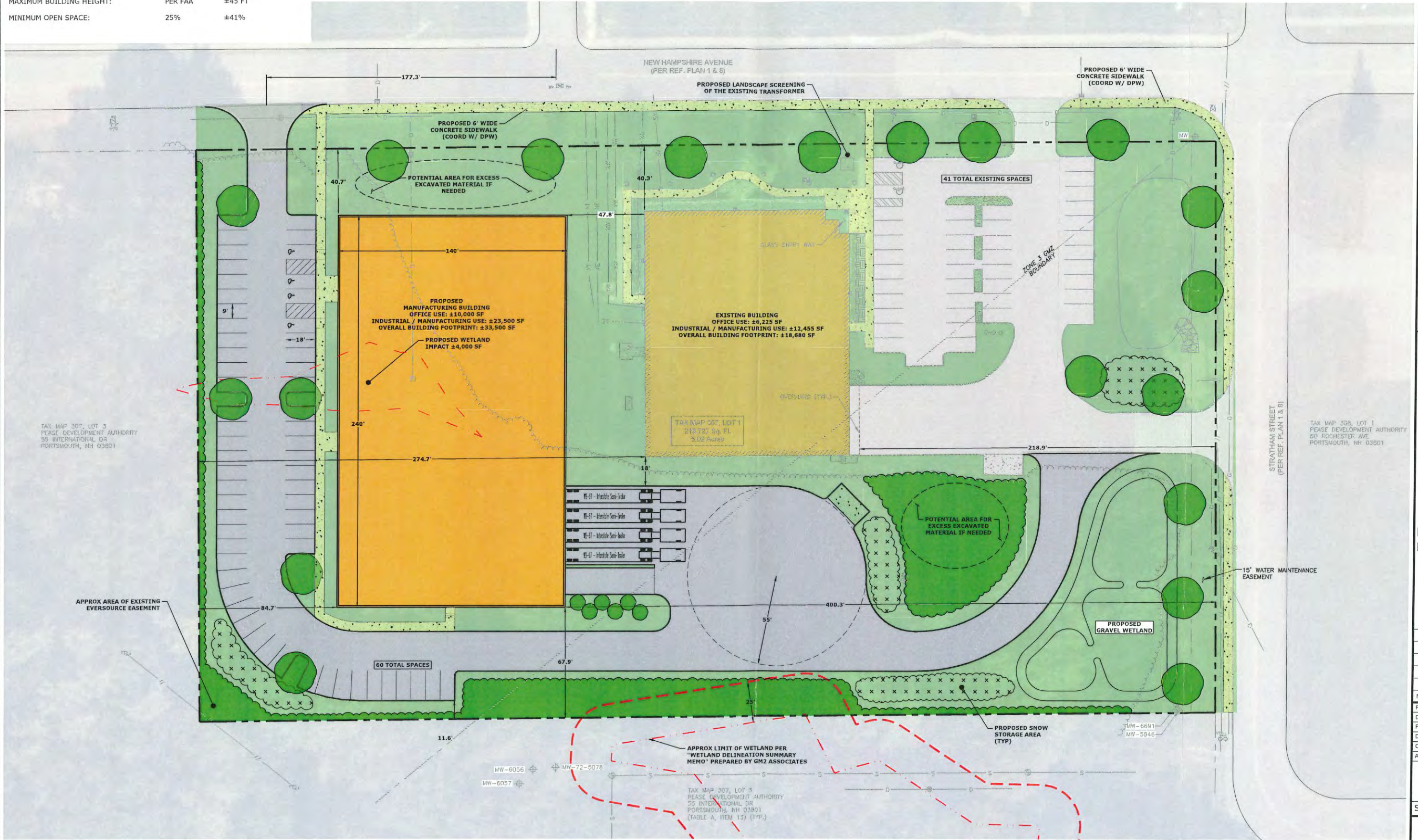
PARKING SPACE REQUIREMENTS:
 EXISTING OFFICE USE:
 = 1 SPACE / 2 EMPLOYEES
 = 15 EMPLOYEES X 1 SPACES / 2 EMPLOYEES = 8 SPACES

EXISTING INDUSTRIAL / MANUFACTURING USE:
 2 / 3 EMPLOYEES (LARGEST SHIFT)
 + 1 / COMPANY-OWNED-VEHICLE
 = 30 EMPLOYEES X 2/3 EMPLOYEES
 + 0 COMPANY-OWNED-VEHICLE = 20 SPACES

TOTAL REQUIRED PARKING: 28 SPACES

(1) - TWO (2) ADA SPACES PROVIDED

	REQUIRED	PROPOSED
WIDTH: 8.5' MIN		9' X 18' (162 SF)
AREA: 160 SF MIN		
PROPOSED OFFICE USE: 1 SPACE / 2 EMPLOYEES = 15 EMPLOYEES X 1 SPACES / 2 EMPLOYEES =	8 SPACES	
PROPOSED INDUSTRIAL / MANUFACTURING USE: 2 / 3 EMPLOYEES (LARGEST SHIFT) + 1 / COMPANY-OWNED-VEHICLE = 40 EMPLOYEES X 2/3 EMPLOYEES + 0 COMPANY-OWNED-VEHICLE =	27 SPACES	
TOTAL REQUIRED PARKING:	35 SPACES	60 SPACES ⁽²⁾
(2) - FOUR (4) ADA SPACES PROVIDED		



68 New Hampshire Avenue Redevelopment

The Kane Company

Portsmouth, New Hampshire


MARK	DATE	DESCRIPTION
PROJECT NO:	K0076-022	
DATE:	12/21/2023	
FILE:	68 NH CONCEPT.DWG	
DRAWN BY:	CML	
CHECKED:	NAH	
APPROVED:	PMC	

CONCEPTUAL SITE PLAN

SCALE: AS SHOWN

Last Save Date: January 2, 2024, 4:42 PM, Biv, CML
 Plot Date: Tuesday, January 02, 2024 Plotted By: Craig M. Langston
 T&B File Location: J:\K0076\The Kane Company - General Proposals\0076-022 Pease Master Plan\68 NH Ave\Drawings\AutoCAD\Sheet\68 NH Concept.dwg Layout Tab: Color

Memorandum

To: Board of Directors 
From: Paul E. Brean, Executive Director
Date: January 4, 2024
Subject: 68 New Hampshire Ave LLC – 68 New Hampshire Avenue

Before the Board at the January meeting is the request of 68 New Hampshire Ave LLC (“68 NH”) for concept approval of a proposed development at 68 New Hampshire Avenue, located in the Business Commercial Zone of the Pease Tradeport. The memorandum of Michael Mates, PDA Director of Engineering, summarizes the key aspects of the proposed project, which contemplates adding a new 33,500 sf building with associated vehicle parking to the existing developed site.

In 2018, following lengthy discussions between the PDA and the FAA, the FAA agreed to permit leases in the PDA Business and Commercial Zone and Industrial Zone at fair market value for terms up to 74 years. Since that time, PDA has entered into a handful of new leases with 74-year terms with existing tenants. Given the significant new construction associated with these leases (i.e. 90 Arboretum Drive), these tenants were able to enter into new lease agreements and take advantage of a full 74-year term. Consistent with FAA’s authorization, by undertaking this development 68 NH is requesting the opportunity to enter into a new lease agreement for the parcel commencing at year 0, with a base term and option periods providing the possibility of up to a 74-year term with fair market value adjustments. This request requires approval of the PDA Board of Directors.

By way of background, the current lease of 68 New Hampshire Avenue began on September 15, 1998, with a base term of 30 years, and two 5-year extension options, for an original maximum term of 40 years. In May of 2015, prior to the FAA authorization noted above, the parties amended the lease to provide additional lease options through April 30, 2055, if the Lessor constructed a new facility, or an expansion of the existing facility, on the premises during the original 30-year base term (which expires in 2028). Additionally, in October 2013 the parcel at 68 New Hampshire Avenue was rezoned from Airport Zone to Business Commercial Zone and the lot size of the premises was increased from 3.5 acres to 5.02 acres in conformance with the PDA land use controls regarding minimum lot size in the Business Commercial Zone. The lot size under the ground lease was amended at the same time. However, given the additional 1.52 acres added to the lot has not been utilized by the tenant, the PDA has continued to only bill for the 3.5 acre original lot size.

Should this project receive all necessary approvals and be constructed, the lot would be billed at its entire 5.02 acre size (minus any applicable contiguous wetlands reductions allowed by the PDA).

With the foregoing in mind, at the January 11, 2024, meeting of the PDA Board of Directors, should the Board grant concept approval for the proposed development at 68 New Hampshire Avenue, please also grant authority, subject to the proposed development receiving all required approvals, to negotiate and finalize a new lease agreement with 68 NH for a term, with options, of up to 74-years, generally consistent with other PDA 74-year leases entered into since 2018.

MOTION

Director Parker:

The Pease Development Authority Board of Directors hereby approves of 165 Arboretum LLC's revised concept plan for its proposed development at 165 Arboretum Drive; all in accordance with the terms and conditions set forth in the memorandum of Michael R. Mates, P.E., Director of Engineering, dated January 5, 2024, attached hereto.

N:\RESOLVES\2024\165 Arboretum LLC – Revised Concept Plan (1-11-24).docx

Memorandum

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: January 5, 2024
Subject: 165 Arboretum Drive Concept Approval Amendment

In January of 2023, 165 Arboretum, LLC (“165 Arboretum”) received approval of Site Review and Subdivision applications for development of a 182,200 square foot facility at 165 Arboretum Drive in Newington, just south of the NHDOT roundabout. The end user has been identified as Sig Sauer, an existing PDA tenant, and the development would include space for light manufacturing, warehouse and office uses. In November, 2023, the Board granted a one year extension of 165 Arboretum’s site review approval, which now expires in January, 2025.

Just recently, 165 Arboretum submitted a request to amend the concept approval granted in January, 2023. The amendments include increasing the office space from 15,000 to 30,000 square feet and modifications to the warehouse portion of the building to include a raised section of building at the rear of the facility to accommodate the storage system logistics as well as exterior accommodations for the same. Attached are revised renderings and a project memo describing the work in more detail.

At the January 11 Board meeting, please seek the requisite Board approval for the changes proposed by 165 Arboretum as described above. If approved, the applicant will proceed to the Town of Newington for an amended Site Review approval through the Newington Planning Board.

N:\ENGINEER\Board Memos\2023\165 Arboretum Revised Concept.docx

December 12, 2023

Michael Mates, PE
Engineering Manager
Pease Development Authority
55 International Drive
Portsmouth, NH 03801

**Re: Revised Site Plans Memo
Proposed Sig Sauer Building Project
165 Arboretum Drive
Newington, NH 03801**

Dear Mr. Mates,

On behalf of 165 Arboretum LLC an affiliate of Two International Group, Hoyle, Tanner and Associates, Inc. (Hoyle Tanner), is pleased to submit this project memo along with revised Site Plans for the proposed Sig Sauer project. Throughout the final design process, three primary design modifications were made to the building at the request of Sig Sauer. Each of the three changes are detailed below along with the associated revisions to the Site Plans.

1. A second story was added above the proposed office space at the front of the building to increase the total office space from 15,000 square feet to 30,000 square feet. The total overall building is now approximately 220,200 square feet. The office footprint did not change with this revision. Two additional egress doors leading to existing sidewalks were added for the second floor. Refer to Sheet C7 for these changes.

The parking calculations were updated based on a new estimate of 130 office employees. See Site Data notes 8-10 on Sheet C7 for detailed revised parking calculations. The original parking design anticipated future expansion and provided 225 parking spaces, which well exceeds the newly required total of 178 parking spaces.

The trip generation was updated, and it is estimated the proposed facility will now generate 213 passenger trips during the weekday, PM, peak hour. This calculation is based on the Institute of Transportation Engineers (ITE) Trip Generation Manual, 11th Edition land use code 140 (Manufacturing) using 190,200 square feet of manufacturing and land use code 710 (General Office Building) using 30,000 square feet of office space as the criteria for generating average vehicle trips. We have reviewed both AM and PM peak trips and are using the highest peak values to conservatively generate the above passenger trips. The trip calculations are based on square footage compared to the number of employees which is also a conservative estimation.

The additional office space will increase the estimated average daily sewer flow from 4,500 gallons per day to 5,000 gallons per day. This is based on an estimated 250 occupants at 20 gallons per day per NHDES Env-Wq 1000. To accommodate the additional flow, the bottom of the pump station wetwell was lowered by two feet to allow for a greater working wetwell volume. The associated pumps, gravity sewer and force main did not require any design changes. Refer to Sheet C22 for the pump station changes.

2. A doghouse at the roof with a height of 53.5 feet was added at the rear of the building. The doghouse was needed for a piece of equipment used for bar stock storage that needs the extra height. It is only necessary in two column bays. Refer to Sheet C7 for the location of the doghouse.
3. The canopy at the rear of the building was shifted to the new doghouse location, lengthened, and raised in height to accommodate the new bar stock unloading equipment. A new drive-in door was also added at this location. This change required reconfiguring the pavement/curbing, extending the retaining wall, and adjusting the fence/guardrail locations. The overall limits of grading and tree clearing did not change from the original design. These changes do not create any additional impervious cover therefore maintaining the functionality of the proposed drainage system. The increased height of the canopy will continue to allow for adequate emergency response vehicle access. Refer to Sheet C8 for these changes.

We trust this memo has provided a detailed description of the project revisions and updated Site Plans. Should you require additional information, please contact me at (603) 413-2904 or via email at stobey@hoyletanner.com.

Sincerely,
Hoyle, Tanner & Associates, Inc.

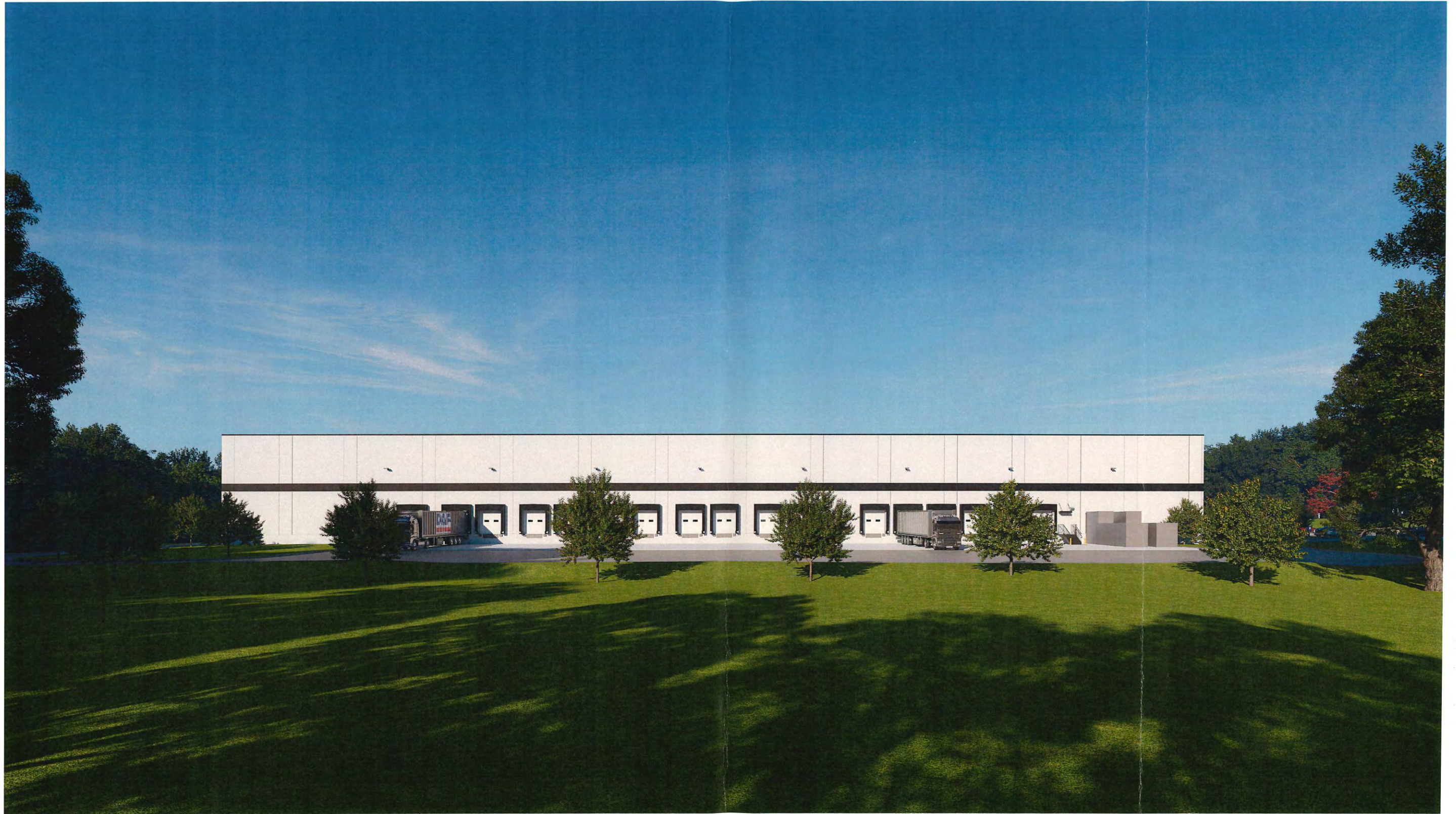


Shawn M. Tobey, P.E.
Associate / Senior Project Manager



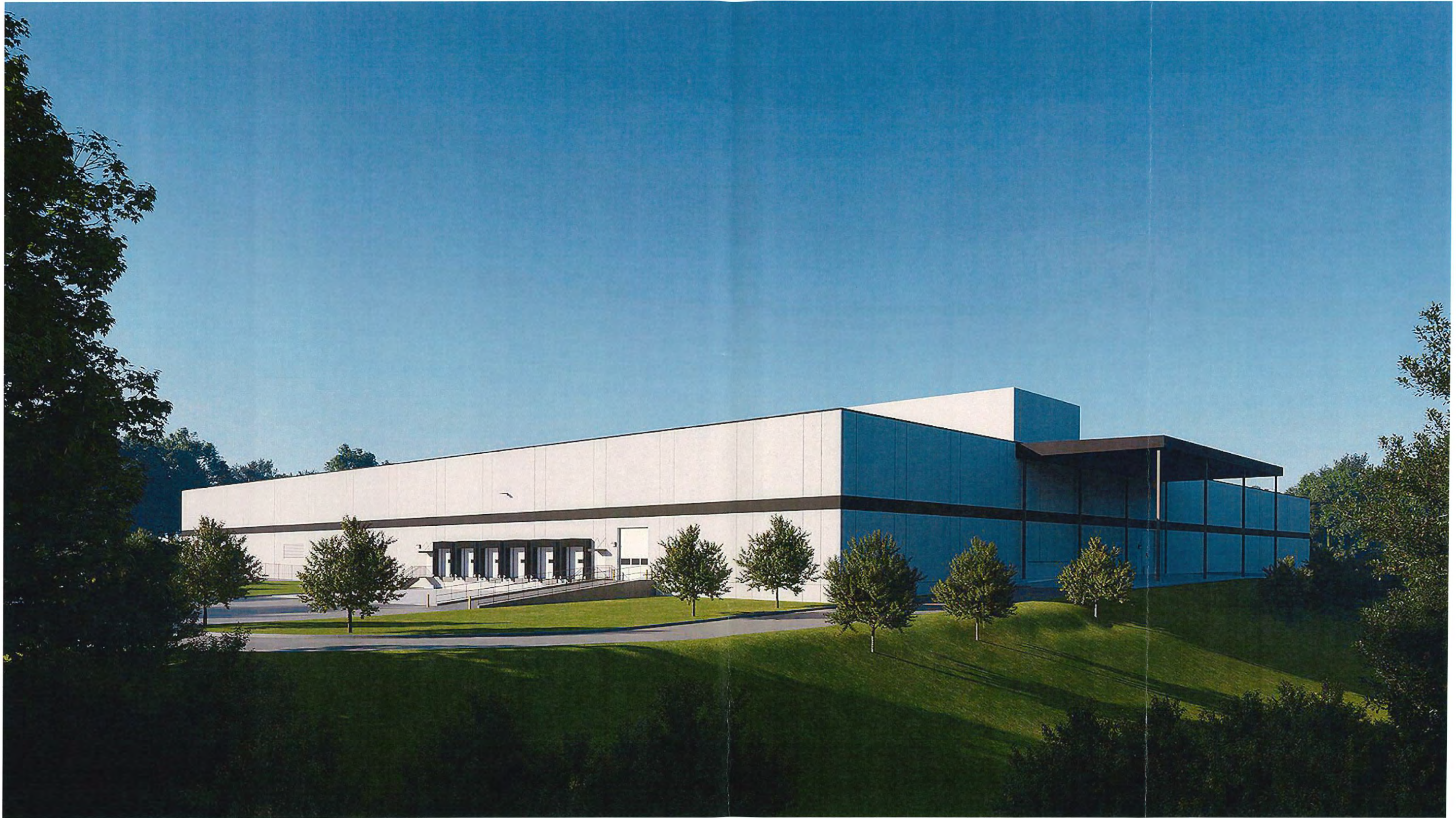
165 ARBORETUM DRIVE
WAREHOUSE RENDERINGS
28 DECEMBER 2023





165 ARBORETUM DRIVE
WAREHOUSE RENDERINGS
28 DECEMBER 2023





165 ARBORETUM DRIVE
WAREHOUSE RENDERINGS
28 DECEMBER 2023



MEMORANDUM

TO: Pease Development Authority Board of Directors

FROM: Paul E. Brean, Executive Director



DATE: January 2, 2024

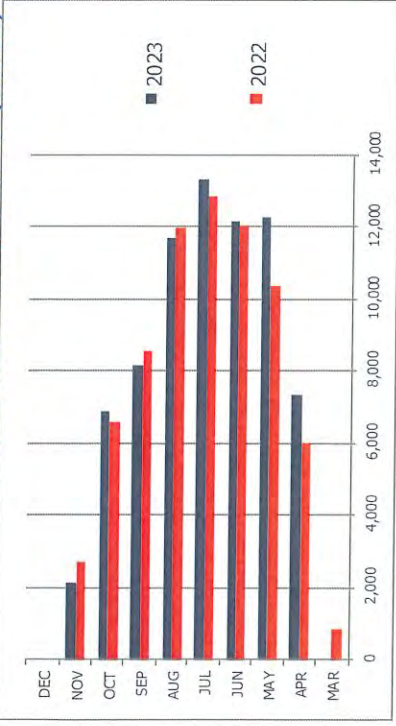
SUBJECT: Contract Reports

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

1. Project Name: Obstruction Action Plan ("OAP")
Board Authority: Director Fournier
Summary: Hoyle Tanner to assist with the creation of an OAP for
Portsmouth International Airport at Pease
Cost: \$9,817.00
2. Project Name: Pease Golf Course
Board Authority: Director Fournier
Summary: Alliance Group, Inc. will replace the hot water heater at the
Clubhouse
Cost: Not to exceed \$7,700
3. Project Name: Portsmouth International Airport at Pease
Board Authority: Director Fournier
Summary: Purchase of Access Badging Cards from Honeywell
International
Cost: \$1,400
4. Project Name: Portsmouth International Airport at Pease
Board Authority: Director Fournier
Summary: Extension to Service Airport Badging System through February
29, 2024
Cost: \$8,184.12
5. Project Name: Washburn Plumbing Supply, LLC
Board Authority: Director Ferrini
Summary: Replacement of failed Circulator Pump at 55 International Drive
Cost: \$4,157.00

KEY GOLF COURSE BENCHMARKING DATA

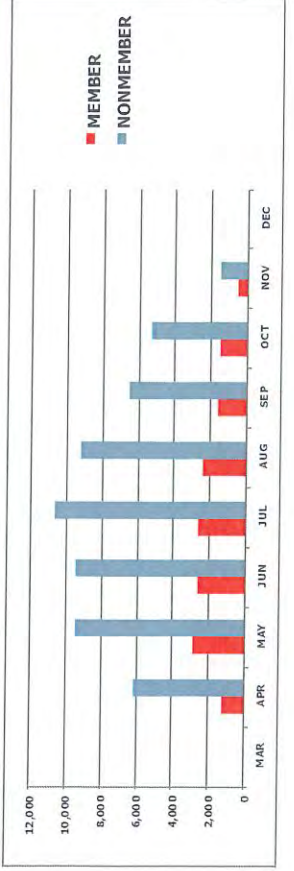
ROUNDS OF GOLF PLAYED (SEASON)



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	\$20,789	\$21,235	DECEMBER	166,385	171,720	28,285	166,385	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
	\$42,925	\$130,058		\$1,535,123	\$2,849,869	\$260,971	\$1,535,123	\$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	163,030	153,874
LEAGUES	49,774	52,320
FOOD AND ROOM FEES	223,609	217,691

AIRPORT REPORT PERIOD ENDING DECEMBER 2023



NOVEMBER ENPLANEMENTS	2023
Scheduled Enplanements	3,121
Chartered Enplanements	2,756

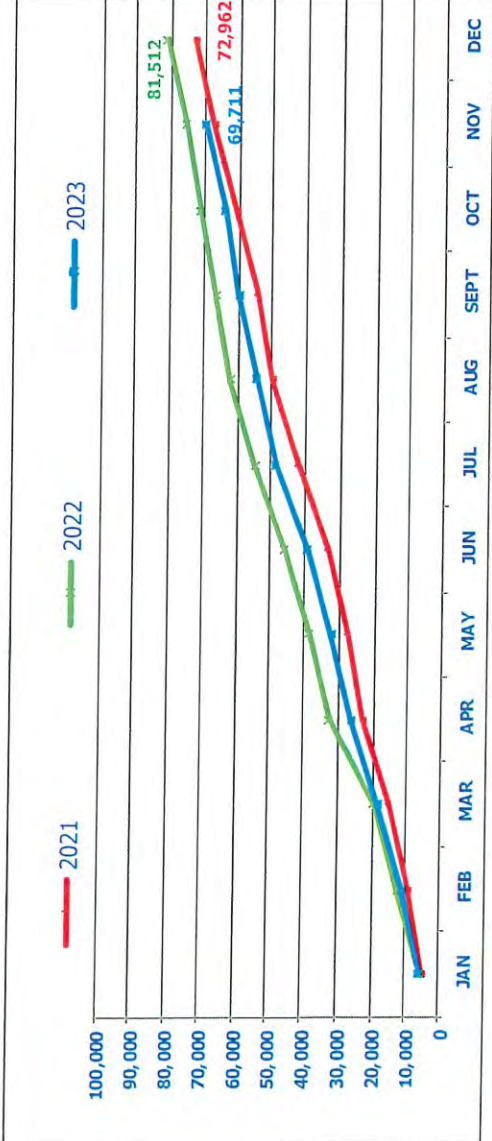
Total Enplanements 5,877

2023 Enplanements YTD 69,711

REVENUE PARKING \$30,226
652 Transactions @ \$46.36

FUEL FLOWAGE FEES \$55,077.00

Total Gallons 917,950
CRAF and DOD 70%
Commercial 15%
General Aviation 15%



- **Fuel Pricing**
 - Port City Air Retail; \$6.05 Jet A
 - Port City Air Retail; \$6.05 100LL
 - Northeast Avg; \$6.78 Jet A, \$7.17 100LL
- **Grant Projects**
 - Domestic Arrivals Hall Upgrades
 - Taxiway Alpha
- **BLUE ANGELS ANNOUNCEMENT**
- **INCREASED AAY WINTER CAPACITY**
- **Enterprise Concession Fees: July, Aug, Sept. - \$41,388.42**

Memorandum

To: Chasen Congreves, CM, Director of Operations
From: Sandy McDonough, Airport Community Liaison
Date: January 2, 2024
Re: Noise Report for December, 2023



The Portsmouth International Airport at Pease did not receive any noise complaints in December, 2023.

December 26, 2023

Noah J. Elwood, P.E. President
Appledore Marine Engineering, Inc.
600 State Street, Suite E
Portsmouth, NH 03801

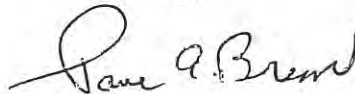
**Re: Exercise of Option - Agreement for Marine Engineering Services
Pease Development Authority Division of Ports and Harbors, Portsmouth, NH**

Dear Noah:

In accordance with the terms of the Agreement for Marine Engineering Services between Appledore Marine Engineering, Inc. and the Pease Development Authority ("PDA"), please be advised that PDA is exercising the first of its three (3) one year options to extend the Agreement for an additional year, through December 31, 2024, on the same terms and conditions contained in the Agreement effective January 1, 2023, but with cost adjustments as referenced in your correspondence dated December 11, 2023, attached hereto.

Thank you for your continued service to PDA.

Sincerely,



Paul E. Brean
Executive Director

attachment

cc: Geno J. Marconi, PDA - DPH Director
Maria Stowell, P.E., Manager - Engineering

January 4, 2024

James Hayward, President
Heidi & Elisabeth Fisheries, LLC
416 Beech Road
Eliot, ME 03903

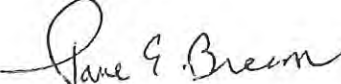
Re: Extension of Heidi & Elisabeth Fisheries, LLC Right-of-Entry

Dear Mr. Hayward,

This letter serves to inform Heidi & Elisabeth Fisheries, LLC that the Pease Development Authority-Division of Ports and Harbors grants its request to exercise the second of four one-year options to extend the Right-of-Entry ("ROE") for use of certain facilities at Portsmouth Commercial Fish Pier. The amended ROE is extended through December 31, 2024, with its terms and conditions remaining 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

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Paul E. Brean, Executive Director *PEB*
Date: January 2, 2024
Re: Special Event

I am pleased to report on the following special event:

- A. Millennium Running will hold its St. Patty's 5k/10k Road Race on March 10, 2024