

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 January 11, 2024 and February 14, 2024 * (Lamson)**
- III. Public Comment:**
- IV. Committees:**
 - A. Report:**
 - 1. Golf Committee *
- V. Consent Agenda Items:**
 - A. Consent Agenda Approvals * (Parker):**
 - 1. On-Call Wayfinding and Signage Services * **(Conard)**
 - 2. On-Call Branded Apparel Services * **(Fournier)**
 - 3. Northeast Land Care, LLC - Landscaping Services * **(Lamson)**
 - 4. Sweeping Contract – Multi-use path * **(Parker)**
 - 5. Skyhaven Apron Bidding and Permitting Proposal – Jacobs Engineering * **(Fournier)**
 - 6. Grant Acceptance for Design Only of Taxiway “A” South and Hold Bay at Portsmouth International Airport at Pease * **(Conard)**
 - 7. Grant Acceptance and Purchase of Snow Removal Equipment for Portsmouth International Airport at Pease * **(Parker)**
 - 8. R.B. Allen Co. Inc. - On-call Fire Alarm and Sprinkler System Service * **(Ferrini)**
 - 9. S.U.R. Construction, Inc. – Right of Entry – Jones School and Ashland Road area for Corporate Drive Reconstruction Project * **(Lamson)**
 - 10. Pease Golf Course - Special Events Tent * **(Fournier)**
 - 11. Pease Golf Course – Walk Behind Greens Mower * **(Levesque)**
 - 12. Pease Golf Course – Trim & Surround Mower * **(Parker)**
 - 13. Pease Golf Course – Riding Greens Roller * **(Conard)**
 - 14. Pease Golf Course - Rate Increase and Limitation of Passes * **(Ferrini)**
 - 15. Ransom Consulting, LLC - Stormwater Sampling * **(Lamson)**
 - 16. Apex Design Build – Right of Entry Extension – 360 Corporate Drive * **(Parker)**
 - 17. Legal Services * **(Ferrini)**

VI. Finance:

A. Executive Summary *

B. Reports:

1. FY2024 Financial Report for the Seven Month Period Ending January 31, 2024 *
2. Cash Flow Projections for the Nine Month Period Ending November 30, 2024 *

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

A. Report *:

1. ATDG, LLC – Right of Entry – 360 Corporate Drive
2. Apex Design Build – Right of Entry - 360 Corporate Drive
3. New England CERFP – Right of Entry – North Apron – Training Exercises
4. NH ANG – Right of Entry - Exercise Last Option for Mobile Air Traffic Control Tower
5. City of Portsmouth Police Department – Right of Entry – North Apron for Emergency Vehicle Operator’s Driver Training
6. ProCon – Flightline Road and Kilo Taxiway Apron and Ramp Area

VIII. Leases:

A. Report *:

1. Sublease between NH Avenue Retail Center, LLC and CAVU Enterprises, Inc.– 14 Manchester Squire (Suite #275)

B. Approvals:

1. Port City Air – 104 Grafton Drive - Concept Approval for Deice Tank Installation and Lighting Improvements * **(Levesque)**
2. Lonza – Variance for Above-Ground Storage Tank Capacity * **(Levesque)**

IX. Contracts:

A. Report *:

1. Jacobs Engineering – On-call Airport Planning and Engineering Services - Exercise of Two-year Option
2. Hoyle, Tanner & Associates– On-call Airport Planning and Engineering Services - Exercise of Two-year Option
3. McFarland-Johnson – On-call Airport Planning and Engineer Services - Exercise of Two-year Option
4. Stantec Consulting Services Inc. – On-call Airport Planning and Engineering Services – Exercise of Two-year Option
5. Modern Pest Control – Portsmouth Fish Pier
6. Binnie Media – Digital Marketing Advertisement on I-95
7. Skyhaven Apron Bidding and Permitting - Jacobs Engineering - Immediate Preconstruction Work
8. Daniel C. Fortnam – Air Development Consulting Service - Exercise of First, One-year Option
9. Dover Marine – Repairs to Harbor Master Patrol Vessel
10. HID - Portsmouth International Airport at Pease – Three Month Extension of Maintenance Agreement Airport Badge System

B. Approval:

1. Pease Development Authority – Operations Vehicles * **(Fournier)**

X. Signs:

A. Approvals:

1. 249 Corporate Drive LLC- Ovik Health * **(Levesque)**
2. 231 Corporate Drive LLC - Ethos Veterinary Health LLC * **(Conard)**

XI. Executive Director:

A. Reports:

1. 2024 Modified Meeting Schedule *
2. Golf Course Operations *
3. Airport Operations *
 - a) Portsmouth International Airport at Pease (PSM)
 - b) Skyhaven Airport (DAW)
 - c) Noise Line Report
 - (i) January and February 2024 *

B. Approval:

1. Seventh Amendment to By-Laws * **(Fournier)**

XII. Division of Ports and Harbors:

A. Reports:

1. Port Advisory Council Meeting Minutes of December 13, 2023 *
2. Port Advisory Council Meeting Minutes of January 10, 2024 *
3. Commercial Mooring Transfer – Campolini to Gauron of Steaker Charters, LLC *
4. Commercial Mooring Transfer – Carbonneau to Lantagne *
5. Commercial Mooring Transfer – Felch to Moge *
6. Commercial Mooring Transfer – Gauron to Campolini *
7. Commercial Mooring Transfer – Tontine Fishing, Inc. to Krajewski *
8. Commercial Mooring Transfer – Kirland to Kirkland *
9. Commercial Mooring Transfer – Lang to Lang *
10. USACE Navigation O&M And Civil Works Project Updates NH *
11. Post Storm Report regarding Rye Harbor and Hampton Harbor Facilities
12. Division of Ports and Harbors Capital Improvement Plan - Budget Projections *
13. Main Terminal – 555 Market Street – Replacement of Truck Scale *

B. Approvals:

1. Hampton Harbor Marina – Addendum #4 to Special Use Permit to Facilitate the 2023 Hampton Beach Jetty Repair * **(Lamson)**
2. Luciano’s Excavation, Inc. – Extension to Right of Entry – Hampton Harbor Jetty Repair Project * **(Parker)**
3. Acceptance of the ARPA Applications and Expenditure of Grant Funds regarding the Portsmouth Fish Pier and Rye Harbor * **(Conard)**
4. Bauer Construction Co., LLC – Extension to Right of Entry – Rye Harbor * **(Fournier)**
5. Rye Harbor – Replacement of Recreational Dock Gangway * **(Levesque)**

XIII. New Business:

A. Report:

1. Lonza – Iron Parcel – Naming of three Private Roadways *

XIV. Special Event:

A. Report *:

1. Cisco Brewers – Special Event / Concert – Thursday, June 20, 2024 –
CORRECTED DATE

XV. Upcoming Meetings:


Port Committee	TBD
Finance Committee	April 15, 2024 @ 8:30 a.m.
Board of Directors	April 18, 2024 @ 8:30 a.m.

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

XVI. Directors’ Comments:

XVII. Adjournment:

XVIII. Press Questions:

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

MOTION

Director Lamson:

I make a motion to accept the meeting minutes of the Board of Directors' meetings held on January 11, 2024, and February 14, 2024.

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

Thursday, January 11, 2024

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; Michael R. Mates, Director of Engineering; 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 **8:36 a.m.**

II. Acceptance of Meeting Minutes: Board of Directors' Meeting of December 21, 2023

Director Conard **moved** the **motion** and Director Parker **seconded** to **approve the minutes of the Pease Development Authority Board of Directors' meeting dated December 21, 2023.**

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

III. Public Comment:

Austin Pietschman ("Pietschman") – Director of Operations at Port City Air – updated the Board regarding the North Fuel Farm being offline in December due to a pump failure. Pietschman thanked the PDA Operations' staff for its expedited response to get the North Fuel Farm back in service.

IV. Committees:

A. Report:

1. Port Committee

Director Levesque stated a meeting was held on Tuesday, January 9, 2024, at 8:00 a.m. At that time, the Committee received a report from Director Marconi (“Marconi”) and there was a review of fees and potential projects.

V. Consent Agenda Items:

A. Consent Agenda Approvals:

Director Lamson (“Lamson”) asked that item 6 be removed from the consent agenda.

Director Fournier **moved** the **motion** and Director Conard **seconded** that that **the Pease Development Authority Board of Directors hereby moves that item numbers 1 through 5 and 7 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. **Utility Vehicle Replacement – Maintenance Department**
3. **Portsmouth International Airport at Pease - FAA Approved Runway Sand**
4. **Lonza – Concept Approval – Solar**
5. **Air Traffic Control Tower Study – Harriman Associates**
7. **Air Traffic Control Tower – HVAC Chiller Replacement - Alliance Group, Inc.**

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

6. **Portsmouth International Airport at Pease - Stormwater Drainage System – Ransom Consulting, Inc.**

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

Discussion: Lamson asked for clarification of this item; Paul Brean (“Brean”) Executive Director stated this is a staff initiative to review PDA’s oil / water separator system on the airfield to better understand the capacity. This is PDA’s due diligence so it has an understanding, should

a worse-case scenario occur, of a spill / release into the oil / water separator. Lamson appreciated the initiative as a runoff would go into the Great Bay Estuary.

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

B. Consent Agenda Approvals with Waivers:

Director Lamson **moved** the **motion** and Director Fournier **seconded** that **the Pease Development Authority Board of Directors hereby moves that item number 1 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

Discussion: Director Parker (“Parker”) asked if this were a yearly renewal or a complete change; Brean indicated an ongoing contract for hard badge media with Honeywell which provides a technical component to the ID cards. This item is for the actual badge media cards purchased depending on security initiatives / changes per TSA requirements.

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

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**

Suzy Anzalone (“Anzalone”), Director of Finance, spoke to the Executive Summary and the two reports. She stated that year-to-date (“YTD”) operating revenues are under budget by 1.7%. Further she indicated an anticipated increase in wharfage and dockage fees as there are three (3) ships coming into port in January. Anzalone also informed the Board that operating expenditures are under budget at this time by approximately 12.1%; being under budget is helpful with unanticipated operating expenses such as the recently approved environmental study.

YTD the operating income is slightly above what was projected; there is nothing to report regarding the individual business units.

The balance sheet remains strong with YTD capital expenditures of \$6.3 million, most being incurred for the Main Pier / Market Street Building Grant project as well as the Arrivals Hall, North Taxiway and equipment purchases.

Anzalone spoke to cash flows with inflow about \$18.6 million with approximately \$3 million in grant funding; cash outflows of \$25.6 million which includes \$13.6 million in grant / non-grant related capital expenditures with cash balance being decreased down to \$5.9 million.

VII. Lease:

A. Approvals:

- 1. 68 New Hampshire Ave LLC – 68 New Hampshire Avenue - Concept Approval and Lease Extension**

Director Ferrini moved the motion and Director Fournier seconded that 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.

Discussion: Ferrini asked if the lease would go back to the Board for approval; Brean stated the way the motion is set up, it would be a report back to the Board. Brean stated the lease would take on additional acreage and would reset with FAA Fair Market Value (“FMV”).

Parker stated there have not been many leases brought forward for 74-year term and asked how FMV is calculated in the outyears; Brean stated the lease would have CPI factors built in as well as FMV check-ins. Anthony I. Blenkinsop (“Blenkinsop”) Deputy Director / General Counsel stated the FMV would occur in years 26 and 51.

Brean stated this would be the fourth in the 74-year lease. Blenkinsop stated there have been a few 74-year leases since 2018 (i.e.; 90/100 Arboretum; 30 New Hampshire; Wentworth Douglass). He also affirmed Brean’s comment that there are annual adjustments in the leases in terms of escalators and a FMV analysis is performed in years 26 and 51 to ensure at FMV.

Parker indicated this was an extended period of time and asked about the reference of escalators. Anzalone stated most leases referred to CPI cap of 3% with no more than 12% over a five-year period; currently the CPI increase was just under 3%.

Ferrini asked if the 74-year leases have a 12% cap over a period of time as well; Brean affirmed over the shorter duration but in the significant years (i.e.; 26 and 51) the FMV done. Ferrini asked if each party agrees to a neutral appraiser for the valuation; Brean indicated PDA is

required by FAA to keep a FMV rate annually (i.e.; currently approximately \$20,000 per acre/per annum). Blenkinsop indicated the FMV does require the use of an appraiser. Brean stated one of PDA's desire looking at the 74-year term is to make sure the proper capital is put back into properties with long term lease arrangements as a means to avoid neglect to the building.

Ferrini stated if the motion is approved a lease would not need to be brought before the Board for approval; Brean affirmed. Ferrini spoke to Mates' memo referencing the loading docks and an associated variance, asked if this would go through one of the town/city land use boards; Brean affirmed. Blenkinsop indicated it would go to the City of Portsmouth land use board. Ferrini asked when this is voted upon would the Board have anything to vote on; Blenkinsop indicated the Board would likely not see this again.

Ferrini spoke of the outstanding necessary approvals regarding the wetlands and asked who the governmental agency signing off would be. Mates spoke to the two wetland pockets and stated one would be impacted (4,000 sq.ft.) by the building and the parking lot and the other would not be impacted. There would be a request to NHDES for a wetland's permit for the area being impacted.

Ferrini asked of the unlikely circumstance it is not approved what would happen, PDA would have a lease with an entity that has a design question for that issue which would have to be considered. The motion indicates providing the Executive Director authority to enter a lease but a final approval has not yet been granted on the permit. Blenkinsop stated they have an existing lease and a new lease would not be entered into if this project did not receive the requisite approvals to construct the new building. Consistent with the memo in the Board packet, a new lease would only be triggered if the project received the requisite approvals for the new construction; the new lease would require then the construction of a new building consistent with the approvals the project received.

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

2. 165 Arboretum LLC – 165 Arboretum Drive –Revised Concept Plan

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

Discussion: Ferrini stated this is for a revised site plan and asked when, where and how the Board would have additional authority to pass on things that may come before it in the process. Further, he indicated a request for a lease has not been requested, but that the land use process for the premises would be through the Town of Newington; Brean affirmed. Ferrini asked if the land use process would be done prior to or after being presented approval of a lease; Blenkinsop stated prior to. Ferrini asked if the Board would be provided with the decision by the Town of Newington land use board; Brean affirmed. Ferrini asked if after that, PDA would bring back to the Board a request to enter into a lease with this entity; Brean affirmed. Ferrini asked if in this proposal there

would be a time when the Board would be required to sit as a land use board. Blenkinsop indicated the Board would not. Further, he indicated the PDA Board sits as a Planning Board when the project is within the Airport Zone / Airport Industrial Zone. This project is in the Industrial Zone within the Town of Newington and it would be Newington Planning Board which would sit for this project. Blenkinsop indicated this project went to the Newington Planning Board about a year ago and received approval. Blenkinsop stated what is occurring is the applicant is making a revision to the plan and today's request is to approve the revised concept in order to go back to Newington to obtain approval for the change. Ferrini indicated that the Board has not yet obligated itself on this project other than the concept approval; Blenkinsop affirmed. Blenkinsop indicated that potentially a lease would go to the Board at the March meeting. Ferrini asked for clarification to the difference in item VII. A.1. where the lease would not go to the Board. Blenkinsop indicated in terms of distinction, 68 New Hampshire has an existing lease and with new construction an update to the lease would be done to a 74-year lease with a FMV adjustments. However, if the Board would want to change that to review all leases, this can be done. Similarly with new projects where there is no lease, a project will go before the Board for concept approval and concurrently a non-binding Letter of Intent ("LOI") would usually be provided which would outline the business terms of the deal. Typically, when concept approval is granted, a request is also made to enter into a lease consistent with the LOI. This project was a little different as it did go to the Board for concept approval but an LOI was not entered into so the lease itself will be brought to the Board for approval. Ferrini asked if a LOI would be brought before the Board before being signed; Blenkinsop indicated an LOI would not as a lease would be brought before the Board, unsigned, for approval.

Director Lamson ("Lamson") requested the location being discussed be pointed out on the map. Michael Mates, Director of Engineering indicated the location would be just before the round-a-bout on Arboretum Drive (pointed out the location).

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

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**

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

B. Approvals:

1. Berry Dunn - Accounting System Consulting Services

Director Ferrini moved the motion and Director Fournier seconded that **The PDA Board of Directors authorizes the Executive Director to enter into a contract with Berry Dunn for accounting software consulting services in an amount not to exceed \$20,000.00; all in accordance with the memorandum of Suzy Anzalone, Director of Finance, dated January 8, 2024, attached hereto.**

In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement due to Berry Dunn's experience as PDA's contracted auditor and knowledge of PDA financial systems.

Discussion: None. Disposition: Resolved unanimous roll call (6-0) vote for; motion carried.

2. Jordan Equipment Co. - Snowplow Carbide Cutting Edges

Director Fournier **moved** the **motion** and Director Lamson **seconded** that the Pease Development Authority (“PDA”) Board of Directors hereby approves of and authorizes the Executive Director to enter into an agreement with Jordan Equipment Co. of Pembroke, NH for the purchase of snowplow carbide cutting edges in an amount not to exceed \$19,953.72; all in accordance with the memorandum of Ken Conley, Maintenance Manager, dated January 9, 2024, attached hereto.

In accordance with the provisions of RSA 12–G:8, VIII, the Board justifies the waiver of the RFP requirement as two quotes were received and the intent is to implement the new equipment as soon as possible this winter season.

Discussion: Parker asked why a RFP was not done; Brean stated the carbide cutting edges are somewhat unique and there are only a few vendors who supply the item. PDA did reach out to three (3) vendors but only two (2) responded with quotes; PDA is going with the lowest quote.

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

IX. Executive Director:

A. Reports:

1. Golf Course Operations

Scott DeVito (“DeVito”), Pease Golf Course (“PGC”) General Manager, spoke to golf simulators running in the 90% occupancy since golf courses have closed. The Golf Maintenance Department is working on breaking down all equipment and prepping for next season.

DeVito indicated PGC has received an item ordered back in June of 2022, the mower, and Toro held the pricing originally quoted.

Conard asked what the simulator season is; DeVito stated the simulator league starts in October and the simulators will be in use through mid-April depending on the Spring weather. DeVito stated the prime simulator season is January through March.

2. Airport Operations

a) Portsmouth International Airport at Pease (PSM)

Brean indicated the reporting for enplanements for the year [2023] is tracking at 70,000 which is on par with 2022. Further, Brean stated PSM may be in front of that number if it wasn't for the impact from Hurricane Lee in Southwest Florida and the fact that the fire fighting equipment was down for a short period of time causing troop flights to be diverted during the month of September.

Brean stated he attended the Governor & Council meeting on Wednesday (1/10) and stated PSM's terminal improvement project, federal grant received by the state, work is ongoing.

Revenue for both parking and fuel flowage are strong; PSM is competitive within the

region with its fuel pricing for Jet-A and 100 low lead.

Further, Brean spoke to an additional project aside from the terminal, being Taxiway Alpha which is anticipated to start in the Spring.

Brean spoke to the Air Show in 2025 and that the Blue Angels would be performing.

b) Skyhaven Airport (DAW)

c) Noise Line Report

(i) December 2023

Brean indicated there were noise issues to report for the month of December.

X. Division of Ports and Harbors:

A. Reports:

1. Appledore Marine Engineering, Inc.– Exercise the First of Three One Year Options

Geno Marconi (“Marconi”) Director of Ports and Harbors spoke to the exercise of the first of three one-year options of Appledore Marine Engineering, Inc. for its on-call marine engineering services.

2. Heidi & Elisabeth Fisheries, LLC – Exercise the Second of Four One Year Options

Marconi spoke of Heidi & Elisabeth Fisheries, LLC and its exercise of the second of four one-year options to its Right of Entry for a portion of the refrigerated area and storage space for equipment.

Marconi spoke to various potential Operation and Maintenance (“O&M”) projects, as well as capital improvements throughout the DPH facilities (provided the Board with a handout).

Marconi spoke to the Portsmouth Fish Pier building being in disrepair and in need of replacement; a request has been submitted to the Governor’s Office for Emergency Relief and Recovery (“GOFERR”) for \$850,000 associated with the cost for design and engineering. Marconi additionally spoke of available funds being available for infrastructure purposes; have up to \$100,000 to do a concept study. The monies would be utilized for design, engineering and permitting; requested additional funds to prepare / manage bid documents as well as the construction management when bid awarded.

Marconi spoke to requesting funding for a small maintenance dredging project (approximately 1,000 cubic yards) at the Main Terminal on Market Street for shoaling along the face of the pier. Currently, due to the shoaling, restrictions have been placed on ships coming to the port. DPH plans to advertise for this project in hopes of piggybacking off the state Functional Replacement project which too requires dredging and would result in a cost savings

to DPH. Marconi spoke to the projected cost of the project should it include both the expense for mobilization and demobilization; where the state's project would dredge also, a contractor would already be on location, facilitating a cost savings of approximately 60 to 65% to DPH.

Marconi also spoke to a 107 Feasibility Study (50/50 cost share) for Hampton / Seabrook Estuary to look at long term solution to sand transport in harbor to extend out the frequency for dredging – DPH portion would be \$516,000. Typically, a dredging cycle is between 5 to 7 years; however, this location seems to start filling back in as soon as dredging is completed. Under statute, DPH is required to be the state's project partner with Army Corp of Engineers ("ACOE"). On past projects have coordinated for hydrographic surveys with UNH. ACOE has indicated UNH program is not compatible for this project so the ACOE would do its own hydrographic surveys. Marconi has identified \$110,589 remaining in ARPA funds left over from the Hampton floating dock project and has asked the state to repurpose those funds to be utilized for this, reducing DPH's funding for the project to \$405,516. ACOE cannot proceed with project until DPH affirms funding.

Marconi spoke to the marine terminal warehouse building on Market Street as being old / rusty; needs to be removed. Further, the warehouse also houses DPH's office building.

Lamson asked the age of the warehouse; Marconi indicated the original warehouse was built in the 1980s and after the warehouse was built (which was also supposed to be utilized for liquor storage) the state went to a third-party logistics for distribution of liquor. Therefore, the building was never utilized the way it was anticipated.

Marconi also spoke to replacement of the scale at the Main terminal with the lead time in obtaining a scale being 8+ months. Specifications for a scale have been received and anticipate going out to bid soon; submitted this request to the GOFERR Committee for consideration.

Lastly, Marconi spoke to potential work at Rye Harbor on the parking lot and an elevated retail and storage deck and the funding requested; currently, the shacks are ground level. Where they are on the edge of the wetland, there have been discussions regarding building an elevated platform for the shack owners. Marconi provided photos / video which were displayed on the screen in the Board room of the parking areas, DPH office building and shacks as of Wednesday showing the flooding that occurred due to the recent storm.

Ferrini asked if Marconi were asking for approvals of these items; Marconi indicated there is a detailed process to be followed when requesting funding through the state. Ferrini asked if there were any risk in the planning done at this time to complete what needs to be done; Marconi spoke to a contingency line included to estimates.

Ferrini asked regarding items 4 and 5 if it is needed to go through a process with the state to secure funds or would it all be on the PDA or potential appropriation; Marconi indicated DPH is looking at various funding sources (some of which have matching fund requirements).

Brean spoke to DPH's grant funding being challenging as it has many different entities (federal, state and local) it is required to work through. PDA / DPH will be putting together a

capital improvement plan to be worked from and hope to have additional information in the March Board materials. Any outside funding would be brought before the Board which may require a grant request outside of the capital improvement plan.

Ferrini indicated the seven items outlined seem near term items which need to be addressed and wondered also about a long-term list as well. Marconi indicated the list is extensive and consideration is being made to those O&M items. A few of the items discussed today were submitted to the state a couple of years ago in DPH's biennial request which were not accepted. GOFERR Committee has indicated there are projects which have been completed with excess funds being returned, so Marconi has made these submissions in hope of consideration.

Parker spoke to federal funding and wondered if ACOE had ways of assisting further monetarily; asked whether there may be a study which deals with sand / sand replacement / dredging requirements due to climate changes etc. that DPH could benefit from. Marconi spoke to the ACOE crew DPH is working with deals with the sand transport etc. Marconi further spoke to a project in the 90s which occurred with the ACOE in an effort to save several homes from falling into the river by stabilizing the shoreline, this work goes back a couple hundred years.

Levesque spoke to the recommendation to tear down the warehouse, the office space would be lost / compromised, but there hasn't been discussion about rebuilding a warehouse. Marconi indicated since he has been at DPH the warehouse has not generated money for DPH and it is an obstruction at the terminal. Consideration will be given to whether there would be a need for a storage building.

Levesque indicated Chairman Duprey desires to have a list of projects of all PDA and DPH for potential considerations when it comes to federal appropriations. By having a readily available list it can make the difference in available opportunities.

Levesque asked if the fishermen who utilize Portsmouth Fish Pier (#1) and Rye Harbor (#6) vendors have been notified that if funds are received, there could be disruption to operations. Marconi stated with respect to item #1, he has kept the "group" informed of the various projects and how they anticipate moving forward. With respect to #6 he has not yet had discussions with the vendors; will inform the vendors. Levesque spoke to the upcoming ROE renewals and informing all to the potential disruptions due to projects.

XI. New Business:

A. Report:

1. Discussion regarding Purchasing Policy Parameters

Brean spoke to a memo which explained the purchasing thresholds; stated RSA 12:G requires PDA do an RFP for anything over \$10,000 and the requirements in the Bylaws for purchases under \$10,000.

Brean also apologized for the late items as they were operational in nature and a necessity; appreciated the Board's review and consideration.

XII. Special Event:**A. Report:****1. Millennium Running - St. Patty's 5k/10k Road Race held on March 10, 2024**

Brean informed the Board about the upcoming St. Patty's 5k/10k Road Race being 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:

Lamson complimented the City of Portsmouth for the beautiful holiday tree, which came from the Tradeport, displayed in downtown Portsmouth. Conard indicated the tree would remain until February 15th and has been turned into the "Tree of Love".

XV. Adjournment:

Director Fournier **moved** the **motion** and Director Conard **seconded** to **adjourn the Board meeting. Meeting adjourned at 9:45 a.m.**

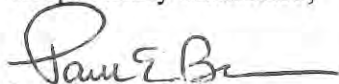
Discussion: None Disposition: Resolved by **unanimous** vote for; motion **carried**.

XVI. Press Questions:

No questions from the press.

XVII. Consultation with Counsel:

Respectfully submitted,



Paul E. Brean
Executive Director

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

Wednesday, February 14, 2024

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

BOARD OF DIRECTORS' MEETING

AGENDA

I. Call to Order:

Treasurer Ferrini ("Ferrini") called the meeting to order; the meeting commenced at **8:30 a.m.**

II. Non-Public Session

Director Fournier **moved** the **motion** and Director Lamson **seconded** for the Pease Development Authority Board of Directors enter non-public session pursuant to NH RSA 91-A:3 for the purpose of discussing:

1. Consideration of Pending Claims or Potential Litigation [NH RSA 91-A:3, II (e)]; and
2. Consideration of Legal Advice provided by Legal Counsel [NH RSA 91-A:3, II (l)].

Discussion: None. Disposition: Resolved **unanimous** roll call (6-0) vote for; motion **carried.**

III. Return to Public Comment:

Director Lamson **moved** the **motion** and Director Conard **seconded** to return to public session of the Pease Development Authority Board of Directors' meeting dated Wednesday, February 14, 2024.

Discussion: None. Disposition: Resolved **unanimous** roll call (6-0) vote for; motion **carried.**

Returned to Public Session at 8:59 a.m.

IV. Vote of Confidentiality:

Director Parker moved the motion and Director Conard seconded that **be it resolved, pursuant to NH RSA 91-A:3, the Pease Development Authority Board of Directors hereby determines that the divulgence of information discussed and decisions reached in the non-public session of its February 14, 2024, meeting for the consideration of pending claims or potential litigation and the consideration of legal advice from legal counsel are matters which, if disclosed publicly, would render the proposed actions ineffective and further agrees that the minutes of said meeting be held confidential until, in the opinion of a majority of the Board of Directors, the aforesaid circumstances no longer apply.**

Discussion: None. Disposition: Resolved unanimous roll call (6-0) vote for; motion carried.

V. Next Meeting:

Board of Directors Thursday, March 14, 2024 @ 8:30 a.m.

VI. Adjournment:

Director Lamson moved the motion and Director Conard seconded to **adjourn the Board meeting. Meeting adjourned at 9:01 a.m.**

Discussion: None Disposition: Resolved by unanimous roll call (6-0) vote for; motion carried.

XVI. Press Questions:

No questions from the press.

Respectfully submitted,



Paul E. Brean
Executive Director

PEASE DEVELOPMENT AUTHORITY
Monday, March 11, 2024

GOLF COMMITTEE
AGENDA

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

AGENDA

- I. Call to Order
- II. Acceptance of Meeting Minutes: September 18, 2023 * (**Conard**)
- III. Public Comment
- IV. New Business
 - A. Reports
 - 1. Seasonal Event Tent * (**Ferrini**)
 - 2. CIP Approvals
 - a. Walking Greens Mower * (**Conard**)
 - b. Trim Surround Mower * (**Ferrini**)
 - c. Riding Greens Roller * (**Conard**)
 - 3. Season Passes * (**Ferrini**)
 - 4. Domestic Partnership
 - 5. Event Center Scope of Work

V. Upcoming Meetings

Board of Directors

March 14, 2024 @ 8:30 a.m.

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

VI. Adjournment

VII. Press Questions

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

MOTION

Director Parker:

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

1. On-Call Wayfinding and Signage Services * **(Conard)**
2. On-Call Branded Apparel Services * **(Fournier)**
3. Northeast Land Care, LLC – Landscaping Services * **(Lamson)**
4. Sweeping Contract – Multi-use path * **(Parker)**
5. Skyhaven Apron Bidding and Permitting Proposal – Jacobs Engineering * **(Fournier)**
6. Grant Acceptance for Design Only of Taxiway “A” South and Hold Bay at Portsmouth International Airport at Pease * **(Conard)**
7. Grant Acceptance and Purchase of Snow Removal Equipment for Portsmouth International Airport at Pease * **(Parker)**
8. R.B. Allen Co. Inc. – On-call Fire Alarm and Sprinkler System Service * **(Ferrini)**
9. S.U.R. Construction, Inc. – Right of Entry – Jones School and Ashland Road area for Corporate Drive Reconstruction Project * **(Lamson)**
10. Pease Golf Course – Special Events Tent * **(Fournier)**
11. Pease Golf Course – Walk Behind Greens Mower * **(Levesque)**
12. Pease Golf Course – Trim & Surround Mower * **(Parker)**
13. Pease Golf Course – Riding Greens Roller * **(Conard)**

14. Pease Golf Course – Rate Increase and Limitation of Passes * **(Ferrini)**
15. Ransom Consulting, LLC – Stormwater Sampling * **(Lamson)**
16. Apex Design Build – Right of Entry Extension – 360 Corporate Drive * **(Parker)**
17. Legal Services * **(Ferrini)**

MOTION

Director Conard:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into contracts with Alpha Graphics, Portsmouth Sign Company and Kaufman Company, Inc., on an as-needed basis, for wayfinding and signage services for a period of five (5) years, ending March 31, 2029; all in accordance with the memorandum of Chasen Congreves, Director of Operations dated January 29, 2024; attached hereto.

N:\RESOLVES\2024\On-call Wayfinding and Signage Services (3-14-2024).docx

Memorandum

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

From: Chasen Congreves, Director of Operations *CC*

Date: January 29, 2024

Re: On-Call Wayfinding and Signage Services

The Pease Development Authority (“PDA”) regularly seeks options to procure signage to benefit the customers and stakeholders of the PDA, as well as the general public. To this end, the PDA advertised a request for qualifications (“RFQ”) to provide on-call, as-needed wayfinding and signage services that cannot be completed in-house by PDA staff.

Three firms responded to the RFQ: AlphaGraphics, Kaufman Company, Incorporated (“Kaufman”), and Portsmouth Sign Company. The submissions were reviewed by a group of PDA employees to ensure the services and requirements of the RFQ were met. As a result of this process, PDA staff recommends retaining all three firms as they satisfied the requirements of the RFQ and provide similar, but unique wayfinding and signage options that will benefit the PDA.

Both AlphaGraphics and Portsmouth Sign have provided signage or wayfinding material for the PDA over the years. Kaufman provides the PDA additional options for wayfinding and signage products if lead times by other contractors are unreasonable. Each entity provides a unique service with multiple options such as street signage, wayfinding in the airport terminal, large photography, building signs, temporary signage, and much more. Having all three options available will provide redundancy for materials that PDA does not have the ability to print or provide as a variety of projects arise. It will also ensure the ability to obtain the best price for a given item. Permission to enter certain agreements with these vendors would be sought if the cost amount of a particular order exceeded the Board’s delegated authority.


At this time, I request that you seek Board approval at the March 14, 2024, Board of Director’s meeting to utilize AlphaGraphics, Portsmouth Sign Company, and Kaufman for on-call, as-needed wayfinding and signage services for a period of 5 years, ending March 31, 2029, based on the qualifications set within the RFQ.


MOTION

Director Fournier:

The Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to enter into contracts with Black Sheep Design Company and Kaufman Company, Inc., on an as-needed basis, for workforce apparel and PDA branded items, for a period of five (5) years ending March 31, 2029; all in accordance with the memorandum of Chasen Congreves, Director of Operations, dated January 29, 2024; attached hereto.

Memorandum

To: Paul E. Brean, Executive Director 

From: Chasen Congreves, Director of Operations 

Date: January 29, 2024

Re: On-Call Branding Apparel Services

The Pease Development Authority (“PDA”) regularly needs to procure apparel, merchandise, and items for employee use, as well as marketing and promotional purposes, that require PDA branding. To this end, the PDA advertised a request for qualifications (“RFQ”) to provide as-needed, on-call branding and apparel services to the PDA.

Two firms responded to the RFQ. The submissions were reviewed by a group of PDA employees to ensure the services and requirements of the RFQ were met. As a result of this process, PDA staff recommends utilizing the services of both of these firms, Black Sheep Design Company (“Black Sheep”) and Kaufman Company, Inc (“Kaufman”), as they satisfied the requirements of the RFQ and provide similar, but unique branding and apparel options that will benefit the PDA.

Black Sheep has provided apparel with PDA and airport branding for everyday employee use over the years. They have also provided a wide variety of quality options in marketing items such as water bottles, hats, and a variety of other options that the airport and PDA have utilized for marketing and promotions.

Kaufman is able to provide options that can address apparel requirements of the PDA given its varied operations. Specifically, Kaufman specializes in apparel designed to meet Occupational Safety and Health (“OSHA”) requirements with items such as steel-toed boots, safety glasses, work gloves, safety wear, and more. From the airport to the port, such options are a necessity for the PDA workforce.

Due to regular fluctuations in pricing for these types of products, the PDA is seeking the ability to contract with these companies on an as-needed, on-call basis for workforce apparel and PDA branded items. Having both Black Sheep and Kaufman on-call would provide PDA the ability to address a wide variety of projects as needs arise. Permission to enter certain agreements with

these vendors would be sought if the cost amount of a particular order exceeded the Board's delegated authority.

At this time, I request that you seek Board approval at the March 14, 2024, Board of Director's meeting to utilize Black Sheep and Kaufman for on-call apparel and branding services for a period of 5 years, ending March 31, 2029, based on the qualifications set within the RFQ.

MOTION



Director Lamson:

The Pease Development Authority (PDA) Board of Directors approves of and authorizes the Executive Director to enter into a contract with Northeast Land Care, LLC for the purpose of providing landscaping services at certain PDA properties for a period of two (2) years, with two (2), one (1) year options to renew at the discretion of the PDA Executive Director; all in accordance with the memorandum of Ken Conley, Maintenance Manager, dated March 5, 2024; attached hereto.

N:\RESOLVES\2024\Landscaping Services (3-14-2024).docx



36 Airline Ave., Portsmouth, NH 03801
603.433.6536

To: Paul Brean, Executive Director 
From: KC Conley, Maintenance Manager 
Date: 3/5/2024
Subj: Landscaping Services

On February 14, 2024, the PDA advertised a Request for Bids to provide landscaping services at certain PDA properties within the Pease Tradeport. The PDA held a mandatory pre-bid meeting on February 21, 2024. Three (3) vendors attended this meeting. On February 29, 2024, three (3) bids were received:

Vendor	Total Bid
Outdoor Perspective	\$35,015.00
Piscataqua Landscaping	\$29,550.00
Northeast Land Care, LLC	\$22,514.00

After reviewing the responsive bids, staff recommends awarding the contract to Northeast Land Care based on their reasonable bid for this service.

At the March 14, 2024, Board of Director's meeting, please request authority from the Board of Directors to authorize the Executive Director to enter into a contract with Northeast Land Care for a period of two (2) years, with two (2) one (1) year options to extend to be based on mutually agreeable terms and conditions exercised at the discretion of the Executive Director.

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MOTION

Director Parker:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a contract with Stormwater Compliance, LLC for the purpose of providing vacuum sweeping service, for a period of three (3) years with two (2) one (1) year options, which options may be exercised at the discretion of the Executive Director; all in accordance with the memorandum from Jared Sheehan, Environmental Compliance Manager, dated February 26, 2024; attached hereto.

N:\RESOLVES\2024\Sweeping – Multi Use Path for StormwaterCompliance (3-14-24).docx

Memorandum

To: Paul E. Brean, Executive Director 
From: Jared Sheehan, Environmental Compliance Manager 
Date: February 26, 2024
Subject: Vacuum Sweeping Contract

The multi-use path and Pease golf course parking lot are paved with porous pavement which needs to be swept and vacuumed twice per year. This bi-annual cleaning maintains the void spaces in the porous pavement to prevent clogging and allows the stormwater to infiltrate into the subsurface.

PDA recently advertised a request for bids after a five-year contract with Stormwater Compliance, LLC to perform this work had concluded. Two contractors submitted bids, and after reviewing the bid submissions only one bid was found to be conforming to the scope of work presented in the bid package. Staff recommends awarding the vacuum sweeping contract to Stormwater Compliance, LLC, the responsive bidder, at a cost of \$25,000 over a five-year period.

At the March Board meeting, please ask the Board to approve a three-year contract with two one-year options to the Stormwater Compliance, LLC to provide sweeping services for the multi-use path and golf course parking lot.


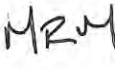
MOTION

Director Fournier:

The Pease Development Authority (“PDA”) Board of Directors approves of the additional \$9,739.00 expenditure for the remainder of work to be performed by Jacobs Engineering (“Jacobs”) related to the Skyhaven Airport (DAW) Terminal Apron rehabilitation project, to include the design, bidding, and permitting, and authorizes the Executive Director to retroactively revise the Jacobs on-call Master contract for its work related to the project at a total cost of \$19,739.00; all in accordance with a memorandum of Michael R. Mates, P.E., Director of Engineering, dated March 1, 2024; attached hereto.

N:\RESOLVES\2024\DAW – Skyhaven Apron – Jacobs Proconstruction work (3-14-24).docx

Memorandum

To: Paul E. Brean, Executive Director 
From: Michael R. Mates, P.E., Director of Engineering 
Date: March 1, 2024
Subject: Skyhaven Terminal Apron Rehabilitation

In 2020, PDA received a grant through the NH Aeronautics state block grant program to design the rehabilitation of the portion of the aircraft parking apron nearest the terminal at Skyhaven Airport. The terminal apron design scope of work included designing, permitting, and bidding the project. We expected that grant money for the construction phase would be available in FY 22 or 23, but this did not occur. Consequently, the local permitting and bidding phases of the project were not completed before the design grant was closed.

We have recently been notified that the construction phase funding is available this year and we need to secure costs to be able to submit a grant application in April. This means proceeding with the local permitting and bidding process. Additionally, the drawings and specifications will need to be reviewed to update schedules, cost estimates, and any design criteria changes. Jacobs Engineering designed the project and will also provide the permitting/bidding/design services. The cost of the work (\$19,739) is AIP (Airport Improvement Program) eligible and will be included in the April grant application. However, the issuance of the grant offer and subsequent access to funds will take several months and Jacobs needed authorization to proceed in January. To keep the project on track, Director Fournier approved our request to spend up to \$10,000 for the work with the intention of seeking approval for the balance, \$9,739 at the next Board meeting.

While this approach may appear exceptional, in the cases where an airport sponsor accepts an AIP grant for the design phase of a project, it also agrees to accept, subject to availability, a grant to complete the construction. The Board agreed in 2020 to proceed with the construction phase when funds were offered.

When bids have been received and the grant application has been submitted, we will go back to the Board to request approval to execute contracts for construction and construction phase engineering contracts, pending a grant offer.

At this time, please seek the requisite Board approval to allow Jacobs Engineering to complete the design, permitting, and bidding phases of the Skyhaven terminal apron rehabilitation project by authorizing \$9,739 of additional funding.

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MOTION

Director Conard:

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

- (1) accept up to \$434,200.00 in AIP funding and up to \$24,160.00 from New Hampshire Department of Transportation in matching funds, for Portsmouth International Airport at Pease (PSM) Taxiway "A" South and Hold Bay Design;
- (2) expend PDA funds up to \$24,160.00 for the design project;
- (3) append the Hoyle Tanner & Associates on-call contract to include the work described and make appropriate payments; and
- (4) execute any and all documents necessary to receive funds, apply for permits and complete the design work as described.

All in accordance with the memorandum from Michael R. Mates, P.E., Director of Engineering, dated March 1, 2024; attached hereto.

Memorandum

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: March 1, 2024
Subject: Accept Grant for Design Only of Taxiway "A" South and Hold Bay, PSM

The pavement located at the south end of Taxiway "A" has reached the end of its useful life and needs to be replaced. The work is AIP eligible and earlier this month staff submitted a grant application for the design phase of the project. The work will include replacing approximately 1,150 feet along the length of the taxiway and the remaining portion of the hold bay that was not completed when the runway reconstruction occurred. (See attachment.)

Hoyle, Tanner & Associates, PDA's on-call consultant for pavement projects at PSM, submitted a fee proposal of \$481,603 to design, bid, and permit the project in accordance with FAA requirements. The price was reviewed through the IFE (Independent Fee Estimate) process, was found to be fair and reasonable, and was requested in the grant application.

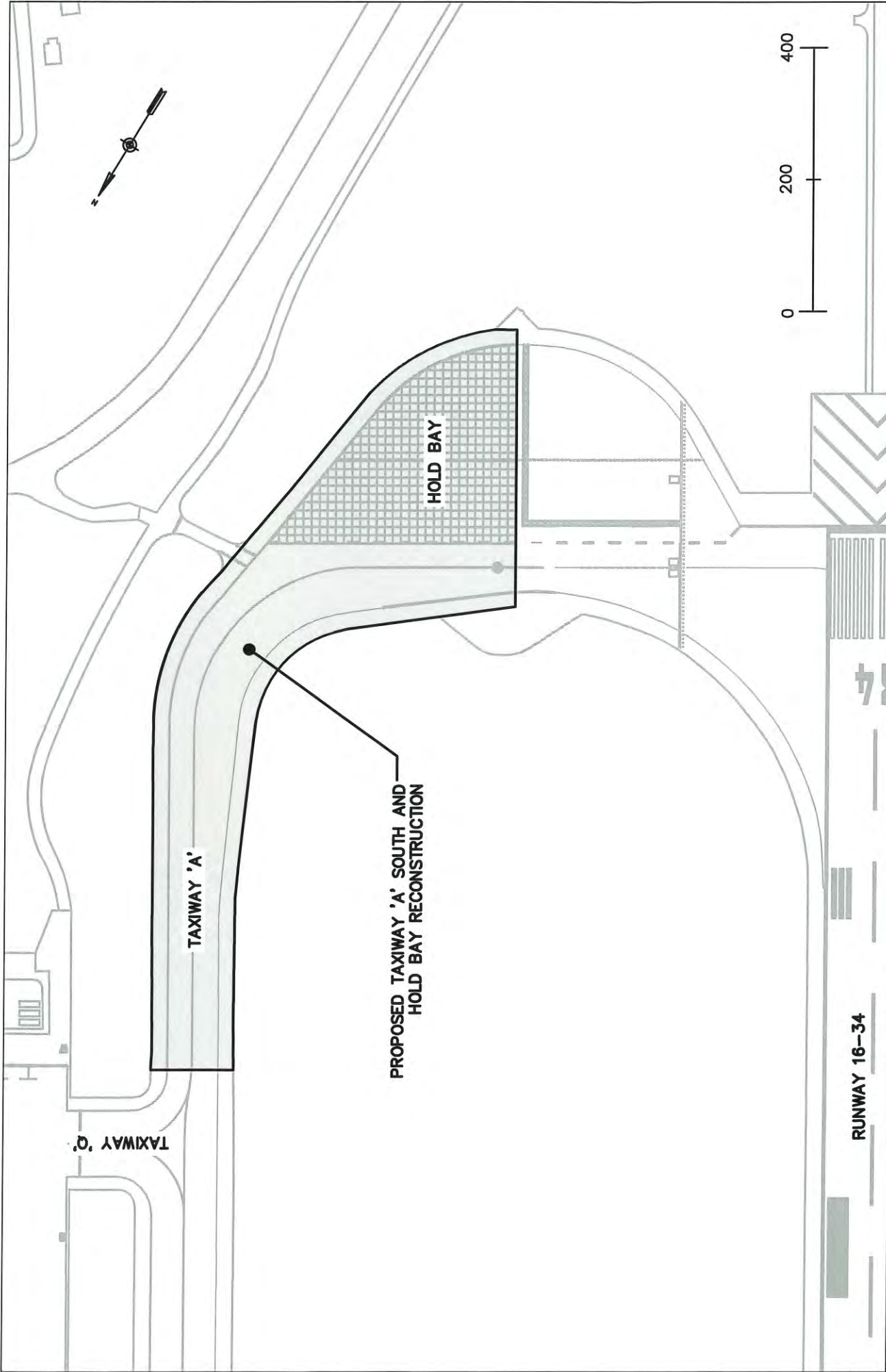
The grant request also included \$1,597 to cover PDA administrative costs.


We anticipate that in the coming months FAA will offer a grant in the amount of 90% of the requested total. The NHDOT Bureau of Aeronautics contribution would be 5%, with PDA also contributing 5%.

At the March Board meeting, please ask the Board to

1. Accept a grant offer of up to \$434,880 in AIP funding;
2. Accept up to \$24,160 in matching funds from NHDOT;
3. Spend up to \$24,160 of PDA funds;
4. Amend the on-call contract with Hoyle-Tanner to include the design, bidding and permitting of Taxiway "A" south and the south hold bay for a price of \$481,603; and,
5. Execute any and all documents necessary to receive funds and complete the design phase of the project as described.

N:\ENGINEER\Board Memos\2024\AIP TW A South Design.docx



 HOYLE TANNER		150 Dow Street Manchester, NH 03101-1227 (603) 669-5555 www.hoyletanner.com		DES. BY TJA		DATE FEB 2024		SCALE AS SHOWN	
PORTSMOUTH INTERNATIONAL AIRPORT AT PEASE PORTSMOUTH, NEW HAMPSHIRE				RECONSTRUCT TAXIWAY 'A' SOUTH AND HOLD BAY					
								FIGURE 1	

MOTION

Director Parker:

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

- (1) accept a Federal Aviation Administration ("FAA") AIP Grant Offer of up to \$1,474,816.00, and accept up to \$81,934.00 from New Hampshire Department of Transportation in matching funds, for snow removal equipment for Portsmouth International Airport at Pease (PSM);
- (2) expend PDA funds up to \$81,934.00 for the equipment;
- (4) award a contract to M-B Companies for the purchase of a liquid deice truck for the price of \$585,361.00 and a multi-tasking equipment for the price of \$1,032,112.00;
- (5) expend PDA funds up to \$4,480.00 to purchase additive alternatives #1 and #2 from M-B Companies; and
- (6) execute any and all documents necessary to receive the grant funds and procure the snow removal equipment as described.

All in accordance with the memorandum from Michael R. Mates, P.E., Director of Engineering, dated February 29, 2024; attached hereto.

Memorandum

To: Paul E. Brean, Executive Director *Paul*
From: Michael R. Mates, P.E., Director of Engineering *MEM*
Date: February 29, 2024
Subject: Accept Grant and Purchase SRE

Consistent with PDA's Capital Improvement Program, staff recently submitted to FAA an application for AIP funds to purchase two pieces of snow removal equipment ("SRE"), specifically a liquid deice truck and a multi-tasking equipment ("MTE"), for use at PSM. Jacobs Engineering assisted with the application by drafting a bid package and preparing all documents required for submission.

Prices for the SRE were obtained through competitive bidding. Although four companies requested bid packages, only one submitted bids, M-B Companies, part of AEBI Schmidt. The attached Tabulation of Bid Values shows the results. Pending approval of FAA, staff recommends award to M-B Companies.

Besides the purchase cost of the SRE the grant application also includes amounts to cover PDA administrative costs and the cost of Jacobs consulting services. In total the grant project costs consist of:

Liquid Deice Truck Purchase	\$ 585,361.00
Multi-Task Equipment	\$1,032,112.00
PDA Administrative Costs	\$ 500.00
Jacobs Engineering Costs	\$ 20,712.00
Total Project Amount	\$1,638,685.00

We expect to receive a grant offer in the spring or summer. Under the terms of the offer, PDA would be responsible to cover 5% (\$81,934), of the total with FAA funding 90% (\$1,474,816), and NHDOT contributing 5%.

Because the engineering consulting work was needed in advance, last December the Board approved the Jacobs Engineering costs. Approvals for the remaining items are now needed. The required approvals consist of authorization to:

1. Accept up to \$1,474,816 in AIP funding;
2. Accept up to \$81,934 in matching funds from NHDOT;
3. Spend up to \$81,934 of PDA funds;
4. Award a contract to M-B Companies for the purchase a liquid deice truck for the price of \$585,361 and a multi-task equipment for the price of \$1,032,112; and,
5. Execute any and all documents necessary to receive funds and procure the snow removal equipment as described.

The attached Tabulation of Bid Values includes prices for two additive alternates – auxiliary lighting and a backup camera – both of which provide an extra measure of safety when operating the equipment. These features were priced separately because they are not eligible for AIP funding. Nevertheless, staff believes they are worthwhile components, and that M-B Companies is offering them at a fair price.

In addition to the approvals listed above, please consider requesting PDA Board approval to spend \$4,480 to purchase additive alternates #1 and #2 from M-B Companies, as listed on the attached Tabulation of Bid Values.



Jacobs No: E2X90516
AIP No.: 3-33-0016-TBD-2024
Subject: Tabulation of Bid Values
Date/Time: 2/28/2024 @ 10:00 AM
Airport: Portsmouth International at Pease

Prepared by: J. Pelletier
 Reviewed by:

Project: Purchase SRE Equipment – (1) Multi-Task Equipment (MTE) & (1) Liquid Deicing Truck

ITEM NO.	DESCRIPTION	BID QTY	UNIT	MB Companies	
				UNIT COST	TOTAL
Base Bid #1	Snow Removal Equipment (SRE) – Multi-Task Equipment (MTE)	1	LS	\$1,032,112.00	\$ 1,032,112.00
Additive Alternate #1	Snow Removal Equipment (SRE) – MTE Alternate Equipment - Auxiliary or Special Lighting	1	LS	\$2,242.00	\$ 2,242.00
Additive Alternate #2	Snow Removal Equipment (SRE) – MTE Alternate Equipment - Backup Camera	1	LS	\$2,238.00	\$ 2,238.00
Base Bid #2	Snow Removal Equipment (SRE) – Liquid Deicing Truck	1	LS	\$585,361.00	\$ 585,361.00
				Base Bid Subtotal:	\$ 1,617,473.00
				Additive Alternate Subtotal:	\$ 4,480.00
				Total Bid	\$ 1,621,953.00

MOTION

Director Ferrini:

The Pease Development Authority (“PDA”) Board of Directors hereby approves of and authorizes the Executive Director to enter into a Fire Alarm and Sprinkler System Maintenance Contract with R.B. Allen Co. Inc. of North Hampton, NH for a three (3) year period at the cost of \$26,940.00 per year; and two (2) one (1) year options to extend on mutually agreeable terms and conditions to be exercised at the sole discretion of the Executive Director; all in accordance with the Memorandum of Chasen Congreves, Director of Operations, dated March 4, 2024; attached hereto.

To: Paul Brean, Executive Director *PBW*
From: Chasen Congreves, Director of Operations *CGC*
Date: 3/4/2024
Subj: Fire Alarm & Sprinkler System Maintenance

In order to comply with local building and fire codes, the PDA requires a fire alarm and sprinkler system inspection and maintenance contract. On February 9, 2024, the PDA advertised a request for bids to provide inspection and maintenance services at PDA operated properties. The PDA held a mandatory pre-bid meeting on February 14, 2024. One vendor attended this meeting. On February 29, 2024, two bids were received:

Vendor	Total Bid (annual cost)
R.B. Allen	\$26,940.00
*Minuteman Security & Life Safety	*\$19,458.00

* = Did not attend mandatory pre-bid meeting

After reviewing the responsive bids, staff recommends awarding the contract to R.B. Allen based on its reasonable bid for this service and the disqualification of Minuteman Securities for not attending the mandatory pre-bid meeting on February 14, 2024. At the March 14, 2024, Board of Director's meeting, please request authority from the Board of Directors to authorize the Executive Director to enter into a contract with R.B. Allen for a period of three years, with two one-year options to extend to be based on mutually agreeable terms and conditions exercised at the discretion of the Executive Director.

MOTION

Director Lamson:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to finalize and execute a Right of Entry with S.U.R. Construction, Inc. for the purpose of a laydown area, vehicle parking and installation of a temporary construction trailer for the Corporate Drive reconstruction project; for the period of March 15, 2024 through December 31, 2024; all in accordance with the draft Right of Entry, attached hereto.

February 23, 2024

Mr. Andrew LePage
S.U.R. Construction, Inc.
233 Chestnut Hill Road
P.O. Box 720
Rochester, NH 03866

Re: Right of Entry – Corporate Drive Reconstruction

Dear Mr. LePage:

This letter, when fully executed, will authorize S.U.R. Construction, Inc. ("S.U.R."), to enter upon and utilize a portion of the Jones School and Ashland Road area off Corporate Drive, Portsmouth, New Hampshire, as shown on the attached **Exhibit A** (the "Premises") for both a laydown area, vehicle parking and the installation of a temporary construction trailer commencing March 15, 2024 through December 31, 2024 (the "Term") for the purposes of operating a temporary office and material storage area for the work performed on the Corporate Drive reconstruction project. The privileges granted under this Right of Entry will expire on December 31, 2024.

This authorization is conditioned upon the following:

1. S.U.R. agrees that any use of the Premises is at its sole risk and that its signature below constitutes its agreement to assume full responsibility for any and all risk of loss or damage to property and injury or death to persons by reason of or incident to its entry or the entry by any of its employees, agents, patrons, or invitees upon the Premises and/or the exercise of any of the authorities granted herein. S.U.R. expressly waives all claims against the Pease Development Authority ("PDA") and the State of New Hampshire for any such loss, damage, personal injury or death caused by or occurring as a consequence of S.U.R.'s and its employees, agents, patrons, or invitees use of the Premises or the conduct of activities or the performance of responsibilities under this authorization. S.U.R. further agrees to defend and indemnify the Pease Development Authority and the State of New Hampshire, its officers, board members, agents and employees, from and against all suits, claims, demands or actions, liabilities, judgements, costs and attorney's fees arising out of or related to S.U.R.'s, and its employees, agents, patrons, or invitees use of the Premises or any activities conducted or undertaken in connection with or pursuant to this authorization.

Page Two

February 23, 2024

Re: Right of Entry

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

3. S.U.R., and/or any agent of S.U.R., shall provide to the PDA satisfactory evidence of comprehensive general liability insurance to a limit of not less than Two Million Dollars (\$2,000,000.00) per occurrence, naming the Pease Development Authority as an additional insured; automobile liability insurance in the amount of not less than One Million Dollars (\$1,000,000.00) per occurrence and evidence of workers compensation coverage to statutory limits.

Each such policy or certificate therefor issued by the insurer shall contain: (i) a provision that no act or omission of any employee, officer or agent of S.U.R. which would otherwise result in forfeiture or reduction of the insurance therein provided shall affect or limit the obligation of the insurance company to pay the amount of any loss sustained; (ii) provide that the insurer shall have no right of subrogation against Pease Development Authority; and (iii) a provision that any liability insurance coverage required to be carried shall be primary and non-contributing with respect to any insurance carried by PDA. It is the intent of S.U.R. that such policies will not be cancelled. Should a policy cancellation occur, PDA will be advised in accordance with policy provisions.

4. S.U.R. shall ensure that vehicles, trailers and equipment are not left on the Premises in excess of the term limits of this Right of Entry and assumes full responsibility for the removal of vehicle(s), trailers and equipment left on the Premises, time being of the essence. Should such items be left on the Premises in excess of the term limits, the PDA may remove them at S.U.R.'s expense.

5. S.U.R. shall provide snow removal and salting, as necessary, for the Premises during the periods of use provided for under the terms of this Right of Entry. S.U.R. or any contractor of S.U.R. shall also obtain certification by the New Hampshire Department of Environmental Services as a Commercial Salt Applicator. Certification includes the successful completion of the Green SnoPro training program. All personnel employed in snow removal operations shall be familiar with salt reduction measures.

6. S.U.R. shall coordinate the initial snow removal with the PDA Maintenance Department. All snow removal, sanding, and salting shall be at S.U.R.'s own cost and expense.

Page Three

February 23, 2024

Re: Right of Entry

7. S.U.R. agrees that S.U.R.'s maintenance and management of the Premises shall be done at its own costs and expense.

8. Either party may terminate this Right of Entry upon five (5) business days written notice to the other. If terminated by the PDA, S.U.R. shall have up to seven (7) business days to remove its property from the Premises and shall restore the Premises to the same or better conditions than the Premises was in before its use pursuant to this Right of Entry. Any vehicles, trailer or equipment left on the Premises following termination may be removed from the Premises by the PDA at the expense of S.U.R.

9. S.U.R. agrees herein that this letter of authorization does not constitute a grant of an exclusive interest in the Premises, an option to lease the Premises, or an offer to lease the Premises.

10. S.U.R. agrees that it may not pave any portion of the Premises which it has been granted the use of pursuant to this ROE, without the express written permission of the PDA.

11. S.U.R. shall provide PDA with contact information of a local representative from S.U.R., who shall be available to respond to communications concerning this Right of Entry, throughout the term of the Right of Entry.

12. S.U.R. agrees to leave a twenty-foot (20') side access on Ashland Road from Corporate Drive to the New Hampshire Department of Transportation gate for emergency vehicles.

13. S.U.R. agrees that all materials stored at the Jones School site must be located outside of the delineated wetlands

Please indicate by your signature below S.U.R.'s consent to and agreement with the terms and conditions of this Right of Entry, return the same to me with evidence of insurance and include local contact information.

Very truly yours,

Paul E. Brean
Executive Director

Page Four

February 23, 2024

Re: Right of Entry

Agreed and accepted this ___ day of _____, 2024

S.U.R. Construction, Inc.

By: _____
Print Name/Title _____
Duly Authorized

Local Representative Contact Information:

Print Name: _____

Phone Number and Email Address: _____


cc: Jared Sheehan, Environmental Compliance Manager
Suzy Anzalone, Director of Finance
Chasen Congreves, Director of Operations


MOTION

Director Fournier:

In accordance with the recommendation from the Pease Golf Committee, the Pease Development Authority Board of Directors authorizes the Executive Director to enter into a one-year (1) contract, with two (2) one-year options to extend, with Christian Party Rental, of Hollis NH, in a total amount not to exceed \$23,900.00, for the purpose of renting a Seasonal Event Tent at the Pease Golf Course; all in accordance with the memorandum of Scott D. DeVito, General Manager, dated February 22, 2024; attached hereto.

MEMORANDUM

To: Paul Brean, Executive Director 

From: Scott DeVito, General Manager – Pease Golf Course 

Date: February 22, 2024

Subject: Request to Enter into One (1) Year Rental Agreement with Two (2) One (1) Year Options for Seasonal Event Tent

This is a request for the Pease Golf Course (“Golf Course”) to enter into a one (1) year rental agreement, with two (2) one (1) year options to extend, for a seasonal event tent with Christian Party Rental, 18 Clinton Drive, Hollis, NH 03049. Bid documents were prepared and advertised in the Manchester Union Leader. One bid was received and opened on Thursday, February 22, 2024.

The Golf Course requested bids for a 40’ x 60’ framed tent, with track-style sliding zippered walls, and LED bistro perimeter lighting. The dimensions and accessories matched what has been in place the past 6 seasons.

Bids received:

- Christian Party Rental - \$23,900 for 2024 season, with the option to extend to 2025, and 2026 seasons, at the discretion of the Executive Director.

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


At the March 14, 2024, Board meeting, please seek authority to enter into a seasonal event tent rental agreement with Christian Party Rental consistent with the above. Thank you for your consideration.


MOTION

Director Levesque:

In accordance with the recommendation from the Pease Golf Committee, the Pease Development Authority Board of Directors authorizes the Executive Director to enter into a contract with Turf Products Inc., of 157 Moody Road, Enfield, MA 06082, to purchase a Walk Behind Greens Mower for the Pease Golf Course in an amount not to exceed \$22,271.73; all in accordance with the memorandum from Scott DeVito, PGA General Manager dated March 5, 2024; attached hereto.

MEMORANDUM

To: Paul Brean, Executive Director 

From: Scott DeVito, General Manager – Pease Golf Course 

Date: March 5, 2024

Subject: Request to purchase a Walk Behind Greens Mower

Pease Golf Course (“Golf Course”) requests approval to purchase a Toro Walk-Behind Greens Mower from Turf Products Inc., of 157 Moody Road, Enfield, CT 06082, for a cost of \$22,271.73, with delivery to take place on or before the May 31, 2024. Bid documents were prepared and advertised in the Manchester Union Leader.

The information below is regarding the four bids received on Thursday, February 22, 2024:

- | | |
|---------------------------------|-------------|
| • Technology International Inc. | \$17,500.00 |
| • MTE Equipment Solutions | \$19,418.00 |
| • Finch Turf Inc. | \$20,973.52 |
| • Turf Products Inc. | \$22,271.73 |

TII and MTE did not provide insurance information with their submittals and made no indication of being able to meet the requested delivery date. Finch Turf Inc.’s (“Finch”) submittal failed to meet bid requirements.

The Walk Behind Greens Mower is a piece of equipment used daily by the Golf Course Maintenance Department and funds have been scheduled in the FY2024 Golf Course Capital Plan.

At the March 14, 2024, Board Meeting, please seek authority to enter into an agreement with Turf Products Inc. to purchase a Walk Behind Greens Mower at a price not to exceed \$22,271.73.


Thank you in advance for your consideration.


MOTION

Director Parker:

In accordance with the recommendation from the Pease Golf Committee, the Pease Development Authority Board of Directors authorizes the Executive Director to enter into a contract with Turf Products Inc., of 157 Moody Road, Enfield, MA 06082, for the purchase of a Trim Surround Mower for the Pease Golf Course in an amount of \$46,646.11, with a cap to the quoted pricing not to exceed fifteen (15%) percent; all in accordance with the memorandum from Scott DeVito, PGA General Manager dated March 5, 2024; attached hereto.

MEMORANDUM

To: Paul Brean, Executive Director 

From: Scott DeVito, General Manager – Pease Golf Course 

Date: March 5, 2024

Subject: Request to purchase a Trim Surround Mower

Pease Golf Course (“Golf Course”) requests authority to pre-order and purchase a Toro Trim Surround Mower from Turf Products Inc., of 157 Moody Road, Enfield, CT 06082, for a purchase price of \$46,646.11. The estimated ship date is 14 to 18 months from date of approval with pricing not to exceed a 15% increase. The extended ship date and potential price increase are due to ongoing issues surrounding the supply chain and inflation, resulting in delays and uncertainty in the market for this piece of equipment. The Golf Course’s objective is to lock in its order in hopes of receiving this piece of equipment during the 2025 season, within a known price range.

Bid documents were advertised in January, with three bids being received on Monday, February 26, 2024, as follows:

- | | |
|---------------------------|-------------|
| • MTE Equipment Solutions | \$43,760.58 |
| • Turf Products Inc. | \$46,646.11 |
| • Finch Turf Inc. | \$55,892.54 |

MTE Equipment Solutions failed to meet bid requirements by not providing insurance information with its submittal and made no indication of being able to meet the requested delivery date. Finch Turf Inc. quoted delivery of its product by May 1, 2024, but the product does not meet the deck specifications in the bid documents.

As such, the Golf Course is requesting authority to purchase the Trim Surround mower from Turf Products Inc., which was the lowest qualified bidder. Turf Products Inc. quoted a Trim Surround Mower which has interchangeable front and rear rollers, bearings, blades, and decks, matching four other Toro mowers currently in use at the Golf Course. PDA Golf Maintenance staff are trained in operating and maintaining this piece of equipment due to its similarity with existing fleet models. Funds for the Trim Surround Mower have been scheduled in the Golf Course FY2025/FY2026 capital budget. By way of background, the Golf Course received two pieces of equipment in the fall of 2023, ordered from Turf Products Inc. in June of 2022; Turf Products Inc. maintained the original quoted pricing for both items.

Golf Course staff made the decision to rehab a 2010 Trim Surround Mower currently in use at the course in August of 2023, in anticipation of not receiving the new mower in 2024.

At the March 14, 2024, Board meeting, please seek authority to enter into an agreement with Turf Products Inc. to purchase a Trim Surround Mower at a price of \$46,646.11, with a cap of the quoted pricing not to exceed 15%.

Thank you in advance for your consideration.

MOTION

Director Conard:

In accordance with the recommendation from the Pease Golf Committee, the Pease Development Authority Board of Directors authorizes the Executive Director to enter into a contract with Turf Products Inc, of 157 Moody Road, Enfield, CT 06082, to purchase a GreensPro 1260 Riding Greens Roller for the Pease Golf Course in an amount not to exceed \$18,389.69; all in accordance with the memorandum from Scott DeVito, PGA General Manager dated March 5, 2024; attached hereto.

MEMORANDUM

To: Paul Brean, Executive Director *PBW*

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

Date: March 5, 2024

Subject: Request to purchase a Riding Greens Roller

Pease Golf Course (“Golf Course”) requests authority to purchase a Riding Greens Roller from Turf Products Inc., of 157 Moody Road, Enfield, CT 06082 for a price not to exceed \$18,389.69; delivery date to be on or before May 31, 2024.

Bid documents were prepared and advertised in the Manchester Union Leader; four bids were received and opened on Thursday, February 22, 2024.

Bids received:

- MTE Equipment Solutions - \$15,950.40
- Turf Products Inc. - \$18,389.69
- Finch Turf Inc. RB70 - \$20,037.06
- Finch Turf Inc. RC50 - \$20,266.77

MTE Equipment Solutions failed to meet bid requirements by not providing insurance information with its submittal and made no indication of being able to meet the requested delivery date.

As such, the Golf Course is requesting authority to purchase the GreensPro 1260 Riding Greens Roller from Turf Products Inc., which was the lowest qualified bidder.

This purchase is part of the Golf Course capital equipment replacement schedule, recommended by the Golf Committee. The purchase of the new Riding Greens Roller would replace a used Riding Greens Roller purchased in 2010.

At the March 14, 2024, Board Meeting please seek authority to enter into an agreement with Turf Products Inc. for the purchase of the GreensPro 1260 Riding Greens Roller in an amount not to exceed \$18,389.69, as described above.

Thank you in advance for your consideration.

P:\BOARDMTG\2024\Board Memo - Riding Greens Roller (3-14-2024).docx

MOTION

Director Ferrini:

In accordance with the recommendation from the Pease Golf Committee, the Pease Development Authority Board of Directors approves the Pease Golf Course rate increases commencing September 1, 2024, and to limit the capacity of each Pease Golf Course pass category effective January 1, 2025; all in accordance with the memorandum of Scott DeVito, General Manager - Pease Golf Course, dated February 22, 2024; attached hereto.

MEMORANDUM

To: Paul Brean, Executive Director *pb*

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

Date: February 22, 2024

Subject: Request to increase rates commencing September 1, 2024, and limit capacity of each pass category effective January 1, 2025

This is a request to increase rates commencing September 1, 2024, and to place a cap on the capacity allowed for each pass category effective January 1, 2025.

Summary Request:

During the Season Pass renewal process for the calendar year 2024 golf season, Pease Golf Course (“PGC”) saw a significant number of passholders shift to the Senior rate which detrimentally impacted revenue projections. To address this revenue shortfall in the near term, PGC requests to increase its rates and cap the capacity allowed for each pass category.

Pass Category	2024 Total #	Proposed Capacity eff. 1/1/2025	2024 Price	Proposed Rates eff. 9/1/2024
Full Week	67	65	\$2,000	\$2,200
Full Week Couple	4	5	\$3,600	\$4,100
Mid-Week	20	45	\$1,700	\$1,700*
Mid-Week Couple	4	5	\$3,000	\$3,100
Senior Mid- Week	95	70	\$1,500	\$1,600
Senior Mid- Week Couple	10	10	\$2,600	\$2,900
College Student	4	10	\$750	\$750*
Junior	20	20	\$450	\$500
Annual Riding Cart	25	Unlimited	\$700 7D \$600 5D	\$900 7D \$800 5D
TOTAL	249	230		

(*No proposed increase from 2024 rates.)

Rate Increase:

PGC season passes are undervalued in comparison to public facilities in the surrounding area, especially PGC’s Full Week and Full Week Couple passes. Additionally, PGC is one of only two courses in the area which offers Senior passes; currently representing the largest percentage of total season passes sold.

PGC’s recommendation is to increase rates of passes where its rates are significantly less than other public courses: Full Week, Full Week Couple, Senior Mid-Week, Senior Mid-Week Couple, and Junior.

Additionally, PGC recommends eliminating the “pay early discount” so the full rate can be recognized against the budget.

Available Competitive Pricing:

Pass Category	Pease Proposed Rates eff. 9/1/2024	Breakfast Hill 2024	The Oaks 2024	Rochester 2024	Atkinson 2024
Full Week	\$2,200	\$2,600	\$3,500	\$2,100	\$4,700
Full Week Couple	\$3,900	\$4,800	\$5,000	\$3,450	\$7,600
Mid-Week	\$1,700*	\$1,500	\$2,600	\$1,900	\$3,300
Mid-Week Couple	\$3,000*	\$2,700	\$3,700	\$2,850	\$5,000
Senior Mid-Week	\$1,700	NA	NA	\$2,000	NA
Senior Mid-Week Couple	\$3,100	NA	NA	\$3,250	NA
Student	\$750*	NA	NA	\$900	\$2,300
Junior	\$500	NA	NA	\$375	\$1,200
Annual Riding Cart	\$900 7D \$800 5D	\$720	\$1,000	\$900	\$1,800

(*No proposed increase from 2024 rates.)

Note: The 2024 passes at the Links at Outlook are filled and have not made its season pass rates available.



MOTION

Director Lamson:

The Pease Development Authority Board of Directors authorizes the Executive Director to enter into a contract with Ransom Consulting, LLC, PDA's on-call environmental services contractor, for the purpose of stormwater sampling, in an amount not to exceed \$60,000.00; all in accordance with a memorandum of Jared Sheehan, Environmental Compliance Manager, dated February 22, 2024; attached hereto.

N:\RESOLVES\2024\Stormwater Sampling – Ransom (3-14-24).docx

Memorandum

To: Paul E. Brean, Executive Director 
From: Jared Sheehan, Environmental Compliance Manager 
Date: February 22, 2024
Subject: MS4 Monitoring Plan Stormwater Sampling

PDA applied for coverage under the EPA's Individual National Pollutant Discharge Elimination System (NPDES) Permit Application for Stormwater Discharges from Industrial and Municipal Separate Storm Sewer System (MS4) on July 1, 2018, and made three supplemental information submissions in 2023. As part of the final submission in August 2023, PDA included a stormwater monitoring plan to acquire additional stormwater data from 10 outfalls on the Tradeport. EPA reviewed the plan and following subsequent communications between the parties, issued a letter dated February 16, 2024, detailing the required stormwater monitoring plan for the PDA's permit application to proceed. Pursuant to this plan, ten outfalls must be sampled quarterly over the next year, with a final report provided by March 1, 2025.

Given the need to begin implementation of this plan right away, PDA staff contacted Ransom Consulting, LLC (Ransom), PDA's on-call environmental services contractor, to develop a scope of work (SOW) and estimate to complete the EPA approved stormwater monitoring plan. Ransom has an extensive history of stormwater sampling at Pease and is currently performing monthly stormwater sampling for PDA under the existing administratively extended NPDES permit. The SOW consists of sampling stormwater at ten outfall locations at quarterly intervals for the period of one year for a list of parameters approved by the EPA in their letter dated February 16, 2024. Once this sampling is completed, EPA will review this data in order to draft an individual MS4 permit for PDA.

The proposed SOW is estimated not to exceed \$60,000. At this month's Board of Directors meeting, please ask the Board to approve Ransom's proposed SOW for sampling stormwater at the Tradeport over the next twelve months pursuant to the EPA's approved plan.

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MOTION

Director Parker:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to retroactively approve the Right of Entry extension request of Apex Design Build for work associated with a potential development at 360 Corporate Drive; all in accordance with the Right of Entry dated September 14, 2023, and accompanying extension dated February 27, 2024; attached hereto.

N:\RESOLVES\2024\Apex Design Build ROE Extension (3-14-24).docx

February 27, 2024

VIA E-mail: jeffk@apexdesignbuild.net

Mr. Jeff Kilburg
Apex Design Build
9550 W Higgins Road, #170
Rosemont, IL 60018

**Re: Right of Entry
360 Corporate Drive, Portsmouth, NH**

Dear Mr. Kilburg:

This letter, when fully executed, will grant to Apex Design Build ("Apex") and/or its agents and contractors an extension to June 28, 2024, of its Right of Entry ("ROE") to enter 360 Corporate Drive, and the surrounding designated premises. All other terms and conditions set forth in the ROE dated September 14, 2023, shall remain in full force and effect.

Please indicate, by your signature below, Apex's consent and return the same to me with updated evidence of insurance should there have been any changes to the policy or coverages since the ROE was finalized.

Very truly yours,

Paul E. Brean
Executive Director

Agreed and accepted this ____ day of _____, 2024.

Apex Design Build

By: _____
Print Name: _____
Its Duly Authorized: _____

September 14, 2023

Mr. Jeff Kilburg
Apex Design Build
9550 W Higgins Road, #170
Rosemont, IL 60018

**Re: Right of Entry
360 Corporate Drive, Portsmouth, NH**

Dear Mr. Kilburg:

This letter will authorize Apex Design Build, ("Apex"), with an address of 9550 W Higgins Road, #170, Rosemont, IL 60018, to enter upon and utilize a portion of the asphalt parking area at 360 Corporate Drive, Portsmouth, New Hampshire, as shown on the attached Exhibit A (the "Premises") for vehicle parking and the installation of a construction trailer commencing September 18, 2023 through January 31, 2024 (the "Term") for the purposes of operating a temporary office and meeting space. The privileges granted under this Right of Entry will expire on January 31, 2024.

This authorization is conditioned upon the following:

1. Apex agrees that any use of the Premises is at its sole risk and that its signature below constitutes its agreement to assume full responsibility for any and all risk of loss or damage to property and injury or death to persons by reason of or incident to its entry or the entry by any of its employees, agents, patrons, or invitees upon the Premises and/or the exercise of any of the authorities granted herein. Apex expressly waives all claims against the Pease Development Authority and the State of New Hampshire for any such loss, damage, personal injury or death caused by or occurring as a consequence of Apex's and its employees, agents, patrons, or invitees use of the Premises or the conduct of activities or the performance of responsibilities under this authorization. Apex further agrees to defend and indemnify the Pease Development Authority and the State of New Hampshire, its officers, board members, agents and employees, from and against all suits, claims, demands or actions, liabilities, judgements, costs and attorney's fees arising out of or related to Apex's, and its employees, agents, patrons, or invitees use of the Premises or any activities conducted or undertaken in connection with or pursuant to this authorization..

Page Two

September 14, 2023

Re: Right of Entry

360 Corporate Drive, Portsmouth, NH

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

3. Apex, and/or any agent of Apex, shall provide to the PDA satisfactory evidence of comprehensive general liability insurance to a limit of not less than Two Million Dollars (\$2,000,000.00) per occurrence, naming the Pease Development Authority as an additional insured; automobile liability insurance in the amount of One Million Dollars (\$1,000,000.00) and evidence of workers compensation coverage to statutory limits.

Each such policy or certificate therefor issued by the insurer shall contain: (i) a provision that no act or omission of any employee, officer or agent of Apex which would otherwise result in forfeiture or reduction of the insurance therein provided shall affect or limit the obligation of the insurance company to pay the amount of any loss sustained; (ii) provide that the insurer shall have no right of subrogation against Pease Development Authority; and (iii) a provision that any liability insurance coverage required to be carried shall be primary and non-contributing with respect to any insurance carried by PDA. It is the intent of Apex that such policies will not be cancelled. Should a policy cancellation occur, PDA will be advised in accordance with policy provisions.

4. Apex shall ensure that vehicles, trailers and equipment are not left on the Premises in excess of the term limits of this Right of Entry and to assume full responsibility for the removal of vehicle(s), trailers and equipment left on the Premises, time being of the essence.

5. Apex shall provide snow removal and salting, as necessary, for the Premises during the periods of use provided for under the terms of this Right of Entry. Apex or any contractor of Apex shall also obtain certification by the New Hampshire Department of Environmental Services as a Commercial Salt Applicator. Certification includes the successful completion of the Green SnoPro training program. All personnel employed in snow removal operations shall be familiar with salt reduction measures.

6. Apex shall coordinate the initial snow removal with the PDA Maintenance Department. All snow removal, sanding, and salting shall be at Apex's own cost and expense.

7. Apex agrees that Apex's maintenance and management of the Premises shall be done at its own costs and expense.

Page Three

September 14, 2023

Re: **Right of Entry**

360 Corporate Drive, Portsmouth, NH

8. Either party may terminate this Right of Entry upon five (5) business days written notice to the other. If terminated by the PDA, Apex shall have up to seven (7) business days to remove its property from the Premises and shall restore the Premises to the same or better conditions than the Premises was in before its use pursuant to this Right of Entry. Any vehicles, trailer or equipment left on the Premises following termination may be removed from the Premises by the PDA at the expense of Apex.

9. Apex agrees herein that this letter of authorization does not constitute a grant of an exclusive interest in the Premises, an option to lease the Premises, or an offer to lease the Premises.

10. Apex agrees to pay PDA a \$1,000.00/month fee for use of the Premises, prorated for the period of use under this Right of Entry (the "Fee"):

Portion of 360 Corporate Drive

\$1,000.00/month

The Fee shall be payable in advance in monthly installments and pro-rated for any partial periods. Payment shall be delivered to the PDA, 55 International Drive, Portsmouth, NH, 03801.

11. Municipal Services Fee. In addition to the Fee required to be paid under the terms of this ROE, Apex shall also pay to PDA, as additional rent, a municipal services fee in accordance with the Municipal Services Agreement by and between the City of Portsmouth, the Town of Newington and the PDA effective July 1, 1998. This fee is for fire, police and roadway services provided by or on behalf of PDA at the Airport. The Municipal Services Fee shall be paid in total with the first month's Fee payment.

Municipal Services Fee

\$100.00/month

12. Apex agrees that it may not pave any portion of the Premises which it has been granted the use of pursuant to this ROE, without the express written permission of the PDA.

13. Apex shall provide PDA with contact information of a local representative from Apex, who shall be available to respond to communications concerning this ROE.

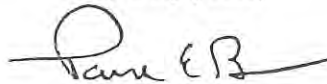
Page Four

September 14, 2023

Re: **Right of Entry**
360 Corporate Drive, Portsmouth, NH

Please indicate by your signature below Apex's consent to the terms and conditions of this Right of Entry, include local contact information, and return the same to me with evidence of insurance, payment of fee, and contact information as required.

Very truly yours,



Paul E. Brean
Executive Director

Agreed and accepted this 15 day of September, 2023

Apex Design Build

By: 

Print Name/Title Jeffrey Kilburg, Project Director
Duly Authorized

cc: Suzy Anzalone, Director of Finance
Chasen Congreves, Director of Operations

Page Five

September 14, 2023

Re: **Right of Entry**

360 Corporate Drive, Portsmouth, NH

**EXHIBIT A
PREMISES**

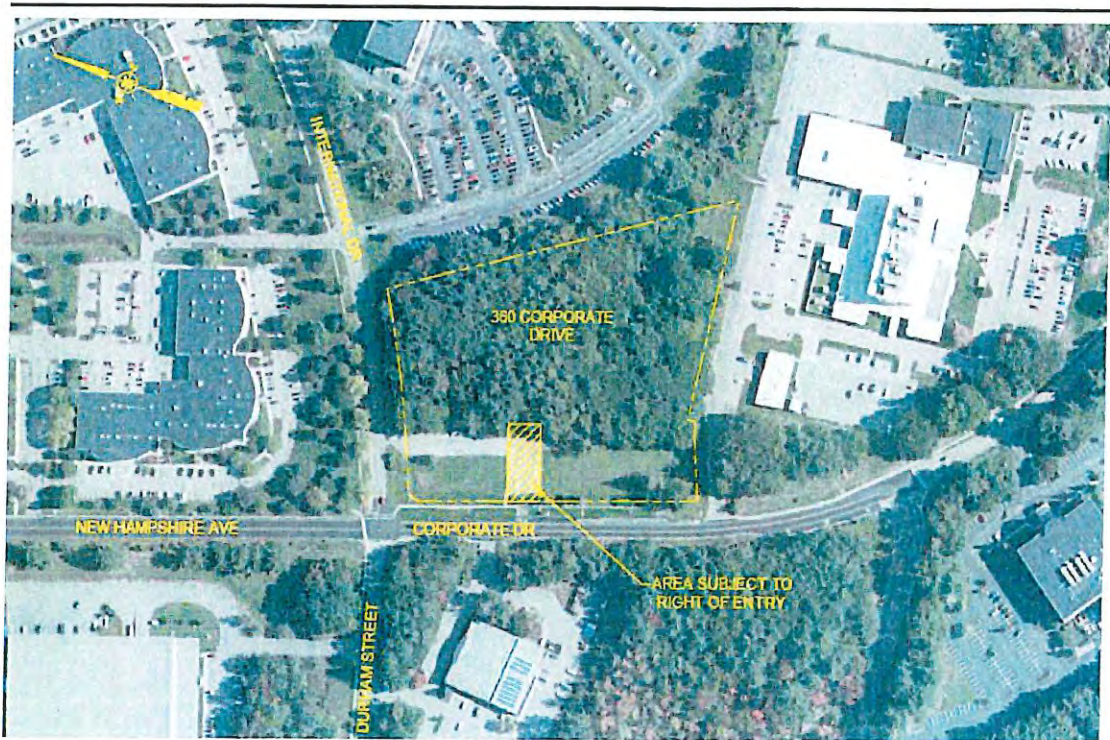


Exhibit Depicting Right of Entry for 360 Corporate Drive

DESIGNED BY: MRM DATE: 9/11/23 SCALE: 1"=200'

MOTION

Director Ferrini:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$47,099.00 for payment of legal services provided by Sheehan Phinney Bass & Green and Anderson Kreiger; all in accordance with the memorandum from Anthony I. Blenkinsop, Deputy Director / General Counsel, dated March 4, 2024; attached hereto.

MEMORANDUM

To: Pease Development Authority Board of Directors

From: Anthony I. Blenkinsop, Deputy Director / General Counsel *ACB*

Date: March 4, 2024

Re: Legal Services

Sheehan Phinney Bass & Green provided legal services to the Pease Development Authority (“PDA”) in the months of December 2023 and January 2024 in a total amount of **\$46,603.00**, as follows:

December 1, 2023 – December 31, 2023	
(for Tradeport General Representation)	\$ 9,773.00
(for Permit Implementation)	\$ 3,248.00
(for Ports and Harbors)	<u>\$ 2,059.00</u>
	\$15,080.00
January 1, 2024 – January 31, 2024	
(for Tradeport General Representation)	\$17,110.00
(for Permit Implementation)	\$12,238.00
(for Ports and Harbors)	<u>\$ 2,175.00</u>
	\$31,523.00

Anderson Kreiger provided legal services to the PDA in the months of September and November 2023 in the amount of **\$496.00** as follows:

September 2023	\$310.00
November 2023	\$186.00

This is request approval by the Board of Directors to authorize the Executive Director to expend funds for legal services rendered to Sheehan, Phinney, Bass & Green and Anderson Kreiger in a total amount of **\$47,099.00**.

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

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$9,773.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$9,773.00

BALANCE DUE:	\$9,773.00

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

AMOUNT PAID... \$ _____

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Permit Implementation

CLIENT/CASE NO. 14713-19658

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$3,248.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$3,248.00

BALANCE DUE:	\$3,248.00

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

AMOUNT PAID... \$ _____

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Market Street Terminal Reconstruction

CLIENT/CASE NO. 14713-17464

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$2,059.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$2,059.00

BALANCE DUE:	\$2,059.00

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

AMOUNT PAID... \$ _____

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: General Representation - Trade Port

CLIENT/CASE NO. 14713-10167

BILLING ATTORNEY: Lynn J. Preston

TOTAL FOR PROFESSIONAL SERVICES RENDERED: \$17,110.00

TOTAL EXPENSES: \$0.00

TOTAL THIS BILL: \$17,110.00

BALANCE DUE: \$17,110.00

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

AMOUNT PAID... \$ _____

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

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Permit Implementation

CLIENT/CASE NO. 14713-19658
BILLING ATTORNEY: Lynn J. Preston

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$12,238.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$12,238.00

BALANCE DUE:	\$12,238.00

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... \$ _____

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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

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$2,175.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$2,175.00

BALANCE DUE:	\$2,175.00

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

AMOUNT PAID... \$ _____

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

ANDERSON KREIGER

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

October 12, 2023

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

Reference # 148623 / 1047-4136

In Reference To: Federal Regulatory Advice

Professional Services

Hours

Amount

Attorney/Paralegal Summary

Name	Hours	Rate	Amount
David S. Mackey	0.50	620.00	310.00

Payments

09/14/2023	Payment	Ck#38526	248.00
10/12/2023	Payment	CK#038786	434.00
Sub-total Payments:			<u>\$682.00</u>

Total Current Billing: \$310.00

Previous Balance Due: \$0.00

Total Now Due: \$310.00

PLEASE NOTE: ALL BALANCES DUE WITHIN 30 DAYS

ANDERSON KREIGER

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

January 24, 2024

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

Reference # 150002 / 1047-4136

In Reference To: Federal Regulatory Advice

Professional Services

Hours Amount

Attorney/Paralegal Summary

Name	Hours	Rate	Amount
David S. Mackey	0.30	620.00	186.00

Payments

01/18/2024 Payment CK#039293

372.00

Sub-total Payments: \$372.00

Total Current Billing: \$186.00

Previous Balance Due: \$310.00

Total Now Due: \$496.00

PLEASE NOTE: ALL BALANCES DUE WITHIN 30 DAYS

Memorandum

Date: February 29, 2024
To: Paul Brean, Executive Director
From: Suzy Anzalone, Director of Finance
Re: Executive Summary- Financial Reports



In anticipation of the upcoming March 14, 2024 Pease Development Authority Board meeting, the following is an Executive Summary of the financial results for the seven months ended January 31, 2024:

Consolidated Results

Pease Development Authority - Consolidated			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	11,483	11,470	13
Operating Expenses	8,709	9,818	1,109
Operating Income	2,775	1,653	1,122
Depreciation	4,200	4,366	166
Non Oper. (Inc)/Exp	(373)	(48)	325
Net Operating Income (Loss)	(1,053)	(2,665)	1,613

Consolidated operating revenues for the seven-month period ending January 31st totaled \$11.5 million, trending slightly higher than budget (0.1%). Fuel sales, wharfage and dockage and other fee revenues at the Harbors represent line items continuing to trend lower than budget. For the month of January however, wharfage and dockage fees exceeded budget by \$99,000. Other revenue line items trending higher than budget on a year-to-date basis include golf fees and fuel flowage fees.

Operating expenses totaled \$8.7 million through January, under budget by \$1.1 million (11.3%). Year-to-date cost underruns include full-time wages and benefits, building and facilities expenses, utilities, equipment maintenance, professional services, and fuel purchases (due to lower fuel sales). Cost overruns include overtime, part-time wages, airfield pavement maintenance and golf merchandise cost of goods sold.

Non-operating income includes year-to-date interest income of \$341,000 and Covid related grant funding for Skyhaven in the amount of \$32,000. Year-to-date net operating loss is (\$1.1) million performing favorably against the budgeted loss of (\$2.7) million.

Business Unit Performance

Portsmouth Airport

Portsmouth Airport (PSM) incl Security			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	1,492	1,301	191
Operating Expenses	2,130	2,335	205
Operating Income	(638)	(1,034)	396
Depreciation	2,487	2,742	255
Non Oper. (Inc)/Exp	(0)	0	0
Net Operating Income (Loss)	(3,125)	(3,776)	652

Operating revenues for Portsmouth Airport are higher than budget by \$191,000 (14.7%) mainly stemming from higher fuel flowage fees. Operating expenses are favorable by \$205,000 (8.8%) attributable to lower utilities expense and building and facilities expenses but are offset by cost overruns in wages and overtime expenses, NH retirement expense (due to one-time buy-back of \$41k), runway paint and pavement expenses, equipment parts and marketing expenses.

Skyhaven Airport

Skyhaven (DAW)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	137	135	2
Operating Expenses	176	148	(28)
Operating Income	(40)	(13)	(26)
Depreciation	243	258	14
Non Oper. (Inc)/Exp	(32)	0	32
Net Operating Income (Loss)	(251)	(271)	20

Operating revenues at Skyhaven are budget neutral. Year-to-date fuel sales of \$48,225 represent 7,934 gallons sold. Year-to-date gallons sold are trending 13.6% lower than prior year. Poor weather conditions during peak flying months are the main driver of this decrease. Operating expenses are over budget by \$28,000, mainly driven by part-time wages as staffing levels are higher than budgeted assumptions. Non-operating Income includes \$32,000 in grant funds received for COVID related expenses in prior years.

Tradeport

Tradeport			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	5,984	5,977	6
Operating Expenses	310	377	67
Operating Income	5,674	5,600	74
Depreciation	454	478	24
Non Oper. (Inc)/Exp	(135)	0	135
Net Operating Income (Loss)	5,355	5,122	233

Year-to-date revenues at the Tradeport are slightly favorable (\$6,000). Expenses are trending under budget by \$67,000 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	2,299	2,127	173
Operating Expenses	1,520	1,550	30
Operating Income	779	576	203
Depreciation	215	221	6
Non Oper. (Inc)/Exp	(153)	(0)	153
Net Operating Income (Loss)	717	355	362

Golf course revenues through November are favorable \$173,000 (6.9%) attributable to higher revenue in golf fees and merchandise sales. Expenses are favorable by \$30,000 year-to-date. Expense underruns consist of utilities and general and administrative expenses. Cost overruns include wages (due to seasonal golf lesson income included in wages), vegetation control and equipment parts.

Division of Ports and Harbors-Unrestricted

Division of Ports and Harbors (Unrestricted)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	1,480	1,824	(344)
Operating Expenses	1,509	1,899	389
Operating Income	(30)	(75)	46
Depreciation	701	574	(127)
Non Oper. (Inc)/Exp	(47)	(1)	45
Net Operating Income (Loss)	(684)	(648)	(36)

Year-to-date unrestricted operating revenues for the DPH were \$344,000 (18.8%) lower than budget. Fuel sales are under budget by \$226,000, offset by lower fuel purchases (\$196,000 lower). Wharfage and dockage fees are trending lower as well, but January was a strong month with revenue coming in \$99,000 higher than budget. Operating expenses are trending lower by \$389,000 (20.5%) and are attributable to lower fuel purchases, wages and benefits, and utilities expenses.

Balance Sheet/Statement of Net Position (Consolidated)

(\$ 000's)	As of 1/31/2024	As of 1/31/2023
Assets		
Current Assets	22,593	19,533
Restricted Assets	1,456	1,498
Non-Current Assets	315,055	293,832
Total Assets	339,104	314,863
Deferred Outflows of Resources	3,049	3,705
Liabilities		
Current Liabilities	4,480	3,331
Non-Current Liabilities	11,476	12,001
Total Liabilities	15,955	15,332
Deferred Inflows of Resources	213,258	201,506
Net Position		
Net Invest. in Cap Assets	101,924	96,601
Restricted	1,332	1,361
Unrestricted	9,684	3,767
Total Net Position	112,940	101,729

The January balance sheet consists of \$22.6 million in current assets which include \$15.1 million in unrestricted cash (both PDA and DPH), \$6.5 million in trade and lease receivables, and \$1 million in inventory and prepaid expenses.

Restricted assets total \$1.5 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 \$7.7 million with most costs incurred for the rehabilitation of the Main Pier at Market Street (\$5.5 million), but also include the PSM Arrivals Hall, Alpha North Taxiway construction and various equipment purchases.

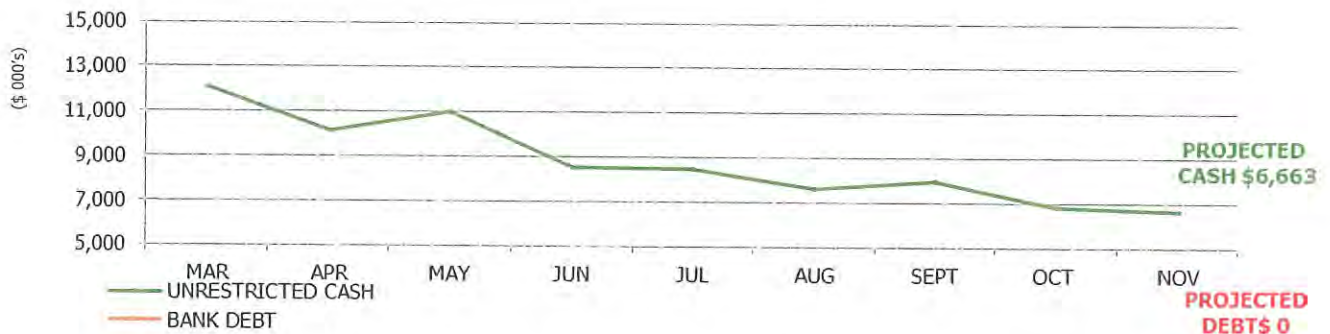
Current liabilities of \$4.5 million represent trade accounts payable, retainage and various accrued expenses.

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

During the next nine-month period, cash inflows are projected at \$22.7 million, mainly provided by operating revenues but also includes \$7 million in grant funding.

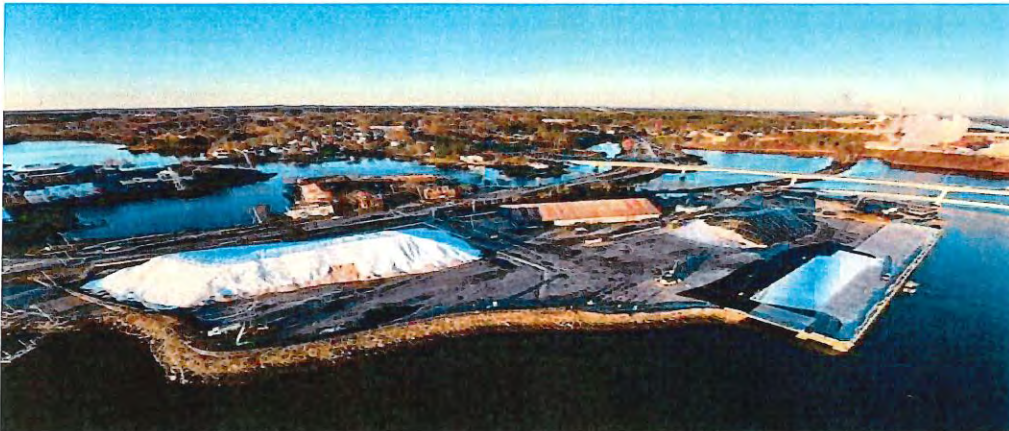
Cash outflows of \$28.0 million during this same period incorporate \$15.9 million in both grant and non-grant related capital expenditures, as well as outflows from normal operating expenses and municipal service fee payments. Current projections indicate that we will not need to draw on our line of credit over the next nine months, and we expect unrestricted cash to decrease to \$6.7 million. The chart below outlines cash and debt balances over the next nine-month period.

PROJECTED CASH AND DEBT BALANCES



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

**PEASE DEVELOPMENT AUTHORITY
FY2024 FINANCIAL REPORT
FOR THE SEVEN MONTH PERIOD
ENDING JANUARY 31, 2024**



**BOARD OF DIRECTORS MEETING
MARCH 14, 2024**



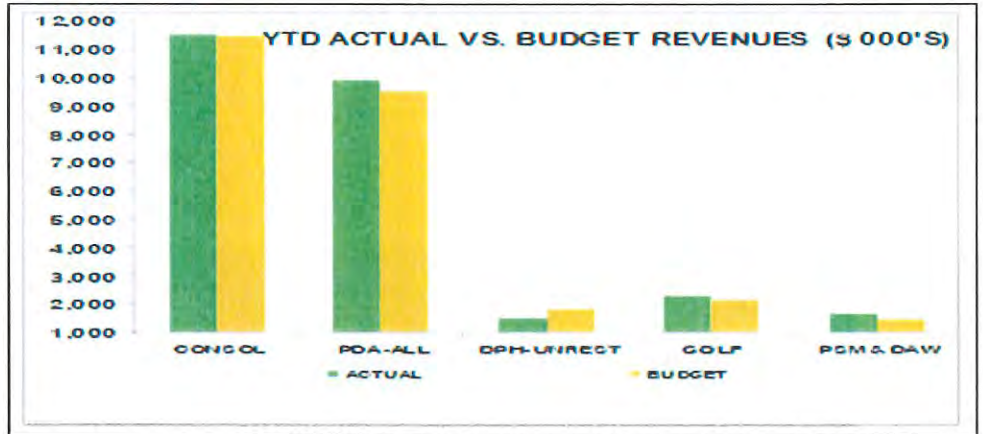
PEASE DEVELOPMENT AUTHORITY

Revenues and Expenditures –Seven Months Ended January 31, 2023

Trends:

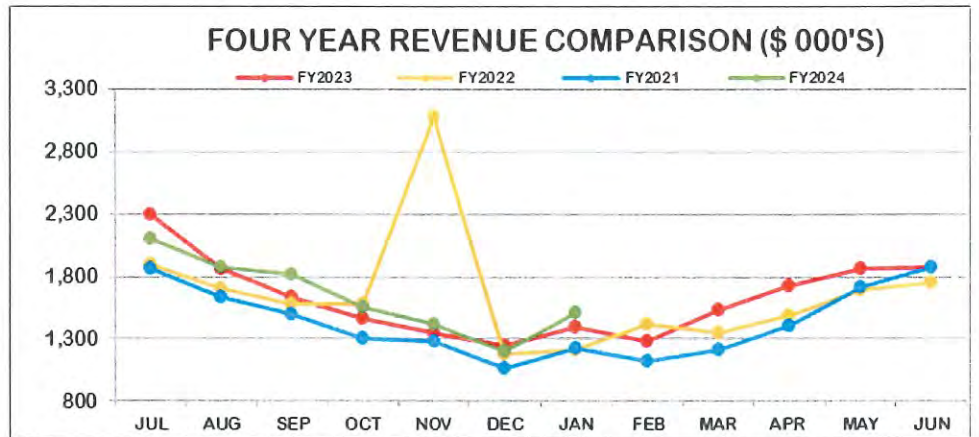
YTD revenue budget neutral

- 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:

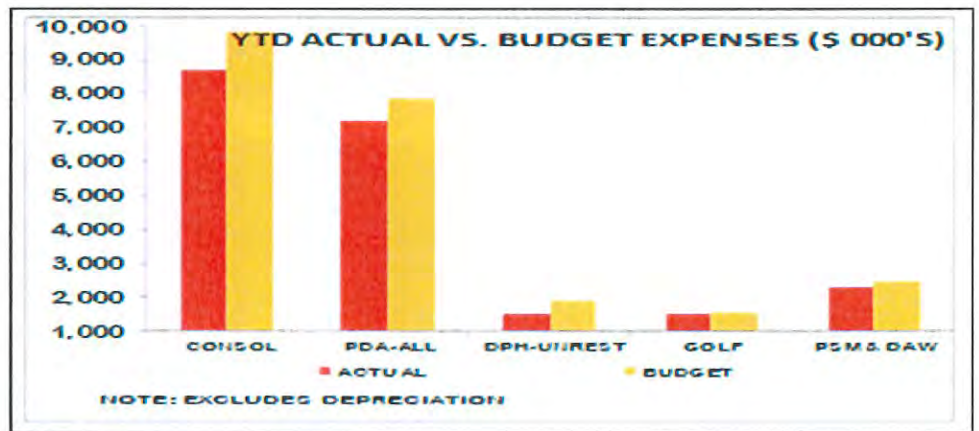
- November 2021 includes sale of 30 NH Ave
- July revenues include annual rent payment-Great Bay Comm. College
- June revenues include increase in Golf fee revenue



Trends:

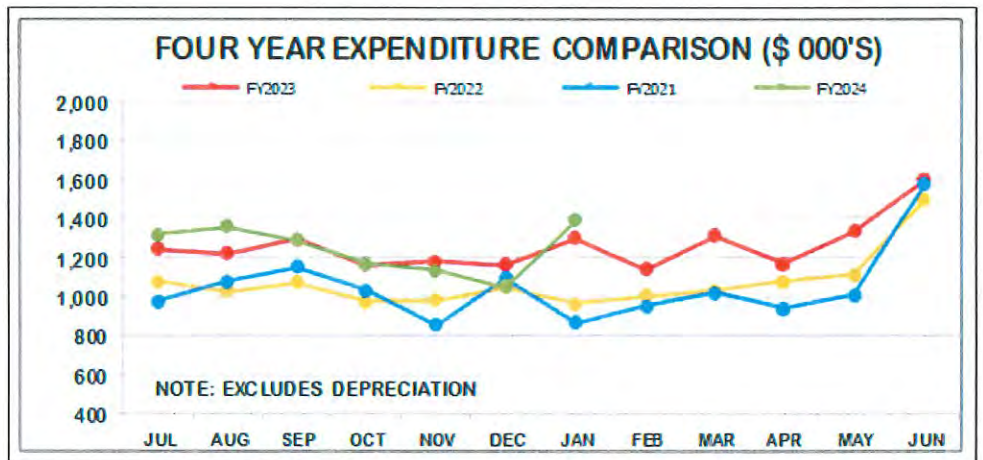
YTD Operating Expenses lower by 11.3%:

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



Trends:

June 2020-June 2023 – Retirement OPEB year end adjustments



PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses
For the Seven Months Ending January 31, 2024

	Actual Jan FY 2024	Budget Jan 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	\$907,776	\$922,325	(\$14,549)	(1.6%)	\$6,722,037	\$6,709,318	\$12,719	0.2%
CARGO AND HANGARS	15,918	15,078	840	5.6%	105,547	102,803	2,744	2.7%
	<u>923,694</u>	<u>937,403</u>	<u>(13,709)</u>	<u>(1.5%)</u>	<u>6,827,584</u>	<u>6,812,121</u>	<u>15,463</u>	<u>0.2%</u>
CONCESSION REVENUE	46,903	31,934	14,969	46.9%	409,525	347,478	62,048	17.9%
FEE REVENUE								
AVIATION FEES	-	-	-	-	1,020	-	1,020	-
FUEL FLOWAGE	56,605	34,466	22,139	64.2%	563,364	421,304	142,061	33.7%
PSM TSA/LEO REVENUE	6,790	1,833	4,957	270.4%	18,279	12,833	5,446	42.4%
PSM SECURITY REVENUE	1,880	1,917	(37)	(1.9%)	15,205	13,417	1,788	13.3%
GOLF FEES	62,522	17,404	45,118	259.2%	1,418,132	1,287,898	130,235	10.1%
GOLF SIMULATORS	26,413	13,314	13,099	98.4%	71,985	56,225	15,761	28.0%
GOLF MEMBERSHIPS	0	0	0	-	253,444	253,125	319	0.1%
GOLF LESSONS	380	0	380	-	21,954	22,395	(441)	(2.0%)
MOORING FEES	37,677	39,584	(1,907)	(4.8%)	263,737	277,084	(13,347)	(4.8%)
PARKING	48,992	31,595	17,396	55.1%	300,405	288,743	11,662	4.0%
PIER USAGE FEES	13,092	9,167	3,925	42.8%	49,185	64,167	(14,982)	(23.3%)
REGISTRATIONS	32,202	18,917	13,285	70.2%	95,451	132,417	(36,966)	(27.9%)
TERMINAL FEES	-	-	-	-	-	-	-	-
WHARFAGE AND DOCKAGE	150,427	51,667	98,760	191.1%	231,704	361,669	(129,965)	(35.9%)
	<u>436,980</u>	<u>219,863</u>	<u>217,116</u>	<u>98.8%</u>	<u>3,303,866</u>	<u>3,191,275</u>	<u>112,591</u>	<u>3.5%</u>
FUEL SALES	17,250	14,802	2,448	16.5%	449,108	673,698	(224,590)	(33.3%)
INTEREST INCOME								
LOAN INTEREST	3,254	3,000	254	8.5%	20,034	21,000	(966)	(4.6%)
OTHER REVENUES								
MERCHANDISE	7,015	6,608	407	6.2%	226,797	202,813	23,984	11.8%
ALL OTHER	72,726	26,359	46,367	175.9%	246,401	222,096	24,306	10.9%
	<u>79,741</u>	<u>32,967</u>	<u>(46,774)</u>	<u>(141.9%)</u>	<u>473,198</u>	<u>424,908</u>	<u>(48,290)</u>	<u>(11.4%)</u>
TOTAL OPERATING REVENUE	1,507,822	1,239,970	267,853	21.6%	11,483,315	11,470,480	12,836	0.1%
OPERATING EXPENSES								
WAGES AND FRINGE BENEFITS								
WAGES								
BENEFITED REGULAR	423,260	399,031	(24,229)	(6.1%)	2,854,741	2,982,715	127,974	4.3%
BENEFITED OVERTIME	48,440	24,128	(24,312)	(100.8%)	206,594	142,925	(63,669)	(44.5%)
NON-BENEFITED REGULAR	76,193	64,843	(11,350)	(17.5%)	644,705	583,406	(61,299)	(10.5%)
NON-BENEFITED OVERTIME	7,732	3,676	(4,056)	(110.4%)	26,078	25,706	(373)	(1.4%)
ACCRUED VACATION BENEFITS	(1,220)	250	1,470	587.9%	(15,683)	1,750	17,433	996.2%
ACCRUED SICK TIME BENEFITS	485	333	(152)	(45.6%)	9,219	2,333	(6,886)	(295.1%)
	<u>554,891</u>	<u>492,261</u>	<u>(62,630)</u>	<u>(12.7%)</u>	<u>3,725,655</u>	<u>3,738,835</u>	<u>13,180</u>	<u>0.4%</u>
WAGE TRANSFERS OUT	-	-	-	-	-	-	-	-
	<u>554,891</u>	<u>492,261</u>	<u>(62,630)</u>	<u>(12.7%)</u>	<u>3,725,655</u>	<u>3,738,835</u>	<u>13,180</u>	<u>0.4%</u>
BENEFITS								
DENTAL INSURANCE	5,608	6,971	1,363	19.6%	37,584	48,800	11,217	23.0%
HEALTH INSURANCE	120,927	115,305	(5,623)	(4.9%)	756,528	807,133	50,605	6.3%
LIFE INSURANCE	2,172	2,987	815	27.3%	12,646	20,910	8,264	39.5%
NEW HAMPSHIRE RETIREMENT	95,612	65,342	(30,269)	(46.3%)	443,796	457,396	13,600	3.0%
POST RETIREMENT BENEFITS	11,016	12,015	999	8.3%	76,550	84,102	7,552	9.0%
EMPLOYEE DRUG TEST	98	170	72	42.4%	1,244	1,190	(54)	(4.6%)
OPEB EXPENSE	-	-	-	-	-	-	-	-
EMPLOYER FICA	41,431	37,969	(3,463)	(9.1%)	272,858	284,866	12,008	4.2%
UNEMPLOYMENT INS	162	0	(162)	-	223	0	(223)	-
	<u>277,027</u>	<u>240,759</u>	<u>(36,268)</u>	<u>(15.1%)</u>	<u>1,601,430</u>	<u>1,704,398</u>	<u>102,968</u>	<u>6.0%</u>
BENEFIT TRANSFERS OUT	-	-	-	-	-	-	-	-
	<u>277,027</u>	<u>240,759</u>	<u>(36,268)</u>	<u>(15.1%)</u>	<u>1,601,430</u>	<u>1,704,398</u>	<u>102,968</u>	<u>6.0%</u>
TOTAL WAGES & BENEFITS	831,918	733,020	(98,898)	(13.5%)	5,327,085	5,443,233	116,148	2.1%

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses
For the Seven Months Ending January 31, 2024

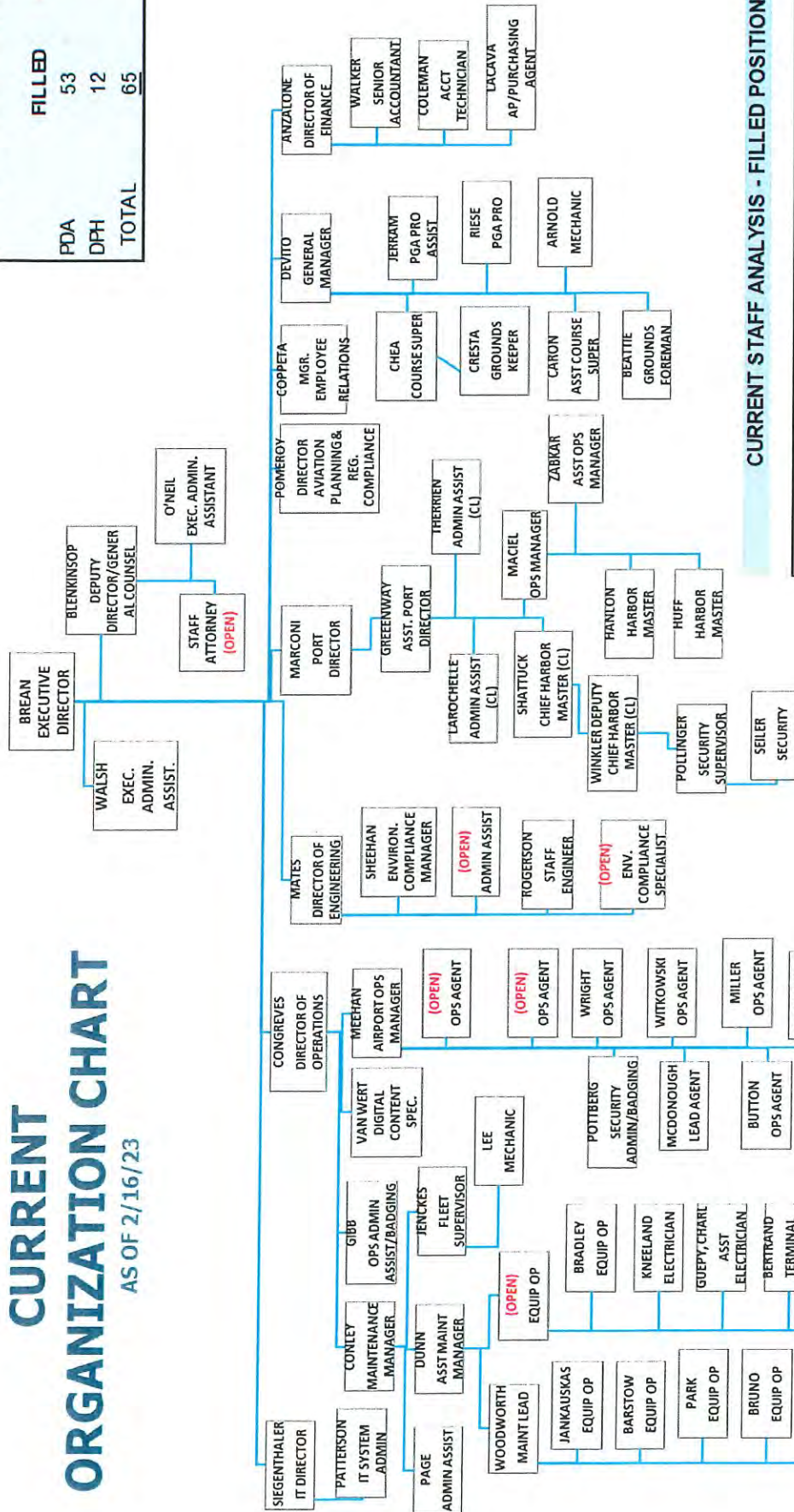
	Actual Jan FY 2024	Budget Jan FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
BUILDING AND FACILITIES								
AIRFIELD MAINTENANCE	13,272	4,875	(8,397)	(172.3%)	64,418	34,125	(30,293)	(88.8%)
COVID-19	-	-	-	-	-	-	-	-
SOIL & VEGETATION CONTROL	0	10,588	10,588	100.0%	81,152	74,113	(7,040)	(9.5%)
ENVIRONMENTAL TESTING	48,490	14,398	(34,092)	(236.8%)	98,195	100,786	2,591	2.6%
EQUIPMENT MAINTENANCE	72,389	42,767	(29,622)	(69.3%)	279,544	279,953	409	0.1%
FACILITIES MAINTENANCE	65,327	75,739	10,412	13.7%	463,792	595,173	131,382	22.1%
LANDSCAPING	0	2,216	2,216	100.0%	13,623	25,694	12,071	47.0%
NAVIGATION MAINTENANCE	0	4,792	4,792	100.0%	1,496	33,542	32,046	95.5%
OTHER EXPENSES	-	-	-	-	1,500	-	(1,500)	-
SECURITY	26,820	10,466	(16,354)	(156.3%)	86,859	99,123	12,265	12.4%
SNOW REMOVAL	5,409	58,036	52,627	90.7%	14,184	112,100	97,917	87.3%
EXPENSE TRANSFERS	-	-	-	-	-	-	-	-
	231,707	223,877	(7,832)	(3.5%)	1,104,763	1,354,609	249,847	18.4%
WAGE & BENEFIT TRANSFER IN	-	-	-	-	-	-	-	-
	231,707	223,877	(7,832)	(3.5%)	1,104,763	1,354,609	249,847	18.4%
GENERAL AND ADMINISTRATIVE								
BAD DEBT EXPENSE	-	-	-	-	-	-	-	-
BANK FEES	9,288	3,359	(5,929)	(176.5%)	80,705	89,320	8,615	9.6%
COMPUTER EXPENSES	21,634	9,167	(12,467)	(136.0%)	52,923	64,167	11,244	17.5%
DISCOUNTS AND LATE FEES	(49)	(189)	(140)	74.0%	(1,200)	(1,324)	(125)	9.4%
EQUIPMENT UNDER \$5,000	2,132	8,468	6,337	74.8%	45,748	58,287	12,539	21.5%
FEES AND LICENSES	2,823	6,344	3,521	55.5%	26,538	44,608	18,070	40.5%
INSURANCE	35,250	39,394	4,144	10.5%	248,227	252,712	4,485	1.8%
OFFICE EQUIPMENT	2,444	1,922	(522)	(27.2%)	11,706	13,452	1,746	13.0%
PROFESSIONAL DEVELOPMENT	2,393	4,393	2,000	45.5%	13,124	30,748	17,624	57.3%
SUPPLIES	11,805	7,092	(4,712)	(66.4%)	49,335	49,646	311	0.6%
TELEPHONES AND COMMUNICATIONS	15,588	17,075	1,487	8.7%	119,501	119,525	24	0.0%
TRAVEL AND MILEAGE	5,424	3,192	(2,232)	(69.9%)	21,367	22,342	975	4.4%
OTHER EXPENSES	11,613	5,777	(5,836)	(101.0%)	50,908	40,439	(10,468)	(25.9%)
	120,345	105,994	(14,352)	(13.5%)	718,882	783,922	65,039	8.3%
UTILITIES								
ELECTRICITY	60,351	84,826	24,476	28.9%	366,783	548,265	181,483	33.1%
ELECTRICITY TRANSFERS	-	-	-	-	-	-	-	-
HEATING OIL	502	368	(134)	(36.3%)	2,050	859	(1,191)	(138.7%)
NATURAL GAS	10,954	15,028	4,074	27.1%	24,591	31,350	6,758	21.6%
NATURAL GAS TRANSFERS	-	-	-	-	-	-	-	-
PROPANE	3,456	6,447	2,991	46.4%	22,947	29,528	6,582	22.3%
WASTE REMOVAL	3,621	5,089	1,468	28.8%	30,418	48,339	17,920	37.1%
WASTE REMOVAL TRANSFERS	-	-	-	-	-	-	-	-
WATER	1,488	6,786	5,298	78.1%	18,613	68,028	49,415	72.6%
WATER TRANSFERS	-	-	-	-	-	-	-	-
	80,372	118,544	38,173	32.2%	465,402	726,369	260,967	35.9%
PROFESSIONAL SERVICES								
AUDIT	9,223	9,692	469	4.8%	72,685	74,842	2,157	2.9%
INFORMATION TECHNOLOGY	18,814	13,790	(5,024)	(36.4%)	82,101	96,530	14,429	14.9%
LEGAL	25,491	15,600	(9,891)	(63.4%)	70,898	109,200	38,303	35.1%
LEGAL PERMIT IMPLEMENT	0	14,583	14,583	100.0%	35,643	102,083	66,440	65.1%
ADMINISTRATIVE SERVICES	8,745	16,617	7,872	47.4%	38,312	116,322	78,010	67.1%
	62,273	70,282	8,009	11.4%	299,639	498,977	199,339	39.9%
MARKETING AND PROMOTION								
ADVERTISING	1,217	3,242	2,025	62.5%	23,678	22,695	(983)	(4.3%)
OTHER MARKETING	10,550	20,783	10,233	49.2%	112,417	145,479	33,062	22.7%
FLIGHT INCENTIVES	-	-	-	-	-	-	-	-
	11,767	24,025	12,258	51.0%	136,095	168,174	32,079	19.1%
OTHER OPERATING EXPENSES								
COAST TROLLEY	10,000	10,000	-	-	70,000	70,000	-	-
FUEL	13,566	11,526	(2,040)	(17.7%)	326,046	516,761	190,715	36.9%
GOLF CART LEASE	0	0	0	-	85,001	103,585	18,584	17.9%
MERCHANDISE	31,632	4,956	(26,676)	(538.3%)	175,776	152,110	(23,666)	(15.6%)
	55,198	26,482	(28,716)	(108.4%)	656,823	842,456	185,633	22.0%
TOTAL OPERATING EXPENSES	1,393,578	1,302,224	(91,357)	(7.0%)	8,708,687	9,817,739	1,109,052	11.3%
OPERATING INCOME/(LOSS)	114,244	(62,254)	176,496	(283.5%)	2,774,627	1,652,744	1,121,883	67.9%
DEPRECIATION AMORTIZATION	605,189	625,161	19,972	3.2%	4,200,091	4,366,241	166,150	3.8%
NON-OPERATING (INCOME)/EXPENSES								
INTEREST EXPENSE	-	833	833	100.0%	-	5,833	5,833	100.0%
INTEREST INCOME	(53,507)	(7,735)	45,772	(591.7%)	(340,935)	(54,147)	286,788	(529.6%)
NON-OPERATING GRANT FUNDING	-	-	-	-	(32,000)	-	32,000	-
GAIN/LOSS ON ASSETS	-	-	-	-	-	-	-	-
OTHER NON-OPERATING	-	-	-	-	-	-	-	-
	(53,507)	(6,902)	46,605	(675.2%)	(372,935)	(48,314)	324,621	(671.9%)
NET OPERATING INCOME/(LOSS)	(437,438)	(680,513)	243,073	(35.7%)	(1,052,529)	(2,665,183)	1,612,660	(60.5%)

CURRENT ORGANIZATION CHART

AS OF 2/16/23

TOTAL BENEFITED POSITIONS

FILLED	53	OPEN	6
PDA	12		0
DPH	65		6
TOTAL			



CURRENT STAFF ANALYSIS - FILLED POSITIONS

	Salary/ Benefited	Hourly/ Benefited	Hourly/ Non-Benefited	Seasonal	TOTAL
MAINTENANCE	-	19	5	5	29
PSM AIRPORT SECURITY	2	7	7	-	16
PORT AUTHORITY	1	1	8	-	10
GOLF COURSE	2	10	12	-	24
FINANCE	3	5	3	5	16
ENGINEERING	2	2	0	-	4
LEGAL	3	0	1	-	4
DAW AIRPORT	1	1	4	-	4
TECHNOLOGY	1	1	-	-	2
HUMAN RESOURCES	1	-	-	-	1
MARKETING EXECUTIVE	0	1	-	-	1
	1	1	1	-	3
	17	48	41	10	116

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Net Position
For the Seven Months Ending January 31, 2024

	<u>2024</u>	<u>2023</u>
	Ending	Ending
ASSETS		
Cash and Investments	\$15,069,161	\$9,472,865
Accounts Receivable - Net	6,498,324	9,071,801
Inventories	400,571	404,545
Prepays	496,212	467,930
	<u>22,464,268</u>	<u>19,417,141</u>
RESTRICTED ASSETS		
Cash and Investments	408,028	405,022
Current Receivables	64,762	70,878
Loans Receivable - NHFL		
Due within 1 Year	128,744	115,376
Due in more than 1 Year	983,573	1,022,593
TOTAL RESTRICTED ASSETS	<u>1,585,107</u>	<u>1,613,869</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	11,560,220	12,869,432
Other Capital Assets - Net	82,842,556	76,210,615
TOTAL NON-CURRENT ASSETS	<u>315,054,994</u>	<u>293,831,774</u>
TOTAL ASSETS	<u>339,104,370</u>	<u>314,862,783</u>
DEFERRED OUTFLOWS OF RESOURCES		
Pension	1,426,696	1,424,984
OPEB	1,621,805	2,279,876
	<u>1,426,696</u>	<u>1,424,984</u>
	<u>1,621,805</u>	<u>2,279,876</u>
LIABILITIES		
ACCOUNTS PAYABLE AND ACCRUED EXPENSES		
Retainage	625,226	59,958
Unearned Revenues	529,234	509,619
Long-Term Liabilities		
Net Pension Liability	5,286,773	4,279,644
Net OPEB Liability	5,835,603	7,378,664
Due in more than 1 Year	353,446	342,655
	<u>15,954,331</u>	<u>15,331,426</u>
RESTRICTED LIABILITIES		
Current Liabilities	1,149	357
Long-Term Liabilities	0	0
Due within 1 Year	0	0
Due in more than 1 Year	0	0
	<u>1,149</u>	<u>357</u>
TOTAL LIABILITIES	<u>15,955,480</u>	<u>15,331,783</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>228,607</u>	<u>1,382,954</u>
	<u>2,087,794</u>	<u>1,651,884</u>
	<u>210,941,329</u>	<u>198,471,605</u>
NET POSITION		
Net Investment in Capital Assets	101,923,563	96,600,833
Restricted For:		
Revolving Loan Fishery Fund	1,277,839	1,257,767
Harbor Dredging and Pier Maintenance	32,027	83,650
Foreign Trade Zone	21,843	19,845
Unrestricted	9,684,388	3,767,323
TOTAL NET POSITION	<u>112,939,660</u>	<u>101,729,417</u>

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - PORTSMOUTH AIRPORT incl Security
For the Seven Months Ending January 31, 2024

	Actual Jan FY 2024	Budget Jan FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$58,928	\$58,101	\$827	1.4%	\$493,070	\$482,593	\$10,477	2.2%
CARGO AND HANGARS	\$2,748	\$2,729	\$19	0.7%	\$19,093	\$18,922	\$171	0.9%
CONCESSION REVENUE	\$17,575	\$12,081	\$5,494	45.5%	\$77,321	\$66,480	\$10,841	16.3%
FEE REVENUE	\$105,592	\$66,061	\$39,531	59.8%	\$770,667	\$618,880	\$151,787	24.5%
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	\$45,100	\$16,250	\$28,850	177.5%	\$131,644	\$113,750	\$17,894	15.7%
TOTAL OPERATING REVENUES	229,943	155,222	74,721	48.1%	1,491,795	1,300,625	191,170	14.7%
EXPENSES								
WAGES AND FRINGE BENEFITS	181,414	114,685	(66,729)	(58.2%)	932,605	841,539	(91,066)	(10.8%)
BUILDING AND FACILITIES	139,932	111,842	(28,090)	(25.1%)	565,405	674,734	109,329	16.2%
GENERAL AND ADMINISTRATIVE	55,948	46,982	(8,966)	(19.1%)	270,550	314,007	43,457	13.8%
UTILITIES	47,632	68,913	21,281	30.9%	246,693	388,479	141,786	36.5%
PROFESSIONAL SERVICES	12,958	9,316	(3,642)	(39.1%)	45,829	65,217	19,388	29.7%
MARKETING AND PROMOTION	2,500	7,292	4,792	65.7%	68,611	51,042	(17,569)	(34.4%)
OTHER OPERATING EXPENSES								
TOTAL OPERATING EXPENSES	440,384	359,030	(81,354)	(22.7%)	2,129,693	2,335,018	205,325	8.8%
OPERATING INCOME	(210,441)	(203,808)	(6,633)	(3.3%)	(637,898)	(1,034,393)	396,495	38.3%
NON-OPERATING (INCOME) EXPENSE	(1)	0	1	-	(7)	0	7	-
DEPRECIATION	358,140	396,381	38,241	9.6%	2,486,623	2,742,045	255,422	9.3%
NET OPERATING INCOME	(568,580)	(600,189)	(31,609)	5.3%	(3,124,514)	(3,776,438)	(651,924)	17.3%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - SKYHAVEN AIRPORT
For the Seven Months Ending January 31, 2024

	Actual Jan FY 2024	Budget Jan FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	13,170	12,350	820	6.6%	86,454	83,881	2,573	3.1%
CONCESSION REVENUE	-	267	(267)	(100.0%)	0	1,867	(1,867)	(100.0%)
FEE REVENUE	-	-	-	-	1,020	-	1,020	-
FUEL SALES	3,321	3,251	70	2.2%	49,192	48,225	968	2.0%
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	92	(92)	(100.0%)	(50)	642	(692)	(107.8%)
TOTAL OPERATING REVENUES	16,491	15,959	532	3.3%	136,616	134,614	2,002	1.5%
EXPENSES								
WAGES AND FRINGE BENEFITS	11,727	3,700	(8,027)	(217.0%)	70,511	27,194	(43,317)	(159.3%)
BUILDING AND FACILITIES	2,056	4,595	2,539	55.3%	16,274	28,165	11,891	42.2%
GENERAL AND ADMINISTRATIVE	1,751	4,076	2,325	57.0%	23,730	26,194	2,464	9.4%
UTILITIES	3,823	4,942	1,119	22.6%	17,208	19,902	2,694	13.5%
PROFESSIONAL SERVICES	603	1,028	425	41.4%	4,287	7,198	2,911	40.4%
MARKETING AND PROMOTION	0	125	125	100.0%	444	875	431	49.3%
OTHER OPERATING EXPENSES	3,680	2,601	(1,079)	(41.5%)	43,664	38,579	(5,085)	(13.2%)
TOTAL OPERATING EXPENSES	23,640	21,067	(2,573)	(12.2%)	176,119	148,107	(28,012)	(18.9%)
OPERATING INCOME	(7,149)	(5,108)	(2,041)	40.0%	(39,502)	(13,493)	(26,009)	192.8%
NON-OPERATING (INCOME) EXPENSE	-	-	-	-	(32,000)	-	32,000	-
DEPRECIATION	35,100	31,716	(3,384)	(10.7%)	243,437	257,536	14,099	5.5%
NET OPERATING INCOME	(42,249)	(36,824)	(5,425)	14.7%	(250,939)	(271,028)	20,089	(7.4%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - TRADEPORT OPERATIONS
For the Seven Months Ending January 31, 2024

	Actual Jan FY 2024	Budget Jan FY 2024	Variance From Monthly Budget	%		Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	%
OPERATING REVENUES									
FACILITY RENTAL	\$818,044	\$833,338	(\$15,293)	(1.8%)		\$5,958,066	\$5,962,812	(\$4,746)	(0.1%)
CARGO AND HANGARS	-	-	-	-		-	-	-	-
CONCESSION REVENUE	-	-	-	-		-	-	-	-
FEE REVENUE	-	-	-	-		-	-	-	-
FUEL SALES	-	-	-	-		-	-	-	-
INTEREST	-	-	-	-		-	-	-	-
MERCHANDISE	-	-	-	-		-	-	-	-
OTHER REVENUE	5,095	2,083	3,011	144.5%		25,710	14,583	11,127	76.3%
TOTAL OPERATING REVENUES	823,139	835,421	(12,282)	(1.5%)		5,983,777	5,977,395	6,381	0.1%
EXPENSES									
WAGES AND FRINGE BENEFITS	-	-	-	-		-	-	-	-
BUILDING AND FACILITIES	64,513	27,399	(37,114)	(135.5%)		132,341	182,017	49,676	27.3%
GENERAL AND ADMINISTRATIVE	3,067	8,514	5,446	64.0%		58,639	55,931	(2,707)	(4.8%)
UTILITIES	10,462	15,223	4,761	31.3%		45,723	66,873	21,151	31.6%
PROFESSIONAL SERVICES	603	247	(357)	(144.6%)		603	1,726	1,123	65.1%
MARKETING AND PROMOTION	-	83	83	100.0%		2,330	583	(1,746)	(299.4%)
OTHER OPERATING EXPENSES	10,000	10,000	-	-		70,000	70,000	-	-
TOTAL OPERATING EXPENSES	88,646	61,465	(27,181)	(44.2%)		309,635	377,131	67,496	17.9%
OPERATING INCOME	734,493	773,956	(39,463)	(5.1%)		5,674,141	5,600,264	73,878	1.3%
NON-OPERATING (INCOME) EXPENSE	(46,379)	-	46,379	-		(135,245)	-	135,245	-
DEPRECIATION	65,450	68,966	3,517	5.1%		453,927	478,153	24,226	5.1%
NET OPERATING INCOME	715,422	704,989	10,432	1.5%		5,355,459	5,122,111	233,348	4.6%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - GOLF COURSE
For the Seven Months Ending January 31, 2024

	Actual Jan FY 2024	Budget Jan 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	29,328	19,586	9,741	49.7%	283,003	273,131	9,872	3.6%
FEE REVENUE	89,315	30,718	58,597	190.8%	1,765,515	1,619,642	145,873	9.0%
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	7,015	6,608	407	6.2%	226,797	202,813	23,984	11.8%
OTHER REVENUE	12,396	4,442	7,954	179.1%	23,882	31,096	(7,214)	(23.2%)
TOTAL OPERATING REVENUES	138,055	61,355	76,700	125.0%	2,299,197	2,126,681	172,515	8.1%
EXPENSES								
WAGES AND FRINGE BENEFITS	84,616	75,371	(9,246)	(12.3%)	743,389	721,188	(22,201)	(3.1%)
BUILDING AND FACILITIES	11,910	35,216	23,306	66.2%	239,392	214,817	(24,575)	(11.4%)
GENERAL AND ADMINISTRATIVE	20,555	14,710	(5,846)	(39.7%)	140,055	153,268	13,212	8.6%
UTILITIES	8,930	16,239	7,309	45.0%	88,144	153,340	65,196	42.5%
PROFESSIONAL SERVICES	5,029	3,301	(1,728)	(52.4%)	19,567	23,105	3,539	15.3%
MARKETING AND PROMOTION	5,268	4,142	(1,126)	(27.2%)	28,879	28,991	111	0.4%
OTHER OPERATING EXPENSES	31,632	4,956	(26,676)	(538.3%)	260,777	255,695	(5,082)	(2.0%)
TOTAL OPERATING EXPENSES	167,941	153,935	(14,006)	(9.1%)	1,520,202	1,550,404	30,201	1.9%
OPERATING INCOME	(29,886)	(92,580)	62,694	(67.7%)	778,995	576,278	202,717	35.2%
NON-OPERATING (INCOME) EXPENSE	-	(17)	(17)	100.0%	(152,970)	(117)	152,853	(130990.8%)
DEPRECIATION	31,237	32,020	783	2.4%	215,032	221,310	6,278	2.8%
NET OPERATING INCOME	(61,123)	(124,583)	63,460	(50.9%)	716,932	355,084	361,848	101.9%

BUSINESS UNIT ANALYSIS	PRO SHOP	COURSE OPERATIONS	FOOD/BEV	SIMULATOR	TOTAL
OPERATING REVENUES	230,539	1,700,072	296,601	71,985	2,299,197
OPERATING EXPENSES* *Excluding Depreciation	210,086	1,145,971	123,818	40,327	1,520,202
OPERATING INCOME	20,453	554,101	172,783	31,658	778,995

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - DIVISION OF PORTS AND HARBORS-UNRESTRICTED
For the Seven Months Ending January 31, 2024

	Actual Jan FY 2024	Budget Jan FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$30,804	\$30,886	(\$83)	(0.3%)	\$256,901	\$251,914	\$4,987	2.0%
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	0	0	0	-	49,202	6,000	43,202	720.0%
FEE REVENUE	218,959	109,334	109,624	100.3%	679,516	856,502	(176,986)	(20.7%)
FUEL SALES	13,929	11,552	2,378	20.6%	399,916	625,473	(225,557)	(36.1%)
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	17,755	6,583	11,171	169.7%	94,351	83,667	10,685	12.8%
TOTAL OPERATING REVENUES	281,446	158,356	123,091	77.7%	1,479,886	1,823,556	(343,670)	(18.8%)
EXPENSES								
WAGES AND FRINGE BENEFITS	133,017	131,255	(1,763)	(1.3%)	931,539	1,026,238	94,699	9.2%
BUILDING AND FACILITIES	7,541	30,385	22,844	75.2%	92,937	152,697	59,759	39.1%
GENERAL AND ADMINISTRATIVE	13,690	10,228	(3,462)	(33.8%)	85,860	84,731	(1,129)	(1.3%)
UTILITIES	9,136	12,823	3,688	28.8%	63,067	94,947	31,880	33.6%
PROFESSIONAL SERVICES	16,951	7,629	(9,322)	(122.2%)	52,931	60,400	7,469	12.4%
MARKETING AND PROMOTION	0	217	217	100.0%	764	1,517	753	49.6%
OTHER OPERATING EXPENSES	9,886	8,925	(961)	(10.8%)	282,382	478,182	195,800	40.9%
TOTAL OPERATING EXPENSES	190,221	201,461	11,240	5.6%	1,509,481	1,898,711	389,230	20.5%
OPERATING INCOME	91,225	(43,106)	134,331	(311.6%)	(29,594)	(75,155)	45,560	(60.6%)
NON-OPERATING (INCOME) EXPENSE	(6,431)	(183)	6,248	(3408.1%)	(46,771)	(1,283)	45,488	(3544.6%)
DEPRECIATION	100,860	82,720	(18,140)	(21.9%)	700,897	573,706	(127,191)	(22.2%)
NET OPERATING INCOME	(3,204)	(125,643)	122,439	(97.4%)	(683,721)	(647,578)	(36,143)	5.6%

BUSINESS UNIT ANALYSIS	RYE HARBOR	HAMPTON HARBOR	PORTS. FISH PIER	MARKET ST.	HARBOR MGMT	ADMIN	TOTAL
OPERATING REVENUES	248,437	232,403	160,598	483,738	354,710	0	1,479,886
OPERATING EXPENSES* *Excluding Depreciation	179,127	276,767	195,108	287,239	300,540	270,699	1,509,480
OPERATING INCOME	69,310	(44,364)	(34,510)	196,499	54,170	(270,699)	(29,594)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - FOREIGN TRADE ZONE
For the Seven Months Ending January 31, 2024

	Actual Jan FY 2024	Budget Jan FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	\$0	\$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	-	0	0	-	14,000	12,000	2,000	16.7%
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES								
GENERAL AND ADMINISTRATIVE	0	104	104	100.0%	1,250	729	(521)	(71.4%)
UTILITIES								
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	708	708	100.0%	4,343	4,958	616	12.4%
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	0	813	813	100.0%	5,593	5,688	95	1.7%
OPERATING INCOME	0	(813)	813	(100.0%)	8,407	6,313	2,095	33.2%
NON-OPERATING (INCOME) EXPENSE	(1)	-	-	(97.0%)	(3)	(2)	100.0%	(32.5%)
DEPRECIATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	1	(812)	813	(100.1%)	8,410	6,315	2,096	33.2%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - HARBOR DREDGING
For the Seven Months Ending January 31, 2024

	Actual Jan FY 2024	Budget Jan 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	14,444	10,000	4,444	44.4%	53,663	70,000	(16,337)	(23.3%)
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST								
MERCHANDISE								
OTHER REVENUE	1,050	583	467	80.0%	3,900	4,083	(183)	(4.5%)
TOTAL OPERATING REVENUES	15,494	10,583	4,911	46.4%	57,563	74,083	(16,520)	(22.3%)
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES	-	5,917	5,917	100.0%	-	41,417	41,417	100.0%
GENERAL AND ADMINISTRATIVE	41	1,000	959	95.9%	207	7,000	6,793	97.0%
UTILITIES								
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	41	6,917	6,876	99.4%	207	48,417	48,210	99.6%
OPERATING INCOME	15,453	3,667	11,786	321.4%	57,356	25,667	31,689	123.5%
NON-OPERATING (INCOME) EXPENSE	(504)	(35)	469	(1339.2%)	(4,254)	(245)	4,009	(1636.3%)
DEPRECIATION	5,972	5,917	(55)	(0.9%)	42,021	41,417	(604)	(1.5%)
NET OPERATING INCOME	9,985	(2,215)	12,200	(550.8%)	19,589	(15,505)	35,094	(226.3%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - REVOLVING LOAN FUND
For the Seven Months Ending January 31, 2024

	Actual Jan FY 2024	Budget Jan FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	-	-	-	-	-	-	-	-
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	3,254	3,000	254	8.5%	20,034	21,000	(966)	(4.6%)
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	75	(75)	(100.0%)	448	525	(77)	(14.7%)
TOTAL OPERATING REVENUES	3,254	3,075	179	5.8%	20,482	21,525	(1,043)	(4.8%)
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	-	42	42	100.0%	118	292	174	59.6%
UTILITIES	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	1,149	1,250	101	8.1%	9,221	8,750	(471)	(5.4%)
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,149	1,292	143	11.1%	9,338	9,042	(297)	(3.3%)
OPERATING INCOME	2,105	1,783	322	18.1%	11,143	12,483	(1,340)	(10.7%)
NON-OPERATING (INCOME) EXPENSE	(21)	-	21	-	(123)	-	123	-
DEPRECIATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	2,127	1,783	343	19.2%	11,266	12,483	(1,217)	(9.7%)

REVOLVING LOAN FUND (\$ 000's)	BALANCE AT 01-31-2024	BALANCE AT 06-30-2023
CASH BALANCES		
GENERAL FUNDS	165	194
SEQUESTERED FUNDS	-	-
	<u>165</u>	<u>194</u>
LOANS OUTSTANDING (21)		
CURRENT	129	117
LONG TERM	984	954
	<u>1,113</u>	<u>1,071</u>
TOTAL CAPITAL BASE	<u>1,278</u>	<u>1,265</u>
CAPTIAL UTILIZATION RATE -% *	<u>87.1%</u>	<u>84.7%</u>

*EXCLUDES SEQUESTERED FUNDS

SUMMARY OF INTERGOVERNMENTAL RECEIVABLES AS OF JANUARY 31, 2024

(\$000's)

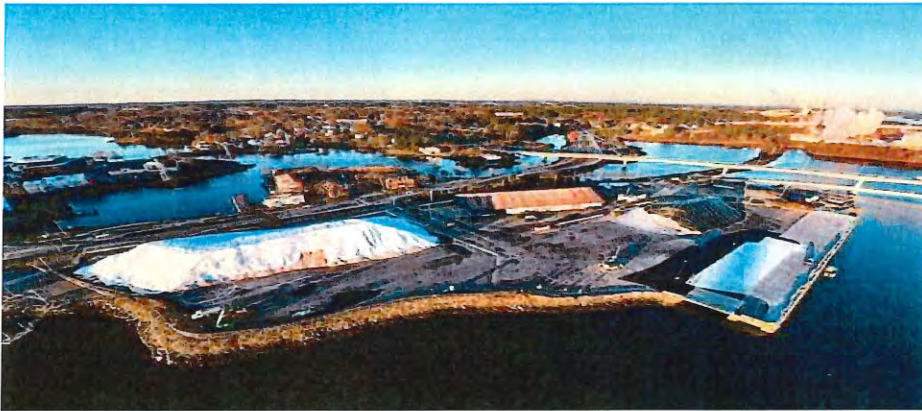
BUSINESS UNIT	TOTAL PROJECT	GRANT AWARD	EXPENDED TO DATE	PDA /DPH SHARE	RECEIVED TO DATE	BAL. DUE PDA/DPH	AMOUNT SUBMITTED
PORTSMOUTH AIRPORT & TRADEPORT	10,447	10,086	1,983	(54)	876	953	9
SKYHAVEN AIRPORT	158	150	8	0	0	8	0
DIVISION OF PORTS AND HARBORS	25,028	25,028	20,638	0	19,425	732	732
	<u>35,633</u>	<u>35,264</u>	<u>22,629</u>	<u>(54)</u>	<u>20,301</u>	<u>1,693</u>	<u>741</u>

SUMMARY OF CONSTRUCTION WORK IN PROCESS AS OF JANUARY 31, 2024

(\$000's)

PROJECT NAME	BALANCE AT 06-30-23	CURRENT YEAR EXPENDITURES	TRANSFER TO PLANT IN SERVICE	NET CURRENT YEAR CHANGE	1/31/2024
PORTSMOUTH AIRPORT					
SNOW REMOVAL EQUIPMENT (AIP 74)	11	-	-	-	11
TERMINAL EXPANSION PROJECT	46	8	(46)	(38)	8
ALPHA NORTH TAXIWAY RECONSTRUCTION	79	150	-	150	229
NH AVE RIGHT HAND TURN LANE	49	22	-	22	71
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 (AIP 76)	103	946	-	946	1,049
ARRIVALS HALL (NON-GRANT)	726	493	-	493	1,219
PSM FENCE REPAIR	-	10	-	10	10
PSM VIDEO SURVEILLANCE STORAGE	-	29	(29)	-	-
	<u>1,059</u>	<u>1,852</u>	<u>(182)</u>	<u>1,670</u>	<u>2,729</u>
SKYHAVEN AIRPORT					
JOHN DEERE PULL ROTARY CUTTER	11	-	-	0	11
FORK LIFT FORKS	-	7	(7)	0	0
SRE CARRIER VEHICLE WITH PLOW	-	8	-	8	8
	<u>11</u>	<u>15</u>	<u>-7</u>	<u>8</u>	<u>19</u>
GOLF COURSE					
WATER FILLING STATION	4	-	-	-	4
FOREUP SOFTWARE EQUIPMENT	-	2	-	2	2
GOLF WATER HEATER	-	8	(8)	-	-
PROCORE AERATOR	-	34	(34)	-	-
	<u>4</u>	<u>44</u>	<u>(42)</u>	<u>2</u>	<u>6</u>
IT/ADMIN/TRADEPORT					
WEBSITE UPGRADES	-	20	(20)	-	-
CARPET - 55 INTERNATIONAL	-	14	-	14	14
CORPORATE DRIVE DRAINAGE	-	3	-	3	3
HVAC REPLACEMENT (55 INTERNATIONAL)	80	45	(125)	(80)	-
	<u>80</u>	<u>82</u>	<u>(145)</u>	<u>(63)</u>	<u>17</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	5,549	-	5,549	8,202
FUNCTIONAL REPLACEMENT - BARGE DOCK	-	75	-	75	75
HAMPTON DOCK REPLACEMENT (ARPA)	131	-	-	-	131
PFP BRACING & DECKING (ARPA)	123	15	-	15	138
RYE GATE HOUSE	-	21	-	21	21
PFP HOIST	-	5	(5)	-	-
RYE FUEL DISPENSER	13	80	-	80	93
	<u>2,920</u>	<u>5,745</u>	<u>(5)</u>	<u>5,740</u>	<u>8,660</u>
TOTAL	<u>4,225</u>	<u>7,743</u>	<u>(408)</u>	<u>7,335</u>	<u>11,560</u>

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



BOARD OF DIRECTORS MEETING
MARCH 14, 2024



PEASE DEVELOPMENT AUTHORITY CASH FLOW SUMMARY OVERVIEW MARCH 1, 2024 TO NOVEMBER 30, 2024

(EXCLUDING DIVISION OF PORTS AND HARBORS)

(\$ 000's)

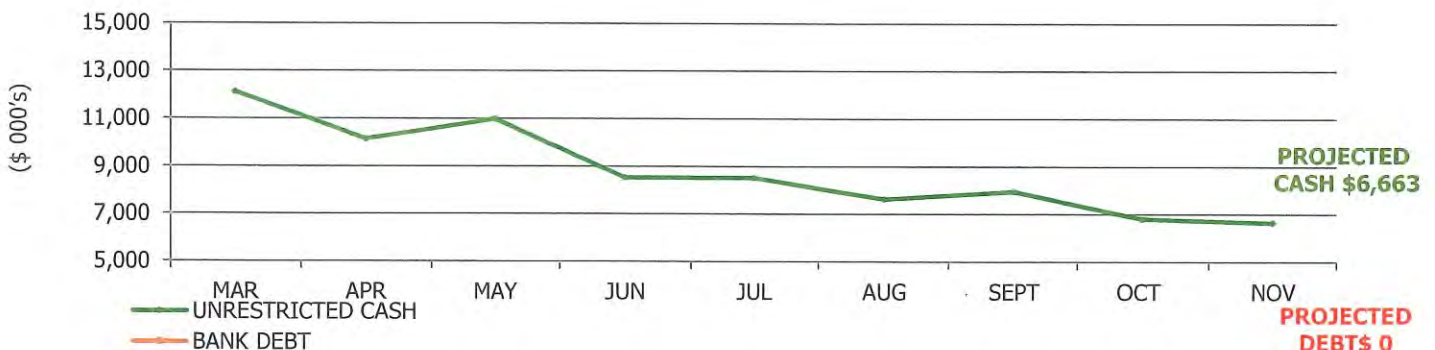
(\$000's)	AMOUNT
OPENING FUND BALANCE	<u>11,958</u>
SOURCES OF FUNDS	
GRANT AWARDS (SEE PAGE 4)	7,161
TRADEPORT TENANTS	8,385
MUNICIPAL SERVICE FEE (COP)	2,241
GOLF COURSE FEE AND CONCESSION REVENUES	3,060
REVOLVING LINE OF CREDIT (PROVIDENT BANK)	0
PSM AIRPORT- LEASES, FUEL FLOWAGE FEES AND PARKING	1,628
SKY HAVEN AIRPORT HANGAR AND FUEL REVENUES	213
	<u>22,688</u>
USES OF FUNDS	
OPERATING EXPENSES	10,668
CAPITAL EXPENDITURES- NON-GRANT (SEE PAGE 5)	7,789
CAPITAL EXPENDITURES- GRANT (SEE PAGE 4)	8,126
MUNICIPAL SERVICE FEE (COP)	1,400
	<u>27,983</u>
NET CASH FLOW	<u>(5,295)</u>
CLOSING FUND BALANCE	<u>6,663</u>

TOTAL FUND BALANCES	BALANCE AT 02-28-2024	BALANCE AT 6-30-2023
UNRESTRICTED	11,958	9,568
DESIGNATED	14	14
TOTAL	<u>11,972</u>	<u>9,582</u>

DISCUSSION

AT THIS TIME, THE PDA DOES NOT ANTICIPATE THE NEED TO UTILIZE ITS' 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	Feb-24	Feb-23
CURRENT INTEREST RATE	8.03%	7.41%

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

(\$000's)

CASH FLOW - PDA	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	TOTAL
OPENING FUND BALANCE	<u>11,958</u>	<u>12,131</u>	<u>10,154</u>	<u>11,001</u>	<u>8,532</u>	<u>8,519</u>	<u>7,628</u>	<u>7,964</u>	<u>6,810</u>	<u>11,958</u>
SOURCES OF FUNDS										
GRANT AWARDS (SEE PAGE #4)	650	25	1,881	65	1,402	38	1,479	18	1,603	7,161
TRADEPORT TENANTS	884	916	929	884	1,093	935	891	916	937	8,385
MUNICIPAL SERVICE FEE	147	453	147	147	453	147	147	453	147	2,241
GOLF COURSE	90	273	450	523	477	444	362	284	157	3,060
PORTSMOUTH AIRPORT- (PSM)	154	40	65	87	61	79	55	74	32	647
PSM PAY FOR PARKING	87	105	56	32	36	27	18	24	36	421
PSM FLOWAGE FEES	47	88	50	60	59	65	70	75	46	560
SKYHAVEN AIRPORT	23	22	26	28	23	22	23	23	23	213
EXTERNAL FINANCING- NET	-	-	-	-	-	-	-	-	-	-
	<u>2,082</u>	<u>1,922</u>	<u>3,604</u>	<u>1,826</u>	<u>3,604</u>	<u>1,757</u>	<u>3,045</u>	<u>1,867</u>	<u>2,981</u>	<u>22,688</u>
USE OF FUNDS										
CAPITAL- GRANT RELATED (SEE PAGE #4)	365	1,796	680	900	875	850	850	840	970	8,126
CAPITAL- NONGRANT (SEE PAGE 9)	331	883	835	729	1,510	661	705	1,085	1,050	7,789
OPERATING EXPENSES	1,213	1,220	1,242	1,266	1,232	1,137	1,154	1,096	1,108	10,668
MUNICIPAL SERVICE FEE	-	-	-	1,400	-	-	-	-	-	1,400
	<u>1,909</u>	<u>3,899</u>	<u>2,757</u>	<u>4,295</u>	<u>3,617</u>	<u>2,648</u>	<u>2,709</u>	<u>3,021</u>	<u>3,128</u>	<u>27,983</u>
NET CASH FLOW	173	(1,977)	847	(2,469)	(13)	(891)	336	(1,154)	(147)	(5,295)
CLOSING FUND BALANCE	<u>12,131</u>	<u>10,154</u>	<u>11,001</u>	<u>8,532</u>	<u>8,519</u>	<u>7,628</u>	<u>7,964</u>	<u>6,810</u>	<u>6,663</u>	<u>6,663</u>

PEASE DEVELOPMENT AUTHORITY

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

GRANT FUNDED PROJECTS	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	TOTAL
<u>PORTSMOUTH AIRPORT</u>										
ARRIVALS HALL	300	500	600	800	800	800	800	800	800	6,200
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	10	10	10	10	10	10	10	10	10	90
ALPHA NORTH TAXIWAY DESIGN (AIP 75)	25	50	50	50	25	-	-	-	-	200
SNOW REMOVAL EQUIPMENT (AIP 69)	5	-	-	-	-	-	-	-	-	5
SRE- LIQUID DEICING/MTE	10	10	-	-	-	-	-	-	-	20
SNOW REMOVAL EQUIPMENT (AIP 74)	-	1,211	-	-	-	-	-	-	-	1,211
	350	1,781	660	860	835	810	810	810	810	7,726
<u>SKYHAVEN AIRPORT</u>										
WILDLIFE FENCE DESIGN	-	-	10	20	20	20	20	20	20	130
TERMINAL PARKING LOT DESIGN	-	-	10	20	20	20	20	10	-	100
TERMINAL APRON CONSTRUCTION	10	10	-	-	-	-	-	-	-	20
SRE-ONE TON TRUCK WITH PLOW	5	5	-	-	-	-	-	-	140	150
	15	15	20	40	40	40	40	30	160	400
<u>TRADEPORT</u>										
	-	-	-	-	-	-	-	-	-	-
TOTAL GRANT REIMBURSEMENT PROJECTS	365	1,796	680	900	875	850	850	840	970	8,126

PEASE DEVELOPMENT AUTHORITY

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

GRANT AWARDS	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	TOTAL
<u>PORTSMOUTH AIRPORT</u>										
ARRIVALS HALL	628	-	650	-	1,330	-	1,440	-	1,440	5,488
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	14	-	-	20	-	-	21	-	-	55
ALPHA NORTH TAXIWAY DESIGN (AIP 75)	8	25	45	45	45	20	-	-	-	188
SNOW REMOVAL EQUIPMENT (AIP 69)	-	-	-	-	-	-	-	-	-	-
SRE- LIQUID DEICING/MTE	-	-	18	-	-	-	-	-	-	18
SRE CARRIER VEHICLE (AIP 74)	-	-	1,150	-	-	-	-	-	-	1,150
	650	25	1,863	65	1,375	20	1,461	-	1,440	6,899
<u>SKYHAVEN AIRPORT</u>										
WILDLIFE FENCE DESIGN	-	-	-	-	27	18	18	18	18	99
TERMINAL PARKING LOT DESIGN	-	-	18	-	-	-	-	-	-	18
TERMINAL APRON CONSTRUCTION	-	-	-	-	-	-	-	-	-	-
SRE-ONE TON TRUCK WITH PLOW	-	-	-	-	-	-	-	-	145	145
	-	-	18	-	27	18	18	18	163	262
<u>TRADEPORT</u>										
	-	-	-	-	-	-	-	-	-	-
TOTAL GRANT RECEIPT AWARDS	650	25	1,881	65	1,402	38	1,479	18	1,603	7,161

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

(\$ 000's)

NON-GRANT CAPITAL PROJECTS	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	TOTAL
TECHNOLOGY AND OTHER										
PAYCHEX PAYROLL KIOSKS **	-	-	-	-	-	-	-	-	5	5
FINANCE SOFTWARE	-	20	-	-	30	-	-	-	-	50
	-	20	-	-	30	-	-	-	5	55
GOLF COURSE										
COURSE EQUIPMENT	40	-	68	-	-	-	-	-	55	163
GOLF COURSE TEE AREA RESURFACE**	-	10	-	-	-	-	-	-	-	10
EVENTS CENTER STUDY**	-	40	40	40	40	40	-	-	500	700
VIDEO SURVEILLANCE SYSTEM	-	-	-	-	-	-	-	20	20	40
IRRIGATION REPAIRS**	-	-	-	-	-	-	-	40	45	85
	40	50	108	40	40	40	-	60	620	998
PORTSMOUTH AIRPORT										
FENCE CONSTRUCTION	10	20	-	-	-	-	40	-	-	70
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	5	-	-	-	-	-	-	-	-	5
AIRPORT FIRE TRUCK**	-	120	-	-	-	-	-	480	-	600
PEDESTRIAN SIDEWALKS**	-	-	-	-	75	75	-	-	-	150
ARRIVALS HALL-CONSTRUCTION	40	60	80	100	100	100	100	100	100	780
PDA HANGAR DESIGN & CONSTRUCTION**	-	300	300	300	400	400	400	400	300	2,800
FLIGHTLINE RD PIPE RELOCATION**	-	-	-	-	750	-	-	-	-	750
	55	606	480	400	1,325	575	540	980	400	5,361
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
	19	15	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	-	27	-	139	-	-	-	-	-	166
	27	116	200	139	90	-	-	-	-	572
SECURITY - SKYHAVEN AIRPORT										
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
TRADEPORT										
STORMWATER UPGRADES	-	-	-	-	25	-	-	-	25	50
	-	-	-	-	25	-	-	-	25	50
MAINTENANCE										
VEHICLE FLEET REPLACEMENT -MAINT**	-	-	-	-	-	46	-	-	-	46
VEHICLE FLEET REPLACEMENT -AIRPORT OPS/ADMIN**	-	-	-	-	-	-	165	45	-	210
BUILDING INFRASTRUCTURE **	-	50	-	-	-	-	-	-	-	50
UTILITY VEHICLE - SECURITY**	-	26	-	-	-	-	-	-	-	26
JD DIESEL TRACTORW/TOW BEHIND MOWER	130	-	-	-	-	-	-	-	-	130
SIGN ROUTER/PRINTER	60	-	-	-	-	-	-	-	-	60
MOWER REPLACEMENT**	-	-	22	-	-	-	-	-	-	22
SNOW MELTER/HAUL	-	-	-	150	-	-	-	-	-	150
	190	76	22	150	-	46	165	45	-	694
TOTAL NON-GRANT CAPITAL PROJECTS	331	883	835	729	1,510	661	705	1,085	1,050	7,789

NOTE: **PENDING BOARD APPROVAL

DIVISION OF PORTS AND HARBORS (UNRESTRICTED FUNDS)

CASH FLOW SUMMARY OVERVIEW

MARCH 1, 2024 TO NOVEMBER 30, 2024

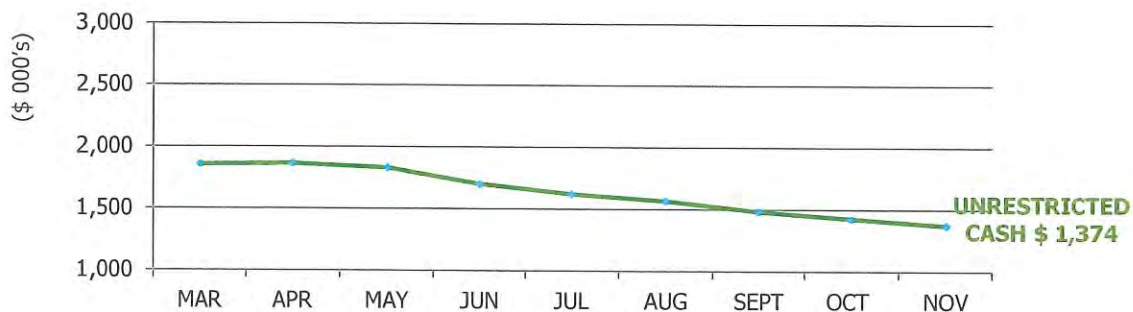
(\$ 000's)

(\$000'S)	AMOUNT
OPENING FUND BALANCE	<u>1,682</u>
SOURCES OF FUNDS	
FACILITY RENTALS AND CONCESSIONS	444
FUEL SALES	776
REGISTRATIONS / WHARFAGE	630
MOORING FEES	375
PARKING FEES	108
	<u>2,333</u>
USES OF FUNDS	
PERSONNEL SERVICES AND BENEFITS	1,357
FUEL PROCUREMENT	618
OPERATING EXPENSES	566
CAPITAL EXPENDITURES AND OTHER	100
	<u>2,641</u>
NET CASH FLOW	<u>(308)</u>
CLOSING FUND BALANCE	<u>1,374</u>

TOTAL FUND BALANCES	BALANCE AT 02/28/24	BALANCE AT 06/30/23
UNRESTRICTED FUNDS	1,682	1,931
DESIGNATED FUNDS	<u>173</u>	<u>445</u>
	<u>1,855</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	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	TOTAL
OPENING FUND BALANCE	<u>1,682</u>	<u>1,857</u>	<u>1,866</u>	<u>1,831</u>	<u>1,701</u>	<u>1,622</u>	<u>1,567</u>	<u>1,484</u>	<u>1,426</u>	<u>1,682</u>
SOURCES OF FUNDS										
FACILITY RENTALS AND CONCESSIONS	52	47	47	38	68	45	48	51	48	444
FUEL SALES	42	51	75	124	117	140	95	86	46	776
MOORING FEES	275	100	-	-	-	-	-	-	-	375
PARKING FEES	1	5	8	15	27	32	14	6	-	108
GRANTS FUNDS RECEIVED & OTHER	-	-	-	-	-	-	-	-	-	-
REGISTRATIONS / WHARFAGE	70	70	70	70	70	70	70	70	70	630
	<u>440</u>	<u>273</u>	<u>200</u>	<u>247</u>	<u>282</u>	<u>287</u>	<u>227</u>	<u>213</u>	<u>164</u>	<u>2,333</u>
USE OF FUNDS										
PERSONNEL SERVICES AND BENEFITS	144	146	143	175	162	154	147	152	134	1,357
FUEL PROCUREMENT	16	29	43	82	137	129	84	64	34	618
UTILITIES	17	30	9	13	20	16	13	10	10	138
GENERAL AND ADMINISTRATIVE	11	12	13	13	14	15	13	12	11	114
BUILDINGS AND FACILITIES	20	40	20	61	20	20	20	19	19	239
PROFESSIONAL SERVICES	7	7	7	8	8	8	8	14	8	75
CAPITAL EXPENDITURES AND OTHER	50	-	-	25	-	-	25	-	-	100
	<u>265</u>	<u>264</u>	<u>235</u>	<u>377</u>	<u>361</u>	<u>342</u>	<u>310</u>	<u>271</u>	<u>216</u>	<u>2,641</u>
NET CASH FLOW	175	9	(35)	(130)	(79)	(55)	(83)	(58)	(52)	(308)
CLOSING FUND BALANCE	<u>1,857</u>	<u>1,866</u>	<u>1,831</u>	<u>1,701</u>	<u>1,622</u>	<u>1,567</u>	<u>1,484</u>	<u>1,426</u>	<u>1,374</u>	<u>1,374</u>

DIVISION OF PORTS AND HARBORS (RESTRICTED FUNDS)
CASH FLOW SUMMARY OVERVIEW
MARCH 1, 2024 TO NOVEMBER 30, 2024

(\$ 000's)

HARBOR DREDGING FUND	
(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>236</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>116</u>


REVOLVING LOAN FUND	
(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>176</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>184</u>

FOREIGN TRADE ZONE	
(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>15</u>
<u>SOURCES OF FUNDS</u>	
FACILITY RENTALS	9
ALL OTHER	-
	<u>9</u>
<u>USES OF FUNDS</u>	
GENERAL AND ADMINISTRATIVE	3
PROFESSIONAL SERVICES	-
OTHER	8
	<u>11</u>
NET CASH FLOW	<u>(2)</u>
CLOSING FUND BALANCE	<u>13</u>

TOTAL FUND BALANCES	BALANCE AT 2/28/24	BALANCE AT 06/30/23
HARBOR DREDGING	236	248
REVOLVING LOAN FUND	176	194
FOREIGN TRADE ZONE	15	3
	<u>427</u>	<u>445</u>

MEMORANDUM

TO: Pease Development Authority Board of Directors

FROM: Paul E. Brean, Executive Director 

DATE: March 4, 2024

SUBJECT: Licenses / ROEs / Easements / Rights of Way

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

1. Name: ATDG, LLC
License: Right of Entry Extension
Location: 360 Corporate Drive
Purpose: Purpose of geotechnical review and site survey
Term: through April 1, 2024
2. Name: Apex Design Build
License: Right of Entry Extension
Location: 360 Corporate Drive
Purpose: Purpose of vehicle parking and the installation of a construction trailer
Term: through February 29, 2024
3. Name: Maine ANG – NH CERFP
License: Right of Entry
Location: North Apron and Overflow Parking Lot at 119 Arboretum Drive
Purpose: Purpose of conducting readiness exercises related to hazardous materials response
Term: May 6, 2024 through May 10, 2024
4. Name: NH Air National Guard
License: Right of Entry
Location: Airfield
Purpose: Mobile Air Traffic Control Tower
Term: through March 2, 2029

5. Name: City of Portsmouth Police Department
License: Right of Entry
Location: North Apron
Purpose: Emergency Vehicle Operator's Driver Training Course
Term: June 26, 2024 through June 29, 2024

6. Name: ProCon LLC
License: Right of Entry
Location: Flightline Road and Kilo Taxiway Apron and Ramp
Purpose: Survey / Site Inspection
Term: February 9, 2024 through July 30, 2024

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: Paul E. Brean, Executive Director *peb*
DATE: March 4, 2024
SUBJECT: Lease Report

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

1. Tenant: CAVU Enterprises, Inc.
Space: 14 Manchester Squire (Suite # 275)
Use: General Office and related use
Term: Commencing December 15, 2023, five (5) years with two (2) five (5) year options.

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.

MOTION

Director Levesque:

The Pease Development Authority Board of Directors hereby approves the concept plan submitted by Port City Aircraft Repair, LLC for deice tank installation and lighting improvements at the shelter hangars located at 104 Grafton Drive; all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering dated March 1, 2024; attached hereto.

Memorandum

To: Paul E. Brean, Executive Director *peb*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: March 1, 2024
Subject: Concept Approval for PCA Deice Tank Installation and Lighting Improvements

Attached is a Site Plan submitted by Port City Aircraft Repair, LLC (“PCA”), lessee of property at 104 Grafton Drive, for proposed work at the shelter hangars located on the parcel. The work includes the installation of four 5,000 gallon double-walled tanks to hold deicing fluid, installation of a protective guard rail, and replacement light fixtures within one of the hangars; and, the installation of four light poles on the exterior of the hangars. In addition, the abandoned AirForce era electrical boxes and associated electrical conduits will be removed as requested by the City of Portsmouth electrical inspector.

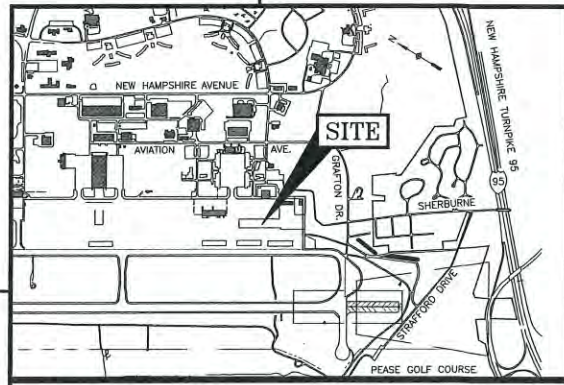
The site plan shows the general layout of the four existing hangars situated on the leased premises. PDA occupies the fifth hangar, designated Shelter Hangar #8, that sits just outside PCA’s lease line.

The four new deice fluid tanks would be enclosed by a guard rail. Stair systems are intended to provide safe access to the top of the tanks during tank filling operations. Deicing trucks would be filled from hoses at ground level.

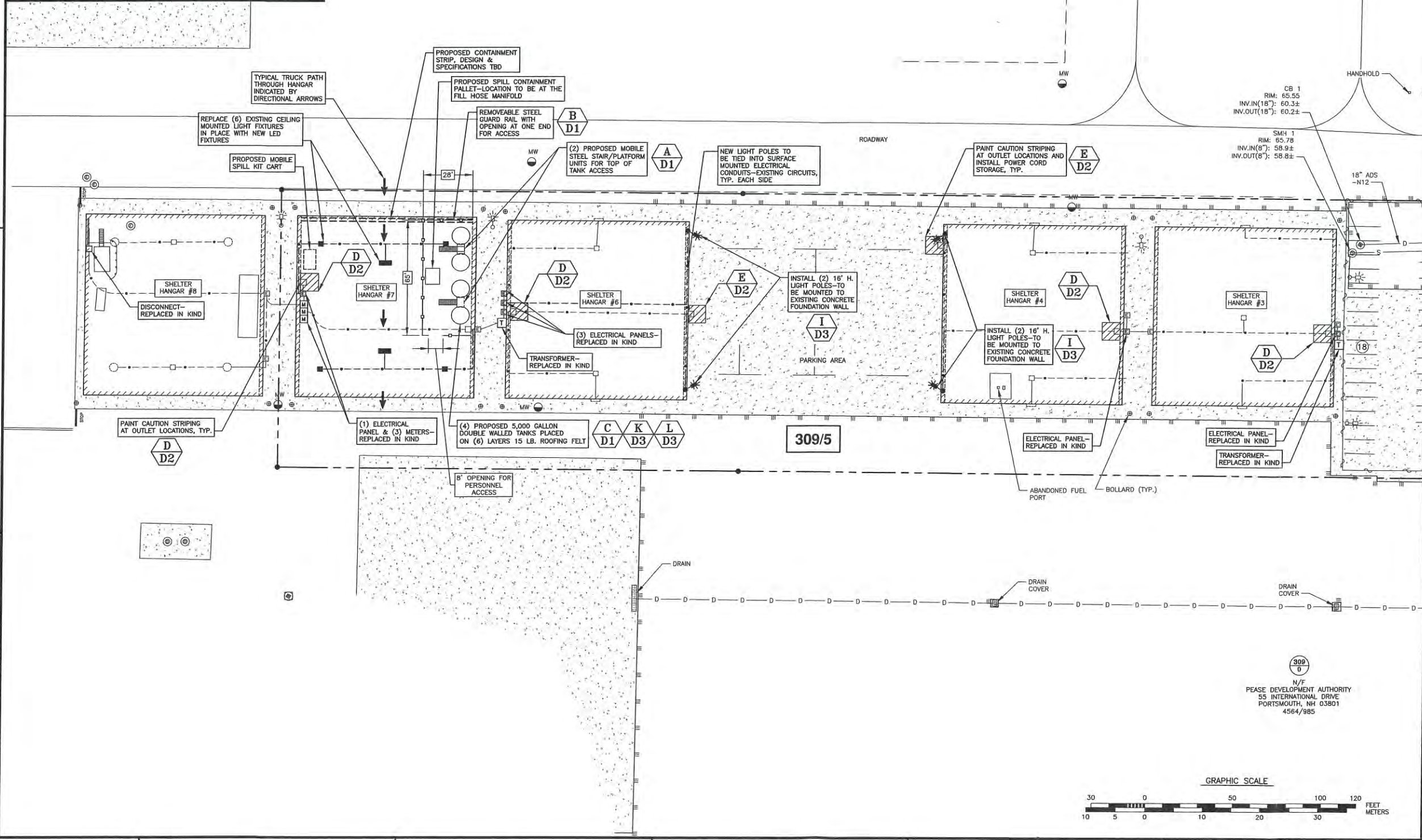
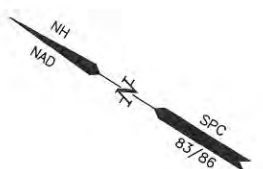
Deicing fluid storage is not regulated by the same strict standards that govern the storage of fuel and oil products, however, PCA has submitted, and would implement, a maintenance/inspection schedule, and would furnish spill kits on site. These measures, along with the double wall containment, provide safeguards against accidental releases.

At the March Board meeting, please ask the Board for concept approval of PCA’s deice tank installation and lighting improvements proposal as detailed above. If concept approval is granted, site review approval will be done administratively. Historically, PCA has been filling deicing trucks in a similar manner from this same location. Staff has determined that the proposed installation does not impact traffic, safety or intensity of use and can therefore be limited to an in-house review.

N:\ENGINEER\Board Memos\2024\PCA Deice Concept.docx



LOCATION MAP SCALE 1"=1000'



- NOTES:**
- 1) PARCEL IS SHOWN ON THE CITY OF PORTSMOUTH ASSESSOR'S MAP 309 AS LOT 5.
 - 2) LESSOR OF RECORD:
PEASE DEVELOPMENT AUTHORITY
55 INTERNATIONAL DR.
PORTSMOUTH, NH 03801
4564/985

LESSEE OF RECORD:
PORT CITY AIRCRAFT REPAIR INC.
PO BOX 3177
PORTSMOUTH, NH 03802
3859/379

SUBLESSEE OF RECORD:
PORT CITY AIR INC.
104 GRAFTON DRIVE
PORTSMOUTH, NH 03801
4154/2222
 - 3) PARCEL IS NOT IN A SPECIAL FLOOD HAZARD AREA AS SHOWN ON FIRM PANEL 33015C0260F. EFFECTIVE DATE JANUARY 29, 2021.
 - 4) LEASE LOT AREA: 285,317 S.F.
6.5500 ACRES
 - 5) PARCEL IS LOCATED IN THE AIRPORT INDUSTRIAL (A) ZONING DISTRICT.
 - 6) THE PURPOSE OF THIS PLAN IS TO SHOW THE LOCATION OF HANGAR DE-ICING UNITS AND LIGHTING MODIFICATIONS ON TAX MAP 309 LOT 5 IN THE CITY OF PORTSMOUTH.
 - 7) HORIZONTAL DATUM AND BASIS OF BEARINGS IS THE NEW HAMPSHIRE STATE PLANE COORDINATE SYSTEM, NAD 83/86. BASIS OF HORIZONTAL DATUM IS NHDOT 379-0690 RESET 2006.
 - 8) VERTICAL DATUM IS MEAN SEA LEVEL NAVD83. BASIS OF VERTICAL DATUM IS REDUNDANT RTN GPS OBSERVATIONS (±0.2')
 - 9) UNDERGROUND UTILITY LOCATIONS ARE BASED UPON BEST AVAILABLE EVIDENCE AND ARE NOT FIELD VERIFIED. LOCATING AND PROTECTING ANY ABOVEGROUND OR UNDERGROUND UTILITIES IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR AND/OR THE OWNER. UTILITY CONFLICTS SHOULD BE REPORTED AT ONCE TO THE DESIGN ENGINEER.
 - 10) UPON COMPLETION OF CONSTRUCTION AND PRIOR TO RELEASE OF BOND, THE APPLICANT SHALL SUBMIT A LETTER TO THE PEASE DEVELOPMENT AUTHORITY, SIGNED AND STAMPED BY A PROFESSIONAL ENGINEER, STATING THAT CONSTRUCTION HAS BEEN COMPLETED IN CONFORMANCE WITH THE APPROVED PLANS.
 - 11) SUBMISSION OF MULTIPLE 7460-1'S TO THE FAA WILL BE REQUIRED FOR THE CONSTRUCTION OF THE FOUR LIGHT POLES. ALLOW A MINIMUM OF 45 DAYS FOR PROCESSING.
 - 12) THE APPLICANT SHALL SUBMIT AS-BUILT PLANS ON REPRODUCIBLE MYLAR AND IN DIGITAL FORMAT (AUTOCAD .DWG) ON A FLASH DRIVE TO THE PDA UPON COMPLETION OF THE PROJECT. AS-BUILTS SHALL BE PREPARED AND CERTIFIED BY A REGISTERED NEW HAMPSHIRE LAND SURVEYOR OR PROFESSIONAL ENGINEER.

No.	DATE	DESCRIPTION	BY	CHK.
2	02/27/24	ELECTRICAL, SITE COMPONENTS	SJR	JRC
1	02/09/24	NOTES 10-12, DETAILS	SJR	JRC
0	01/05/24	ISSUED FOR COMMENT	SJR	JRC

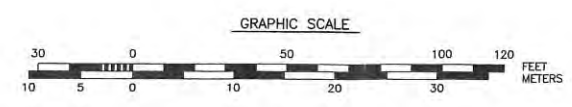
SITE PLAN

HALEYWARD
ENGINEERING | ENVIRONMENTAL | SURVEYING
200 Griffin Rd, Unit 14
Portsmouth, New Hampshire 03801
603.430.9282
WWW.HALEYWARD.COM

PROJECT
PORT CITY AIR
104 GRAFTON DRIVE PORTSMOUTH, NH
PROPOSED DEICE TANK INSTALLATION & LIGHTING IMPROVEMENTS

SITE PLAN

DATE DECEMBER 2023	SCALE 1" = 30'
DRAWN BY SJR	DESIGNED BY SJR
CHECKED BY JRC	
PROJECT No. 5010175 2771	
SHEET No. SHEET 2	DWG No. C2



309/5
N/F
PEASE DEVELOPMENT AUTHORITY
55 INTERNATIONAL DRIVE
PORTSMOUTH, NH 03801
4564/985

P:\NH\0107175-Port_City_Air\0377-Griffin Dr., Portsmouth-R03023 Site Plan-Truck Parking & Deice Tanks\Plan & Specs\Site\03771_Shp_2023.dwg, 2/27/2024 7:42:46 AM.
 (User: jrc@haleyward.com)

MOTION

Director Levesque:

The Pease Development Authority Board of Directors hereby approves of the variance request submitted by Lonza Biologics, Inc. (“Lonza”) attached hereto for four (4) Above-Ground Storage Tanks (“AST”) with a capacity of 4,400 gallons each at the Central Utility Building and Building 1 located at 70/80 Corporate Drive / 101 International Drive; subject to Lonza securing the requisite variance from the City of Portsmouth for the additional AST; all in accordance with the memorandum from Michael R. Mates, P.E., Director of Engineering, dated February 29, 2024; attached hereto.

N:\RESOLVES\2024\Lonza AST Variance (3-14-24).doc

Memorandum

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: February 29, 2024
Subject: Lonza Variance for Above Ground Storage Tanks

In November of last year, Lonza obtained a recommendation for approval from the City of Portsmouth Planning Board to amend its site plan approval to allow for the fit up of Building 1 and the Central Utility Building (CUB) as well as the construction of a surface parking lot. Currently, Building 1 and the CUB are under construction.

Included with the construction of these two buildings will be the installation of two diesel generators at each site. The diesel storage tanks will be double walled and have interstitial monitoring to help prevent a spill. Each generator will store up to 4,400 gallons of diesel fuel. Part 308.02c of PDA's land use controls limits the capacity of aboveground storage facilities to a maximum of 2,000 gallons. As such, Lonza is seeking a variance to allow for the additional capacity. Attached is a table that lists all of the storage tanks on the Lonza parcel. The four proposed tanks are at the bottom of the table identified as Bldg's 18 and 34.

Lonza has successfully applied for this type of variance in the past and is now seeking to expand capacity once again. As the Lonza Iron Parcel development continues staff expects to receive additional requests to further expand capacity as Lonza's life science work is dependent on the ability to continue operations in the event of a power supply interruption.

At the March Board meeting, please seek approval for Lonza to submit a variance application to the City of Portsmouth Zoning Board of Appeals for the installation of four above ground storage tanks with a capacity of 4,400 gallons each.

N:\ENGINEER\Board Memos\2024\Lonza AST Variance.docx

ENCLOSURE 11

Lonza Biologics Storage Facilities located at 101 International Drive Portsmouth, NH

Location	Service	PDA Classification	Capacity	Year Installed	Equipment #	Storage Facility Description	Lonza Comments
101A Utility Yard	Wastewater	Not Regulated	12,000 G	N/A	T-17001	Non Hazardous Material	Not Currently In use
101A Gas Yard	Liquid Nitrogen	No Spill Risk	1,500 G	N/A	X-680	Cryogenic Liquid -Gasify and Disperse	
101A Gas Yard	Liquid Carbon Dioxide	No Spill Risk	3,300 G	N/A	X-695	Cryogenic Liquid -Gasify and Disperse	
101A Cold Storage Bldg	Generator-Diesel	Regulated	1,075 G	2013	101A-EGEN-B	Double Walled Tank with Interstitial Monitoring	
101A Utility Yard	Generator-Diesel	Regulated	2,400 G	2000	101A-EGEN-B	Double Walled Tank with Interstitial Monitoring	
101B Gas Yard	Liquid Nitrogen	No Spill Risk	5,000 G	N/A	X-33050	Cryogenic Liquid -Gasify and Disperse	Original Volume - 1500 G
101B Gas Yard	Liquid Carbon Dioxide	No Spill Risk	7,100 G	N/A	X33040	Cryogenic Liquid -Gasify and Disperse	
101B Gas Yard	Liquid Oxygen	No Spill Risk	5,855 G	N/A	X-33030	Cryogenic Liquid -Gasify and Disperse	
101B Gas Yard	Gaseous helium	No Spill Risk	43,535 SCF 2,244 G	N/A	X-33060	Cryogenic Liquid -Gasify and Disperse	
101B Gas Yard	Brine solution	Not Regulated	50 Tons	N/A	X-30010	Saturated Salt Solution	No Significant hazards Mostly Dry Tank
101B Electrical Yard	Generator Diesel	Regulated	3,640 G	2003	101B-EGEN	Double Walled Tank with Interstitial Monitoring	
101B Electrical Yard	Generator Diesel	Regulated	3,312 G	2019	101B-EGEN	Double Walled Tank with Interstitial Monitoring	
101B Electrical Yard	Generator Diesel	Regulated	3,312 G	2019	101B-EGEN	Double Walled Tank with Interstitial Monitoring	
101C Underground	Nitrogen Wastewater- Currently not in use	Not Regulated	50,000 G	N/A	T-33011	Epoxy Lined	Non Hazardous
101C Underground	triton Wastewater	Not Regulated	50,000 G	N/A	T-33012	Epoxy Lined	Non Hazardous
101C Underground	Waste water (not used)	Not Regulated	50,000 G	N/A	T-33013	Epoxy Lined	WW flushed into chemical drains in building flow to this lined tank for equalization. Following Equalization the Ww is diverted back into the building's waste Neutralization systems
101C Gas Yard	Liquid nitrogen	No Spill Risk	3,000 G	N/A	T-43410	Cryogenic Liquid -Gasify and Disperse	
101C Electrical Yard	Generator - Diesel	Regulated	3,312 G	2016	101C-EGEN	Double Walled Tank with Interstitial Monitoring	
101C Electrical Yard	Generator - Diesel	Regulated	3,312 G	2016	101C-EGEN	Double Walled Tank with Interstitial Monitoring	
101C Electrical Yard	Generator - Diesel	Regulated	3,312 G	2021	101C-EGEN	Double Walled Tank with Interstitial Monitoring	
Bldg 230	Generator - Diesel	Regulated	660 G	N/A	Z30-EGEN	Double Walled Tank with Interstitial Monitoring	
Bldg 34	Generator - Diesel	Regulated	4,400 G	2024	EG-10	Double Walled Tank with Interstitial Monitoring	
Bldg 34	Generator - Diesel	Regulated	4,400 G	2024	EG-11	Double Walled Tank with Interstitial Monitoring	
Bldg 18	Generator - Diesel	Regulated	4,400 G	2024	EG-12	Double Walled Tank with Interstitial Monitoring	
Bldg 18	Generator - Diesel	Regulated	4,400 G	2024	EG-13	Double Walled Tank with Interstitial Monitoring	

MEMORANDUM

TO: Pease Development Authority Board of Directors

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

DATE: March 4, 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: Jacobs Engineering Group, Inc.
Board Authority: January 21, 2021
Summary: Exercise its one (1) two-year option for On-call Airport Planning & Engineering Services
2. Project Name: Hoyle Tanner & Associates, Inc.
Board Authority: January 21, 2021
Summary: Exercise its one (1) two-year option for On-call Airport Planning & Engineering Services
3. Project Name: McFarland-Johnson, Inc.
Board Authority: January 21, 2021
Summary: Exercise its one (1) two-year option for On-call Airport Planning & Engineering Services
4. Project Name: Stantec Consulting Services, Inc.
Board Authority: January 21, 2021
Summary: Exercise its one (1) two-year option for On-call Airport Planning & Engineering Services
5. Project Name: Modern Pest Control
Board Authority: Director Levesque
Cost: First year \$1,998.61 with \$1,100 annually thereafter
Summary: Pest Control Services for Portsmouth Fish Pier

6. Project Name: BinnieMedia
Board Authority: Director Ferrini
Cost: \$7,000.00
Summary: Outdoor Digital Billboard Advertising on I-95 from April 8, 2024 through May 5, 2024

7. Project Name: Skyhaven Apron Bidding and Permitting
Board Authority: Director Ferrini
Cost: \$10,000.00
Summary: For Immediate Preconstruction with performed by Jacobs Engineering

8. Project Name: Daniel C. Fortnam
Board Authority: March 18, 2021
Summary: Exercise its first one-year option for Air Development Consulting Service

9. Project Name: Dover Marine
Board Authority: Director Ferrini
Cost: \$5,749.83
Summary: For Repair to Internal Fuel Tank on Harbor Master Patrol Vessel

10. Project Name: Portsmouth International Airport at Pease
Board Authority: Director Ferrini
Cost: \$8,246.14
Summary: Three Month Extension of the Badge System Service Agreement from March 1, 2024, through May 31, 2024

MOTION

Director Fournier:



The Pease Development Authority Board of Directors hereby approves of and authorizes the Executive Director to purchase three (3) 2024 Chevrolet Silverado 1500 police package trucks from McMulkin Chevrolet, of Nashua, NH in an amount not to exceed \$55,290.00 per vehicle (total of three vehicles not to exceed \$165,870.00); all in accordance with the memorandum of Ken Conley, Maintenance Manager, dated March 5, 2024, attached hereto and incorporated herein.

In accordance with the provisions of RSA 12-G:8 VIII, the Board justifies the waiver of the RFP requirement as the vehicle will be purchased under the State of New Hampshire's Vehicle Procurement Contract with McMulkin Chevrolet.

**Note: This motion requires 5 affirmative votes.
ROLL CALL vote required.**

N:\RESOLVES\2024\Airport – Operations Vehicle (3-14-2024).docx

Memorandum

To: Paul Brean, Executive Director 
From: Ken Conley-Maintenance Manager 
Date: 3/5/2024
Subj: Vehicle – Replacement, Change Order

In 2021, Operations and Maintenance combined three projected vehicle purchases to bolster the Airport Operations fleet replacement budget from \$100,000 to \$150,000, with the intent to purchase two Chevrolet Silverado EV pickups for a total cost of \$150,000. This vehicle line, fraught with delays, has been permanently put on hold as EV pickup platforms across all vendors have suffered production delays.

Unfortunately, the current Operations' vehicles are well past their replacement timelines, and we can no longer put off the purchase of new vehicles. As a result, we have engaged the state contracted vendor, McMulkin Chevrolet of Nashua, New Hampshire, for a quote for three standard gas-powered police package pickup trucks, reverting to our original three vehicle replacement plan. McMulkin quoted a price not to exceed \$55,290 per vehicle.

The two 2011 Operations Silverado 2500's and one 2004 Maintenance Silverado 2500 will be replaced with the lighter more economical Silverado 1500's. All three new Silverados will comprise the Airport Operations fleet and the current 2500 (PD15) in Operations' service will be moved down to Maintenance to cover the spot of the 2004 Silverado. This will leave Operations with a standardized fleet, ready and reliable for years to come.

At the March 14, 2024, PDA Board of Directors meeting please request authorization to waive the formal RFP process and to purchase three 2024 Chevrolet Silverado 1500 police package trucks through the current State of New Hampshire contract with McMulkin Chevrolet, for a price not to exceed \$55,290 per vehicle, for a total of three vehicles from McMulkin Chevrolet not to exceed \$165,870.

MOTION

Director Levesque:

The Pease Development Authority Board of Directors hereby approves the signage proposal of 249 Corporate Drive LLC, on behalf of Ovik Health, located at 249 Corporate Drive; all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering dated February 12, 2024; attached hereto.

N:\RESOLVES\2024\Signs – 249 Corporate Drive LLC for Ovik Health (3-14-2024).docx

Memorandum

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: February 12, 2024
Subject: New Signage at 249 Corporate Drive

PDA's tenant, 249 Corporate Drive, LLC, is requesting approval to install signage at 249 Corporate Drive for its new subtenant, Ovik Health.

Ground Sign: The tenant is proposing to add Ovik Health to the bottom panel of the existing sign as shown on the attached proof.

Building Sign: The proposed building sign consists of raised blue letters on a white ACM/Dibond backer as shown on the attached proof. The sign area is 50.9 square feet.

Despite the increase in signage square footage, the total square footage of signage remains below 200 square feet as required by the PDA Land Use Controls.

At the March 14 Board meeting, please ask the Board of Directors to consider the sign proposal of 249 Corporate Drive, LLC for Ovik Health.

N:\ENGINEER\Board Memos\2024\249 Corporate Signage.docx



CLIENT Ovik HEALTH
PROJECT Exterior Signs- corporate Drive, Portsmouth, NH
DATE January 30, 2024

#46867
PROOF 01



Ovik HEALTH

194.71" Wide x 36" Tall | *Logo/Lettering*

EXISTING LOFTWARE SIGN

203.5" Wide x 36" Tall | *Logo/Lettering*



CLIENT Ovik HEALTH
PROJECT Exterior Signs- corporate Drive, Portsmouth, NH
DATE January 30, 2024

#46867
PROOF 01



Ovik HEALTH

72" Wide x 13.31" Tall | *Logo/Lettering*

EXISTING LOFTWARE SIGN

90.4" Wide x 14.1" Tall | *Logo/Lettering*

MOTION

Director Conard:

The Pease Development Authority Board of Directors hereby approves the signage proposal of 231 Corporate Drive LLC, on behalf of Ethos Veterinary Health LLC, located at 231 Corporate Drive; all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering dated February 29, 2024; attached hereto.

N:\RESOLVES\2024\Signs - 231 Corporate Drive LLC for Ethos Veterinary Health LLC (3-14-2024).docx

Memorandum

To: Paul E. Brean, Executive Director *PAB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: February 29, 2024
Subject: Signage at 231 Corporate Drive

PDA's tenant, 231 Corporate Drive, LLC, is requesting approval to install new signage at 231 Corporate Drive for its subtenant, Port City Veterinary Referral Hospital ("Port City").

Ground Sign: The tenant is proposing to use the space vacated by the former subtenant on the previously approved ground sign to install Port City's logo and information. This sign is 20.75 square feet in area.

Building Sign: The proposed building signs consist of internally lit letters on a white aluminum backer. The area of the three building signs total 178.35 square feet. These signs will be installed on the east, west and south building facades.

In total, Port City is proposing to install 199.1 square feet of signage which is just under the 200 square foot maximum allowed by PDA's land use controls.

At the March Board of Directors meeting, please ask the Board to consider the sign proposal of 231 Corporate Drive, LLC for Port City Veterinary Referral Hospital at 231 Corporate Drive.

7'-0 1/2"
BETWEEN POST



FRONT /BACK MONUMENT SIGN

Scale NTS



**Concept
Unlimited, Inc.**
10020 Farrow Rd. Columbia, SC 29203
Phone (803) 755-9100

Revision:
R1 1/6/2023 REVISED AS PER MARK UP.
R2 11/8/23 Change out layout for signage.

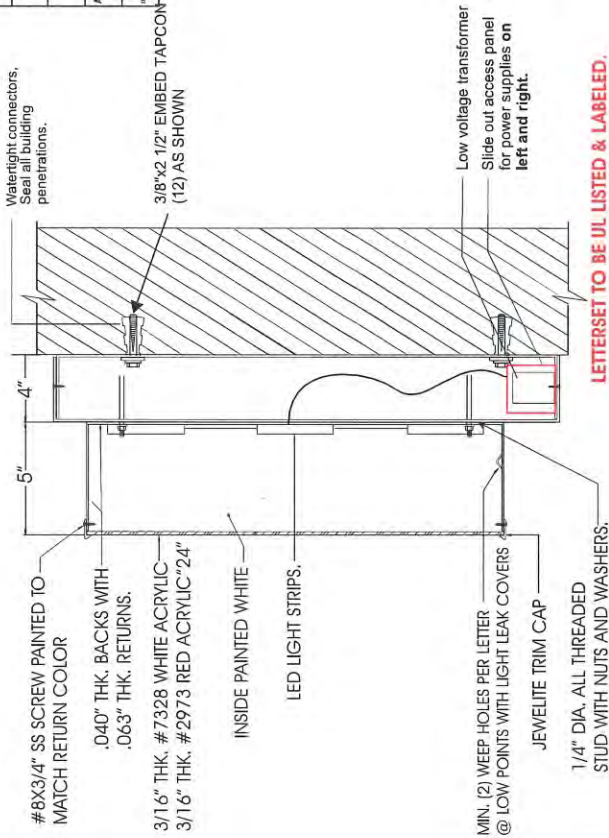
ETHOS 24/7
231 CORPORATE DRIVE
PORTSMOUTH, NH 03801

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Customer: ETHOS
Salesman: Matt Higgins
Drawn By: R.W.
Date: 1/3/2023
Drawing No.: **A15571**
Pg. 5 of 7

THIS SIGN TO BEAR UNDERWRITERS LABEL
 120V VOLTS REQUIRED
 Suitable for Wet Locations
 ALL ELECTRICAL COMPONENTS TO BE UL LISTED.

THIS SIGN IS NOT TO BE USED IN WET LOCATIONS UNLESS IT IS LISTED FOR SUCH USE. THE USER SHALL BE RESPONSIBLE FOR OBTAINING THE NECESSARY PERMITS AND APPROVALS FROM THE LOCAL AUTHORITIES HAVING JURISDICTION.



LETTERSET TO BE UL LISTED & LABELED.
DISCONNECT SWITCH REQUIRED.
UL LABELS AND DISCONNECT SWITCH TO BE VISIBLE FROM GROUND.

GENERAL NOTES:

ILLUMINATED LETTERSET LAYOUT

- FABRICATED ALUMINUM .063" THK. RETURNS PAINTED TO MATCH PMS #3155C TEAL WITH A SMOOTH FINISH.
- FACES TO BE 3/16" THK. #7328 WHITE ACRYLIC. WITH TRANSLUCENT VINYL TO MATCH PMS #3155C TURQUOISE, PMS #7U BLACK AND DIVIDER BAR TO MATCH PMS #366U LIME GREEN.
- 1" JEWELITE TRIM CAP TO MATCH PMS #3155C TEAL.
- 4" DEEP BACK PANEL TO BE PAINTED TO MATCH SW 7662 EVENING SHADOW WITH A HEAVY STIPPLE FINISH.
- ILLUMINATED WITH WHITE LED'S LIGHTING POWER SUPPLY. 120V ELECTRICAL.
- "24" FABRICATED ALUMINUM RETURNS TO BE PAINTED MP WHITE WITH A SMOOTH FINISH
- FACE TO BE 3/16" THK. #2793 RED ACRYLIC.
- 1" JEWELITE TRIM CAP TO BE WHITE

ACCEPTED BY: _____
 DATE: _____



PORT CITY
VETERINARY REFERRAL HOSPITAL

24 HOUR
EMERGENCY

PANEL TOTAL SQ. FT. = 79.44
LOGO/LETTER SQ. FT. = 50.33
24 HOUR EME. SQ. FT. = 10.99
TOTAL SQ. FT. = 61.32

ILLUMINATED CHANNEL LETTERSET

Quantity 1

Scale 3/8" = 1'-0"



CONCEPT
Unlimited, Inc.
 10020 Farrow Rd. Columbia, SC 29203
 Phone (803) 755-9100

Revision:
 R1 11/8/23 Change out signage layout.
 R2 1/9/24 Reduced back panel size.
 R3 2/13/24 Reduced back panel.

ETHOS 24/7
231 CORPORATE DRIVE
PORTSMOUTH, NH 03801

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Customer: ETHOS
 Salesman: Matt Higgins
 Drawn By: R.W.
 Date: 3/3/2023
 Drawing No: **A15571**
 Pg. 6 of 7

22'-1"

13'-4 1/2"



REAR ELEVATION

Scale 1/8" = 1'-0"



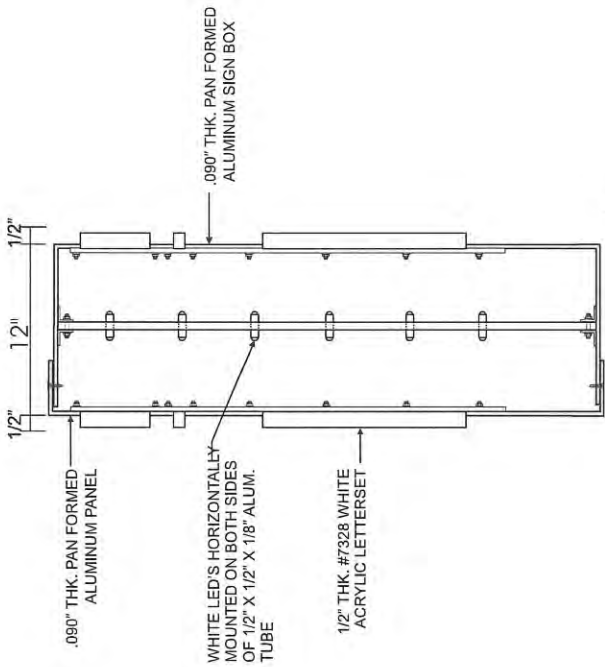
**CONCEPT
UNLIMITED, INC.**
10020 Farrow Rd., Columbia, SC 29203
Phone (803) 755-9100

Revision:
R1 2/22/23 Increase size, add raceway and relocate sign.
R2 11/8/23 Change size of letters and raceway.

ETHOS 24/7
231 CORPORATE DRIVE
PORTSMOUTH, NH 03801

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Customer: ETHOS
Salesman: Matt Higgins
Drawn By: R.W.
Date: 1/3/2023
Drawing No: **A15571**
Pg. 3 of 7



7'-0 1/8"

DETAIL



231 CORPORATE DRIVE



PORT CITY
 VETERINARY REFERRAL HOSPITAL
 24 HOUR EMERGENCY

2 7/8" 3/4" 5 1/16" 2 7/8" 3/4" 5 1/16"

THIS SIGN TO BE BLANK UNLESS OTHERWISE LABELLED.
 1/8" MIN. SPACING REQUIRED BETWEEN LETTERS.
 ALL ELECTRICAL COMPONENTS TO BE ILLUMINATED.
 Suitable for Wet Locations

GENERAL NOTES:

D/F ILLUMINATED MONUMENT SIGN BOX INSTALLED BETWEEN EXISTING POST.
 .090" THK. X 12" DEEP PAN FORMED ALUMINUM SIGN BOX WITH ROUTED OUT COPY AND PAINTED MP WHITE WITH A SMOOTH FINISH.
 COPY TO BE 1/2" THK. #7328 WHITE PUSH THRU ACRYLIC WITH TRANSLUCENT VINYL TO MATCH PMS #3155C TURQUOISE, PMS #7U BLACK AND DIVIDER BAR TO MATCH PMS #366U LIME GREEN.
 "ADDRESS AND DIVIDER BAR" TO BE 1/2" THK. #7328 WHITE ACRYLIC WITH BLACK/WHITE VINYL APPLIED TO FACES.
 ILLUMINATED WITH WHITE LED'S, 60W POWER SUPPLIES, 120V LOW VOLTAGE SIGN BOX TO BE MOUNTED BETWEEN EXISTING POST WITH 1" x 1" ANGLE BRACKETS AT TOP AND BOTTOM.

ACCEPTED BY: _____
 DATE: _____

ILLUMINATED D/F MONUMENT

TOTAL SQ. FT. = 20.54

Customer: ETHOS
 Salesman: Matt Higgins
 Drawn By: R.W.
 Date: 1/31/2023
 Drawing No: A15571
 Pg. 4 of 7

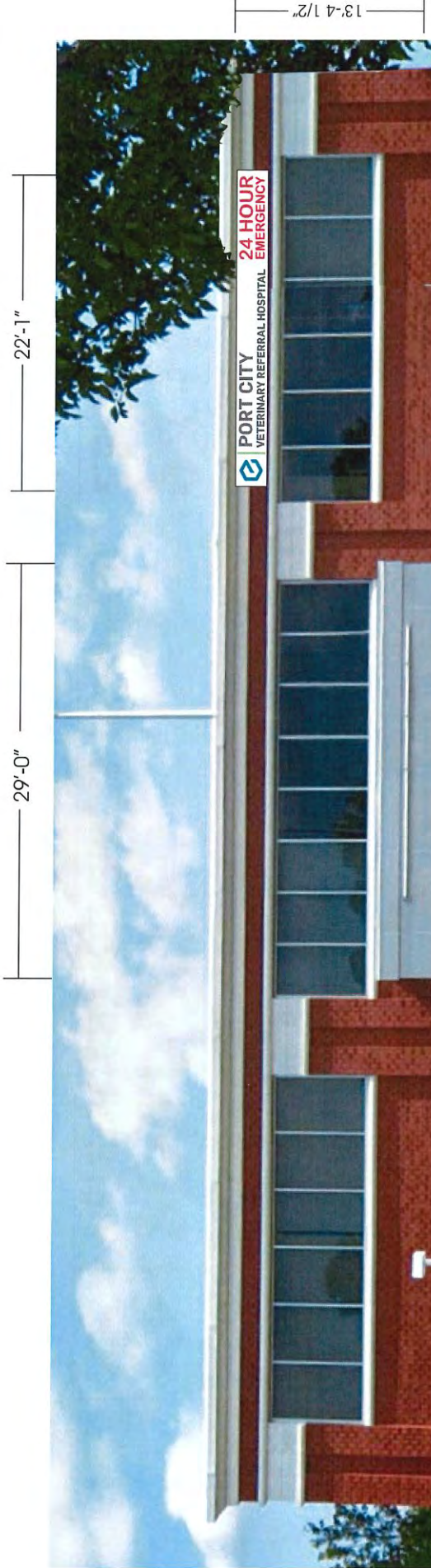
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ETHOS 24/7
 231 CORPORATE DRIVE
 PORTSMOUTH, NH 03801

Revision:
 R1 2/21/23 REVISED AS PER MARK UP
 R2 2/21/23 Increase depth, change to illuminated push thru
 R3 2/21/24 Increase the width of sign
 R4 2/21/24 added 24 hour emergency.

Concept Unlimited, Inc.
 10020 Farrow Rd. Columbia, SC 29203
 Phone (803) 755-9100

SCALE: 1" = 1'-0"



FRONT ELEVATION

Scale 3/32" = 1'-0"



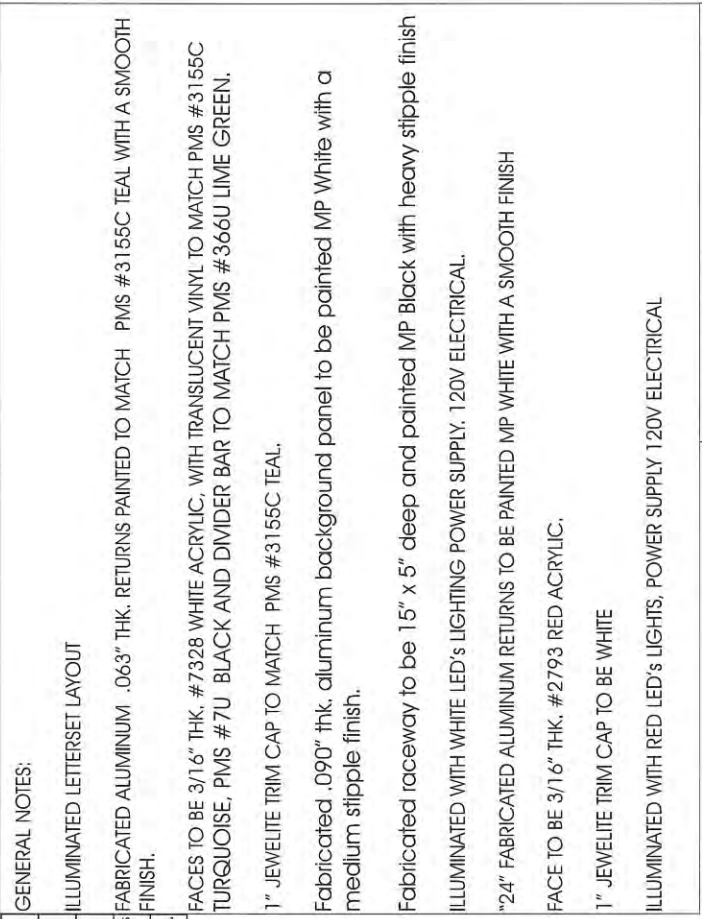
**CONCEPT
Unlimited, Inc.**
10020 Farrow Rd. Columbia, SC 29203
Phone (803) 755-9100

Revision:
R1 1/6/2023 MOVED LETTERSET TO THE RIGHT SIDE.
R2 2/22/23 Increase size, add raceway and relocate sign.
R3 2/12/24 Add building dimension.

ETHOS 24/7
231 CORPORATE DRIVE
PORTSMOUTH, NH 03801

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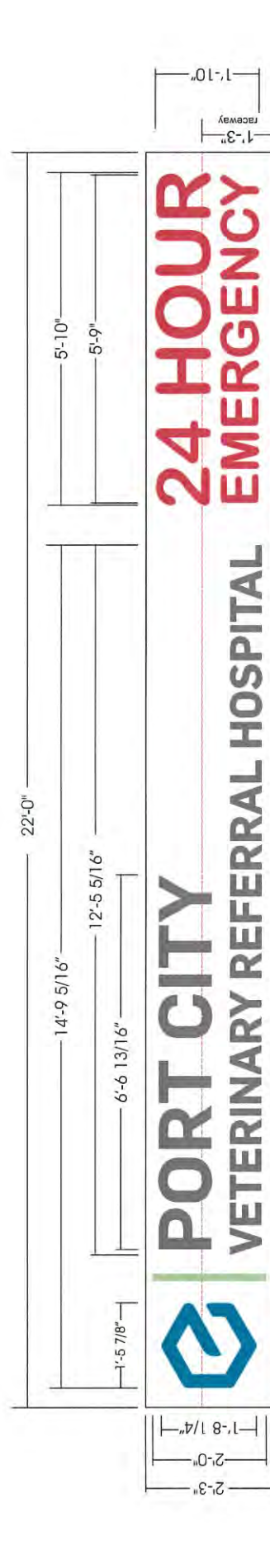
Customer: ETHOS
Salesman: Matt Higgins
Drawn By: R.W.
Date: 1/3/2023
Drawing No: **A15571**
Pg. 2 of 7



THIS SIGN TO BEAR UNDERWRITERS LABEL 1084 VOLTS REQUIRED (SEE LISTED COMPONENTS FOR DETAILS) Suitable for Wet Locations ALL ELECTRICAL COMPONENTS TO BE UL LISTED.

GENERAL NOTES:
 ILLUMINATED LETTERSET LAYOUT
 FABRICATED ALUMINUM .063" THK. RETURNS PAINTED TO MATCH PMS #3155C TEAL WITH A SMOOTH FINISH.
 FACES TO BE 3/16" THK. #7328 WHITE ACRYLIC, WITH TRANSLUCENT VINYL TO MATCH PMS #3155C TURQUOISE, PMS #7U BLACK AND DIVIDER BAR TO MATCH PMS #366U LIME GREEN.
 1" JEWELITE TRIM CAP TO MATCH PMS #3155C TEAL.
 Fabricated .090" thk. aluminum background panel to be painted MP White with a medium stipple finish.
 Fabricated raceway to be 15" x 5" deep and painted MP Black with heavy stipple finish ILLUMINATED WITH WHITE LED'S LIGHTING POWER SUPPLY, 120V ELECTRICAL.
 "24" FABRICATED ALUMINUM RETURNS TO BE PAINTED MP WHITE WITH A SMOOTH FINISH
 FACE TO BE 3/16" THK. #2793 RED ACRYLIC.
 1" JEWELITE TRIM CAP TO BE WHITE
 ILLUMINATED WITH RED LED'S LIGHTS, POWER SUPPLY 120V ELECTRICAL

ACCEPTED BY: _____
 DATE: _____



ILLUMINATED CHANNEL LETTERSET ON BACK PANEL

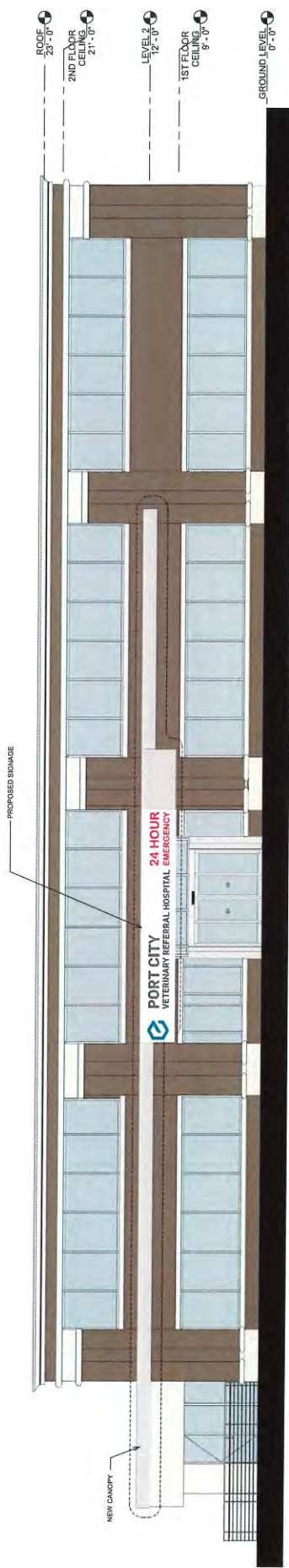
Quantity 2

TOTAL SQ. FT. =49.50

 <p>Concept Unlimited, Inc. 10020 Farrow Rd. Columbia, SC 29203 Phone (803) 755-9100</p>	<p>Revision: R1 2/22/23 Increase size, add raceway. R2 11/6/23 Reduce raceway and change quantity. R3 2/15/23 Updated copy to be black. R4 2/26/24 Change face layout</p>	<p>ETHOS 24/7 231 CORPORATE DRIVE PORTSMOUTH, NH 03801</p>	<p>Customer: ETHOS Salesman: Matt Higgins Drawn By: R.W. Date: 1/3/2023 Drawing No: A15571 Pg. 1 of 7</p>
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Scale 3/8" = 1'-0"

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SOUTH ELEVATION PROPOSAL

Scale 1/16" = 1'-0"



**CONCEPT
UNLIMITED, Inc.**
10020 Farrow Rd. Columbia, SC 29203
Phone (803) 755-9100

Revision:
R1 11/8/23 Change out signage layout.

ETHOS 24/7
231 CORPORATE DRIVE
PORTSMOUTH, NH 03801

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Customer: ETHOS
Salesman: Matt Higgins
Drawn By: R.W.
Date: 3/31/2023
Drawing No: **A15571**
Pg. 7 of 7

2024 MODIFIED SCHEDULE

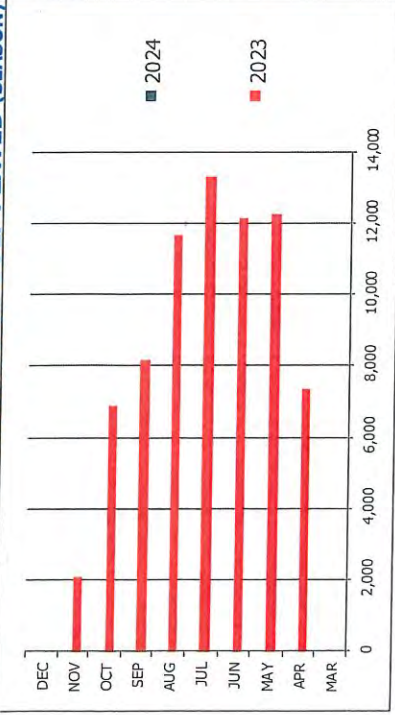
BOARD MEETINGS SECOND THURSDAY OF MONTH AND COMMITTEE MEETINGS MONDAY PRECEDING BOARD MEETINGS COMMENCING IN MAY (EXCEPT OCTOBER - REMAINS THIRD THURSDAY AND TUESDAY PRECEDING BOARD MEETING DUE TO PDA AUDIT)

Month	BOARD		FINANCE		GOLF		AUDIT		PORT		Noise Compatibility	
	Meetings at 8:30 am	Day	Meetings at 9:00 am	Day	Meetings at 8:30 am	Day	Meetings at 8:30 am	Day	Meetings at 8:00 am	Day	Meetings at 6:30 pm	Day
January	Thurs.	01/11/24							Tues.	01/09/24		
February	None											
March	Thurs.	03/14/24			Mon.	03/11/24						
April	Thurs.	04/18/24	Mon.						Thurs.	04/04/24	Thurs.	04/18/24
May	Thurs.	05/09/24										
June	Thurs.	06/13/24	Mon.		Mon.	06/10/24						
July	None								Thurs.	07/11/24		
August	Thurs.	08/08/24										
September	Thurs.	09/12/24	Mon.		Mon.	09/09/24						
October	Thurs.	10/17/24										
November	Thurs.	11/14/24						Tues.	10/15/24	Tues.	10/15/24	Thurs.
December												
Annual	Thurs.	12/12/24	Mon.		Mon.	12/09/24						
NOTE: ALL MEETINGS BEGIN AT 8:30 A.M. UNLESS OTHERWISE POSTED.												
Legend												
Board	Second Thursday of Month - Except October Third Thursday											
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 - 2nd Thursday (April and September)											
P:\Boardmtg\2023\2024 Proposed Mtgs - Change from 3rd Thursday to 2nd Thursday												

KEY GOLF COURSE BENCHMARKING DATA



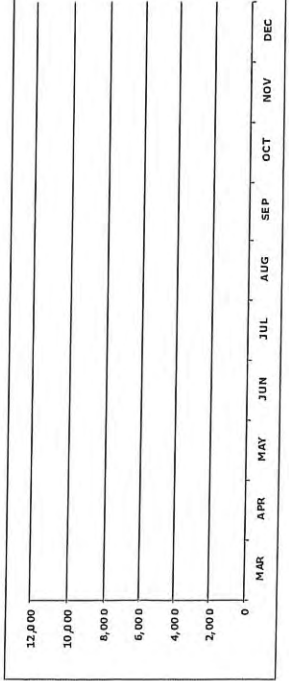
ROUNDS OF GOLF PLAYED (SEASON)



2024 SEASON	2023 SEASON	2022 SEASON
0	73,897	71,985

ROUNDS PLAYED	0	73,897	71,985
RAIN DAYS	0	58	51

2023 MEMBER / NONMEMBER ROUNDS (SEASON)



GOLF SIMULATOR REVENUES	GRILL 28 GROSS SALES		CONCESSION FEES EARNED (17%)		CONCESSION FEES EARNED (17%)	
	FY 2024	FY 2023	FY 2024	FY 2023	FY 2024	FY 2023
JULY	\$1,799	\$495	327,065	296,042	55,601	50,327
AUGUST	\$1,107	\$827	348,564	360,829	59,256	61,341
SEPTEMBER	\$280	\$1,509	307,833	297,268	52,332	50,536
OCTOBER	\$3,403	\$4,441	243,213	227,600	41,346	38,692
NOVEMBER	\$15,547	\$13,652	142,063	147,784	24,151	25,123
DECEMBER	\$20,789	\$21,235	166,385	171,720	28,285	29,192
JANUARY	\$26,413	\$27,493	125,329	144,384	21,306	24,545
FEBRUARY	\$27,234	\$26,027	128,748	141,590	21,887	24,070
MARCH	-	\$27,745	-	156,867	0	26,667
APRIL	-	\$5,099	-	229,175	0	38,960
MAY	-	\$280	-	329,489	0	56,013
JUNE	-	\$1,255	-	347,121	0	59,011
TOTAL	\$96,572	\$130,058	\$1,789,200	\$2,849,869	\$304,164	\$484,478

2024 ROUNDS-SEASON

MEMBER	0
NONMEMBER	0
TOTAL	0

2023 ROUNDS-SEASON

MEMBER	15,805
NONMEMBER	58,092
TOTAL	73,897

CLUB/ COURSE FUNCTIONS	FY 2024 YTD	FY 2023 YTD
GROUPS 20-59	39,380	47,680
TOURNAMENT PLAY	181,497	172,931
LEAGUES	58,198	63,370
FOOD AND ROOM FEES	239,564	253,211

AIRPORT REPORT PERIOD ENDING FEBRUARY 2024



JANUARY ENPLANEMENTS

	2024
Scheduled Enplanements	3,763
Chartered Enplanements	821

Total Enplanements 4,584

2024 Enplanements YTD 4,584

REVENUE PARKING

\$46,599

975 Transactions @ \$47.79

FUEL FLOWAGE FEES

\$56,615.15

Total Gallons	943,419
CRAF and DOD	86%
Commercial	4%
General Aviation	10%



Fuel Pricing

- Port City Air Retail; \$6.25 Jet A
- Port City Air Retail; \$6.25 100LL
- Northeast Avg; \$6.93 Jet A, \$7.29 100LL

Grant Projects

- Domestic Arrivals Hall Upgrades
- Taxiway Alpha

AAV VACATION CAPACITY


- Enterprise Concession Fees: Oct., Nov., Dec. - \$15,043.23


Memorandum

To: John Meehan, Airport Operations Manager *JM*
From: Sandy McDonough, Airport Community Liaison *SM*
Date: February 2, 2024
Re: Noise Report for January, 2024

The Portsmouth International Airport at Pease did not receive any noise complaints in January, 2024.

Memorandum

To: John Meehan, Airport Operations Manager 

From: Sandy McDonough, Airport Community Liaison 

Date: March 1, 2024

Re: Noise Report for February, 2024

The Portsmouth International Airport at Pease did not receive any noise complaints in February, 2024.

MOTION

Director Fournier:

WHEREAS, the Pease Development Authority (“PDA”) has duly enacted By-Laws in accordance with the provisions of NH RSA 12-G:8, XIX; and

WHEREAS, in accordance with Article III, Sections 3.9.1.1; 3.11; and 3.11.1 of said By-Laws, the PDA Board of Directors deems it desirable to increase the spending thresholds of the Executive Committee and the Executive Director when entering into agreements and/or contracts for the benefit of PDA without seeking Board approval; and

WHEREAS, the PDA Board of Directors seeks to clarify the role of the Audit Committee under the By-Laws;

BE IT RESOLVED, the PDA Board of Directors amends the By-Laws as follows:

- a. Article III; Section 3.9.1.1; increase the monetary amount referenced from \$10,000.00 to \$25,000.00;
- b. Article III; Section 3.11, shall increase the monetary amount referenced from \$10,000 to \$25,000.00;
- c. Article III; Section 3.11.1.1 shall increase the written amount from Ten Thousand to Twenty-Five Thousand and the monetary reference from \$10,00.00 to \$25,000.00;
- d. Article IV; Section 4.2 shall change the reference from “Finance Committee” to “Audit Committee”.

Memorandum

To: Board of Directors
From: Anthony I. Blenkinsop, Deputy Director / General Counsel *ASB*
Date: March 4, 2024
Subject: Seventh Amendment to By-Laws

At the December Board meeting, the Board requested information on the financial thresholds in the PDA By-Laws at which Board approval for contracting was required. That information was provided at the January meeting and interest in increasing those thresholds has been expressed. Additionally, one housekeeping edit regarding the role of the Audit Committee has been noted.

Article V, Paragraph 5.4 of the By-Laws allows for the amendment of the By-Laws at any time by the Board at any duly noticed meeting. After a review and discussion of the By-Laws, it is proposed that the following amendments be made to the By-Laws:

Page 5 - Section 3.9.1.1, line 3	Replace "Ten Thousand" with "Twenty-Five Thousand"
Page 5 – Section 3.91.1., line 4	Replace "\$10,000.00" with "\$25,000.00"
Page 8 – Section 3.11, line 2	Replace "\$10,000" with "\$25,000.00"
Page 9 – Section 3.11.1.1, line 30	Replace "Ten Thousand" with "Twenty-Five Thousand"
Page 9 – Section 3.11.1.1, line 32	Replace "\$10,000.00" with "\$25,000.00"
Page 10 - Section 4.2, line 25	Replace "Finance Committee" with "Audit Committee"

To update the By-Laws, it is my recommendation that the PDA Board of Directors adopt the Seventh Amendment to By-Laws at the March 14, 2024, meeting of the Board, consistent with the attached draft.

1 PEASE DEVELOPMENT AUTHORITY

2 BY-LAWS

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6 **ARTICLE I. AUTHORITY**

7
8 **1.1 Commission:** The Pease Development Authority (the "Authority"), a body
9 politic and corporate of the State of New Hampshire, established pursuant to
10 NH RSA ch. 12-G operates under, and subject to, the Constitution and laws
11 of the State of New Hampshire. (All statutory references in these By-Laws
12 shall be presumed to refer to NH RSA ch. 12-G unless expressly stated to the
13 contrary. Unless otherwise defined herein, all capitalized terms shall be
14 defined as set forth in NH RSA ch. 12-G.

15
16 **1.2 By-Laws:** These By-Laws are enacted pursuant to the Authority's powers
17 set forth in NH RSA 12-G:8, XIX.

18
19 **ARTICLE II. PURPOSE**

20
21 **2.1 Purpose:** The purpose of the Authority is to foster and promote the
22 redevelopment of the former Pease Air Force Base ("Pease") and to promote,
23 oversee and integrate the development and conversion of Pease to civilian
24 use, in all respects for the benefit of the economies, environment and quality
25 of life of the City of Portsmouth, the Town of Newington, the seacoast
26 region, and the State of New Hampshire, and for the improvement of their
27 wealth and prosperity, including the creation of employment and other
28 business opportunities.

29
30 **ARTICLE III. THE PEASE DEVELOPMENT AUTHORITY**

31
32 **3.1 Membership:** The membership of the Authority shall be as set forth in NH
33 RSA 12-G:4. No member of the Authority may enter into or continue his
34 duties unless a Statement of Financial Interests has been filed in satisfaction
35 of the requirements of NH RSA 12-G:5.

36
37 **3.2 Meetings:** The Authority shall meet at least as frequently as quarterly at a
38 time and place either within the City of Portsmouth, or the Town of
39 Newington, to be designated by the Chairman, or such other location within
40 or without the State of New Hampshire as may be otherwise agreed by a
41 majority of the Board of Directors (the "Board"). Additionally, meetings of
42 the Authority may be called at any time by the Chairman of the Board, or,
43 when requested in writing by any two (2) Directors. No meeting of the
44 Directors shall take place and no business shall be conducted unless a
45 quorum is present, except that less than a quorum of the Directors may

1 adjourn a meeting.

2
3 **3.2.1 Presence at Meetings:** Directors or members of Committees who
4 cannot be physically present at a meeting location may participate in
5 a duly noticed meeting of the Board of Directors or a Committee by
6 means of conference telephone, television or similar communications
7 equipment through which all persons participating in such meeting
8 can hear and talk to each other, and participation by such means shall
9 constitute presence in person at such meeting.

10
11 **3.3 Notice of Meetings:** Pursuant to NH RSA 91-A, the Chairman shall send
12 notice of any meeting to each Director not later than five (5) days prior to the
13 date of the meeting specified in the meeting notice. An Agenda setting forth,
14 in reasonable detail, the business proposed to be conducted at the meeting
15 being called, the time of the meeting, and the place of the meeting shall be
16 sent to each Director not later than two (2) days prior to the date of the
17 specified meeting.

18
19 **3.3.1 Emergency Meetings:** When immediate undelayed action is
20 deemed imperative by the Chairman or a Committee chair,
21 notice may be made by telephone, facsimile transmission or
22 other means as far in advance as possible, provided that the
23 requirements of NH RSA ch. 91-A have been fulfilled.

24
25 **3.4 Annual Meetings:** The Authority shall hold its Annual Meeting in
26 December of each calendar year or shall designate the last meeting of each
27 calendar year as its Annual Meeting, and the Agenda thereof shall include
28 establishing a budget, electing officers of the Authority, appointing Directors
29 to Committees, receiving the Annual Report of the Executive Director, and
30 transacting such other business as may properly come before the Authority at
31 such meeting.

32
33 **3.5 Quorum/Action by the Board:** Four (4) Directors of the Board shall
34 constitute a quorum. Action by the Board shall be by resolution or motion.
35 Each resolution or motion considered by the Board, whether or not adopted,
36 shall be entered in the meeting minutes, and the vote, including any
37 abstentions, recorded.

38
39 **3.6 Officers:** The officers of the Authority shall be (i) a Chairman of the Board;
40 (ii) a Vice-Chairman; (iii) a Treasurer; and (iv) a Secretary. The Governor
41 shall annually designate one (1) Director as Chairman of the Board. The
42 Board of Directors shall elect from the remaining six (6) Directors a Vice-
43 Chairman and a Treasurer. The Vice-Chairman and the Treasurer shall serve
44 in such capacity for a term of one (1) year, or until the next Annual Meeting
45 whichever first occurs. The Executive Director of the Authority, in office

1 from time to time, shall serve as Secretary of the Authority. Vacancies in all
2 offices shall be filled by the Board of Directors, and may be filled by a vote
3 at any meeting at which a quorum is present.
4

5 **3.6.1 Chairman:** The Chairman shall be responsible for conducting the
6 meetings of the Authority, appointing Directors to Committees,
7 overseeing the general affairs of the Authority, and such other duties
8 and such other authority as may be prescribed by law or as may be
9 assigned to him from time to time by the Board. The Chairman shall
10 have the authority to sign all contracts, leases, releases, bonds, notes
11 and other instruments and documents approved by the Authority,
12 without derogation of the authority specifically granted by NH RSA
13 ch. 12-G, these By-Laws or by the Board to other persons.
14

15 **3.6.2 Vice-Chairman:** The Vice-Chairman shall act as the Chairman at
16 the request of the Chairman or in the Chairman's absence or
17 incapacity to act. When acting as Chairman, the Vice-Chairman shall
18 have all the powers of the Chairman, including the authority to sign,
19 in the name of the Authority, all contracts, leases, releases, bonds,
20 notes and other instruments and documents required to be executed.
21 The Vice-Chairman shall have such other duties and such other
22 authority as may be prescribed by law or as may be assigned to him
23 from time to time by the Chairman or the Board.
24

25 **3.6.3 Treasurer:** The Treasurer shall be responsible for overseeing the
26 general fiscal affairs of the Authority, for accepting monies paid into
27 the Pease Development Authority fund in accordance with NH RSA
28 12-G:36, IV, shall have such duties and powers as are incident to the
29 office of treasurer, and such other duties and such other authority as
30 may be prescribed by law or as may be assigned to him from time to
31 time by the Board. Except as to any duties which under State law can
32 be discharged only by the Executive Director, the Treasurer shall, in
33 the Executive Director's absence or incapacity to act, have all the
34 powers of the Executive Director with respect to the care and custody
35 of the funds of the Authority, including the authority, on behalf of the
36 Authority to endorse or deposit for collection all drafts, checks, notes
37 and other instruments for the payment of money to the Authority or to
38 its order.
39

40 **3.6.4 Chief Executive/Secretary:** The Executive Director shall be the
41 chief executive and administrative officer and Secretary of the
42 Authority. The Executive Director shall, subject to the direction and
43 control of the Board, be responsible for the general and active
44 supervision over the day-to-day business of the Authority and its
45 officers and employees, shall have the duties and responsibilities set

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forth in Sub-paragraph 3.11.1 of these By-Laws, and such other duties and such other authority as may be prescribed by law or as may be assigned to him from time to time by the Board.

3.7 Voting: Each Director shall have one (1) vote on all matters to be decided by the Board. A minimum of four (4) affirmative votes shall be required for any action of the Board except for the adoption, amendment, interpretation or overriding of land use controls, which action shall require five (5) affirmative votes.

3.8 Public Access: All meetings of the Board and all Standing or Ad-Hoc Advisory Committees of the Board shall be governed by the provisions of NH RSA ch. 91-A.

3.9 Committees: The Board shall designate such Standing Committees, and Ad-Hoc Advisory Committees, as it deems necessary and desirable. The Standing Committees include, but shall not be limited to, (1) the Executive Committee, (2) the Finance Committee, (3) the Airport Committee, (4) the Marketing and Economic Development Committee, and (5) the Zoning Adjustment and Appeals Committee. The Ad-Hoc Advisory Committees include, but shall not be limited to, (1) the Capitol Improvement and Land Planning Committee, (2) the Transportation Management Committee, (3) the Golf Committee, (4) the Port Committee, and (5) the Audit Committee.

3.9.1 Duties of Committees: In addition to the functions and duties set forth below, the Chairman may delegate to each Committee such additional responsibilities and powers appropriate for the tasks of each Committee. Each Committee, by its Chair, shall provide a report to the Board, at its meeting next following any Committee meeting, of the activities, recommendations, and business conducted at any Committee meetings held since the last meeting of the Board. No Committee shall have any independent capacity or power to bind the Board to any contract, policy, or financial obligation, unless and until ratification and/or consent of the Board to such action is obtained.

3.9.1.1 Executive Committee: The Executive Committee shall monitor the activities of the Executive Director and, as required, consult with the Executive Director regarding the day to day business of the Authority between meetings of the Board, maintain a close liaison with State officials and members of the State's congressional delegation, and advise the Board with respect to proposed legislation or amendments related to the operations of the Authority. Notwithstanding anything to the contrary in Subparagraph 3.9.1 above,

1 the Executive Committee shall have authority to
2 approve or commit to an expenditure of funds up to
3 the amount of ~~Ten Thousand Twenty-Five Thousand~~
4 Dollars (~~\$10,000.00~~ \$25,000.00). Any expenditures
5 authorized by the Executive Committee pursuant to
6 this section shall be reported to the Board at its next
7 regular meeting.
8

9 **3.9.1.2**

Finance Committee: The Finance Committee shall be for the purposes of assisting the Board by overseeing the financial affairs of the PDA and making recommendations to the Board of Directors specific to PDA's financial affairs and policies. The Finance Committee shall review the biennial operating budget as proposed by the Executive Director and shall present it and the Capital budget to the Board for approval. The responsibilities of the Finance Committee shall include making recommendations on debt financing and capital structure; contract approvals; risk management, investment guidelines, and cash management.

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23 **3.9.1.3**

Marketing and Economic Development Committee: The Marketing and Economic Development Committee shall be responsible for making recommendations to the Board regarding the acquisition, lease, sale, improvement, management, development, marketing and disposition land and facilities controlled by the Authority.

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31 **3.9.1.4**

Zoning Adjustment and Appeals Committee: The Zoning Adjustment and Appeals Committee shall be responsible for making recommendations to the Board in accordance with the provisions of the Pease Development Authority Zoning Requirements, Site Plan Review Regulations and Subdivision Regulations (collectively the "Land Use Control Regulations") including, but not limited to, recommendations regarding a) requests for variances from the terms and requirements of said Zoning Requirements, and b) appeals from decisions and orders of Building Inspectors.

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44 **3.9.1.5**

Technical Review Committee: The Technical Review Committee shall be responsible for making

1 recommendations to the Board in accordance with the
2 Land Use Control Regulations, including, but not
3 limited to, recommendations regarding applications
4 for site plan review.
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6 **3.9.2 Membership:** There shall be at least three (3) Directors appointed to
7 each Standing Committee, including a Committee Chair to be
8 appointed from among such appointees. Each Committee Chair,
9 appointed pursuant to Subparagraph 3.9.3, shall be responsible for
10 conducting all meetings, reporting on the activities, and generally
11 overseeing the activities, of the Committee. Each Director shall at all
12 times serve on at least one (1) Standing Committee.
13

14 **3.9.2.1 Technical Review Committee:** The membership of
15 the Technical Review Committee shall include the
16 following:
17

18 A. The PDA Engineer who shall, unless the
19 Chairman of the Board shall otherwise designate, be
20 appointed Committee Chair; and
21

22 B. For Projects in Portsmouth:

- 23 Portsmouth Planning Director
- 24 Portsmouth City Engineer
- 25 Portsmouth Water & Sewer Representative
- 26 Portsmouth Fire Chief Representative
- 27 Portsmouth Police Chief Representative
- 28
- 29

30 C. For Projects in Newington:

- 31 Newington Town Planner
- 32 Newington Building Inspector
- 33 Newington Fire Chief Representative
- 34 Newington Police Chief Representative
- 35 Portsmouth Fire Chief Representative
- 36 Portsmouth Police Chief Representative
- 37 Portsmouth Planning Director
- 38 Portsmouth Water & Sewer Representative
- 39
- 40

41 **3.9.3 Committee Chairs:** The Chairman of the Board shall appoint a
42 Chair for each Committee; except that (i) the Executive Committee
43 shall have as its Chair the Chairman of the Board, and, as its Vice-
44 Chairman the Vice Chairman of the Board; and (ii) the Finance
45 Committee shall have as its Chair the Treasurer of the Authority.

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3.9.4 Appointment of Committee Members: With the exception of those positions enumerated in Subparagraph 3.9.3, and the requirements of Paragraph 4.3, the Chairman of the Board may exercise sole discretion to appoint Directors to Committees.

3.9.5 Appointment of Ex-Officio Members: The Board may appoint and remove, in its sole discretion, non-voting ex-officio members to any Committee. Such ex-officio members may include, but are not limited to, members of the State's congressional delegation, and representatives of State and local agencies.

3.9.6 Removal of Members: Committee members shall serve for a term of one (1) year, or until the next Annual Meeting, whichever first occurs, at the discretion of the Chairman.

3.9.7 Meetings: Committees shall meet at the call of either the Committee Chair, or of the Chairman of the Board. No Committee meeting shall take place, and no business shall be conducted, unless a quorum is present, except that less than a quorum of the Committee may adjourn a meeting. All Committee meetings shall be subject to the provisions of NH RSA ch. 91-A, including, but not limited to, the recording of minutes.

3.9.8 Quorum/Action by a Committee: A majority of a Committee shall constitute a quorum. Action by a Committee shall be by resolution or motion. Each resolution or motion considered by a Committee, whether or not adopted, shall be entered in the meeting minutes, and the vote, including any abstentions, recorded.

3.9.9 Voting: Each member of a Committee (except ex-officio members) shall have one (1) vote on all matters. The affirmative vote of a majority of the Committee members (excluding ex-officio members) present and voting at any meeting shall be required for any action of a Committee.

3.10 Advisory Committees: The Board may, from time to time, designate, or discontinue, such Advisory Committees as it deems necessary and desirable; provided, however, that the Board shall at all times maintain Committees, either Standing or Advisory, to perform the services set forth in Sections 3.9.1.4 and 3.9.1.5 above as required by the Land Use Control Regulations.

3.11 Employees and Consultants: No employee position shall be created without prior approval of the Board. No contract or agreement with any consultant, engineer, provider of professional services or other person

1 requiring the expenditure, commitment or payment by the Authority of more
2 than ~~\$10,000~~\$25,000.00 may be entered into without the prior approval of the
3 Board. Except as otherwise specifically provided, the adoption of a
4 resolution or motion authorizing or approving an employee position, contract
5 or other agreement requiring the expenditure of funds shall be deemed to
6 include the authority to incur expenses, make payments, enter into contracts,
7 and to perform such other acts as are necessary or incidental thereto.
8

9 **3.11.1 Executive Director:** As set forth in Subparagraph 3.6.4 above, the
10 Executive Director shall have the following duties, responsibilities
11 and benefits:
12

13 **3.11.1.1 Duties.** The Executive Director shall be appointed by
14 the Authority and shall be the chief executive and
15 administrative officer of the Authority. The
16 Executive Director shall have general and active
17 supervision over the day-to-day business and affairs
18 of the Authority and its officers and employees,
19 subject, however, to the direction and control of the
20 Board. The Executive Director shall perform all such
21 other duties as may be prescribed by law or as may be
22 from time to time assigned to him by the Board.
23 The Executive Director shall also be the Secretary of
24 the Authority, shall keep a record of the proceedings
25 of the Authority, including Committee Meetings, and
26 shall be the custodian of all books, documents, and
27 papers filed with the Authority and of its minute book
28 and seal. He shall have the power to cause copies to
29 be made of all minutes and other records and
30 documents of the Authority or its Committees and to
31 give certificates under the seal of the Authority to the
32 effect that such copies are true copies, and all persons
33 dealing with the Authority may rely upon such
34 certificates. Without derogation of the authority
35 specifically granted by NH RSA ch. 12-G, these By-
36 Laws or the Board to other persons, the Executive
37 Director shall have all the authority of the Chairman
38 with respect to the signing of contracts, leases,
39 releases, bonds, notes and other instruments and
40 documents approved by the Authority. The Executive
41 Director shall have the care and custody of the funds
42 of the Authority, and may, on behalf of the Authority,
43 endorse for deposit or collection, and may deposit, all
44 drafts, checks, notes and other instruments for the
45 payment of money to the Authority or its order, and

1 may sign receipts therefore. The Executive Director
2 shall also be empowered on behalf of the Authority to
3 endorse checks on which the Authority is designated
4 as a joint payee for its own protection under leases,
5 contracts, insurance settlements or other documents;
6 and to deliver such checks to other payees or such
7 other persons as are properly entitled to receive the
8 same. The Executive Director shall be deemed to have
9 discharged his responsibilities under these By-Laws if
10 he shall have caused the same to be discharged by an
11 assistant or employee recommended or assigned by
12 the Executive Director and properly authorized by the
13 Executive Committee, except as to any duties which
14 under State law can be discharged only by the
15 Executive Director. If changes arise during the fiscal
16 year following the Annual Meeting which make it
17 unnecessary to use budget funds as specified, the
18 Executive Director may transfer from one budget
19 category to another any unexpended balance;
20 provided, however, that the total amount spent shall
21 not exceed the total budget approved by the Board
22 and that such transfers are reported to the full Board
23 at its next regular meeting. Subject to the direction
24 and control of the Board, and except as otherwise
25 provided under State law, the Executive Director shall
26 have authority to approve or commit to a contract or
27 agreement with any consultant, engineer, provider of
28 professional services or other person requiring the
29 expenditure, commitment or payment by the
30 Authority of funds up to the amount of ~~Ten Thousand~~
31 Twenty-Five Thousand Dollars
32 ~~(\$10,000.00)~~ (\$25,000.00). Any expenditure authorized
33 by the Executive Director pursuant to this provision
34 shall be approved by the Treasurer or another member
35 of the Executive Committee and reported to the full
36 Board at its next regular meeting.

37
38 **3.11.1.2**

Term of Employment; Salary: The Executive
39 Director shall hold office for an indefinite term at the
40 pleasure of the Board. The Board may remove the
41 Executive Director from office at any time, for
42 any reason and without cause. The salary and other
43 compensation of the Executive Director shall be
44 established, from time to time, by the Board.
45

Board at a duly noticed meeting of the Authority.

5.2 Severability: Any determination that any provision of By-laws is for any reason inapplicable, illegal or ineffective shall not affect or invalidate any other provision of these By-laws.

5.3 Pronouns: All pronouns used in these By-laws shall be deemed to refer to the masculine, feminine or neutral, singular or plural, as the identity of the person or persons may require.

5.4 Amendments: These By-Laws may be altered, amended or repealed, or new by-laws may be adopted, at any time by the Board at any duly noticed meeting of the authority, provided that notice of such meeting clearly states the purpose, nature and substance of the proposed By-Law change.

5.5 Copies: A verified copy of these By-Laws shall be kept on file in the Office of the Authority, the Office of Legislative Services (in accordance with the time periods set forth in RSA 12:G-53) and in the Office of the Attorney General of the State of New Hampshire.

ARTICLE VI. TERMINATION OF BY-LAWS; DISPOSITION OF ASSETS

6.1 Effective Date: These By-Laws, and any amendments thereto, shall remain in effect until such time as the Authority is dissolved by operation of law.

6.2 Disposition of Assets: Prior to the dissolution of the Authority, the Board shall determine the disposition of any funds or other assets of the Authority. Any disposition of funds or assets shall be consistent with state and federal law.

Enacted: July 31, 1990
1st Revision: July 21, 1992
2nd Revision: December 14, 1993
3rd Revision: December 19, 2002
4th Revision: March 4, 2004
5th Revision: January 18, 2007
6th Revision: December 18, 2008
7th Revision:

Attest:

1 Adopted:
2

Paul E. Brean, Secretary

DRAFT



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

**PORT ADVISORY COUNCIL MEETING MINUTES
WEDNESDAY, DECEMBER 13, 2023 6:00 PM**

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

1. CALL TO ORDER

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

2. APPROVE MINUTES

Snow made a motion to approve the November 8, 2023 minutes, Donahue seconded, no further discussion, all members were in favor and the motion passed.

3. FINANCE REPORT

The report for FY ending October 31, 2023 was included in the meeting packet. Revenues dip this time of year, but they will start to come back in line with Mooring and Pier Permit renewal season. The limitations in the Panama Canal have impacted the ability to ship road salt. Discussion on Rye Harbor, in the business unit analysis, Rye seems to be more profitable than the others, this is mainly due to the boat storage. Also, a reminder that this report is only for the 4 month period, July through Oct 2023.

4. PISCATAQUA RIVER VESSEL TRANSIT REPORT

The November 2023 report was included in the meeting packet. Holt reported it was a predictable November with oil deliveries. LPG ships are increasing to get topped off for the end of the year. Other than that, standard cargo, with one asphalt ship as well. Discussion on terminal abbreviations. SRR is Sprague River Rd., SAL is Sprague Avery Lane. Avery Lane only accepts asphalt and LPG.

5. DIRECTOR'S REPORT

Director introduced Tom Maciel, the new Port Operations Manager.

Director Marconi reported on, and materials were provided for, the following items from the PDA Board Meeting, November 16, 2023:

From the PDA Board Meeting, November 16, 2023

- Reports
 - Diesel Direct, LLC-Right of Entry, diesel fuel deliveries over water at Port facilities -newest company offering bulk diesel fuel deliveries directly to vessels at Division facilities.
- Approvals
 - Hampton Harbor Marina-Addendum 3 to Special Use Permit (addresses electricity usage)
 - Final Adoption-Pda 600 Rules-Director noted that OLS is about 6 months behind with getting the adopted rules certified and posted on their website, and recommended members retain the hardcopy that is in the packet for reference, however, the pdf of the adopted rules will be posted on the PDA website. Rules became effective and are enforceable as of 11/17/2023.

Additional Director Report Items:

- Port Staff is currently looking at the facilities to determine any projects that may require a capital funding request. Additionally, the Division is making a list of general maintenance items at each facility.
- In Hampton, the Division continues to search for funds to cover the Ports cost share of the Hydrodynamic study.
- Another major item that needs funding is the main pier dredge at the Market St. Terminal.
- An approval item is on the next PDA Board approval agenda, to accept up to \$100,000 CARES 2.0 funds from National Marine Fisheries Service, through NH Fish & Game, for a concept study to replace the building at PFP.
- A notice of substantial completion was received from the contractor for the main pier rehabilitation project here at Market St. there are a few minor punch list items.
- Approval to accept the bid for the pier repairs at PFP is going to the PDA Board at next meeting as well, Riverside is the apparent qualified, low bidder.
- One bid was received for the Functional Replacement Project, Division is having a meeting with NHDOT to discuss next steps.
- Director and Asst Director attended the annual North Atlantic Ports Association meeting at the beginning of the month in Alexandria, VA.
- Discussion on ownership of PFP, it is owned by the State, a deed restriction on the property specifies that the facility will always be used as a commercial fish pier, otherwise ownership reverts back to the City of Portsmouth. Any changes to the building will be sent to the COP for a courtesy review.

- Further discussion included the status of the seawall project on Harbor Road in Rye, and the timeline for completion and removal of the boulders on Division property.
- No new news on the prefab homes project.

6. NEW BUSINESS-

No new business

7. COMMITTEE REPORTS

- Business Development/FTZ- Donahue showed the American Cruise Line brochure. Portsmouth is listed as a stop in July as part of a 15-day “Grand New England” tour. The ship will be here for less than 24 hours. Discussion on logistics for passenger moving in, around, and to and from the terminal, security, the need for pilots (not required), the cost of the cruise, the cruise clientele, and where certain responsibilities lie between the Division and the Cruise Lines.
- Dredging- Holt reported that the dredging of the upriver channel should be starting in January around the 15th, for about 60 hours. Handout showing the dredge barge and the 2 locations of the dredge. The planned amount of the dredge is about 60,000 CY. The rock in the Turning Basin is below what the Pilots need for safe transiting at low water, but it has a sharp edge so it does need to be removed. Logistics are still being worked out.
- Fisheries- Anderson said traps are being taken out and winding up the season. The boat registration day was held last Saturday, it is the only day being held this year. It is the one day that the commercial fishing folks can do their fishing licenses and mooring and pier use permits. BOEM had their last public comment period for the DRAFT wind energy leasing areas in the Gulf of Maine, the next step is to propose the final wind energy lease areas. The areas are offshore and out of the dimension of the NH Fishing Community activities. A bill was introduced by Senator Avard to establish a study committee for placing a desalination plant on the NH coast.
- Government- The Coast Guard had a report on their recruiting efforts that came out at the end of October, the CG station in New Castle has less staff and will not be able to staff a second boat. The City is working with the CG Station Commander on what the impact to operations will be going forward, whether it will be needs for port security, and/or search and rescue. The City of Portsmouth is looking at potential policy changes and costs that may help fill the void. A new boat for the City, that can be used in the winter, is one possibility.
- Moorings- Snow reported on the results from the Commercial Marine licensing event, held on Saturday Dec 9th from 8am to 1pm, as reported by Lana:
 1. Commercial mooring permits- 27
 2. Winter Storage-1
 3. Berthing-4
 4. Pier Use -14

5. Skiff-7
6. Safety-13

- PDA- Cook reported that at the October meeting, the Vice Chair conducted the meeting and it was over in about 50 minutes, at the subsequent November meeting, the Chair said he could do better than that, he was done in 42 minutes (even with a 10 minute break). It was a fun exchange, and it was a good day.

- Recreational Piers- Cook reported that all the floats are out in Hampton and Rye. Anderson said a couple of guys approached him regarding the fact that the Port taking the floats out to early in Hampton. Marconi said the Division spends a lot of money repairing the floats year after year and taking them out early is a preventive measure to protect the floats. One downside for the fishermen is the skiffs need to be trailered in, or brought in through Hampton Marina or the Co-Op. Discussion on considering installing an out-haul.

8. OLD BUSINESS-

No Old Business.

9. PUBLIC COMMENT-

For everyone's information, Peter Welch commented that the Town of Newington still has their fire boat in the water at Riverside & Pickering and stays in the water in the winter. Further discussion on the Coast Guard recruiting issue.

10. PRESS QUESTIONS -No Press present.

11. ADJOURNMENT

Anderson made a motion to adjourn the meeting, Holt seconded and the meeting adjourned at 6:54 pm.



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

**PORT ADVISORY COUNCIL MEETING MINUTES
WEDNESDAY, JANUARY 10, 2024 6:00 PM**

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

1. CALL TO ORDER

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

2. APPROVE MINUTES

McQuillen made a motion to approve the December 13, 2023 minutes, Snow seconded, no further discussion, all members were in favor and the motion passed.

3. FINANCE REPORT

The report for FY ending November 30, 2023 was included in the meeting packet. Director pointed to page 2 highlighted in green, YTD actual is down, this is due to the fact that revenue at the Division is cyclical and subject to variations. For example, 3 salt ships had been cancelled due to delays at the Panama Canal, but they are all coming within the next couple of weeks. Also, it is the start of mooring and pier use permit renewal season so revenue will start flowing in from those areas. The majority of the revenue for mooring and pier use is received during this next 3-month period. Discussion on the shortage in wharfage and dockage, and the administration business unit, which does not have a revenue stream, but expenses are taken out of that business unit. Expenses are actually under budget. The Finance Report has each business unit broken out to see how they are each doing. Discussion on fuel, is it available to recreational boaters? Yes, it's open to the public, discussion about promoting that information to the general public as there may be folks that are unaware of fuel being available in Hampton, Rye, and the Portsmouth Fish Pier. There are signs on the building at the Fish Pier that fuel and ice are available.

4. PISCATAQUA RIVER VESSEL TRANSIT REPORT

The December 2023 report was included in the meeting packet. Each year, just before November, the Irving refinery in New Brunswick shuts down for upgrades and maintenance, and so there is more oil coming in to this port. The typical cargo in Portsmouth Harbor is about a 50/50 split between dry bulk (road salt, gypsum) and liquid (kerosene, diesel). Annual transits of classes of ship and their cargo is tracked annually in detail and that report will be provided at the February PAC meeting. The CSL Tacoma is the largest ship that comes in right now at 665'.

5. DIRECTOR'S REPORT

Director Marconi reported on, and materials were provided for, the following items from the PDA Board Meeting, December 15, 2023:

- Reports
 - DiTucci/Lawrence Tank Right of Entry extension through 2024-this company fills tankers with saltwater (used for closed system lobster pounds) at the Hampton Harbor Marine Facility
 - Coastal Cruises PowerPoint (handout)-discussion on sizes of ships, referenced a page in the handout compared to a regular cruise ship. The 2 vessels coming will carry either 170 or 100 passengers.
- Approvals
 - Isles of Shoals, lease renewal -Barker Wharf, ISSCo. has been there since the early 1970's. Further discussion on the history of ISSCo.
 - Final adoption of Overnight Berthing fees-became effective January 1st
 - LW Morgridge Right of Entry renewal-another company that fills tankers with salt water for lobster tanks, this one utilizes the Market St. Terminal.
 - Portsmouth Fish Pier, Pier Repairs, acceptance of bid-this is for the pier work to include decking, bracing, new ladders, and mooring hardware. When the contract is signed work will begin. The majority of this project is being funded using ARPA funds, about \$88,000 will be provided by the Harbor Dredge and Pier Maintenance fund, which was approved by the Capital Project Overview Committee.
 - PDA to DOT, transfer of management responsibility for land at Market St. Terminal-this is a small parcel of land at the Market St. Terminal that has a DOT emergency generator on it. The land is still owned by the State, just managed by a different agency.
 - Portsmouth Fish Pier, Concept Study for replacement building-this will be funded by Atlantic States Marine Fisheries Committee, leftover Covid money earmarked for the fishing communities. NH Fish & Game is handling the disbursement of funds and the concept study qualifies as an allowable use of funds. Discussion on the condition of the foundation (which is 19' thick and will remain) and what the study will entail. Local fishing community stakeholders will be contacted for input on the study which will help determine the potential uses and design of any new buildings based on current and future needs of the

industry. The Division submitted a request to GOFERR to fund the design, engineering, permits, bid docs, and construction management so that the Division can act on that immediately following completion of the concept study and a decision is made on what type of building would be best. After that, there may be some federal funds available for actual construction costs through a Port Infrastructure Development Program (PIDP). There is already a working group in place, made up of members from the local fishing community and current users of the building.

Additional Director Report Items:

A notice of Substantial Completion was received from the contractor on the Main Pier project. One of the final punch list items may not be able to be completed until spring. One bid was received for the Functional Replacement but was disqualified as it did not meet the minimum experience requirement. A notice letter was sent to the bidder to let them know, and a request for reconsideration was received by the Division. The Division and its engineers are reviewing the request. Regarding the cruise line, the Coast Guard Cutter Eagle will be coming this summer (last weekend in July), and that visit will not conflict with the scheduled cruises. Discussion on the proposed revenue for the cruise vessels as noted in the handout. As a reminder, this terminal offers no amenities, such as they do in Portland. Further discussion regarding the timing of the cruises coming in with regards to the tide schedule and the potential need of the river pilots to help navigate up the river.

6. NEW BUSINESS-

Election of Council officers, Chairman, Vice-Chairman, Treasurer took place as follows:

Donahue made a motion to re-elect Brad Cook as Chair, Snow seconded. No discussion, a vote was taken and all were in favor.

Snow made a motion to re-elect Mike Donahue as Vice-Chair, McQuillen seconded. No discussion, a vote was taken and all were in favor.

Snow made a motion to re-elect Jeff Gilbert as Treasurer, Anderson seconded. No discussion, a vote was taken and all were in favor. Discussion on requirements for attendance, the Port Advisory Council by-laws will be sent out to the members for review.

7. COMMITTEE REPORTS

- Business Development/FTZ- Waiting on BOEM to finalize the wind lease areas in the Gulf of Maine. Further discussion on the cancellations of existing leases and the modular home company that had expressed an interest in coming in. No new news there.
- Dredging- In Hampton/Seabrook the ACOE wants to do a Feasibility study, the State share is \$518,000, there is a little over \$100,000 available from the Hampton float project. The Division submitted a request to GOFERR for the remainder to be funded by leftover ARPA funds. The Division also put in a request to GOFERR for ARPA funds for the Main Pier dredging that needs to be done, at one section the main pier is at a draft of 32' and it should be 35' to match the rest. A few years ago a capital request was done for that project, but it was not approved. Sometime in the next week or so, the Cashman

dredge will be working on the Simplex Reach section, it should take a couple days to a week to complete. The material will be dumped in a deep hole further up river.

- Fisheries- The lobster fishery is pretty much buttoned up, but there are a handful of boats still out fishing. Groundfish are around, and there are about 4 boats going after that fishery, in the past there were 70-80 boats doing ground fishing. Discussion on the availability of ice, Division confirmed that ice is available at the Portsmouth Fish Pier and will reach out to the person that is looking for ice to let them know. Also, is the outside hoist at PFP going to be operational? Yes, they were waiting for a part (gear box) but the construction on the pier repair project will be starting at that end of the dock so that a new hoist can be installed. Discussion on the docks that are taken out in Hampton for the winter, one of the groundfish fisherman is finding it difficult without having something to work off. Division confirmed that it's a skiff issue, not a dock issue. The hoists are operational, there are fenders against the wall and they can access the dock that way. The facility is fully functional. Last Wednesday a small group of fisherman met with Nikki Haley at the request of the Governor (who was also in attendance). The meeting went well and a lot of information was shared, there was no press present. After the meeting, the Governor visited the Portsmouth Fish Pier at the request of Councilor Janet Stevens (who was not in attendance). The Governor did indicate at one point there are ARPA funds available to help with the project. Anderson spoke on the fisherman's working group regarding the building replacement, they've met one time and they plan to express their interest in future use, looking 10 to 15 years out, not just as what the needs are today. For clarification, from concept study to construction completion, the total cost is estimated to be around \$4.6 million. The deed restrictions for the property were discussed again, indicating the facility needs to be used for commercial fishing or it reverts back to the City. Also, any plans are submitted, as a courtesy, to the City of Portsmouth for review and comment. The Division's pest control company has been out to the site to assess the rodent problem, it was confirmed that there are no nests inside the building and a plan will be put in place for rodent control. All in all the project is getting a lot of attention from Concord. The letter in the packet from Appledore indicates the building is approximately 6250 sq. ft. (50' x 125'). The Governor also recommended the fishing community submit a letter to legislators to help support the effort, which Anderson said they would do.
- Government- no report
- Moorings- All mooring permit renewal and waitlist renewal applications have been mailed out. They are due by March 1st.
- PDA- The Chair is attending the PDA Port Committee meetings, there was one yesterday. He invited other members of this Council to attend these meetings if the opportunity arises. The Port Committee is a sub-committee of the full PDA Board and meets 4 times a year. The next PDA Board meeting is tomorrow morning and they do not meet in February or July. The PDA Board meetings are live streamed. Anderson reminded everyone that the Port is self-funding, in other words, no funds are received from PDA to support the Port operations. Director commented that this is an FAA

regulation. Merging administratively with PDA has been a good thing for the Port because there are administrative assets that are readily available through PDA.

- Recreational Piers- Ward showed some photos of Rye & Hampton Harbors of the aftermath of the recent storm. Discussion about the Bauer rocks and the price they are being charged for the ROE that he has for storing the rocks on the property in Rye. The fee that he is being charged is the same fee that the Division charges for bulk cargo storage at all of the facilities. Further discussion on the damage to Harbor Rd. and the seawall project, this was the 2nd largest swell since 1978. Discussion turned to the boat that was up on the jetty in Rye a couple of weeks ago and the use of “swivels” on mooring hardware.

8. OLD BUSINESS-

No old business.

9. PUBLIC COMMENT-

No public comment.

10. PRESS QUESTIONS –

No Press present.

11. ADJOURNMENT

McQuillen made a motion to adjourn the meeting, Snow seconded and the meeting adjourned at 7:42 pm.



PEASE
INTERNATIONAL
PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

TO: Paul Brean, Executive Director, PDA *Paul Brean*
FROM: Geno J. Marconi, Director, DPH *Geno J. Marconi*
DATE: January 8, 2024
RE: Commercial Mooring Transfer

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #7729, from Randy Campolini to Derek Gaaron of Steaker Charters, LLC.

I have reviewed the attached paperwork and concur with the local Harbormaster and Chief Harbormaster that the request meets all the requirements of the PDA-DPH Code of Administrative Rules regarding commercial mooring transfers. Therefore, I am requesting approval of the transfer.

If you have any questions or need further information, please let me know.

Division of Ports & Harbors

Memorandum

To: Capt. Geno J. Marconi

From: Chief H/M Tracy R. Shattuck *TRS*

Re: Commercial Transfer

Date: January 5, 2024

Randy Campolini and Derek Gauron of Steaker Charters, LLC are requesting the transfer of a Mooring Permit (#7729) in the Hampton Harbor area 1 mooring field. Attached is documentation of Gauron's commercial enterprise in the form of his Commercial Fishing License. Also attached is the transfer request and bill of sale from Campolini. Derek Gauron has asserted that he understands that the mooring must remain in commercial use.

I have reviewed this application and I believe that it is in compliance with the administrative rules.

I recommend that permit #7729 be transferred to:

Derek Gauron
Steaker Charter's LLC
294 Mill Road
Hampton, NH 03842





PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

TO: Paul Brean, Executive Director, PDA 
FROM: Geno J. Marconi, Director, DPH 
DATE: January 9, 2024
RE: Commercial Mooring Transfer

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #4380, from Gary Carbonneau to Philippe Lantagne.

I have reviewed the attached paperwork and concur with the local Harbormaster and Chief Harbormaster that the request meets all the requirements of the PDA-DPH Code of Administrative Rules regarding commercial mooring transfers. Therefore, I am requesting approval of the transfer.

If you have any questions or need further information, please let me know.

Division of Ports & Harbors

Memorandum

To: Capt. Geno J. Marconi

From: Chief H/M Tracy R. Shattuck *TRS*

Re: Commercial Transfer

Date: January 9, 2024

Gary Carbonneau and Philippe Lantagne are requesting the transfer of a Mooring Permit (#4380) in the RyeHarbor mooring field. Attached is documentation of Lantagne's commercial enterprise in the form of his Commercial Fishing License. Also attached is the transfer request and bill of sale from Carbonneau. Philippe Lantagne has asserted that he understands that the mooring must remain in commercial use.

I have reviewed this application and I believe that it is in compliance with the administrative rules.

I recommend that permit #4380 be transferred to:

Philippe Lantagne
21 Kennedy Drive
Pelham, NH 03076



PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

TO: Paul Brean, Executive Director, PDA

FROM: Geno J. Marconi, Director, DPH

DATE: February 5, 2024

RE: Commercial Mooring Transfer

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #8296, from Charles H Felch, III to Irene Moge.

I have reviewed the attached paperwork and concur with the local Harbormaster and Chief Harbormaster that the request meets all the requirements of the PDA-DPH Code of Administrative Rules regarding commercial mooring transfers. Therefore, I am requesting approval of the transfer.

If you have any questions or need further information, please let me know.

Division of Ports & Harbors

Memorandum

To: Capt. Geno J. Marconi

From: Chief H/M Tracy R. Shattuck *TRS*

Re: Commercial Transfer

Date: February 5, 2024

Charles H. Felch, III and Irene Moge are requesting the transfer of a Mooring Permit (#8296) in the Seabrook Harbor mooring field. Attached is documentation of Moge's commercial enterprise in the form of commercial saltwater lobster license. Also attached is the transfer request and bill of sale from Felch. Irene Moge has asserted that she understands that the mooring must remain in commercial use.

Irene Moge obtained this permit in 2022 when her husband passed away and transferred it to Felch in 2023. The sale to Felch has fallen through and they both agreed to request transfer back to Moge.

I have reviewed this application and I believe that it is in compliance with the administrative rules.

I recommend that permit #8296 be transferred to:

Irene Moge
12 Deer Run Road
North Hampton, NH 03862



PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

TO: Paul Brean, Executive Director, PDA

FROM: Geno J. Marconi, Director, DPH

DATE: February 5, 2024

RE: Commercial Mooring Transfer

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #8178, from Gauron Fisheries to Randy Campolini.

I have reviewed the attached paperwork and concur with the local Harbormaster and Chief Harbormaster that the request meets all the requirements of the PDA-DPH Code of Administrative Rules regarding commercial mooring transfers. Therefore, I am requesting approval of the transfer.

If you have any questions or need further information, please let me know.

Division of Ports & Harbors Memorandum

To: Capt. Geno J. Marconi
From: Chief H/M Tracy R. Shattuck *TRS*
Re: Commercial Transfer
Date: January 24, 2024

Denise Gauron of Gauron Fisheries and Randy Campolini are requesting the transfer of a Mooring Permit (#8178) in the Seabrook Harbor mooring field. Attached is documentation of Campolini's commercial enterprise in the form of advertising and Secretary of State forms. Also attached is the transfer request and bill of sale from Gauron. Randy Campolini has asserted that he understands that the mooring must remain in commercial use.

I have reviewed this application and I believe that it is in compliance with the administrative rules.

I recommend that permit #8178 be transferred to:

Derek Gauron
Steaker Charter's LLC
294 Mill Road
Hampton, NH 03842



PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

TO: Paul Brean, Executive Director, PDA *kan*

FROM: Geno J. Marconi, Director, DPH *GM*

DATE: January 16, 2024

RE: Commercial Mooring Transfer

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #4423, from Tontine Fishing, Inc to Matthew Krajewski.

I have reviewed the attached paperwork and concur with the local Harbormaster and Chief Harbormaster that the request meets all the requirements of the PDA-DPH Code of Administrative Rules regarding commercial mooring transfers. Therefore, I am requesting approval of the transfer.

If you have any questions or need further information, please let me know.

Division of Ports & Harbors

Memorandum

To: Capt. Geno J. Marconi
From: Chief H/M Tracy R. Shattuck *TMS*
Re: Commercial Transfer
Date: January 16, 2024

Patrick Dennehy of Tontine Fishing and Matthew Krajewski of Jaclynn Lee Fisheries are requesting the transfer of a Mooring Permit (#4423) in the Hampton Harbor area 2 mooring field. Attached is documentation of Krajewski's commercial enterprise in the form of his Commercial Fishing License. Also attached is the transfer request and bill of sale from Dennehy. Matthew Krajewski has asserted that he understands that the mooring must remain in commercial use.

I have reviewed this application and I believe that it is in compliance with the administrative rules.

I recommend that permit #4423 be transferred to:

Matthew Krajewski
43 North Road
Kingston, NH 03848



PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

TO: Paul Brean, Executive Director, PDA *Paul*
FROM: Geno J. Marconi, Director, DPH *Geno*
DATE: February 14, 2024
RE: Commercial Mooring Transfer

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #7718, from R. Douglas Kirkland to Peter Kirkland of First Light Fisheries, LLC.

I have reviewed the attached paperwork and concur with the local Harbormaster and Chief Harbormaster that the request meets all the requirements of the PDA-DPH Code of Administrative Rules regarding commercial mooring transfers. Therefore, I am requesting approval of the transfer.

If you have any questions or need further information, please let me know.

Division of Ports & Harbors

Memorandum

To: Capt. Geno J. Marconi
From: Chief H/M Tracy R. Shattuck *TJS*
Re: Commercial Transfer
Date: February 14, 2024

R. Douglas Kirkland and Peter Kirkland of First Light Fisheries, LLC are requesting the transfer of a Mooring Permit (#7718) in the Hampton Harbor area 1 mooring field. Peter Kirkland has already purchased and registered the boat as part of the transaction. Attached is documentation of Peter Kirkland's commercial enterprise in the form of his Commercial Fishing License and business creation documents. Although Peter Kirkland did not sign the boat registration and fishing license they are valid documents. Also attached is the transfer request and bill of sale from Doug Kirkland. Peter Kirkland has asserted that he understands that the mooring must remain in commercial use.

I have reviewed this application and I believe that it is in compliance with the administrative rules.

I recommend that permit #7718 be transferred to:

Peter Kirkland
First Light Fisheries, LLC
65 Walnut Ave
North Hampton, NH 03862



PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

TO: Paul Brean, Executive Director, PDA

FROM: Geno J. Marconi, Director, DPH

DATE: February 23, 2024

RE: Commercial Mooring Transfer

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of a commercial mooring, permit #2800, from Andy Lang of Lang Fisheries, LLC to Kurtis Lang.

I have reviewed the attached paperwork and concur with the local Harbormaster and Chief Harbormaster that the request meets all the requirements of the PDA-DPH Code of Administrative Rules regarding commercial mooring transfers. Therefore, I am requesting approval of the transfer.

If you have any questions or need further information, please let me know.

Division of Ports & Harbors

Memorandum

To: Capt. Geno J. Marconi
From: Chief H/M Tracy R. Shattuck *TRS*
Re: Commercial Transfer
Date: February 22, 2024

Andy Lang of Lang Fisheries, LLC and Kurtis Lang are requesting the transfer of a Mooring Permit (#2800) in the Sagamore Creek mooring field. Andy and Kurtis were in business together and Andy has now transferred his interest in the business to Kurtis. Attached is documentation of Kurtis's commercial enterprise in the form of his Commercial Fishing License and landings. Also attached is the transfer request and bill of sale from Andy. Kurtis Lang has asserted that he understands that the mooring must remain in commercial use.

I have reviewed this application and I believe that it is in compliance with the administrative rules.

I recommend that permit #2800 be transferred to:

Kurtis Lang
86 Walker Bungalow Road
Portsmouth, NH 03801

USACE NAVIGATION O&M AND CIVIL WORKS PROJECT UPDATES

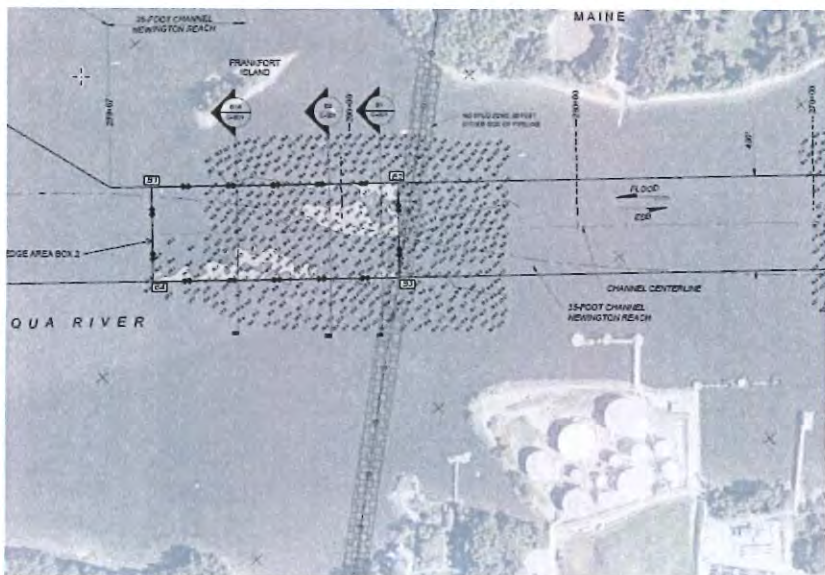
NH DREDGE MANAGEMENT TASK FORCE MEETING
17 JANUARY 2024





Portsmouth Harbor, Newington Reach Maintenance Dredging Portsmouth, New Hampshire

Scope	Status/Remarks
<p>60,000 CY of material to be dredged (hopper dredge) and placed in FNP channel placement site.</p> <p>Env window closes: 15 March</p>	<ul style="list-style-type: none"> • Awarded to Cashman Dredging: \$1.475M • Projected start: mid-January • Expected 2 week duration





Hampton Harbor Jetty Repair Hampton, New Hampshire



Scope	Status/Remarks
Damage repairs from: -Undocumented vessel strike after 2016. -Various winter storms, to include March 2018 Nor'Easter	<ul style="list-style-type: none">• Contract awarded to Luciano's Excavation \$7,220,000• Marine based work window starts 1 July and land-based starts 15 September.• Construction window ends March 15.• Contractor has mobilized and work is underway.





Isles of Shoals Breakwater Repairs Star, Cedar and Smuttynose/Malaga Islands, New Hampshire and Maine



Scope	Status/Remarks
Repair damage to breakwaters (3 total) 2 work seasons	<ul style="list-style-type: none">• Contract awarded to Luciano's Excavation (\$8.3M)• Awarded 3/30/23• Contractor has completed Breakwater 1 repairs. Since then some minor damage has occurred which will be repaired in the late winter/early spring.• Work began on Breakwater #2 and will resume in late winter.• Contractor demobilized for the winter season on Jan 5th.





Section 107, Hampton-Seabrook Harbor, Navigation Improvement Feasibility Study, NH



2022 - Federal Interest Determination approved

2023 - Draft Feasibility Cost Share Agreement & Draft PMP under review with Pease Development Authority

Sponsor cost share funding pending

1 non-structural measure,
3 structural measures (FRP sheetpile wall extensions, variable orientations) -
Goal for BU direct beach placement

Bascule Bridge Replacement schedule considerations





NEW HAMPSHIRE NAVIGATION O&M PROJECTS IN PLANNING/DESIGN



6

- Hampton Harbor
- Portsmouth Harbor Turning Area – Obstruction Removal (boulder remaining after deepening project)

**PEASE DEVELOPMENT AUTHORITY-
DIVISION OF PORTS AND HARBORS**

**DRAFT CAPITAL IMPROVEMENT PLAN
FY 2024 - FY 2030**

**BOARD OF DIRECTORS MEETING
MARCH 14, 2024**

SUMMARY FINDINGS AND CASH FLOWS

\$ (000's)

THE CURRENT CAPITAL IMPROVEMENT PLAN FOR THE DIVISION OF PORTS AND HARBORS (DPH) HAS IDENTIFIED PROJECT REQUESTS THAT TOTAL \$ 47,544. THE MAJORITY OF FUNDING IS CENTERED ON EXPANSION AND INFRASTRUCTURE IMPROVEMENTS AT THE MARKET STREET TERMINAL AS WELL AS OTHER LOCATIONS

	GRANT FUNDED	INTERNALLY FUNDED	TOTAL
INFRASTRUCTURE	\$6,247	\$296	\$6,543
EXPANSION	40,200	0	40,200
EQUIPMENT	428	279	707
SAFETY	65	29	94
REGULATORY	-	0	0
	<u>46,940</u>	<u>604</u>	<u>47,544</u>

KEY SENSITIVITIES INCLUDE:

- ABILITY TO GENERATE POSITIVE ANNUAL CASH FLOW FOR INTERNALLY FUNDED PROJECTS.
- AVAILABILITY OF GRANT FUNDING OPPORTUNITIES
- GRANT PROJECTS FUNDED AT 100%
- IMPACT OF INFLATION ON CONSTRUCTION COSTS
- REVENUE ENHANCEMENT OPPORTUNITIES

PROJECT JUSTIFICATION WAS DIRECTED TOWARD REQUESTS THAT ARE IN SUPPORT OF SAFETY, EXPANSION, INFRASTRUCTURE IMPROVEMENTS AND EQUIPMENT.

UNRESTRICTED CASH AND INVESTMENTS

	AMOUNT
CASH AND INVESTMENTS - FEBRUARY 28, 2024	\$1,682
NET OPERATING INCOME- EXCLUDING DEPRECIATION	<u>550</u>
AVAILABLE FUNDS	<u>2,232</u>
FINANCING ACTIVITIES	
GRANT FUNDING	46,940
CAPITAL EXPENDITURES:	
GRANT FUNDED	(46,940)
INTERNALLY FUNDED	(604)
NET FINANCING ACTIVITIES	<u>(604)</u>
CASH AND INVESTMENTS- JUNE 30, 2030	<u>\$1,628</u>

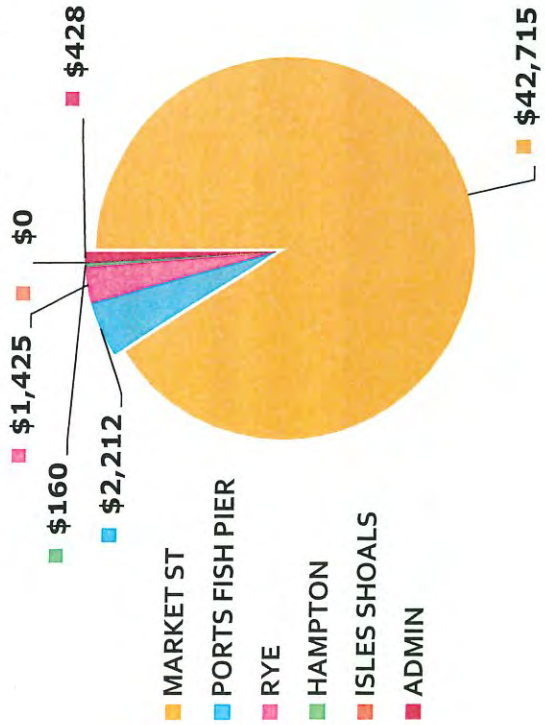
DRAFT

PROJECTED CAPITAL EXPENDITURES....

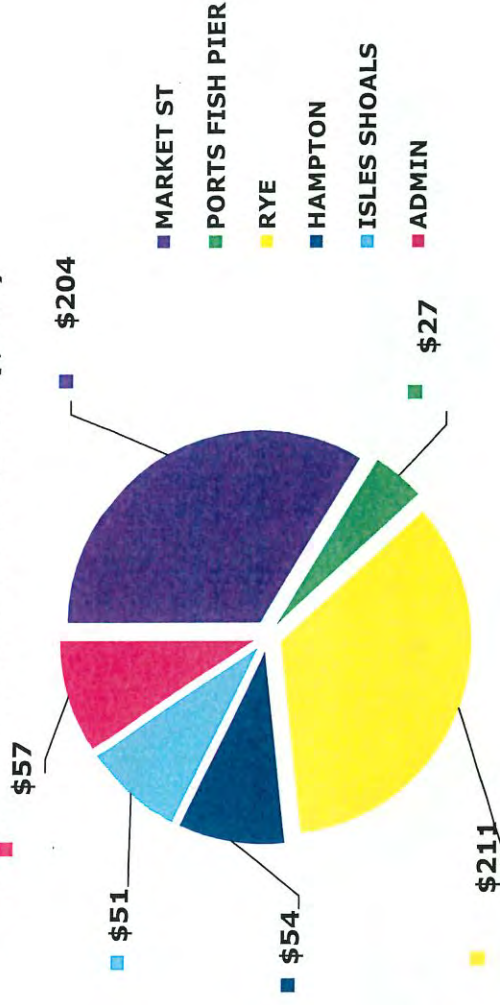
\$ (000's)

FISCAL YEAR	MARKET ST	PORTSMOUTH FISH PIER	RYE HARBOR	HAMPTON HARBOR	ISLES OF SHOALS	ADMIN/OTHER	TOTAL
2024 TO GO	\$2,386	\$5	\$170	\$130	\$0	\$50	\$2,741
2025	20,528	2,214	1,425	50	-	35	\$24,252
2026	20,405	20	5	34	27	-	\$20,491
2027	-	-	36	-	24	-	\$60
2028	-	-	-	-	-	-	-
2029	-	-	-	-	-	-	-
2030	-	-	-	-	-	-	-
	<u>43,319</u>	<u>2,239</u>	<u>1,636</u>	<u>214</u>	<u>51</u>	<u>85</u>	<u>47,544</u>

GRANT FUNDED PROJECTS (\$46,940)



INTERNALLY FUNDED PROJECTS (\$604)



DRAFT

GRANT FUNDED CAPITAL PROJECT REQUESTS....

\$ (000's)

PROJECT DESCRIPTION	FY 2024 TO GO	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
MARKET STREET TERMINAL								
SECURITY FENCING	0	65	-	-	-	-	-	65 ★
MAIN WHARF REHABILITATION	2,000	0	-	-	-	-	-	2,000 ★
FUNCTIONAL REPLACEMENT - BARGE DOCK	200	20,000	20,000	-	-	-	-	40,200
WAREHOUSE REMOVAL/OFFICE REPLACEMENT	-	450	-	-	-	-	-	450
TOTAL	2,200	20,515	20,000	-	-	-	-	42,715

PROJECT DESCRIPTION	FY 2024 TO GO	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
PORTSMOUTH FISH PIER								
DECK AND X BRACING REPLACEMENT (ARPA)	5	1,107	-	-	-	-	-	1,112 ★
STUDY AND DESIGN FOR BUILDING REPLACEMENT	-	100	-	-	-	-	-	100
DESIGN AND CONSTRUCT BUILDING (GOFERR)	-	1,000	-	-	-	-	-	1,000
TOTAL	5	2,207	-	-	-	-	-	2,212

PROJECT DESCRIPTION	FY 2024 TO GO	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
RYE HARBOR								
DESIGN & CONSTRUCT RETAIL/AMENITIES BLDGS (GOFERR)	-	1,000	-	-	-	-	-	1,000 ★
RIPRAP REPAIR	-	425	-	-	-	-	-	425 ★
TOTAL	-	1,425	-	-	-	-	-	1,425

★ HIGH PRIORITY

DRAFT

GRANT FUNDED CAPITAL PROJECT REQUESTS

(CONTINUED) ■■■

\$ (000's)

PROJECT DESCRIPTION	FY 2024 TO GO	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
HAMPTON HARBOR								
HAMPTON FLOATING DOCKS (ARPA)	110	-	-	-	-	-	-	110
RIPRAP REPAIR		50						50
TOTAL	110	50	-	-	-	-	-	160
ADMIN/OTHER								
HARBORMASTER-OUTBOARDS	-	28						28
SECURITY CAMERAS - ALL LOCATIONS			400					400
TOTAL	-	28	400	-	-	-	-	428
TOTAL GRANT FUNDED	2,315	24,225	20,400	-	-	-	-	46,940

★ HIGH PRIORITY

DRAFT

INTERNALLY FUNDED CAPITAL PROJECT REQUESTS...

\$ (000's)

PROJECT DESCRIPTION	FY 2024 TO GO	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
MARKET STREET TERMINAL								
TRUCK SCALE	178	-	-	-	-	-	-	178 ★
REPLACE WATER SHACK	-	13	-	-	-	-	-	13
REPAIR POTABLE WATER CONNECTION	8	-	-	-	-	-	-	8 ★
EMERGENCY GENERATOR CONNECTIONS (3)	-	-	5	-	-	-	-	5
TOTAL	186	13	5	-	-	-	-	204

PROJECT DESCRIPTION	FY 2024 TO GO	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
PORTSMOUTH FISH PIER								
EMERGENCY GENERATOR CONNECTIONS	-	-	6	-	-	-	-	6
WASTE OIL SHED	-	-	14	-	-	-	-	14 ★
FACILITY LIGHTING	-	7	-	-	-	-	-	7 ★
TOTAL	-	7	20	-	-	-	-	27

★ HIGH PRIORITY

DRAFT

INTERNALLY FUNDED CAPITAL PROJECT REQUESTS

(CONTINUED) ■■■■

\$ (000's)

PROJECT DESCRIPTION	FY 2024 TO GO	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
RYE HARBOR								
WASTE OIL SHED	7	-	-	-	-	-	-	7
BOAT LAUNCH/RECOVERY RAMP *	65	-	-	-	-	-	-	65 ★
GANGWAY *	35	-	-	-	-	-	-	35 ★
REPLACE HOIST	-	-	-	22	-	-	-	22
FUEL SYSTEM INSTALL - RECREATIONAL	28	-	-	-	-	-	-	28 ★
NEW FUEL ENCLOSURE - RECREATIONAL PIER	11	-	-	-	-	-	-	11 ★
OFFICE/RESTROOM IMPROV./REPAIR *	13	-	-	-	-	-	-	13 ★
FUEL ENCLOSURE-COMMERCIAL PIER	11	-	-	-	-	-	-	11 ★
EMERGENCY GENERATOR CONNECTIONS	-	-	5	-	-	-	-	5
PARKING LOT CONCEPT DESIGN	-	-	-	14	-	-	-	14
TOTAL	170	-	5	36	-	-	-	211

* Potential FEMA reimbursement

★ HIGH PRIORITY

DRAFT

INTERNALLY FUNDED CAPITAL PROJECT REQUESTS

(CONTINUED)

\$ (000's)

PROJECT DESCRIPTION	FY 2024 TO GO	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
HAMPTON HARBOR								
REFUELING STATION REDESIGN WORK	-	-	6	-	-	-	-	6
EMERGENCY GENERATOR CONNECTIONS	-	-	6	-	-	-	-	6
DEDICATED WORK SKIFF	-	-	-	-	-	-	-	-
OFFICE IMPROVEMENTS/REPAIRS	10	-	-	-	-	-	-	10 ★
SEAWALL	10	-	-	-	-	-	-	10 ★
REPLACE/FIX HOISTS	-	-	22	-	-	-	-	22
TOTAL	20	-	34	-	-	-	-	54

PROJECT DESCRIPTION	FY 2024 TO GO	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
ISLES OF SHOALS								
CONDITIONAL SURVEY OF DOCK IMPROVEMENT CONCEPT	-	-	-	24	-	-	-	24
TOTAL	-	-	27	24	-	-	-	51

PROJECT DESCRIPTION	FY 2024 TO GO	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	TOTAL
ADMIN/OTHER								
NEW VEHICLE	50	-	-	-	-	-	-	50 ★
UTILITY BED	-	7	-	-	-	-	-	7 ★
TOTAL	50	7	-	-	-	-	-	57
TOTAL INTERNALLY FUNDED	426	27	91	60	-	-	-	604

★ HIGH PRIORITY

DRAFT




PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

Date: March 5, 2024
To: PDA Board of Directors
From: Geno Marconi, Port Director 
Subject: Truck Scale Replacement

Northeast Scale Company that services the truck scale at the Market Street Marine Terminal has reported that the current, ten (10) year old, scale is deteriorating and will be in need of replacement within a year. This above ground scale was initially bought when the prior, below ground pit scale, failed suddenly during winter months when salt transportation is critical. Truck scales are not an "off the shelf" commodity and there is about an eight (8) month lead time for a scale. With that long lead time ten (10) years ago, the Division did locate the existing scale, new, in Kansas and arranged to have it trucked here during the winter. That particular winter was very harsh and many highways between Kansas and New Hampshire were closed due to snow conditions. The scale was not the ideal scale for the environmental and work conditions aboard the Market Street Marine Terminal, however it was necessary to purchase and continue operations. The scale generates \$24,000 a year in revenue. Expenses for the scale for the two (2) year period, 2022 and 2023 were \$10,737.19. Upon installation of a new scale, the Division will revisit the revenue/expense and adjust the rental fee accordingly.

The Division has identified the specifications (attached) of a new scale better suited for placement at the terminal. Manufactured with heavier gauge steel with galvanized coatings the Division is anticipating a longer life cycle. The replacement scale and a second scale are identified in the Division CIP and estimated at \$178,460 for both, which will be funded from the Ports and Harbors Fund.

Due to the reported condition of the current scale and the anticipated lead time of eight (8) to ten (10) months, the Division intends to immediately advertise for a scale purchase.





Engineering Specifications – Steel Platform Truck Scale

Contractor shall furnish and install a B-TEK Centurion-DT Steel Deck Truck Scale or approved equal.

The following set of specifications will describe a fully electronic, low profile, flat-top, steel deck truck scale system, fully assembled and ready for installation upon arrival at the job site.

SECTION 1.0 – TRUCK SCALE WEIGHBRIDGE DESIGN

The scale platforms, load cells and weight indicator shall be designed, assembled, and supplied by one manufacturer located in the United States of America. The scale shall be a galvanized B-TEK Centurion-DT Model: CT-7211-DT or equivalent and shall meet the following minimum standards.

1.0 – General Provisions

- 1.1. The scale shall be NTEP Certified and meet the requirements set forth by the NIST Handbook 44 for Class IIII devices. A current copy of the Certificate of Conformance (COC) shall be submitted with the bid.
- 1.2. The scale shall be a full electronic design. Mechanical lever systems are not acceptable.
- 1.3. The weighbridge shall be a flat-top style, WF-Beam bridge type design with bottom of weighbridge open to ambient air circulation. Tall outside beams that extend above the surface of the deck are not acceptable.
- 1.4. The weighbridge shall be suitable for installation on an above-grade pier, floating slab, or pit style foundation and must provide full width section cover plates for top access to load cells.
- 1.5. The weighbridge shall include full width removable end and middle section cover plates on each module to allow top access to all critical cleanout areas.
- 1.6. The weighbridge shall incorporate a bumper style self-checking system. Checking systems that use the load cell body or any part of the load cell assembly for limiting weighbridge motion is not acceptable.
- 1.7. The scale shall have a full-scale capacity rating of 135 Tons (270,000 lb.) with a displayed resolution of 200,000 x 20 lb. in accordance with the NIST, Class IIII device requirement of 10,000 divisions.
- 1.8. The weighbridge modules shall be designed with a minimum concentrated load capacity (CLC) and dual tandem axle (DTA) rating of 50 tons as defined by NIST. When a 50 ton CLC/DTA load is applied at mid-span on a module, the maximum bending stress in the steel shall not exceed 20,000 PSI and weighbridge deflection shall not cause the scale to exceed the allowable accuracy tolerance as specified by NIST in Handbook 44.

- 1.9. The weighbridge shall have a minimum calculated "r" factor of 2.94
- 1.10. The weighbridge shall be designed to have a span deflection ratio that is not less than 1:1,100 when legal highway loading is applied at mid-span of module.
- 1.11. The weighbridge shall consist of three (3) factory- welded platforms, providing an unobstructed weighing surface of 72' (*actual*) long by 11' (*actual*) wide.
- 1.12. The weighbridge shall have a 16" minimum elevation profile and provide a minimum underneath clearance of 5.5" between foundation floor and bottom of weighbridge (*or sufficient to meet compliance with State and Local Weights and Measures*)
- 1.13. The weighbridge shall be constructed utilizing ASTM-A36 structural steel WF-Beam, sized, and arranged for proper strength and able to withstand the stress and loads which result when vehicles drive onto and off the scale. Weighbridges constructed with bent flat steel plate used as a structural steel member is not acceptable.
- 1.14. The weighbridge shall be welded in accordance with the requirements of AWS D1.1 by welders that are internally certified and adhere to strict quality standards as outlined in the B-TEK Quality Manual that complies with the requirements of ISO-9001:2000.
- 1.15. No field assembly or welding of individual weighbridges shall be necessary or allowed.
- 1.16. The weighbridge modules shall include heavy mounting base plates for the load cells.
- 1.17. The weighbridge modules shall be cleaned prior to the application of any coating or paint to remove oil, mill scale, rust, dirt, and other contaminants.
- 1.18. The weighbridge assembly shall be steel shot blasted to meet standard SSPC-SP6 requirements for commercial blast cleaning of unpainted or painted steel surfaces.
- 1.19. The weighbridge shall be protected by a two-component, high-solids, epoxy primer applied to a dry film thickness of 2-3 mils, followed by a two-component, polyurethane top-coat applied to a dry film thickness of 2-3 mils.
- 1.20. Once cured, the painted weighbridge shall undergo a dry film thickness testing to insure proper paint coverage in all areas.
- 1.21. Additional field painting other than touchup painting of damaged surfaces shall not be required.
- 1.22. Load cell base plates shall be flush mounted to the concrete piers and anchored using expansion wedge anchor bolts. A minimum of ¾" x 7" anchor bolts are required.
- 1.23. The weighbridge shall not require the setting of grout plates for leveling. Grout plates or embedded items in the foundation concrete are not allowed.

- 1.24. The weighbridge shall have a maximum deck thickness of 10-1/2".
- 1.25. The weighbridge shall be a WF-Beam bridge design with a minimum of 3/8" thick checkered steel deck plate that is supported with a minimum of (8) longitudinal 10" WF-Beams. Weighbridge designs using primary understructure components made of bent plates or channels or tubing are not acceptable.
- 1.26. Each WF-Beam in the weighbridge shall be stitch-welded to the deck plate above. Continuous welding of weighbridge structure that creates sealed cavities or pockets is not acceptable.
- 1.27. The weighbridge shall be designed to accommodate over 2,000,000 trucks with a DTA of 60,000 lbs. without degradation of the weighbridge or compromising the structural integrity.
- 1.28. Structural steel elements of 72' x 11' weighbridges shall have a combined minimum weight of 28,000 lb. not including sight rail or other options. Weighbridge BOM may be requested to confirm actual build weight.
- 1.29. The weighbridge shall be available with optional bolt-on safety guiderails (*Guide rails are optional for surface installations*)
 - 1.29.1. The guiderails shall utilize a minimum of 3.5" diameter SCH 40 pipe.
 - 1.29.2. The guiderails shall be painted yellow for increased driver visibility.
 - 1.29.3. The guide rail assemblies shall bolt to brackets that are welded to the outside beams of the weighbridge and a minimum of 3 bolts shall be used to attach each rail assembly. Guide rails that are clamped, wedged, or welded to the weighbridge shall not be permitted.
- 1.30. The weighbridge structure shall be warranted for a minimum of 5-Years.
- 1.31. The scale shall be a B-TEK Scales Model: CT-7211-DT or equivalent.

SECTION 2.0 – LOAD CELLS AND JUNCTION BOX

Load cells shall be B-TEK Scales Model: CPD-M Digital or equivalent. CPD-M Digital cells utilize (8) strain gages to prevent problems with side loading, end-loading, and torque loading. Many competitive shear beam type load cells are not well suited to handle dynamic loading conditions frequently experienced on most truck scale applications. These types of sensors were designed to be loaded precisely vertical and do not handle side load forces efficiently. Shear beam style load cells are not acceptable.

2.0 – General Provisions

- 2.1. Load cells shall be of the Digital (RS-485 output) type and have a minimum capacity of 77,000 lb. each with an overload safety factor of 150%. Traditional analog (low level mV output) load cells are not acceptable.
- 2.2. Load cells shall have a Digital RS-485 output that is not susceptible to electrical or radio frequency noise / interference. Load cells shall have an operating temperature range of at least -30C to +70C.
- 2.3. Load cells shall store their individual calibration data such that in the case of the weight indicator being replaced, the data can be uploaded into the weight indicator. This feature allows for the scale to not need recalibration after weight indicator replacement.
- 2.4. Load cells shall have a hermetically sealed design to meet NEMA 6P / IP68 / IP69K standards for moisture ingress and water submersion protection.
- 2.5. The load cells shall have a diagnostic system that allows individual load cell outputs to be visible from the scale weight indicator.
- 2.6. Load cells shall be easily serviceable / removable by jacking the weighbridge approximately 1". The load cells shall not be bolted to the stand.
- 2.7. Load cell mounting parts shall consist of hardened, stainless alloy components that allow a free-floating platform. Load cell assemblies that require links / loops or other type of suspension system will not be allowed.
- 2.8. Junction boxes shall be constructed of stainless steel with a NEMA 4X rating and include a removable cover with gasket that is secured with screws and include a single directional membrane vent.
- 2.9. Load cell cables shall be removable from the cell body for ease of replacement. The connector will be rated IP69K and the attached cable will have both a braided metal sheath as well as an addition clear poly coating for moisture protection.
- 2.10. Surge voltage and lightning protection will be provided as standard for protection of load cells and junction box.
- 2.11. Load cells shall have a minimum 5-year warranty against defects in materials and workmanship and failure resulting from lightning or surge voltages. The warranty shall cover all costs associated with replacement cell, travel, mileage, and on-site labor.
- 2.12. The load cells shall be B-TEK Model: CPD-M or equivalent.

MOTION

Director Lamson:

The Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director to enter into Addendum #4 regarding the previously approved Special Use Permit (“SUP”), as amended, from the Department of Natural and Cultural Resources, Division of Parks and Recreation (“Division”), regarding access to Division property by the US Army Corps of Engineers (“ACOE”) in connection with the ongoing Hampton Beach Jetty Repair; substantially in accordance with the memorandum from Geno J. Marconi, Division Director dated February 22, 2024 and the draft Addendum #4; attached hereto.

N:\RESOLVES\2024\DPH – ACOE ROE for Hampton Harbor Jetty Repair (Addendum #4) 3-14-2024.docx




PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

To: Pease Development Authority Board of Directors

From: Geno Marconi, Division Director 

Re: Addendum 4 to Special Use Permit-Hampton Harbor Federal Navigation Improvement Project

Date: February 22, 2024

In December 2022, the Pease Development Authority Board of Directors authorized the PDA-DPH to enter into a Special Use Permit (SUP) with the New Hampshire Department of Natural and Cultural Resources, Division of Parks and Recreation regarding the Hampton Harbor Federal Navigation Improvement Project, attached hereto. This agreement allows the Army Corps of Engineers (ACOE) to access PDA-DPH and Parks and Recreation property in order to effect repairs to the Hampton Harbor North Jetty. Recently, Parks and Recreation has asked the PDA to enter into Addendum #4 to the SUP, also attached hereto, which modifies the agreement to extend the term of the SUP through May 17, 2024.

At the Board's March 14, 2024, meeting, please authorize the Executive Director to execute the SUP Addendum # 4 agreement with the Department of Natural and Cultural Resources, Division of Parks and Recreation.



NH Department of Natural and Cultural Resources
Division of Parks and Recreation
 172 Pembroke Road
 Concord, NH 03301 Phone: 603/271-3556 Fax: 603/271-3553



Special Use Permit Package

SUP ADDENDUM #4

Permittee: Pease Development Authority
 Event: Hampton Harbor Jetty Repair
 Original Permit fully executed 5/10/22
 Addendum #4 Date: 02/02/2024

This Addendum grants the following changes to the above referenced Permit:

- Page 1 of the original Permit and subsequent Addendum #1, dated 11/14/22, Period of Use shall be revised to say: September 25, 2023, through May 17, 2024. The Permittee shall agree that although the work is being extended into the standard operating season, the safety and experience of the Park patrons shall remain a priority and patrons shall not be disturbed.
- Page 2 of the original document item #19 should be revised to say: DNCR and the Permittee shall complete a joint post-construction inspection upon the completion of the project but no later than May 17, 2024.

All other contract items listed in the original Permit and subsequent Addendums 1-3 shall remain true to their original form.

 Paul Brean, Executive Director
 Pease Development Authority
 Date

 Brian J. Wilson, Director
 NH Division of Parks and Recreation
 Date


Concur:

 Sarah L. Stewart, Commissioner
 Department of Natural and Cultural Resources
 Date

MOTION

Director Parker:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to retroactively approve the Right of Entry extension request of Luciano's Excavation, Inc. for work associated with the Hampton Harbor Jetty Repair project; for the period of March 2, 2024 through May 17, 2024; all in accordance with the Memorandum of Geno J. Marconi, Director of the Division of Ports and Harbors, dated February 21, 2024; attached hereto.

To: Pease Development Authority (“PDA”) Board of Directors
From: Geno Marconi, Director 
Date: February 21, 2024
Subject: Luciano’s Excavation, Inc., Extension of Right of Entry, Hampton Harbor Marine Facility

The Division of Ports and Harbors (the “Division”) received a request from Luciano’s Excavation, Inc. (“Luciano’s”) to extend its Right of Entry (“ROE”) at the Hampton Harbor Marine Facility (the “Premises”) to use certain property of the PDA-DPH, as outlined below.

The Division reviewed the request and recommends approval of the request subject to the following terms and conditions, and, with the exception of fee changes, under the same terms and conditions in the existing Right of Entry:

- PREMISES:** Hampton Harbor Marine Facility, 1 Ocean Blvd. Hampton NH
- PURPOSE:** Use of a portion of Premises for Overnight Berthing for 1 (one) crew boat and 1 (one) push boat and parking for up to 10 vehicles in conjunction with the Hampton Jetty Repair Project, all in areas of the Premises as directed by PDA-DPH.
- ORIGINAL TERM:** October 2, 2023 through March 1, 2024
- EXTENSION TERM:** Retroactive beginning on March 2, 2024, on a month to month basis, or until May 17, 2024
- FEES:** Berthing Fee \$8.00 per foot, per quarter, per vessel (currently paid through 1st quarter (Jan-March 2024)
Parking Fee \$380 for up to 10 (ten) vehicles, valid for the term of the ROE
Electricity (vessels) \$50 for the term of the ROE
- INSURANCE:** On or before the effective date of this ROE, Luciano’s and any agent, contractor, or vendor of Luciano’s shall provide PDA-DPH with proof of required insurance coverage as outlined in Exhibit A, including Environmental/Pollution Liability Coverage.

EXHIBIT A

TO: ALL CONTRACTORS, SUBCONTRACTORS AND/OR AGENTS

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

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

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

LUCIANO REQUEST TO EXTEND ROE 2024

From: Robert Amendolara <ramendolara@l-einc.com>
Sent: Tuesday, February 20, 2024 11:35 AM
To: Brenda Therrien <B.Therrien@peasedev.org>
Cc: Geno Marconi <G.Marconi@peasedev.org>; Tracy Shattuck <T.Shattuck@peasedev.org>; Myles Greenway <M.Greenway@peasedev.org>; Eric Mangasarian <eric@l-einc.com>; Alex Ribeiro <alexribeiro@l-einc.com>
Subject: Re: Luciano-Hampton Harbor Marine Facility- Right of Entry Extension?

You don't often get email from ramendolara@l-einc.com. [Learn why this is important](#)

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

Brenda,

I appreciate you taking my call. As discussed, we do not have a definitive time extension currently in place from the Corps but we hope to have answers soon. We are looking to keep operations as they are through May 17th 2024 with the potential of being complete prior to.

Please let me know if I can answer any further questions.

Thanks!

Rob Amendolara

Project Manager
ramendolara@l-einc.com

Lucianos Excavation, Inc.

41 Taunton Green Suite 102
Taunton, MA 02780
508.386.9258 Office
508.386.9309 Fax
401.330.6259 Cell

An 8(A) MBE Certified Small Business



MOTION

Director Conard:

The Pease Development Authority (“PDA”) Board of Directors hereby approves of and authorizes the Executive Director and Division Director on behalf of the Division of Ports and Harbors to apply for, accept and expend the American Rescue Plan Act (ARPA) Grant(s) for which Portsmouth Fish Pier and Rye Harbor are deemed eligible. This approval includes the authority to execute any and all documents necessary or appropriate to accept the ARPA Grant(s) on an expedited basis and to use said grants for any purpose which the revenues may be lawfully used; all in accordance with the memorandum of Geno Marconi, Director of Ports and Harbors, attached hereto; dated March 4, 2024.



PEASE

INTERNATIONAL

555 Market Street, Suite 1 Portsmouth, NH 03801

PORTS AND HARBORS

Date: March 4, 2024

To: Pease Development Authority (PDA) Board of Directors

From: Geno Marconi, Division Director

Re: American Rescue Plan Act, State Fiscal Recovery Funds for Portsmouth Fish Pier and Rye Harbor Marine Facility Projects

Upon approval of the PDA Board of Directors, the Division of Ports and Harbors (the "Division") will submit the request below to the State of NH Fiscal Committee, and Governor and Executive Council.

REQUESTED ACTION

Pursuant to RSA 14:30-a VI, authorize the Pease Development Authority-Division of Ports and Harbors ("the Division") to accept and expend \$2,000,000.00 in American Rescue Plan Act (ARPA) State Fiscal Recovery Funds (SFRF) to fund costs associated with the projects listed below, effective upon Fiscal Committee and Governor and Council approval through September 30, 2024. 100% Federal Funds.

- Portsmouth Fish Pier costs of engineering study, design, permitting, and construction for a replacement building; and
- Rye Harbor costs of concept development, engineering, design, bidding, permitting, and construction of a structure to better accommodate retail operations.

This is an allowable use of ARPA SFRF funds under Section 602 (c)(1)(C) for provision of government services to the extent of the reduction in revenue.

Funds are to be budgeted in FY2024 as follows:

<u>03-13-013-130510-26XX0000 ARPA</u>		<u>FY2024</u>	<u>FY2024</u>	<u>FY2024</u>
<u>PORTSMOUTH / RYE PROJECTS^[1]</u>				
<u>CLASS</u>	<u>ACCOUNT</u>	<u>CURRENT MODIFIED BUDGET</u>	<u>BUDGET REQUEST</u>	<u>REVISED BUDGET</u>
EXPENDITURES				
040 – Indirect Costs	500800	\$0	\$5,000	\$5,000
041 – Audit Fund Set Aside	500801	\$0	\$1,994	\$1,994
103 – Contracts for Op Svcs	502664	\$0	\$1,993,006	\$1,993,006
TOTAL EXPENSES:		\$0	\$2,000,000	\$2,000,000
SOURCE OF FUNDS				
000 – Federal Funds	400338	\$0	\$2,000,000	\$2,000,000
TOTAL REVENUE:		\$0	\$2,000,000	\$2,000,000

^[1] All direct program costs for Portsmouth Fish Pier will be accounted for using activity 00FRF602GS1302A and all administrative and indirect costs will be accounted for using activity 00FRF602GS1302Z. All direct program costs for Rye Harbor Development will be accounted for using activity 00FRF602PH1301A and all administrative and indirect costs will be accounted for using activity 00FRF602PH1301Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services' Division of Accounting Services.

○ ○ ○ ○ T A K I N G Y O U T H E R E

EXPLANATION

The Portsmouth Commercial Fish Pier (Fish Pier) is an approximately 4,000 square foot State-owned facility located on the Piscataqua River, 1 Peirce Island Road, Portsmouth, NH. Construction began in 1977 and the facility was opened in 1979. The Fish Pier is the hub of commercial fishing in the seacoast of New Hampshire providing overnight berthing for 20 boats and pier-use permits for an additional 55 vessels. The facility offers retail sale of diesel and gasoline fuel to the fishing vessels as well as the general boating public. Bulk ice is also available for the safe handling of harvested fish and shellfish.

The building sits on an approximately 1.9 acre, above-water location and is currently over 50% shut down due to the presence of black mold, identified in a recent condition survey. The wooden structure has deteriorated and is at the end of its useful existence and is in need of replacement. The Division has been responsible for the management of the facility since circa 2002 and is currently engaged in a concept study to investigate the needs of the fishing industry and fishing community to determine the style and layout of a replacement building. The concept study report is due April 2024.

This authorization would provide funding to move immediately into the engineering study, design, permitting, and construction phases for a replacement building, based upon completion of the concept study. Aerial photos are attached for reference.

The Rye Harbor Marine Facility (“Rye Harbor”) is State-owned and located at 1870 Ocean Blvd, Rye, NH. The property was constructed in 1960 with materials (sand and rock) excavated by a U.S. Army Corps of Engineers dredging project which also created the entrance channel and anchorages at Rye Harbor as it exists today. The Commercial Pier and Associated Facilities at Rye Harbor are one (1) of the two (2) State-owned facilities (also Hampton) on the seacoast of New Hampshire that provides access to the sea for recreational boating, passenger vessels, and commercial fishing vessels. Additionally, the facility offers retail sale of diesel and gasoline fuel to fishing vessels, the general boating public, maritime law enforcement, and first responders.

The proposed area of investigation is approximately four (4) acres of land that is minimally above the Mean High-Water Datum (MHW) and floods with up to four (4) feet of additional tidal rise during times of astronomical tide events (Full Moon) and even higher when astronomical events occur with coastal storm surge.

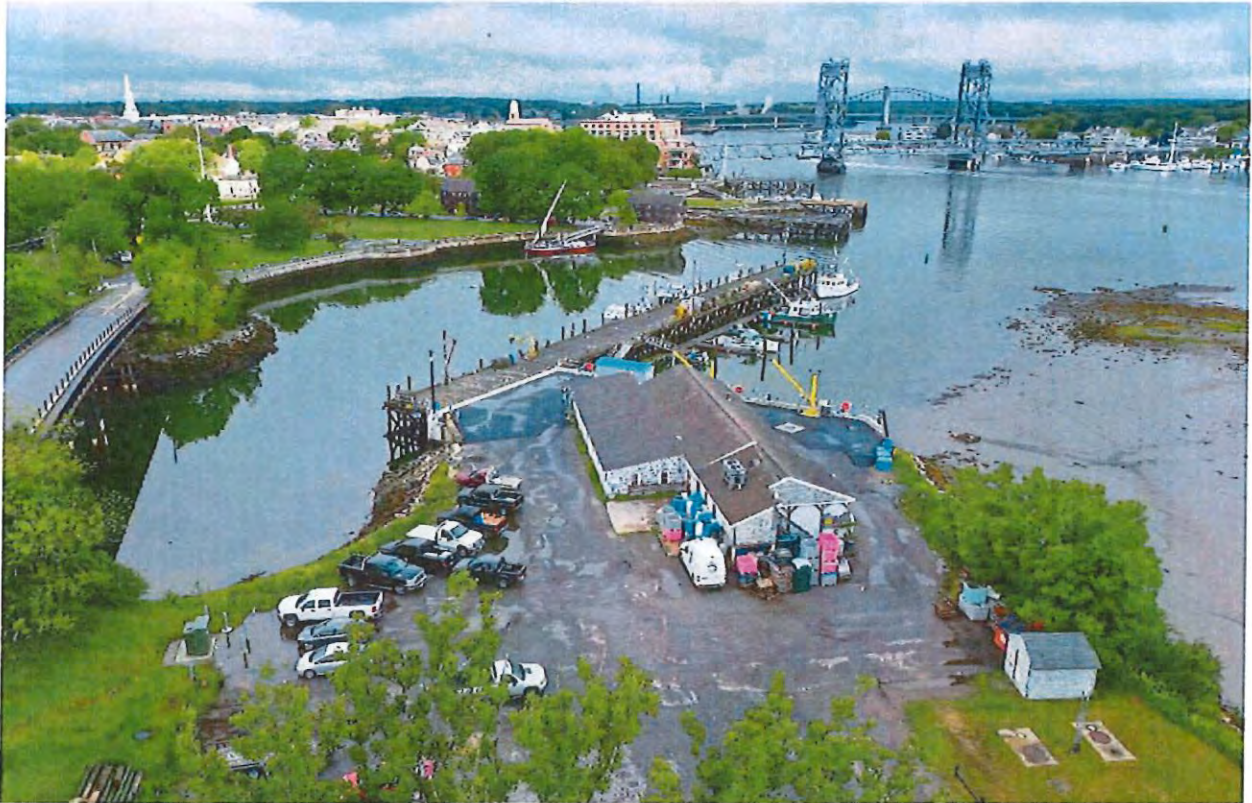
On the property there are ten (10) small buildings independently owned by commercial pier use permit holders and/or seasonal businesses. The commercial pier-use permit holders utilize the buildings under a Right of Entry as an accessory to their associated commercial pier use. Use of the buildings include storage and sale of bait and tackle, charter boat passenger ticket sales, and sale of live lobster and seafood landed at Rye Harbor. Two of the ten buildings support a seasonal business that operate under a Right of Entry and Concession Agreement to sell restaurant style prepared menu items. In addition to the privately owned buildings, the Division owns three (3) buildings, two (2) of which are a permanent office and a permanent storage structure, for a total of thirteen (13) small structures at the facility.

Over decades the buildings have evolved from storage buildings to places where retail business is conducted. The buildings have become an important part of the economic fabric of the facility and allow the general public direct interaction with maritime businesses. All these structures are affected to some degree by tidal conditions and are consistently flooded during tidal surges and storm activity (as an example, please see attached photo taken January 13, 2024). Additionally, during the transition from storage space to retail use, there has been no consistency in improving accessibility, utilities, or fire protection.



San Mateo County Public Works
1/15/2017 11:23:00 AM

Portsmouth Fish Pier Building-Request for ARPA Funds
Pg 1 of 2 Photos



Portsmouth Fish Pier Building-Request for ARPA Funds
Pg 2 of 2 Photos



MOTION

Director Fournier:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to approve the Right of Entry extension request of Bauer Construction Co., LLC for work associated with a project replacing several privately owned seawalls on Harbor Road; all in accordance with the Memorandum of Geno J. Marconi, Director of the Division of Ports and Harbors, dated February 26, 2024; attached hereto.

N:\RESOLVES\2024\DPH – Bauer Construction ROE – Rye Harbor (3-14-24).docx



PEASE

INTERNATIONAL

555 Market Street, Suite 1 Portsmouth, NH 03801

PORTS AND HARBORS

To: Pease Development Authority ("PDA") Board of Directors
From: Geno Marconi, Director (u)
Date: February 26, 2024
Subject: Bauer Construction Company, LLC., Extension of Right of Entry, Rye Harbor Marine Facility

The Division of Ports and Harbors (the "Division") received a request from Bauer Construction Co., LLC. ("Bauer") to extend its Right of Entry ("ROE") at the Rye Harbor Marine Facility (the "Premises") to use certain property of the PDA-DPH, as outlined below.

The Division reviewed the request and recommends approval of the request subject to the following terms and conditions, and under the same terms and conditions in the existing Right of Entry:

PREMISES: Rye Harbor Marine Facility, 1870 Ocean Blvd. Rye, NH

PURPOSE: Use of a portion of Premises for storage of rock and construction equipment in conjunction with a private project replacing several seawalls on Harbor Rd.

ORIGINAL TERM: October 1, 2023 through March 31, 2024

EXTENSION TERM: April 1, 2024, on a month-to-month basis subject to the ongoing approval of PDA-DPH.

FEES: \$1,280.00 per month of usage

INSURANCE: On or before the effective date of this ROE, Bauer and any agent, contractor, or vendor of Bauer shall provide PDA-DPH with proof of required insurance coverage as outlined in Exhibit A, including Environmental/Pollution Liability Coverage.

EXHIBIT A

TO: ALL CONTRACTORS, SUBCONTRACTORS AND/OR AGENTS

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

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

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

MOTION

Director Levesque:

The Pease Development Authority (“PDA”) PDA Board of Directors hereby authorizes the Executive Director to negotiate and enter into a contract with Riverside and Pickering Marine Contractors for replacement of the recreational dock gangway at the Rye Harbor Marine facility in a total amount not to exceed \$50,000.00 from the PDA–Division of Ports and Harbors Harbor Management fund; all in accordance with the memorandum of Geno Marconi, Director of DPH, dated March 4, 2024; attached hereto.

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

1. The recreational dock gangway at the Rye Harbor Marine Facility was storm damaged beyond repair in January and requires immediate replacement;
2. The gangway is integral to the operations of the Rye Harbor Facility and a delay in replacement will impede the recreational and private interests that use the facility and access the harbor; and
3. Riverside and Pickering Marine is a local marine contractor currently under contract with the Division to conduct repairs at the Portsmouth Commercial Fish Pier.

**NOTE: This motion requires 5 affirmative votes.
ROLL CALL vote required.**




PEASE

INTERNATIONAL

555 Market Street, Suite 1 Portsmouth, NH 03801

PORTS AND HARBORS

Date: March 4, 2024
To: PDA Board of Directors
From: Geno Marconi, Port Director 
Subject: January 13, 2024, Storm Damage, Rye Harbor Gangway Replacement

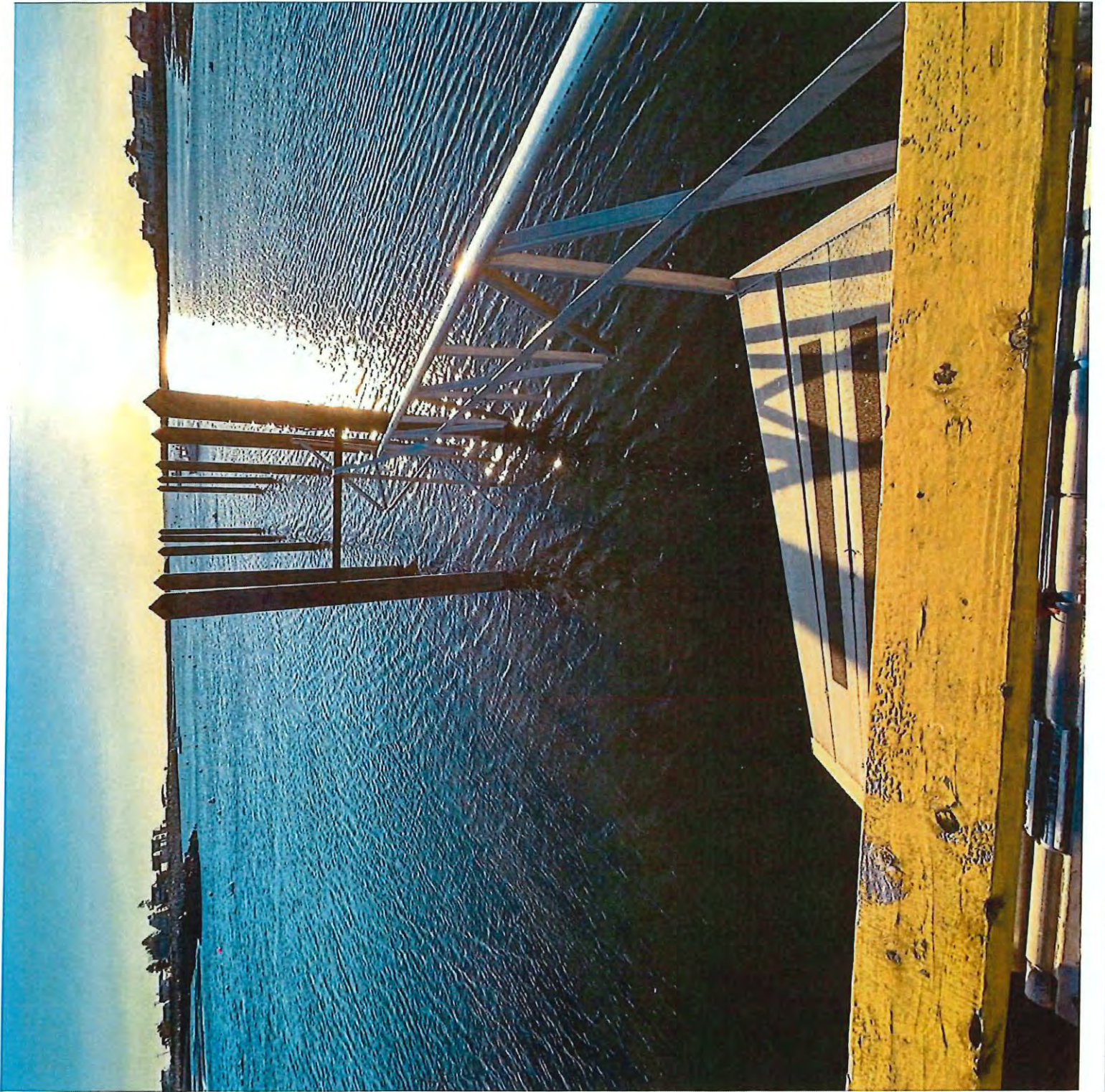
The winter storm of January 13, 2024, destroyed the gangway to the recreational docks at the Rye Harbor Marine Facility. The two (2) attached pictures show what was left of the forty-two (42) foot long gangway. It is unrepairable and requires complete replacement. This gangway provides access to the floating docks where inspected and uninspected vessels load and discharge passengers, and recreational vessels board their vessels. In short, the gangway provides access to the harbor.

The Division contacted Riverside and Pickering Marine requesting exploratory quotes on the replacement with a similar gangway. Riverside and Pickering is a local marine contractor currently under contract with the Division to conduct repairs at the Portsmouth Commercial Fish Pier. A pre-engineered gangway of similar design and size is in the range of \$37,000.00. Lead time for delivery of a gangway is undetermined at this time and may vary with manufacturer.

Because this gangway is critical to public safety and the continued use by commercial and recreational boaters and with the season rapidly approaching, the Division requests that the PDA Board of Directors to waive the formal RFP process as this is an emergency repair.

Funds have been allocated in the DPH CIP and will be supported by the Harbor Management Funds. This expense is part of an application and potential funding for reimbursement from FEMA.

Therefore, the Division requests approval to enter into a contract with Riverside and Pickering Marine to replace the gangway at the Rye Harbor Marine Facility for an amount not to exceed \$50,000.00.





Memorandum

To: Paul E. Brean, Executive Director *Peb*
From: Michael R. Mates, P.E. Director of Engineering *MRM*
Date: February 12, 2024
Subject: Lonza Iron Parcel Private Road Names

Lonza received approval of their Master Plan for development of the Iron Parcel in 2018 and has since completed the first phase of construction that included the daylighting of Hodgson Brook. Since that time, Lonza has moved into the second phase which includes the construction of Building #1. At this point, it is important to assign Building #1 an address for emergency response and construction deliveries. PDA coordinated with the City of Portsmouth, Lonza and E911 to come up with new road names that everyone found agreeable and were not already in use. The three road names chosen are Innovation Drive, Technology Way and Harvest Way as shown on the attached drawing. These roads are considered private and will be maintained by Lonza.

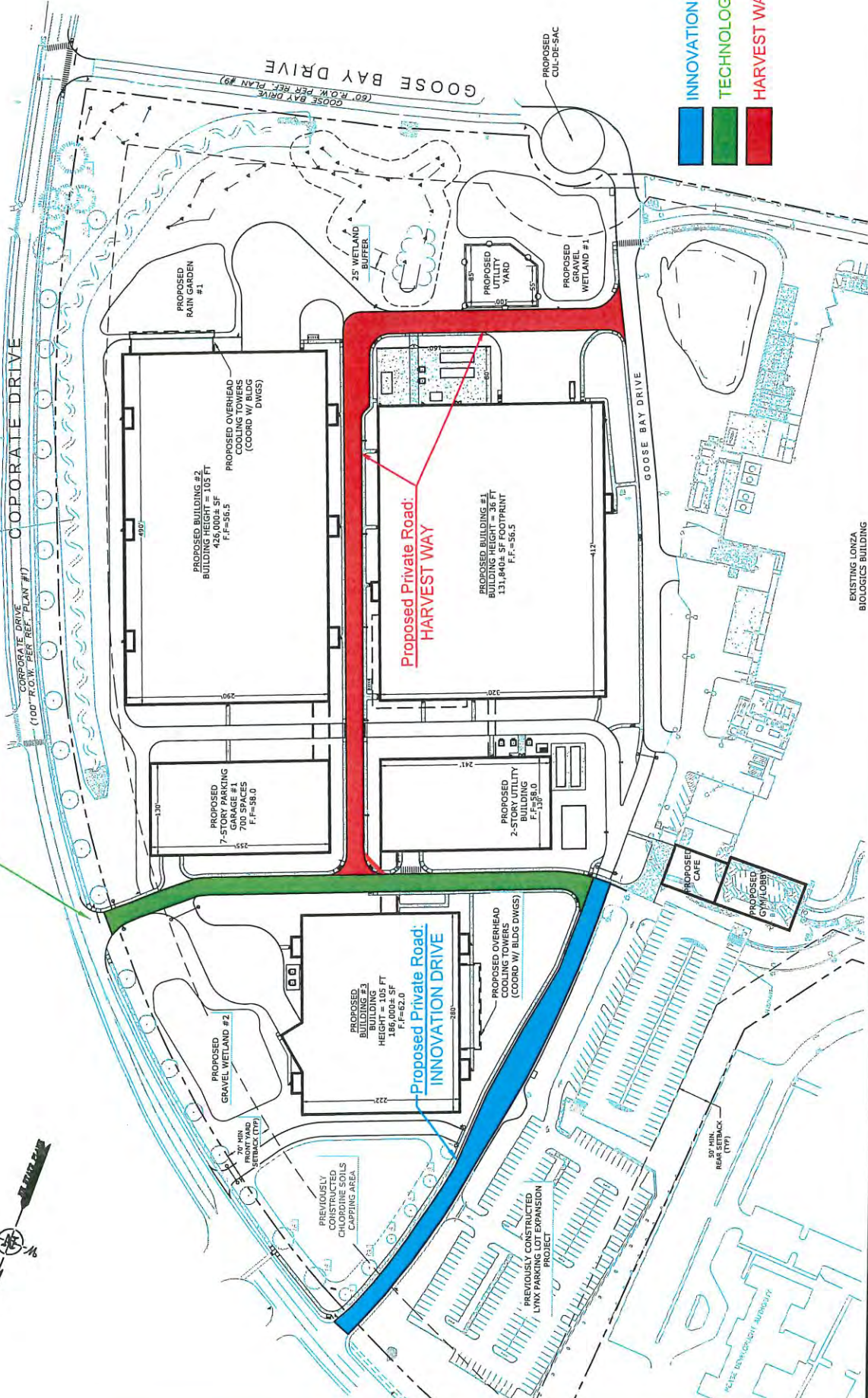
Please report these new road names at the March 14 Board of Directors' meeting.

N:\ENGINEER\Board Memos\2024\Lonza Road Names.dotx

Proposed Private Road:
TECHNOLOGY WAY

PREVIOUSLY DAYLIGHTED
HOUSSEON BROOK

CORPORATE DRIVE
(100' R.O.W. PER REF. PLAN #1)



■ INNOVATION DRIVE
■ TECHNOLOGY WAY
■ HARVEST WAY

Exhibit Depicting New Lonza Private Roadways

DESIGNED BY: MRM

DATE: 2/12/24

SCALE: NTS

PEASE DEVELOPMENT AUTHORITY



55 INTERNATIONAL DRIVE, PORTSMOUTH, NH 03801

n:\engineering\lonza\lonza iron parcel roads

MEMORANDUM

To: Pease Development Authority Board of Directors

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

Date: March 4, 2024

Re: Special Event

I am pleased to report on the following special event:

1. Previously reported to the Board Directors at its December 21, 2023, meeting, Cisco Brewers Portsmouth requested to hold a concert on its premises during the evening hours of Tuesday, June 18, 2024. However, Cisco recently advised PDA staff they provided the incorrect date and that the new concert date will be Thursday, June 20, 2024.