

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:**
 - A. Welcome Director Brian Semprini, representing Town of Newington**
- II. Acceptance of Meeting Minutes: Board of Directors' Meeting of April 18, 2024 * (Conard)**
- III. Public Comment:**
- IV. Recognition of Director Margaret Lamson**
- V. Consent Agenda Items:**
 - A. Consent Agenda Approvals * (Levesque):**
 - 1. Lonza Biologics - 101 International Drive – Café Amendment Concept Approval of Patio * **(Ferrini)**
 - 2. Cintas Uniform Services - Uniform Laundry Service * **(Parker)**
 - 3. McFarland Johnson Inc. – PSM Airport Terminal Ticketing Study * **(Semprini)**
 - 4. Jalbert Leasing, Inc. d/b/a C&J Bus Lines– Right of Entry – 42 Durham Street; 47 Durham Street, Hampton Street and 14 Aviation Avenue for Valet Parking * **(Fournier)**
 - 5. PSM – Taxiway ‘A’ North Reconstruction – Acceptance of Grant and Approval of Contracts * **(Levesque)**
 - 6. Legal Services * **(Conard)**
 - 7. WSP USA Environmental & Infrastructure Inc. – Right of Entry Extension – 35 Airline Avenue * **(Parker)**
 - 8. S.J. Services, Inc. - Janitorial Services * **(Ferrini)**
 - B. Consent Agenda Approvals with Waiver * (Parker):**
 - 1. Higgins Corporation - Badge Printer * **(Semprini)**
 - 2. HID Global International – Badge System Service Agreement * **(Fournier)**
- VI. Finance:**
 - A. Executive Summary ***
 - B. Reports:**
 - 1. FY2024 Financial Report for the Nine Month Period Ending March 31, 2024 *
 - 2. Cash Flow Projections for the Nine Month Period Ending January 31, 2025 *
 - 3. FY24 - Berry Dunn Pre-Audit Presentation and Engagement Letter *

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

A. Report *:

1. Rochester Police Department and Flight 4CF Inc. – Skyhaven Airport - Wings and Wheels Event - Right of Entry
2. New Hampshire ANG – North Apron – Vehicle Training Exercises - Right of Entry
3. CDM Constructors Inc., Northam Survey LLC and Knowles Tree Service – Survey Work and Tree Service Estimating off Arboretum Drive – Right of Entry
4. S.U.R. Construction, Inc. – Corner Lot on Rye Street off Corporate Drive for Corporate Drive Reconstruction Project - Right of Entry

VIII. Leases:

A. Report *:

1. Sublease between 273 Corporate Drive, LLC and Appledore Medical Group, Inc. – 273 Corporate Drive
2. Sublease between 222 International LP and JOSSTEC LLC – 195 International Drive
3. Sublease between One New Hampshire Avenue, LLC and Cummings, Lamont & McNamee, PLLC – 1 New Hampshire Avenue
4. GSA – Exercise of First Lease Extension Option – 31 & 32 Rochester Avenue

IX. Contracts:

A. Report *:

1. Higgins Corporation – On-site Service Agreement to 8/8/2024 for HID Fargo 5600 Printer

X. Signs:

A. Report:

1. 2-Way Communications Service, Inc. - 19 Durham Street –Sign Revision *

XI. Executive Director:

A. Reports:

1. Golf Course Operations *
2. Airport Operations *
 - a) Portsmouth International Airport at Pease (PSM)
 - b) Skyhaven Airport (DAW)
 - c) Noise Line Report
 - (i) April 2024 *

XII. Division of Ports and Harbors:

A. Reports:

1. Port Advisory Council Meeting Minutes of March 13, 2024 *
2. Port Advisory Council Meeting Minutes of April 10, 2024 *
3. Piscataqua Maritime Commission – 2024 Sail Portsmouth Event - Market Street Terminal *
4. Charter Boats Right of Entry Report *
 - a. Hooked on Fish Charters, LLC – Rye Harbor – Right of Entry
 - b. Seacoast Maritime Charters, LLC – Rye Harbor – Right of Entry
 - c. First Light Fisheries – Hampton Harbor – Right of Entry

5. Commercial Mooring Transfers (2 permits) – Ricker to Hutchinson *
6. Bait Cooler – Portsmouth Fish Pier – Exercise Final One-Year Option to Right of Entry to May 31, 2025 *
7. Commercial Mooring Transfer – Collins to Perkins *
8. Commercial Mooring Transfer – Moge to Crawshaw *

B. Approval:

1. Star Island Corporation and Cornell University - Shoals Marine Lab - Rights of Entry Parcel A-2 and Burge Wharf - Amend Amount of Price Per Foot Fee * **(Ferrini)**

XIII. New Business:

A. Grant Applications Filed in April:

1. Skyhaven Airport – Terminal Apron Reconstruction
2. Portsmouth International Airport at Pease – Alpha North Reconstruction

XIV. Special Event:

A. Report *:

1. Great Bay Community College - Charity Walk - Saturday, June 1, 2024

XV. Upcoming Meetings:

Noise Compatibility Committee	May 28, 2024 @ 6:30 p.m.
Golf Committee	June 10, 2024 @ 8:30 a.m.
Finance Committee	June 10, 2024 @ 9:00 a.m.
Board of Directors	June 13, 2024 @ 8:30 a.m.

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

XVI. Directors' Comments:

XVII. Press Questions:

XVIII. Non-Public Session: * (Conard)

1. NH RSA 91-A:3, II (a)

XIX. Confidentiality: * (Fournier)

XX. Adjournment:

XXI. Consultation with Counsel:

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

MOTION

Director Conard:

I make a motion to accept the meeting minutes of the Board of Directors' meeting held on April 18, 2024.

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

Thursday, April 18, 2024

Presiding: Stephen M. Duprey, Chairman
 Present: Neil Levesque, Vice Chair; Thomas G. Ferrini, Treasurer; Steve Fournier; Margaret F. Lamson; Susan B. Parker, and Karen Conard
 Attending: Paul E. Brean, Pease Development Authority ("PDA") Executive Director; Anthony I. Blenkinsop, Deputy Director / General Counsel; Suzy Anzalone, Director of Finance; Michael R. Mates, Director of Engineering; Scott DeVito, Pease Golf Course ("PGC") General Manager; Geno Marconi, Director of Ports and Harbors ("DPH") (departed meeting during meeting recess); Myles Greenway, Deputy Director of DPH; Jared Sheehan, Environmental Compliance Manager; Andrew Pomeroy, Director of Aviation Planning & Regulatory Compliance; Chasen Congreves, Director of Operations, Jessica Patterson, IT Administrator; and Raeline A. O'Neil, Executive Administrative Assistant

BOARD OF DIRECTORS' MEETING

AGENDA

I. Call to Order:

Chair Stephen Duprey ("Duprey") called the meeting to order; the meeting commenced at **8:30 a.m.**

II. Non-Public Session

Director Ferrini **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 personnel matters and hiring of employees etc. [NH RSA 91-A:3, II (a)]**

Discussion: None. **Disposition:** Resolved **unanimous** roll call (7-0) vote for; motion **carried.**

The Board went into Non-Public Session at 8:32 a.m. and came out of Non-Public Session at 9:22 a.m.

III. Return to Public Session:

Director Conard moved the motion and Director Ferrini seconded to return to public session of the Pease Development Authority Board of Directors' meeting dated Thursday, April 18, 2024.

Discussion: None. Disposition: Resolved unanimous roll call (7-0) vote for; motion carried.

Returned to Public Session at 9:22 a.m.

IV. Vote of Confidentiality:

Director Fournier moved the motion and Director Lamson 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 April 18, 2024, regarding the consideration of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him/her, and the consideration of legal advice from legal counsel, if disclosed publicly, would render the proposed action ineffective and likely benefit a party or parties whose interests are adverse to those of the general community, 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 (7-0) vote for; motion carried.

Chairman Duprey briefly recessed the meeting at 9:24 a.m.; the meeting resumed at 9:35 a.m.

V. Acceptance of Meeting Minutes: Board of Directors' Meeting of March 14, 2024

Director Lamson moved the motion and Director Fournier seconded to **accept the meeting minutes of the Board of Directors' meetings held on March 14, 2024.**

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

VI. Public Comment:

No members of the public spoke at the meeting.

VII. Committees:

A. Report:

1. Port Committee

Director Levesque stated the meeting was held on April 2, 2024, and referred to the agenda regarding the items discussed.

VIII. Consent Agenda Items:

A. Consent Agenda Approvals:

Director Ferrini moved the motion and Director Parker seconded that the Pease Development Authority Board of Directors hereby moves that item numbers 1-6 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. Pease Golf Course – Harriman Proposal for Event Center Study - Scope and Fee *
2. Skyhaven Terminal Apron Rehabilitation – Accept Grant and Award Contracts *
3. Legal Services *
4. In-House Signage Program *
5. PSM Airfield Painting: Products, Equipment Parts, and Service Contract – Franklin Paint Co., Inc. *
6. S.U.R. Construction, Inc. – Amended Right of Entry – Jones School Property, Ashland Road and North Apron area for Corporate Drive Reconstruction Project *

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

IX. Old Business:

A. Approval:

~~1. 165 Arboretum, LLC – Development Agreement Extension~~

~~Director Conard moved the motion and Director _____ seconded that The Pease Development Authority (“PDA”) Board of Directors approves of and authorizes the Executive Director to finalize and enter into a six (6) month extension of the Development Agreement with 165 Arboretum, LLC regarding a potential development at 165 Arboretum Drive; all in accordance with the memorandum of Paul E. Brean, Executive Director, dated April 8, 2024.~~

Discussion: Duprey indicated this item was pulled / removed from the agenda.

X. Finance:**A. Executive Summary:****B. Reports:**

1. **FY2024 Financial Report for the Eight Month Period Ending February 29, 2024**
2. **Cash Flow Projections for the Nine Month Period Ending December 31, 2024**
3. **Capital Improvement Plan FY 2024 – FY 2030**

Suzy Anzalone (“Anzalone”), Director of Finance, spoke to the Executive Summary and the three (3) reports.

Anzalone indicated the PDA’s year-to-date (“YTD”) revenues are on budget, with its operating expenses being under by approximately 10%. Further she stated that YTD \$8.6 million had been spent on capital expenditures, with larger expenditures being outlined in the summary.

Anzalone spoke to PDA’s cash inflows of \$22.5 million with \$7 million in grant funding with cash out flows of approximately \$28.4 million and just under \$15 million in grant and non-grant capital expenditures over the next nine months.

Duprey spoke to the financial reports presented by PDA as being very informative, accurate and everyone should have confidence in the financial management of PDA due to the Finance team; Anzalone stated she is always open to suggestions. Duprey further stated the complexity of the organization and all its moving parts, the PDA Finance team does it well.

PDA’s operations, with the exception of the Division of Ports and Harbors (“DPH”), typically generates a \$3 million cash margin used to fund any internally capital funded projects or portions of grant funded projects for the upkeep of the Tradeport/Airport/Golf Course. The Capital Improvement Plan (“CIP”) covers 6 to 6.5 years showing both grant and internally funded potential projects. Anzalone reminded the Board that each project would be brought to the Board before a project would be initiated. There have been \$66.3 million addressed in capital projects and spoke to the summary provided of the cash and investments as well as anticipated debt incurred for the projects as presented. There are currently 20 grant projects that have been identified and approximately 98 internally funded projects. With the concentration of funds and the money spent for each of the business units indicating the majority of the spending being at the airport.

Anzalone spoke to PDA’s Line of Credit (“LOC”) available through Provident Bank and if it is necessary to use the LOC, PDA tries to use it on a short-term basis. It is anticipated that in FY28 it may be necessary to utilize the LOC.

Ferrini spoke to PDA not incurring debt other than short-term debt; self-funding of PDA capital projects and the fact that PDA does not incur bonds. Anzalone indicated PDA has the

ability to do so; however, unless something comes up unexpectedly PDA could utilize LOC funds, and pay it down as soon as possible.

Finally, Anzalone spoke to the classification of the various projects and the impacts projects would have to PDA depending on the priority of proposed projects.

Duprey spoke to the sensitivities that could impact projects and asked of the starred projects; Anzalone stated those were the “A” projects. Paul Brean (“Brean”) Executive Director indicated that the “A” projects are classified as safety, security and restoration of former Air Force facilities that may be deteriorating which may need addressing.

Parker spoke to the grant funded requests and federal monies; Anzalone affirmed. Parker asked of the federal commitment or were the requests anticipated receipt of funds; Brean stated the FAA requires a forward projection of twelve (12) years. Brean further indicated PDA, on a yearly basis, has meetings to discuss long-term projects and its funding.

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

A. Report:

1. CDM Constructors Inc. and Northam Survey LLC – Survey Work off Arboretum Drive – Right of Entry

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

- | | | |
|----|-----------|--|
| 1. | Name: | CDM Constructors Inc. and Northam Survey LLC |
| | License: | Right of Entry |
| | Location: | Arboretum Drive |
| | Purpose: | Site Survey Purposes off Arboretum Drive |
| | Term: | April 3, 2024, through April 13, 2024 |

XII. Leases:

A. Report:

1. Sublease / License Agreement between 100 International, LLC and What a Crock! – 100 International Drive

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

- | | | |
|----|---------|--|
| 1. | Tenant: | What a Crock! |
| | Space: | 100 International Drive |
| | Use: | Café Space |
| | Term: | Commencing December 1, 2023, through November 30, 2026, with option to review for an additional three (3) year term. |

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

B. Approval:

1. One New Hampshire Avenue LLC – 1 New Hampshire Avenue - Lease Extension

Director Lamson moved the motion and Director Conard seconded that the Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations with One New Hampshire Avenue LLC and to execute a 15-year lease extension regarding the premises located at 1 New Hampshire Avenue, Portsmouth, New Hampshire, on terms acceptable to the Executive Director and the General Counsel; substantially in accordance with the memorandum from Paul E. Brean, Executive Director, dated April 15, 2024.

Discussion: Brean stated that Two International Group is looking to rework an existing loan for this premises.

Duprey asked if this extension was coterminous that could be allowed; Brean indicated it was not as a full extension out to the maximum term which requires major capital improvements to the premises for justification.

Anthony I. Blenkinsop (“Blenkinsop”) indicated the original term of the lease was fifty (50) years and this would extend the original lease to sixty-five (65) years; FAA allows leases to go out to seventy-four (74) years.

Ferrini stated when extensions are permitted if there were a need to be capital improvements to the business entity so PDA’s lease is stronger; Brean affirmed. Brean further stated that by extending the term the FAA is obtaining a better premises and provides stability.

Disposition: Resolved unanimous vote for; motion carried.

Levesque departed the meeting at 9:55 a.m. and returned at 9:57 a.m.

XIII. Contracts:

A. Report:

- 1. Knox Company – Purchase of 2, 4400 Surface, Black, 2-Lock Independent Boxes**
- 2. Knox Company – Purchase of 1, 4400 Surface, Black, 2-Lock Independent Boxes**
- 3. Lakes Region Environmental – Skyhaven Airport Fuel Farm**
- 4. Martineau Electric - On-Call Services – Hampton Harbor Marine Facility**

5. Clean Restroom Rentals, Inc. – Pease Golf Course – 7 Portable Toilets and Service

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

1. Project Name: Knox Company
Board Authority: Director Ferrini
Cost: \$1,992.00
Summary: Purchase of two 4400 Surface, Black, 2 – Lock Independent – Keyed for Police Departments

2. Project Name: Knox Company
Board Authority: Director Ferrini
Cost: \$996.00
Summary: Purchase of one two 4400 Surface, Black, 2 – Lock Independent – Keyed for Fire Departments

3. Project Name: Lakes Region Environmental
Board Authority: Director Ferrini
Cost: \$3,026.10
Summary: Perform required annual inspection, calibration and service of Skyhaven Airport Fuel Farm due in April

4. Project Name: Hampton Harbor Marine Facility
Board Authority: Director Levesque
Cost: \$25,050.00
Summary: Martineau Electric, Inc., On-call provider to PDA/DPH, service of the fuel pump at Hampton Harbor Marine Facility damaged due to recent storm.

5. Project Name: Pease Golf Course
Board Authority: Director Levesque
Cost: \$17,640.00 - \$5,880.00 (2024), Two one-year options (\$5,880.00/each option year)
Summary: Seven (7) Portable Toilets, serviced weekly on Mondays and Thursday and placed at six (6) locations on the PGC. One (1) designated location will have two (2) toilets.

Director Ferrini indicated that should any approvals be required regarding item #4, he would abstain from any vote.

XIV. Executive Director:

A. Reports:

1. Golf Course Operations

Scott DeVito (“DeVito”), Pease Golf Course (“PGC”) General Manager, spoke to its operations and informed the Board that the patio cover was installed on April 17th; installation of the Special Event tent is anticipated on April 24th; all seven (7) leagues start the week of April 29th; golf maintenance has started construction of a new forward tee on the second hole of the Blue Course which should be completed by Memorial Day; and all 27 holes should be operational by April 20th.

Duprey asked of the comparison of timing to last season; DeVito indicated all holes were open last year as of April 9th. However, due to the weather, that has not been possible for the current season.

2. Airport Operations

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

Brean indicated PSM is busy at the commercial airside due to the school vacations and this month PSM has provided support to the NATO, US and Italian Air Forces utilizing PSM as a transient technical stop.

Brean spoke to the requirement of 10,000 annual enplanements has been achieved, keeping the facility in compliance with the FAA with its airport improvement program. Allegiant has commenced its service to St. Pete/Clearwater recently and those flights have been high. Revenues for fuel flowage from commercial, fractional ownerships and military activity; also parking revenues are doing well. Further Brean spoke to Enterprise rentals being up which is a good story for the community as it indicates an uptick to area tourism.

Brean also spoke to PSM having two grant projects underway being Arrivals’ Hall and Taxiway Alpha.

Duprey asked of the reference to the Arrivals’ Hall; Brean indicated Hutter has the steel up and hitting all milestones. Duprey asked of anticipated completion; Michael Mates (“Mates”) Director of Engineering stated the anticipated completion is the end of the year.

- c) Noise Line Report**
 - (i) March 2024**

Brean stated for the month of March there were no noise issues to report.

XV. Division of Ports and Harbors:

A. Reports:

- 1. Port Advisory Council Meeting Minutes of February 14, 2024**
- 2. Morton Salt – Exercise Last of Three (3) One-Year Options to License and Operating Agreement**
- 3. Commercial Mooring for Hire Applications**

4. **Commercial Mooring Transfer – Steaker Charters to Kirland**
5. **Commercial Mooring Transfer – Nudd to Rydbeck**
6. **Commercial Mooring Transfer – Tirone to Levine**
7. **Commercial Mooring Transfer – Carter to Elwell**
8. **Tasha Fuels and Propane, Inc. – Right of Entry**
9. **Division of Ports and Harbors - Capital Improvement Plan FY2024 – FY2030**

Chairman Duprey informed the Board that reports were all self-explanatory and asked if there were any additional questions; no comments received from the Board.

B. DPH Consent Agenda Approvals:

Director Parker **moved** the **motion** and Director Lamson **seconded** that the Pease Development Authority Board of Directors hereby moves that item numbers **1-6** from the Division of Ports and Harbors 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. **Star Island Corporation Right of Entry for Parcel A-2 and Burge Wharf ***
2. **Cornell University - Shoals Marine Lab - Right of Entry ***
3. **Granite State Minerals – Exercise First of Three (3) One-Year Options to License and Operating Agreement ***
4. **Diesel Direct, Inc. – Right of Entry ***
5. **Gauron Fisheries, Inc. dba Hampton Harbor Tackle for Cold Storage - Hampton Harbor Marine Facility– Right of Entry ***
6. **Riverside & Pickering Marine Contractors - Rye Harbor – Recreational Dock Gangway ***

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

C. Approval with Waiver:

1. **Lakes Region Environmental Contractors Inc. – Rye Harbor – Fuel System Repairs due to Storm of January 13, 2024**

Director Fournier **moved** the **motion** and Director Lamson **seconded** that the Pease Development Authority Board of Directors authorizes the Executive Director to execute a contract with Lakes Region Environmental Contractors, Inc. (“LREC”) of Belmont, NH to repair the fuel system at the Rye Harbor Marine Facility in an amount not to exceed \$29,350.10; all in accordance with the memorandum of Geno J. Marconi, Director of the Division of Ports and Harbors, dated April 10, 2024, attached hereto.

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

Discussion: None. Disposition: Resolved **unanimous** roll call (7-0) vote for; motion **carried**.

XVI. New Business:

A. Grant Applications Filed in March:

1. **PSM – Taxiway Alpha South and Hold Bay Reconstruction Design**
2. **PSM – Procurement of Snow Removal Equipment**

Brean spoke to requesting funding for improvements to item #1, this location is a carve out of the main taxiway egress to the runway. This will allow an aircraft to do work prior to departure so other aircraft can egress by. Brean stated this is a critical airport layout design feature with anticipated funding being 90% by FAA, 5% from State of NH; and 5% PDA.

Duprey asked of the cost of item #1; Brean indicated approximately \$600,000. Anzalone followed up after reviewing the CIP and stated \$537,000.00.

Brean spoke to item #2 being the replacement for twenty (20) year old vehicles to be purchased with the same breakdown as stated above for funding. The agreement with the NH ANG requires upkeep of the runway at all times and these vehicles will help with that requirement. Further Brean indicated the estimated total for these two vehicles to be \$1.6 million.

XVII. Special Event:

A. Report:

1. 27th Annual Cisco Brewers Portsmouth Memorial Day 5K Road Race to be held on May 26, 2024, for the benefit of the Krempels Brain Injury Center

Brean spoke briefly of the event and coordination with the City of Portsmouth and the anticipation of approximately 7,000 participants for the event.

XVIII. Upcoming Meetings:

Noise Compatibility Committee	April 18, 2024 @ 6:30 p.m.
Board of Directors	May 9, 2024 @ 8:30 a.m.

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

XIX. Directors' Comments:

Brean thanked the Board as the CIP projects help PDA to attain the requirement of 10,000 enplanements with the FAA so PDA can continue to receive funding.

Ferrini asked how far into the year PDA typically hits the enplanement number; Brean indicated the mark was achieved at the end of March.

XX. Adjournment:

Director Lamson **moved** the **motion** and Director Parker **seconded** to **adjourn the Board meeting. Meeting adjourned at 10:10 a.m.**

Discussion: None Disposition: Resolved by **unanimous** roll call (7-0) vote for; motion **carried.**

XXI. Press Questions:

No questions from the press.

XXII. Consultation with Counsel:

Respectfully submitted,



Paul E. Brean
Executive Director

MOTION

Director Levesque:

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

1. Lonza Biologics – 101 International Drive – Café Amendment
Concept Approval of Patio * **(Ferrini)**
2. Cintas Uniform Services – Uniform Laundry Service * **(Parker)**
3. McFarland Johnson Inc. – PSM Airport Terminal Ticketing Study *
(Semprini)
4. Jalbert Leasing, Inc. d/b/a C&J Bus Lines– Right of Entry – 42
Durham Street; 47 Durham Street, Hampton Street and 14 Aviation
Avenue for Valet Parking * **(Fournier)**
5. PSM – Taxiway ‘A’ North Reconstruction – Acceptance of Grant and
Approval of Contracts * **(Levesque)**
6. Legal Services * **(Conard)**
7. WSP USA Environmental & Infrastructure Inc. – Right of Entry
Extension – 35 Airline Avenue * **(Parker)**
8. S.J. Services, Inc. – Janitorial Services * **(Ferrini)**

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MOTION

Director Ferrini:

The Pease Development Authority Board of Directors hereby approves of Lonza Biologics, Inc.'s ("Lonza") concept plan to construct an expanded patio adjacent to the new café at Lonza's main building at 101 International Drive; all in accordance with the terms and conditions set forth in the memorandum of Michael R. Mates, P.E., Director of Engineering, dated April 29, 2024, attached hereto.

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Memorandum

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: April 29, 2024
Subject: Lonza Café Amendment – Concept Approval of Patio

In May 2022, Lonza received concept approval from the Board of Directors for an addition to the main building at 101 International Drive. In August 2022, Lonza received a recommendation for approval from the City of Portsmouth Planning Board. The new 8,200 square foot expansion off building 101B will be used for high density employee seating, office space, additional conference rooms, and an expanded cafeteria. Site improvements include construction of a two-story building addition with a footprint of approximately 4,200 square feet; stormwater treatment for new impervious areas; a patio area; and landscaping. As Lonza nears completion of this building addition, a second look was taken at the proposed patio area and landscaping.

Lonza is now requesting concept approval for an expanded patio area for use by its employees. The attached project overview and drawings describe and depict the proposed patio and landscaping. The patio will be set up with picnic tables, movable planters, as well as café tables and chairs. There will be an overall reduction in impervious area as a result of the patio construction and stormwater runoff will be collected and treated through a tree box filter in accordance with PDA Land Use Controls. Landscaping has also been significantly enhanced as part of this request.

As part of this design, Lonza met with the City of Portsmouth Fire Department to ensure appropriate access for emergency response vehicles is maintained along the front of the building. As a result of this coordination an emergency vehicle ramp and a designated access way were added to the design.

At the May 9 Board meeting, please request concept approval for Lonza to construct an expanded patio adjacent to the new café as detailed above. If concept approval is granted, site review approval will be done administratively. 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.

April 17, 2024

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

Re: **PDA Conceptual Approval Submission
Lonza Biologics, Patio Expansion – Portsmouth, NH**

Dear Mike:

On behalf of Lonza Biologics Inc. (Lonza), Tighe & Bond is pleased to submit this project overview and enclosed conceptual site plans for the for a proposed patio expansion at Lonza's 101 International Drive facility. This letter provides a general project overview and technical summaries of key project features including stormwater and utilities, parking, and open space.

Project Overview

The proposed project is located at 101 International Drive. The proposed project consists of the construction of a 4,500 square foot patio area. The project is seeking amendments to the previously approved Site Plan for applicant's Café and office expansion project approved in 2022 and currently under construction.

The applicant is also seeking approval to install a 100-gallon propane tank adjacent to the patio area. The proposed location of the tank is shown on the enclosed site plan. The location has been coordinated with the City of Portsmouth Fire Department and is located over 50' from the existing building, over 10' from the smoking area, and over 90' from the front property line. Landscaping has been placed to screen the tanks location from International Drive.

Wetlands

As described in the prior approval, there are no wetlands located within the project area. There is no work proposed in the wetlands or wetland buffers.

Excess Soils

The project may generate excess soils that are unsuitable for use under the patio area. Similar to the current approval any excess soils that may be generated on-site as result of the proposed patio will remain on-site and will be used to construct a landscape area in the location of the existing parking that will be removed.

Stormwater

The proposed project is anticipated to have a reduction in impervious surface over the existing condition of 282 square feet. However, the stormwater runoff from the patio expansion is proposed to be collected via a trench drain and treated through a tree box filter system that will be designed to meet PDA's stormwater management standards stormwater treatment.

Utilities

A propane line is proposed to be installed from the new 100-gallon tank up to the cover portion of the patio adjacent to the building. This line will be to serve grills that are being installed as part of the café expansion.



Parking & Traffic Impact

As the project does not propose the expansion of the building area, or the addition of employees to the project site, there will be no impact on traffic or an increased parking demand to the site as part of the project. There will be a reduction of onsite parking by 13 spaces, however those spaces have been used as construction laydown for the last year, and Lonza has reviewed their current parking inventory and employee count, and the loss of the spaces will not impact site operations

Open Space

The proposed lot is approximately 46.02 acres. The PDA regulations require 25% of the upland area be retained as open space which is 11.51 acres. The existing site is approximately 38.1% (17.5 acres) open space on site. The proposed plan anticipates a reduction in impervious space, which will increase the total open space.

We respectfully request to be placed on the PDA Board meeting agenda for May 9, 2024. Please feel free to contact us if you have any questions or need any additional information.

Sincerely,
TIGHE & BOND, INC.

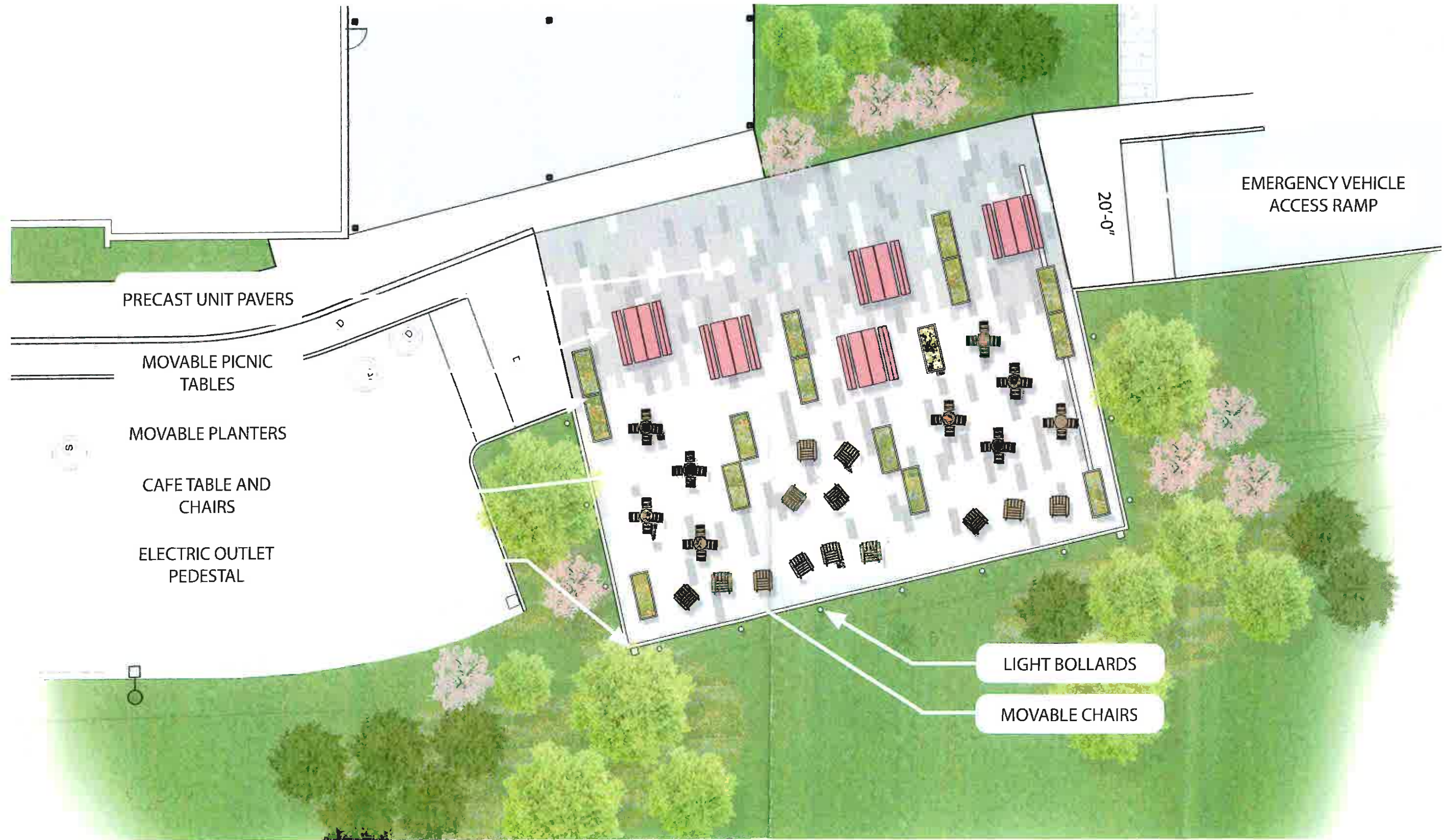


Neil A. Hansen, PE
Project Manager

Copy: Lonza Biologics



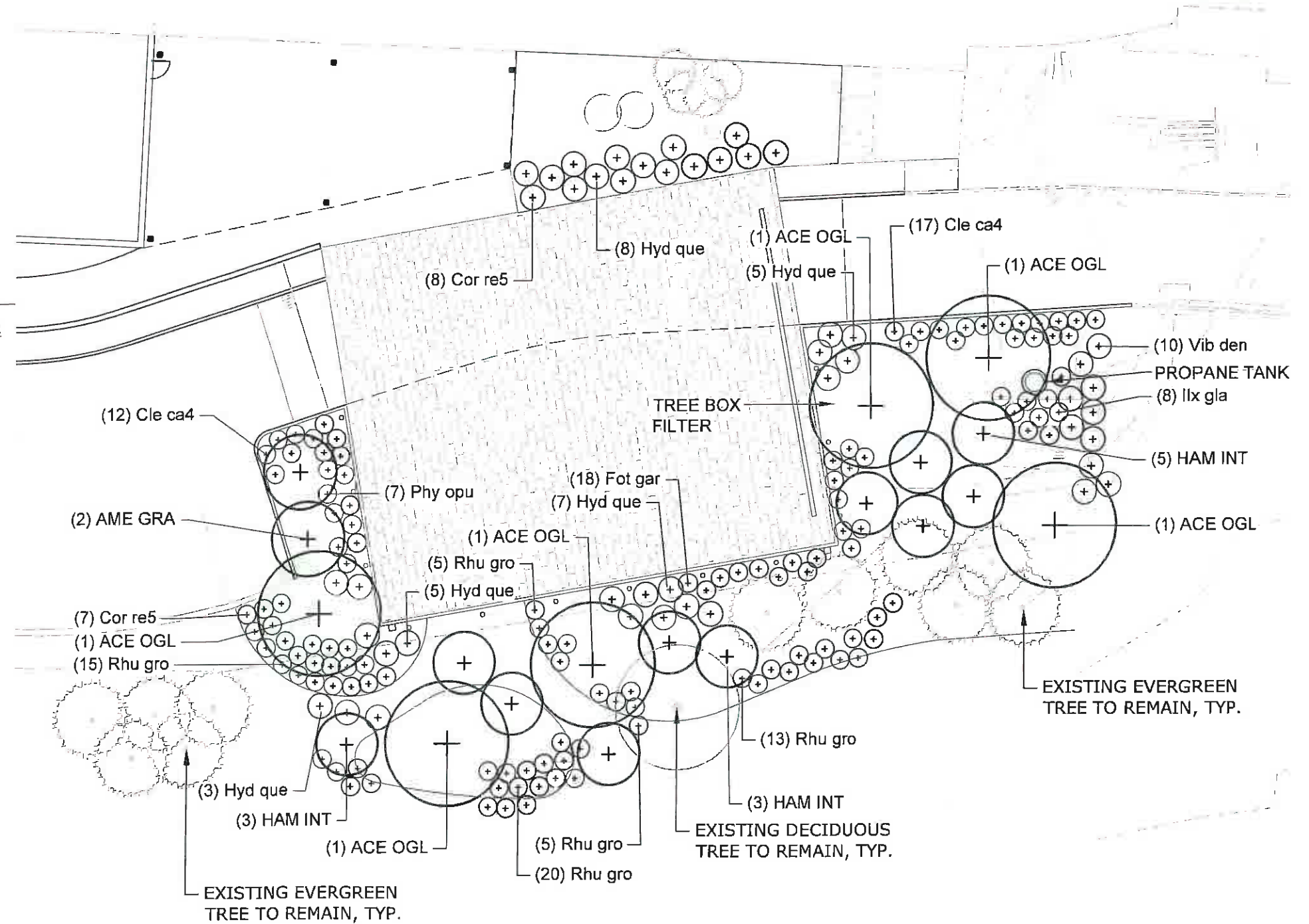
LONZA CAFE PATIO - CONCEPT FURNITURE LAYOUT



PLANTING PLAN

PLANT SCHEDULE

CODE	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER
TREES					
ACE OGL	6	<i>Acer rubrum</i> 'October Glory'	October Glory Red Maple	3 1/2" Cal.	B&B
AME GRA	2	<i>Amelanchier x grandiflora</i> 'Autumn Brilliance'	Autumn Brilliance Apple Serviceberry	8'-10' HL.	B&B
HAM INT	11	<i>Hamamelis x intermedia</i> 'Arnold Promise'	Arnold Promise Witch Hazel	8'-10' HL.	B&B
SHRUBS					
Cle ca4	29	<i>Ciethra alnifolia</i> 'Caleb'	Vanilla Spice® Summersweet	30"-36" ht	Pot
Cor re5	15	<i>Cornus sericea</i>	Red Twig Dogwood	30"-36" ht	Pot
Fot gar	18	<i>Fothergilla gardenii</i>	Dwarf Fothergilla	30"-36" ht	Pot
Hyd que	28	<i>Hydrangea quercifolia</i>	Oakleaf Hydrangea	30"-36" ht	Pot
Ilx gla	8	<i>Ilex glabra</i> 'Shamrock'	Inkberry	30" - 36" ht	Pot
Phy opu	7	<i>Physocarpus opulifolius</i> 'Dart's Gold'	Dart's Gold Ninebark	30"-36" ht	Pot
Rhu gro	58	<i>Rhus aromatica</i> 'Gro-Low'	Gro-Low Fragrant Sumac	24"-30" ht	Pot
Vib den	10	<i>Viburnum dentatum</i> 'Arrowwood'	Arrowwood Viburnum	30"-36" ht	Pot



MOTION

Director Parker:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a contract with Cintas Uniform Services, for three (3) years with two (2) one-year renewal options, for the purpose of providing uniform services; all in accordance with the memorandum from Chasen Congreves, Director of Operations, dated April 18, 2024, attached hereto.

MEMORANDUM

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

From: Chasen Congreves, Director of Operations *CC*

Date: April 18, 2024

Re: Uniform Laundry Service Bid

On April 17, 2024, the Pease Development Authority ("PDA") received sealed bids for Uniform Services for Pease International Tradeport and Pease Golf Course properties. Two bids were received: Cintas Uniform Services and UniFirst Corporation.

Company	Bid-Form Total Weekly Rates	Option Yr 1 Increase	Option Yr 2 Increase
Cintas Uniform Services	\$40.91	2-5%	2-5%
Unifirst Corporation	\$99.11	5%	5%

Each proposal was evaluated utilizing a bid form for cost proposals. Cintas Uniform Services presented the lowest Total Bid at a weekly rate of \$40.91, where Unifirst Corporation presented a \$99.11 weekly charge for services. Unifirst Corporation listed a \$3.89 weekly service fee and Cintas Uniform Services does not charge a weekly service fee. For the following option years, Cintas presented a 2 to 5 percent increase year over year where UniFirst offered a straight 5 percent increase year over year.

After reviewing the responsive bids, staff recommends awarding the contract to Cintas Uniform Services based on their reasonable low bid for this service.

At the May 9, 2024 Board of Director's meeting, please request authority to authorize the Executive Director to enter into a contract with Cintas Uniform Services for a period of three years, with two one-year options based on the submitted bid proposals exercised at the discretion of the Executive Director, as described in this memo and the Cintas Uniform Services bid submitted on April 17, 2024.

P:\BOARDMTG\2024\Board Memo - Uniform Laundry Service (5-9-2024).docx


MOTION

Director Semprini:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter an agreement with McFarland Johnson, Inc., PDA's on-call engineering firm, to provide architectural and engineering services associated with a study pertaining to improvements to the ticketing area at Portsmouth International Airport at Pease, in an amount not to exceed \$21,800.00; all in accordance with the memorandum of Paul E. Brean, Executive Director, dated April 29, 2024; attached hereto.

N:\RESOLVES\2024\Terminal – McFarland Johnson Ticketing Hall Study (5-23-2024)

Memorandum

To: PDA Board of Directors 
From: Paul E. Brean, Executive Director
Date: April 29, 2024
Subject: Airport Terminal Ticketing Study

The Airport Ticketing Hall at the Portsmouth International Airport at Pease (“PSM”) consists of 7,200 sf in the original 1956 Air Force terminal building. This area serves as the main entry point for departing passengers to check in with airline staff and drop checked baggage for TSA screening. Additionally, the area supports pre-security restrooms and seating for departing passengers prior to security checkpoint queuing. At peak volume, this area can service 200 passengers transitioning from the ticketing area to the security checkpoint.

Directly in the middle of this area is a stairwell that provides access to the basement of the original terminal building as shown on the attached drawing. The stairwell is surrounded by four concrete walls that provide support for the roof of the building. These structural walls significantly impede the passage flow from the ticketing area to the security checkpoint. Specifically, this 20’ x 7’ concrete structure obstructs the path of passengers.

The basement of the original terminal building serves as a mechanical and information technology (“IT”) room. Specifically, IT infrastructure supports access control, video camera, and pay for parking systems. In addition, utility services including water, sewer and telephone enter the building in the basement. Various electric panels and automatic transfer switches for the generators are also located in the basement. The existing stairwell is currently the only means of egress from the basement.

Pease Development Authority (“PDA”) Engineering and Maintenance Staff believe removing the existing stairwell structural support and installing a service bulkhead will provide several solutions to the above-described issues. Elimination of the stairwell structural walls will improve passenger flow and public safety in the ticketing area. A service bulkhead to the basement will provide more secure infrastructure for the security and utility components in the basement.

PDA Engineering has worked with PDA’s on-call airport engineer, McFarland Johnson (“MJ”), to develop the attached scope of work to provide engineering and architectural planning services associated with improving the ticketing hall area and the feasibility of removing the stairwell. MJ

has provided a cost not to exceed of \$21,800.00 for architectural and engineering work associated with removing the existing stairwell, developing new access to the basement level, preparing new space layouts/circulation patterns for the ticketing area, and code review.

At the May 9, 2024, meeting of the PDA Board of Directors, please grant authority to enter an agreement with our on call professional engineering firm McFarland Johnson, Inc. to conduct architectural and engineering work associated with the attached work order for the Airport Ticketing Area in an amount not to exceed \$21,800.00.

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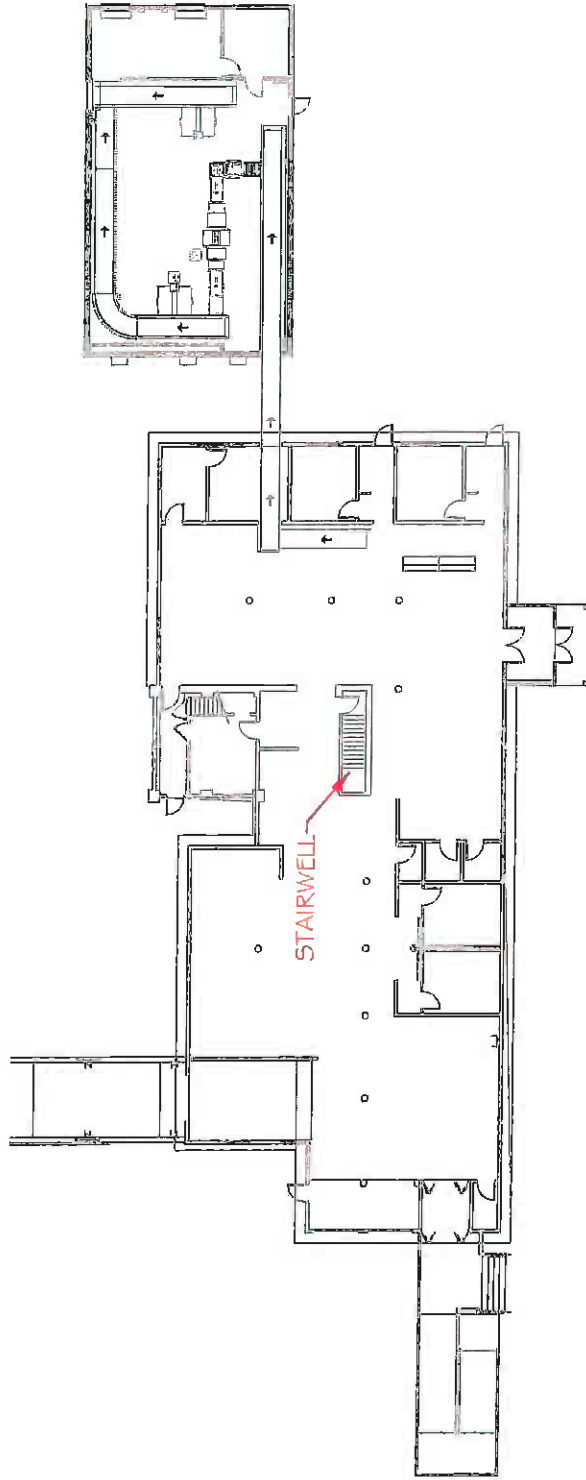


Exhibit Depicting PSM Terminal Ticketing Area

DESIGNED BY: MRM DATE: 4/29/24 SCALE: NTS

**AGREEMENT FOR AIRPORT PLANNING & ENGINEERING SERVICES
PEASE DEVELOPMENT AUTHORITY
EXHIBIT A
ATTACHMENT III
WORK ORDER
NO. MJ-003**

PROJECT: Ticketing Hall Improvements Study – Engineering and Architectural Planning Study
Portsmouth International Airport at Pease

DATE OF ISSUANCE: April 16, 2024

PROJECT DESCRIPTION: The items of work to be accomplished under this Work Order include the following and are further described within the attached Scope of Work and Fee Proposal:

The Pease Development Authority (PDA) has asked McFarland-Johnson, Inc. (CONSULTANT) to provide engineering and architectural planning services associated with the development of concept level options for improvement of the existing ticketing hall portion of the airport terminal.

METHOD OF COMPENSATION:


Compensation for this Work Order shall be based on an hourly fixed fee basis. See attached detail contained in the Scope of Work and Fee Proposal (Appendix A-1).

AMOUNT OF COMPENSATION:

The maximum amount to be paid to the CONSULTANT by PDA under this Work Order shall be Twenty-One Thousand Eight Hundred Dollars and No Cents (\$21,800.00) unless this Work Order, including noted tasks, is amended in writing and agreed to by PDA and CONSULTANT.

The Agreement for Airport Planning & Engineering Services between the Pease Development Authority (the "PDA") and McFarland-Johnson, Inc. (the "CONSULTANT"), for Professional Services at Portsmouth International Airport at Pease and Skyhaven Airport, dated November 4, 2022 and extended on January 25, 2024, shall govern all WORK ORDERS executed under this Assignment, unless modified in writing and agreed to by PDA and CONSULTANT.

ACCEPTED:

by 
James M. Festa, P.E.
Chief Executive Officer
McFarland-Johnson, Inc.

APPROVED:

by _____
Paul Brean
Executive Director
Pease Development Authority

WORK ORDER - NO. MJ-003

Appendix A - 1

Consultant Scope of Work and Fee Proposal

Ticketing Hall Planning Study

McFarland-Johnson, Inc.

Appendix A-1

Work Order No. MJ-003

Scope of Work and Fee

April 16, 2024

Ticketing Hall Improvements Study –Engineering and Architectural Planning Study
Portsmouth International Airport at Pease

This Scope of Work and Fee are part of Exhibit A, Attachment III to the Agreement for Airport Planning & Engineering Services (the AGREEMENT) between the Pease Development Authority (SPONSOR) and McFarland-Johnson, Inc. (CONSULTANT) dated November 4, 2022, and extended on January 25, 2024.

Background

The PDA has asked the CONSULTANT and their subconsultants to provide engineering and architectural planning services associated with the development of concept level options for improvement of the existing ticketing hall portion of the airport terminal at Portsmouth International Airport at Pease.

Project Team

The Project Team for this Task Order includes:

Company	Responsibility	Discipline Code
McFarland Johnson	Aviation, Civil, and Project Management	E
	Structural	S
	Mechanical and Fire Protection	M
	Electrical	EE
Fennick McCredie Architects	Architecture	A

(Note: The Discipline Code is used in the Scope of Work and the Fee Spreadsheet)

Scope of Work

The CONSULTANT shall perform the following work tasks described herein related to conceptual structural engineering and architectural services including potential minor civil / mechanical / electrical / plumbing / fire protection changes associated with removal of the existing stairwell to

the ticketing area basement and related walls, development of a new access to the basement level, and preparation of new space layouts/circulation potential with the removal of the existing stairwell and walls all of which is described in the following Subtasks 1.1 through 1.7:

Task 1.1 - Overall project coordination related to potential changes and impact on architectural, structural, civil, mechanical, and electrical, plumbing, and fire protection disciplines regarding concepts developed with CONSULTANT and SPONSOR. We have included one formal presentation to the SPONSOR for the proposed concepts developed within this scope of work. (E,A)

Task 1.2 - Preparation of concept level sketches for review by SPONSOR and includes input from required architectural and related civil/mechanical/electrical-telecom disciplines. (E,A,S,M,EE,P,FP)

Task 1.3 - Review of existing plans and related documents to determine the feasibility of removal of the stairwell and existing walls surrounding the stairwell from a structural perspective along with recommendations of supporting structural members to carry the load now being transmitted to the existing stairwell walls. This is a key project task and will be looked at early in the process to determine viability of the project, which if found to be non-viable other task efforts could be eliminated pending input/direction from the SPONSOR. (E,A,S)

Task 1.4 - Preparation of up to three conceptual new space layouts/circulation potential with the removal of the existing stairwell and walls. The intent of the concept layouts will also provide an understanding of how the proposed concepts can positively affect future use as well as renovation / expansion of the existing ticketing area from a layout perspective, i.e., relocation of the existing ticketing counters and queuing space. The opportunity to accommodate possible future health screening in this area will be considered with the concepts presented to the SPONSOR. A meeting with the SPONSOR will be held to review the concepts prepared and provision of a preferred alternative from SPONSOR input and review. (E,A)

Task 1.5 - Review of applicable Building Code to confirm general compliance with the Building Code as it relates to the removal of the stairwell. (E,A)

Task 1.6 - Review of potential civil, mechanical, electrical, plumbing, and/or fire protection items resulting from the removal of the stairwell/walls and development of a new basement level access will be performed and incorporated within the concept plans prepared for SPONSOR review. Based upon review of the space, it is likely that access to the basement will be provided by an exterior (east side of ticketing area) bulkhead or similar access. Additionally, relocation of existing FIDs monitors will require electrical/data connections. These additional considerations will be incorporated into the concepts to identify potential resolutions so that the opinion of probable construction cost task is inclusive of these additional items. (E,A,S,M,EE)

Task 1.7 - Preparation of a conceptual opinion of probable cost based upon the concept selected by the SPONSOR. (E,A)

Understanding of the Scope of Services

The following provides the understanding used in the preparation of the proposed Scope of Services descriptions and Fee Spreadsheets:

1. No changes to building envelope, building exterior, and/or site are required to complete this Scope of Work.
2. The affected building area shall be limited to the area described in this Scope of Work.
3. LEED certification or other sustainability features (beyond Code required) are not anticipated.
4. Electronic files (if required) will be submitted in AutoCAD and PDF formats.
5. Value engineering is excluded. The conceptual plan will be prepared to the program as described herein. Value Engineering or re-design based on budget considerations are excluded from this Scope of Work and can be negotiated as an extra service if found to be desired.
6. Plans and specifications for permitting, construction, or other purposes are not included.
7. Construction phasing is not included.
8. Renderings are not included.
9. A conceptual opinion of probable cost is included in the proposed Scope of Work.
10. A conceptual Code Review is included in the proposed Scope of Work.
11. Review meetings will be conducted virtually.
12. The deliverable planning study narratives and concept sketches will be at a planning study level and not to be considered as design documentation at any standard level of design completion.
13. The electrical review efforts will provide consideration of security/telecommunication components and it is likely limited security system components, other than security cameras, will be proposed. It is likely, however, that any new access to the lower level will require access control, however it is unlikely that other changes will require additional access control additions to the existing security system.

Proposed Schedule

The work under this agreement will commence within a week of receipt of a fully executed Work Order and a notice to proceed from the SPONSOR. The concepts will be presented to the SPONSOR for review in approximately 45 calendar days. The conceptual opinion of probable cost will be delivered to the PDA approximately 15 calendar days from selection of a preferred alternative by the PDA.

FEE SCHEDULE

Work Order No. 003

Scope of Work and Fee

Ticketing Hall Improvements Study - Engineering and Architectural Planning Study

Portsmouth International Airport at Pease

April 16, 2024

Engineering and Architectural Conceptual Planning Services ML-003											
Sub Task	Description	Project Principal	Sr. Proj. Manager	Sr. Project Engineer	Project Engineer	Asst. Engineer	Sr. Technician	Admin. Profess.	Subtotals		
1.1	Overall Coordination Regarding Concepts, Structural, and Civil/Mechanical/Electrical Considerations Including Presentation to SPONSOR (E,A)	2	2	4	2					10	
1.2	Preparation of Concept Level Sketches for SPONSOR for Consideration Related to Stairwell Removal and Required Access Modification (E,A,S,M,P, EE, FP)	1		4						5	
1.3	Structural Review of Existing Documentation and Recommendation for Structural Improvements Required (E,A,S)	1			18					19	
1.4	Preparation of New Space Layout and Circulation Concepts for SPONSOR Review (E,A)	1		2						3	
1.5	Code Review of Concepts With Appropriate Documentation (A)	1		2						3	
1.6	Review of and Recommendation for Related Civil/Mechanical/Electrical Requirements (E,A,S,M,EE)	1	8	4		4				17	
1.7	Preparation of Opinion of Probable Cost (E,A)	1								1	
Total Hours		8	10	16	20	4	0	0	58		
Hourly Rate		\$ 104.11	\$ 88.90	\$ 71.62	\$ 66.30	\$ 43.50	\$ 43.26	\$ 31.37	\$ 4,367.80		
Direct labor Cost		\$ 832.88	\$ 889.00	\$ 1,145.92	\$ 1,326.00	\$ 174.00	\$ -	\$ -	\$ 4,367.80		
TOTAL SUBCONSULTANTS		\$ 8,525.00		TOTAL DIRECT LABOR COST							\$ 4,367.80
Fennick McCredie Architecture		\$ 8,525.00		OVERHEAD @ 175%							\$ 7,643.65
Mileage/Rental Car/Gasoline		\$ -		TOTAL LABOR COST							\$ 12,011.45
Hotel/food/per diem		\$ -		FIXED FEE @ 10%							\$ 1,201.15
Printing/Postage/Miscellaneous		\$ 62.00		SUBCONSULTANTS							\$ 8,525.00
TOTAL EXPENSES		\$ 62.00		EXPENSES							\$ 62.00
TOTAL EXPENSES		\$ 62.00		TOTAL NOT TO EXCEED COST PLUS FIXED FEE							\$ 21,800.00

WORK ORDER - NO. MJ-003

Appendix A - 2

Subconsultant Fee Proposal

Ticketing Hall Planning Study

Fennick McCredie Architecture

Project: PSM Ticketing Hall - Stair Infill

Owner: Pease Development Authority

Prime: MJ

Proj #: 1198-0x

Date: 2/26/2024

FEE SUMMARY

	Labor		
	Phase Total	FM	RLB (Cost) CRC (Code)
Concept Design and Programming	\$8,025	\$5,125	\$1,500 \$1,400
Totals	\$8,025	\$5,125	\$1,500 \$1,400

	Expenses		
	Phase Total	FM	RLB (Cost) CRC (Code)
Expenses	\$500	\$500	
Totals	\$500	\$500	\$0 \$0

	Totals- Labor + Expenses		
	Phase Total	FM	RLB (Cost) CRC (Code)
Concept Design and Programming	\$8,025	\$5,125	\$1,500 \$1,400
Expenses	\$500	\$500	
Totals	\$8,525	\$5,625	\$1,500 \$1,400

Notes: Revision to July 2020 proposal per 2024 wage rates
No revisions to scope or approach.

PSM Ticketing Hall - Stair Infill

LABOR BREAKDOWN

Fennick McCredie Architecture

Date: 2/26/2024

Scope	← Start week ← End week	Labor Dollars		Labor Hours						
		Labor subtotal (loaded)	Sub Task Totals (loaded)	PIC	PM	PA	PD	PD	PD	QAQC
Unloaded Billing Rates	Multiplier: 2.53			Jonathan McCredie	Melissa Vaillancourt	Senior Designer	TBD	First Last	First Last	First Last
				100.33	63.43	58.27	38	35	40	50

Concept Design and Programming										
1.00	Concept Design and Programming	\$5,125								
1.01	Develop Conceptual Designs		\$2,382	1		4	16			
1.02	Structural Coordination		\$295			2				
1.03	M/E/F/FP Coordination		\$679			2	4			
1.04	Code Review		\$1,179			8				
1.05	Develop Order of Magnitude Cost		\$295			2				
1.06	Presentation		\$295			2				
Concept Design and Programming Hours			41 hrs	1	0	20	20	0	0	0
Concept Design and Programming Totals		\$5,125		\$254	\$0	\$2,948	\$1,923	\$0	\$0	\$0

Fee Breakdown by Phase		% labor
Concept Design and Programming	\$5,125.10	0 100.0%
Total labor	\$5,125.10	0 100.0%
Expenses	\$500.00	
Consultant Total (Labor & Expenses)	\$5,625.10	

MOTION

Director Fournier:

The Pease Development Authority Board of Directors approves of issuing a Right of Entry ("ROE") to Jalbert Leasing, Inc. d/b/a C&J Bus Lines at 42 Durham Street, 47 Durham Street, Hampton Street, and 14 Aviation Avenue for the purpose of parking C&J customer vehicles on a valet basis, retroactively from April 29, 2024 through October 25, 2024; substantially in accordance with the Right of Entry dated April 29, 2024, attached hereto.

April 29, 2024

Mr. James Jalbert
Jalbert Leasing, Inc. d/b/a C&J Bus Lines
185 Grafton Drive
Portsmouth, NH 03801

**Re: Rights of Entry
42 Durham St, 47 Durham St, Hampton St, & 14 Aviation Ave lots
Portsmouth, NH**

Dear Mr. Jalbert:

This letter, when fully executed, will authorize the Jalbert Leasing, Inc. d/b/a C&J Bus Lines, ("C&J"), with an address of 185 Grafton Drive, Portsmouth, NH, to enter upon and utilize vehicle parking spaces at the following locations: 42 Durham Street; 47 Durham Street; and Hampton Street lot, Portsmouth, New Hampshire, (the "Premises")", commencing April 29, 2024, through October 25, 2024 (the "Term") as well as 14 Aviation Avenue (also the "Premises"), commencing April 29, 2024, through October 25, 2024, (the "Term") as shown on the 4-page attached **Exhibit A** (the "Premises") for the purposes of parking C&J customer vehicles on a valet basis only. The privileges granted under this Right of Entry will expire at the end of day on October 25, 2024.

This authorization is conditioned upon the following:

1. C&J 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. C&J 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 C&J'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, C&J further agrees to indemnify, save, hold harmless, and defend 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 C&J'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

April 29, 2024

Re: Rights of Entry

**42 Durham St, 47 Durham St, Hampton St, & 14 Aviation Ave lots
Portsmouth, NH**

2. C&J agrees that vehicles may only be parked in the areas depicted in **Exhibit A**. C&J acknowledges and agrees that this Right of Entry: (a) allows only temporary use of the Premises; (b) is granted on a non-exclusive basis; and (c) permits the PDA to relocate the Premises or a portion of the Premises to another PDA property at the Pease International Tradeport at any time subject to a 7-day advanced notice requirement. The use of the Premises shall be orderly and efficient, shall not constitute a nuisance and shall not cause disruption to other Airport/Tradeport activities.

3. C&J, and/or any agent of C&J, shall provide to the PDA satisfactory evidence of comprehensive general liability insurance to a limit of not less than Four Million Dollars (\$4,000,000.00) 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 C&J 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 C&J that such policies will not be cancelled. Should a policy cancellation occur, PDA will be advised in accordance with policy provisions.

4. C&J agrees that all vehicles parked at the Premises will be driven to and from the Premises by a valet service provided by C&J at its sole expense and that its patrons will not be allowed to self-park vehicles on the Premises. *C&J shall ensure that vehicles 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) left on the Premises, time being of the essence. Any vehicles left on the Premises in excess of the term limits may be removed by the PDA at the sole cost and expense of C&J and/or the vehicle owner.*

5. C&J 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. C&J or any contractor of C&J 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.

**Re: Rights of Entry
42 Durham St, 47 Durham St, Hampton St, & 14 Aviation Ave lots
Portsmouth, NH**

6. C&J shall coordinate the initial snow removal with the PDA Maintenance Department. All snow removal, sanding, and salting shall be at C&J's own cost and expense.
7. PDA shall not be responsible for damages to property or injuries to persons which may arise from or be attributable or incident to the condition or state or repair of the Premises, or the use and occupation thereof, or for damages to the property or injuries to the person of C&J's patrons, officers, agents, servants or employees, or others who may be on the Premises at its invitation.
8. C&J shall provide all maintenance and management of the Premises at its own costs and expense.
9. C&J agrees that C&J's maintenance and management of the Premises shall be done at its own costs and expense.
10. Prior to termination of the Right of Entry, C&J shall restore the Premises to the same or better conditions than the Premises were in before its use pursuant to this Right of Entry.
11. C&J 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.
12. C&J agrees to pay PDA a \$0.40/square foot/year fee for the Premises prorated for the period of use under this Right of Entry (the "Fee"):

42 Durham Street	40,510 sf	\$1,350.33/mo.
47 Durham Street	40,946 sf	\$1,364.87/mo.
Hampton Street (North)	38,768 sf	\$1,292.27/mo.
14 Aviation Avenue (South)	43,560 sf	\$1,452.00/mo.

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.

13. **Municipal Services Fee.** In addition to the Fee required to be paid under the terms of this ROE, C&J 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 **\$3,094.08**

Page Four

April 29, 2024

Re: **Right of Entry**

**42 Durham St, 47 Durham St, Hampton St, & 14 Aviation Ave lots
Portsmouth, NH**

14. C&J agrees that it may not pave any portion of the parking lots which it has been granted the use of pursuant to this ROE, without the express written permission of the PDA.

15. C&J shall provide PDA with contact information of a local representative from C&J, who shall be available to respond to communications concerning this ROE.

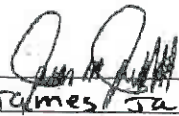
Please indicate by your signature below C&J's consent to the terms and conditions of this Right of Entry, and return the same to me with evidence of insurance, payment of fee, and contact information as required.

Very truly yours,

Paul E. Brean
Executive Director

Agreed and accepted this 2nd day of may, 2024

Jalbert Leasing, Inc. d/b/a C & J Bus Lines

By: 
Print Name/Title James Jalbert, president
Duly Authorized

Page Five
April 29, 2024

Re: Right of Entry
42 Durham St, 47 Durham St, Hampton St, & 14 Aviation Ave lots
Portsmouth, NH

EXHIBIT A
PREMISES



C&J Trailways Satellite Parking at 42 Durham Street

DESIGNED BY: MRM DATE: 10/25/22 SCALE: 1"=120'

 **FEASE DEVELOPMENT AUTHORITY**

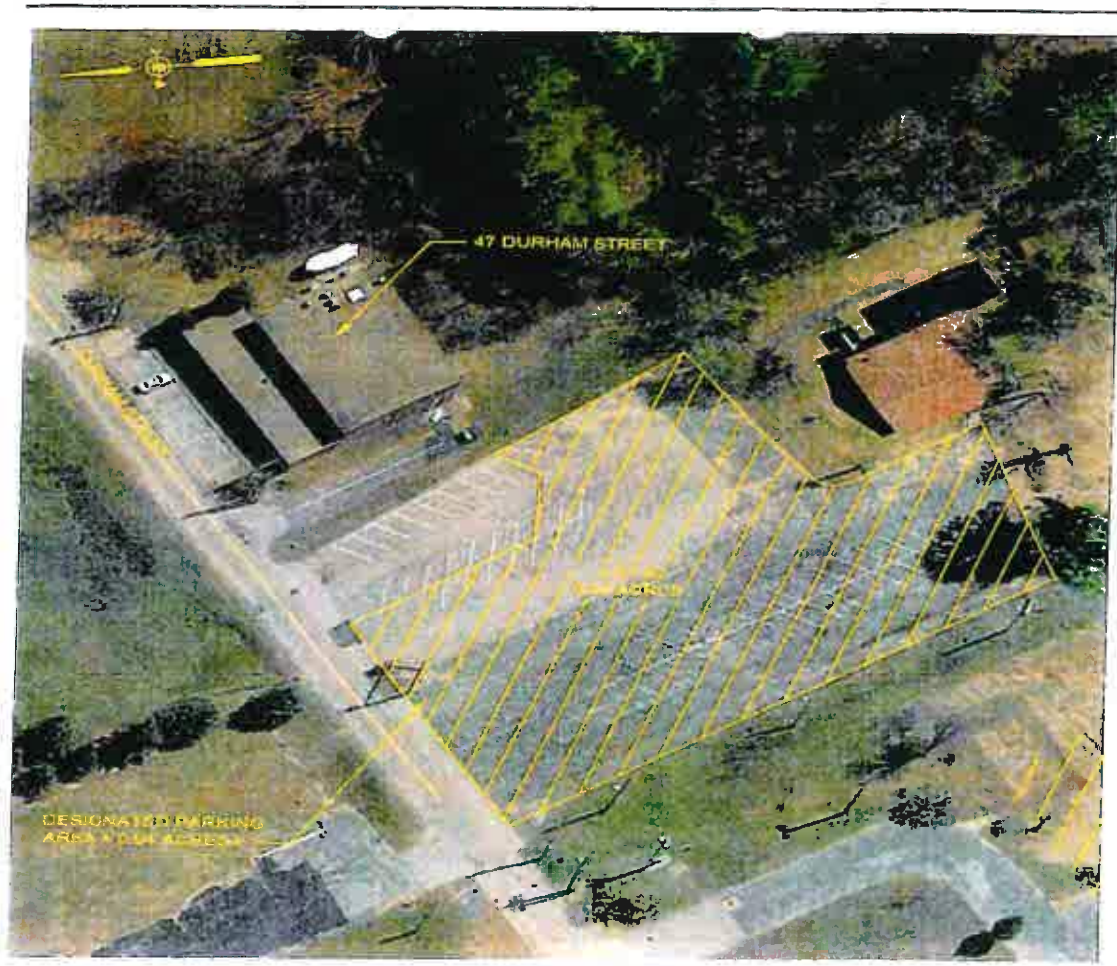
55 INTERNATIONAL DRIVE, PORTSMOUTH, NH 03801

Page Six

April 29, 2024

Re: **Right of Entry**

**42 Durham St, 47 Durham St, Hampton St, & 14 Aviation Ave lots
Portsmouth, NH**



Satellite Parking for C&J

DESIGNED BY: MRM

DATE: 10/10/18

SCALE: 1"=60'±



PEASE DEVELOPMENT AUTHORITY

56 INTERNATIONAL DRIVE, PORTSMOUTH, NH 03801

Page Seven
April 29, 2024

Re: **Right of Entry**
42 Durham St, 47 Durham St, Hampton St, & 14 Aviation Ave Lots
Portsmouth, NH



Exhibit Depicting ROE for C&J Satellite Parking

DESIGNED BY: MRM DATE: 10/25/22 SCALE: 1"=120'

Page Eight

April 29, 2024

Re: **Right of Entry**
42 Durham St, 47 Durham St, Hampton St, & 14 Aviation Ave lots
Portsmouth, NH



EXHIBIT "A" - RIGHT OF ENTRY 14 AVIATION AVE

DESIGNED BY: MCR DATE: 10/19/2023 SCALE: 1"=250'

 PORTSMOUTH INTERNATIONAL AIRPORT AT PEASE (PSM)

PEASE DEVELOPMENT AUTHORITY,
55 INTERNATIONAL DRIVE, PORTSMOUTH, NH 03801

PSM-AV-14-2023-0001-01

MOTION

Director Levesque:

The Pease Development Authority Board of Directors authorizes the

Executive Director to:

1. Accept from FAA, through the BIL program, up to \$4,358,242.00 in federal funding and up to \$242,125.00 in matching funds from NHDOT for the Taxiway A North Reconstruction Project;
2. Accept from FAA, through the AIP program, up to \$1,609,239.00 in federal funding and up to \$89,402.00 in matching funds from NHDOT for the Taxiway A North Reconstruction Project;
3. Spend up to \$331,527.00 of PDA funds for the Project;
4. Award a contract to Pike Industries, Inc. in the amount of \$6,303,395.00 for the Taxiway A North Reconstruction Project;
5. Amend the on-call contract with Hoyle Tanner & Associates to add construction phase services for an amount of \$304,600.00; and
6. Execute any and all documents necessary to receive funds and complete the Taxiway A North Reconstruction Project.

All in accordance with a memorandum of Michael R. Mates, P.E., Director of Engineering dated April 30, 2024; attached hereto.

Memorandum

To: Paul E. Brean, Executive Director *far*
From: Michael R. Mates, P.E., Director of Engineering *MEM*
Date: April 30, 2024
Subject: PSM Taxiway 'A' North Reconstruction – Accept Grant & Award Contracts

Consistent with PDA's Capital Improvement Program, staff recently submitted to FAA applications for funds to reconstruct approximately 2,100 feet of the north end of Taxiway 'A' at PSM. The taxiway pavement is six years past its 20-year lifespan and a 2020 pavement condition study recommends reconstruction. The design and bidding phases of the project were led by Hoyle Tanner & Associates and funded through a 2023 Airport Improvement Program ("AIP") grant.

Bids were received on April 24th. The attached bid tabulation shows the results with Pike Industries, Inc. ("Pike") submitting the low bid of \$6,303,935. Pike is a experienced contractor that successfully completed PSM's runway reconstruction project in 2020-2021. Hoyle-Tanner has recommended, and staff agrees, that Pike is qualified to complete the taxiway work and should be awarded the contract, pending receipt and acceptance of grants.

In addition to the cost of construction, the grant application also includes costs for Hoyle-Tanner to provide construction phase engineering services and for PDA to provide gate guards to allow construction workers onto the secured airfield. In total, the project costs consist of:

Pike Industries, Inc.	\$ 6,303,935
Hoyle Tanner & Associates	\$ 304,600
PDA Administrative Costs (Gate Guards)	\$ 22,000
Total Grant Eligible Amount	\$ 6,630,535

In contrast to typical AIP applications, which request entitlement funds allocated to PSM, this project is also using funds appropriated through the Bipartisan Infrastructure Law ("BIL"). Currently, PSM has accumulated three years of BIL appropriations totaling \$4,358,242. Staff anticipated that the BIL amount would fall short of the dollars required for the project. As such, we planned to use entitlement funds to make up the balance. Consequently, the funding request requires two grant applications.

The funding through each grant would be as shown in the following table.

Taxiway Alpha North Reconstruction Funding Summary				
		Biartisan Infrastructure Law	Airport Improvement Program (Entitlement)	Totals
FAA	90%	\$ 4,358,242.00	\$ 1,609,239.00	\$ 5,967,481.00
NHDOT	5%	\$ 242,124.56	\$ 89,402.44	\$ 331,527.00
PDA	5%	\$ 242,124.56	\$ 89,402.44	\$ 331,527.00
Total Project Costs		\$ 4,842,491.12	\$ 1,788,043.88	\$ 6,630,535.00

While the Pike bid is competitive, the amount results in a project cost that exceeds the \$6,000,000 estimate included in PDA's Capital Improvement Plan and FAA's Airport Improvement Program. The impact on PDA's budget is approximately \$32,000 (5% of the overage) and staff believes the extra money could be covered in the CIP. However, it is unlikely that FAA will be able to fund the additional 90% federal share this fiscal year and also fund PDA's other grant requests¹.

As reported to the Board in March, PDA submitted an AIP grant application for the design of the reconstruction of Taxiway A South. Delaying the design project would free up enough money to fund the construction project in this fiscal year. If, as presumed, FAA cannot fund both projects, we recommend delaying Taxiway A South design, prioritizing Taxiway A North reconstruction, and seeking Board approval for full funding of the construction.

At the May Board meeting, please seek approval to:

1. Accept from FAA, through the BIL program, up to \$4,358,242 in federal funding;
2. Accept up to \$242,125 in matching funds from NHDOT;
3. Accept from FAA, through the AIP program, up to \$1,609,239 in federal funding;
4. Accept up to \$89,402 in matching funds from NHDOT;
5. Spend up to \$ 331,527 of PDA funds;
6. Award a contract to Pike Industries, Inc. in the amount of \$6,303,395 for the Taxiway A North reconstruction project;
7. Amend the on-call contract with Hoyle Tanner & Associates to add construction phase services for an amount of \$304,600; and,
8. Execute any and all documents necessary to receive funds and complete the Taxiway A North reconstruction project as described herein.

¹PDA has applied for snow removal equipment funds and a design project for TW 'A' South.

BID TABULATION (AS READ, AS-BID)

Airport: Portsmouth International Airport at Pease
Project: Reconstruct Taxiway 'A' North

AIP No: 3-35-0016-xxx-2024

Hoyle Tanner Project #: Design
 Construction

Bid Opening: April 24, 2024
 2:00 PM

Item No.	Designation	Quantity		Engineer's Estimate		Pike Industries, Inc.		Sargent Corp.	
		Unit	Amount	Per Unit	Amount	Per Unit	Amount	Per Unit	Amount
G-001-1	CSPF Compliance	LS	1	\$300,000.00	\$300,000.00	\$550,000.00	\$550,000.00	\$160,000.00	\$160,000.00
G-001-2	As-Builts	LS	1	\$25,000.00	\$25,000.00	\$35,000.00	\$35,000.00	\$9,895.00	\$9,895.00
G-002-1	Site Safety Officer	AL	1	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
G-003-1	Treatment or Disposal of Contaminated Soil	AL	1	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
G-003-2	Treatment or Disposal of Contaminated Groundwater (Frac Tank)	AL	1	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00	\$125,000.00
C-100-1	Contractor Quality Control Program (CQCP)	LS	1	\$75,000.00	\$75,000.00	\$60,000.00	\$60,000.00	\$95,500.00	\$95,500.00
C-102-1	Temporary Seeding and Mulching	SY	30,000	\$0.30	\$9,000.00	\$0.55	\$16,500.00	\$0.50	\$15,000.00
C-102-2	Installation and Removal of Silt Fence	LF	3,300	\$7.00	\$23,100.00	\$3.00	\$9,900.00	\$4.00	\$13,200.00
C-102-3	Inlet Protection	EA	14	\$400.00	\$5,600.00	\$300.00	\$4,200.00	\$200.00	\$2,800.00
C-105-1	Mobilization	LS	1	\$930,000.00	\$930,000.00	\$525,000.00	\$525,000.00	\$660,000.00	\$660,000.00
C-105-2	Engineer's Field Office	MO	3	\$7,000.00	\$21,000.00	\$4,500.00	\$13,500.00	\$5,000.00	\$15,000.00
P-101-1	Asphalt Pavement Removal (less than 6 inches)	SY	14,000	\$3.50	\$49,000.00	\$4.50	\$63,000.00	\$5.00	\$70,000.00
P-101-2	Asphalt Pavement Removal (greater than 6 inches)	SY	22,500	\$5.50	\$123,750.00	\$5.25	\$118,125.00	\$11.00	\$247,500.00
P-101-3	Concrete Pavement Removal	SY	7,900	\$15.00	\$118,500.00	\$13.00	\$102,700.00	\$16.00	\$126,400.00
P-101-4	Marking Removal	SF	3,400	\$2.00	\$6,800.00	\$2.50	\$8,500.00	\$2.50	\$8,500.00
P-101-5	Cold Milling	SY	1,000	\$7.00	\$7,000.00	\$18.00	\$18,000.00	\$20.00	\$20,000.00
P-101-6	Drainage Pipe Removal	LF	250	\$25.00	\$6,250.00	\$21.00	\$5,250.00	\$25.00	\$6,250.00
P-101-7	Catch Basin Removal	EA	5	\$2,000.00	\$10,000.00	\$500.00	\$2,500.00	\$1,000.00	\$5,000.00
P-101-8	Underdrain Removal	LF	3,900	\$6.00	\$23,400.00	\$1.75	\$6,825.00	\$8.00	\$31,200.00
P-101-9	Underdrain Cleanout Removal	EA	10	\$300.00	\$3,000.00	\$175.00	\$1,750.00	\$125.00	\$1,250.00
P-101-10	Electrical Cable Removal	LF	3,400	\$2.50	\$8,500.00	\$1.00	\$3,400.00	\$1.10	\$3,740.00
P-101-11	Electrical Duct Bank Removal	LF	5,300	\$4.00	\$21,200.00	\$2.50	\$13,250.00	\$25.00	\$132,500.00
P-101-12	Remove Sign	EA	4	\$300.00	\$1,200.00	\$500.00	\$2,000.00	\$300.00	\$1,200.00
P-152-1	Unclassified Excavation	CY	17,000	\$16.00	\$272,000.00	\$12.00	\$204,000.00	\$10.00	\$170,000.00
P-152-2	Embankment in Place	CY	1,100	\$20.00	\$22,000.00	\$10.00	\$11,000.00	\$5.00	\$5,500.00
P-153-1	Controlled Low-Strength Material (Flowable Fill)	CY	150	\$200.00	\$30,000.00	\$175.00	\$26,250.00	\$200.00	\$30,000.00
P-154-1	Subbase Course	CY	7,700	\$25.00	\$192,500.00	\$62.00	\$477,400.00	\$53.00	\$408,100.00
P-209-1	Crushed Aggregate Base Course	CY	6,000	\$40.00	\$240,000.00	\$68.00	\$408,000.00	\$82.00	\$492,000.00

BID TABULATION (AS READ, AS-BID)

Airport: Portsmouth International Airport at Pease
Project: Reconstruct Taxiway 'A' North

AIP No: 3-33-0016-xxx-2024

Hoyle Tanner Project #: Design
 Construction

Bid Opening: April 24, 2024
 2:00 PM

21.062866.01
 21.062866.02

Item No.	Designation	Quantity		Engineer's Estimate		Pike Industries, Inc.		Sargent Corp.	
		Unit	Amount	Per Unit	Amount	Per Unit	Amount	Per Unit	Amount
P-401-1	Asphalt Surface Course	TON	9,900	\$138.00	\$1,366,200.00	\$150.00	\$1,485,000.00	\$165.00	\$1,633,500.00
P-403-1	Asphalt Mixture Base Course	TON	7,000	\$138.00	\$966,000.00	\$145.00	\$1,015,000.00	\$160.00	\$1,120,000.00
P-603-1	Emulsified Asphalt Tack Coat	GAL	15,300	\$2.50	\$38,250.00	\$5.00	\$76,500.00	\$5.50	\$84,150.00
P-605-1	Joint Sealing Filler	LF	2,000	\$9.00	\$18,000.00	\$10.00	\$20,000.00	\$12.00	\$24,000.00
P-620-1	Permanent Pavement Markings with Beads	SF	2,900	\$4.00	\$11,600.00	\$2.75	\$7,975.00	\$3.25	\$9,425.00
P-620-2	Permanent Pavement Markings without Beads	SF	6,400	\$2.50	\$16,000.00	\$2.50	\$16,000.00	\$3.00	\$19,200.00
P-620-3	Temporary Pavement Markings	SF	7,600	\$2.00	\$15,200.00	\$2.60	\$19,760.00	\$2.75	\$20,900.00
D-701-1	18-inch RCP	LF	400	\$140.00	\$56,000.00	\$70.00	\$28,000.00	\$100.00	\$40,000.00
D-701-2	24-inch RCP	LF	80	\$185.00	\$14,800.00	\$135.00	\$10,800.00	\$150.00	\$12,000.00
D-701-3	36-inch RCP	LF	16	\$225.00	\$3,600.00	\$350.00	\$5,600.00	\$200.00	\$3,200.00
D-701-4	6-inch HDPE	LF	350	\$15.00	\$5,250.00	\$62.00	\$21,700.00	\$65.00	\$22,750.00
D-705-1	6-inch Pipe Underdrain, Complete	LF	4,100	\$33.00	\$135,300.00	\$37.00	\$151,700.00	\$46.00	\$188,600.00
D-705-2	Underdrain Cleanout, Complete	EA	14	\$1,200.00	\$16,800.00	\$2,500.00	\$35,000.00	\$1,600.00	\$22,400.00
D-705-3	Underdrain Cleanout, Reset and Adjust	EA	3	\$1,000.00	\$3,000.00	\$1,350.00	\$4,050.00	\$700.00	\$2,100.00
D-751-1	4-FT Diameter Catch Basin	EA	6	\$8,000.00	\$48,000.00	\$8,250.00	\$49,500.00	\$7,500.00	\$45,000.00
D-751-2	6-FT Diameter Catch Basin	EA	1	\$13,000.00	\$13,000.00	\$10,500.00	\$10,500.00	\$15,000.00	\$15,000.00
D-751-3	Adjust Structure to Grade	EA	1	\$2,000.00	\$2,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
T-901-1	Seeding	SY	30,000	\$0.65	\$19,500.00	\$0.70	\$21,000.00	\$0.75	\$22,500.00
T-905-1	Topsail (4" Depth)	SY	30,000	\$5.00	\$150,000.00	\$2.65	\$79,500.00	\$3.00	\$90,000.00
L-108-1	No. 8 AWG, 5 KV 600V, L-824, Type C Cable	LF	15,700	\$2.50	\$39,250.00	\$2.25	\$35,325.00	\$2.50	\$39,250.00
L-108-2	No. 6 AWG, Solid Bare Copper Counterpose Wire	LF	6,100	\$4.50	\$27,450.00	\$1.75	\$10,675.00	\$2.00	\$12,200.00
L-110-1	Non Encased Electrical Duct Bank, 1-Way 2-Inch	LF	600	\$15.00	\$9,000.00	\$25.00	\$15,000.00	\$28.00	\$16,800.00
L-110-2	Concrete Encased Electrical Duct Bank, 1-Way 2-Inch	LF	5,300	\$22.00	\$116,600.00	\$35.00	\$185,500.00	\$38.00	\$206,700.00
L-110-3	Concrete Encased Electrical Duct Bank, 2-Way 2-Inch	LF	150	\$50.00	\$7,500.00	\$40.00	\$6,000.00	\$44.00	\$6,600.00
L-110-4	Concrete Encased Electrical Duct Bank, 4-Way 2-Inch	LF	175	\$70.00	\$12,250.00	\$60.00	\$10,500.00	\$66.00	\$11,550.00
L-115-1	Relocate Existing Electrical Manhole	EA	1	\$6,500.00	\$6,500.00	\$5,500.00	\$5,500.00	\$6,000.00	\$6,000.00
L-115-2	Electrical Junction Structure, Type L-867, Class 1B, Size 8	EA	1	\$1,600.00	\$1,600.00	\$1,500.00	\$1,500.00	\$1,700.00	\$1,700.00
L-125-1	Relocate Existing Taxiway Light	EA	58	\$400.00	\$23,200.00	\$850.00	\$49,300.00	\$950.00	\$55,100.00

BID TABULATION (AS READ, AS-BID)

Airport: Portsmouth International Airport at Pease
Project: Reconstruct Taxiway 'A', North

Heyle Tanner Project #: Design 21.062866.01
 Construction 21.062866.02

AIP No: 3-33-0016-xxx-2024 **Bid Opening:** April 24, 2024 2:00 PM

Item No.	Designation	Quantity		Engineer's Estimate		Pike Industries, Inc.		Sargent Corp.		
		Unit	Amount	Per Unit	Amount	Per Unit	Amount	Per Unit	Amount	
L-125-2	Relocate Existing Taxiway Light Base	EA	38	\$800.00	\$30,400.00	\$1,500.00	\$57,000.00	\$1,700.00	\$64,600.00	
L-125-3	Taxiway Light Base, Type L-867, Class 1B, Size B	EA	20	\$1,600.00	\$32,000.00	\$1,750.00	\$35,000.00	\$2,000.00	\$40,000.00	
TOTAL BID						\$5,475,550.00		\$6,303,935.00		\$6,714,760.00

MOTION

Director Conard:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$18,787.50 for payment of legal services provided by Sheehan Phinney Bass & Green; all in accordance with the memorandum from Anthony I. Blenkinsop, Deputy Director / General Counsel, dated May 6, 2024; attached hereto.

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Anthony I. Blenkinsop, Deputy Director / General Counsel *AB*
Date: May 6, 2024
Re: Legal Services

Sheehan Phinney Bass & Green provided legal services to the Pease Development Authority ("PDA") in the month of March 2024 in a total amount of **\$18,787.50**, as follows:

March 1, 2024 – March 31, 2024	
(for Tradeport General Representation)	\$17,925.00
(for Permit Implementation)	<u>\$ 862.50</u>
	\$18,787.50

This is a request for approval by the Board of Directors to authorize the Executive Director to expend funds for legal services rendered to Sheehan, Phinney, Bass & Green in a total amount of **\$18,787.50**.

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: General Representation - Trade Port

CLIENT/CASE NO. 14713-10167
BILLING ATTORNEY: Lynn J. Preston
Invoice Number: 402703

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$17,925.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$17,925.00

PREVIOUS BALANCE:	\$16,443.00

TOTAL BALANCE DUE:	\$34,368.00

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

AMOUNT PAID... \$ _____

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

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Permit Implementation

CLIENT/CASE NO. 14713-19658

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$862.50
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$862.50

BALANCE DUE:	\$862.50

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



AMOUNT PAID... \$ _____

MOTION

Director Parker:

The Pease Development Authority Board of Directors approves a Right of Entry Extension for WSP USA Environmental & Infrastructure Inc. for use of the 3,200 square foot building at 35 Airline Avenue, with associated parking and shared driveway access, from July 1, 2024 through December 31, 2024; all in accordance with the memorandum of Jared Sheehan, Environmental Compliance Manager dated May 10, 2024; attached hereto.

Memorandum

To: Paul E. Brean, Executive Director 
From: Jared Sheehan, Environmental Compliance Manager 
Date: May 10, 2024
Subject: 35 Airline Ave – Right of Entry

In December of 2023, the PDA Board granted WSP USA Environmental & Infrastructure Inc. (WSP) a six month right of entry (ROE) to the premises located at 35 Airline Avenue. WSP is an Air Force environmental contractor conducting a PFAS Remedial Investigation (RI) at Pease and the current ROE expires on June 30, 2024. As such, given WSP's ongoing work they have requested another ROE. The new ROE term will be from July 1, 2024, until December 31, 2024¹, for the 3,200 square foot building located at 35 Airline Ave with associated parking and shared driveway access shown on Exhibit A. WSP agrees to pay PDA \$360.50 per month to occupy the building at 35 Airline Ave and shall provide comprehensive general liability insurance for the duration of the ROE. WSP is responsible for all utilities and shall pay a municipal services fee associated with the terms of the Municipal Services Agreement between the City of Portsmouth, the Town of Newington, and the PDA.

At this month's Board of Directors meeting, please ask the Board to grant WSP a right of entry for 35 Airline Ave from July 1st through December 31, 2024.

N:\ENGINEER\Property Info\35 Airline Ave\WSP ROE 35 Airline Avenue (7-1-24 through 12-31-24).docx

¹ PDA Staff sees value in keeping the WSP ROE in 6-month intervals given potential interest in redevelopment of the 35 Airline Avenue site by airport concessionaires.

EXHIBIT "A"
PREMISES

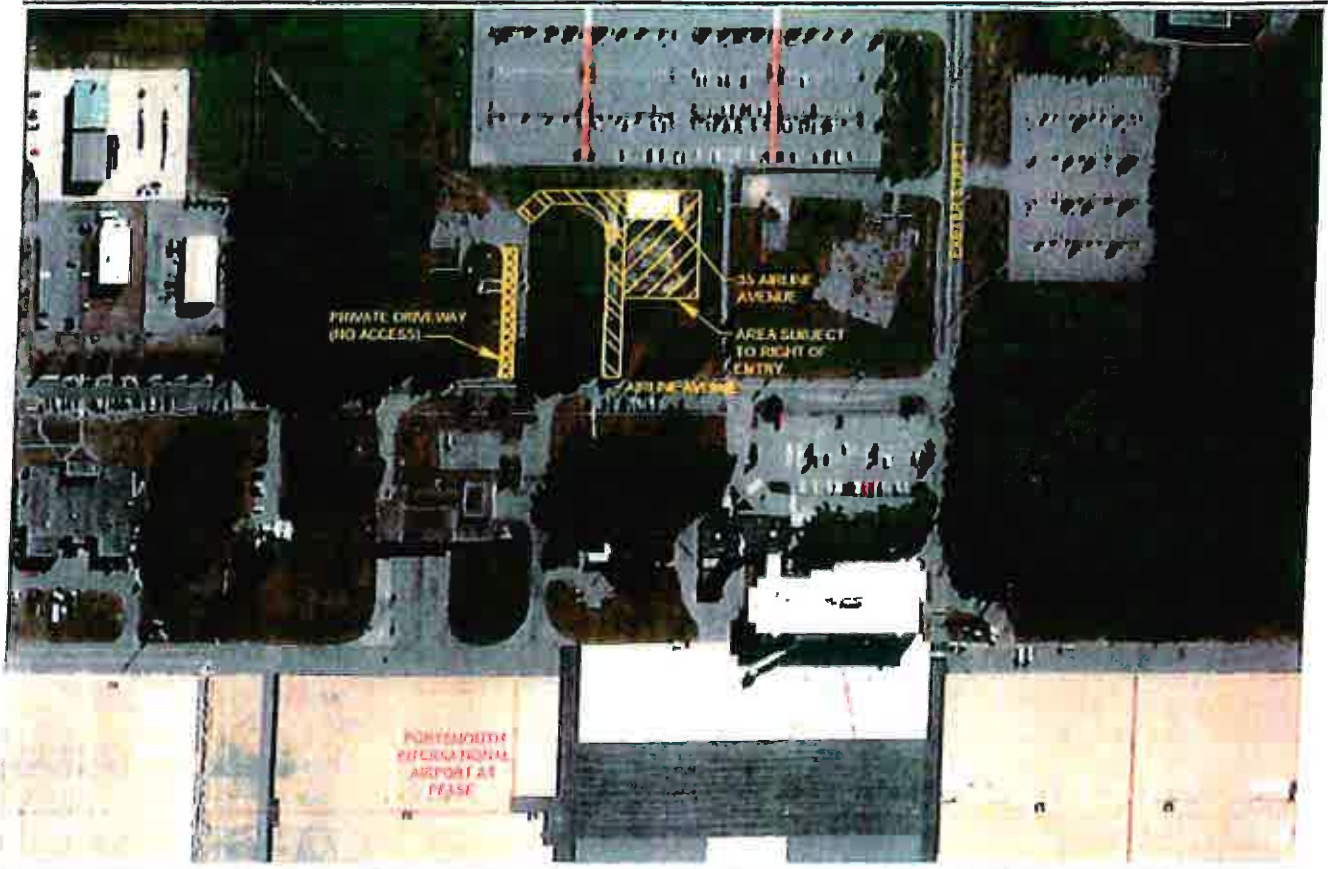


Exhibit A - 35 Airline Avenue Right of Entry

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

MOTION

Director Ferrini:

The Pease Development Authority Board of Directors authorizes the Executive Director to enter into a janitorial services contract with S.J. Services, Inc. for three (3) years with two (2) additional one (1) year options exercisable at the discretion of the Executive Director, in a projected annual amount of \$285,191.00; all in accordance with the memorandum of Chasen Congreves, Director of Operations, dated May 14, 2024, attached hereto.

N:\RESOLVES\2024\Janitorial Services (5-23-24).docx

MEMORANDUM

To: Paul Brean, Executive Director *PB*
From: Chasen Congreves, Director of Operations *CC*
Date: 5/14/2024
Subj: Janitorial Services

In April, 2024, the Pease Development Authority (“PDA”) issued an Invitation for Bids (“IFB”) for janitorial services at all PDA properties. The IFB sought janitorial services at the Division of Ports and Harbors Market Street Facility, the Portsmouth International Airport at Pease, the Pease Golf Course and the PDA Corporate Office.

At the Janitorial Service Bid Opening on May 9, 2024, the PDA received four (4) responses to the IFB. Of those four (4) responses, the low bidder failed to provide all of the required documentation described within the IFB. The qualified bidders who submitted bids for janitorial services for the PDA are as follows:

	Company Name	Total Bid Amount
1.	S.J. Services, Inc.	\$ 285,191.00
2.	Compass Facility Services	\$ 340,523.00
3.	Concord Compassionate Cleaners, LLC.	\$ 376,370.00

PDA staff reviewed the bids and recommends that S.J. Services, Inc. be awarded the Janitorial Service Contract for PDA based on its lowest, responsive and most qualified bid of \$285,191.00 (attached). This is an estimated cost of services as the quantity of labor hours was a per-year estimate for bidding purposes; therefore, actual billing rates will vary.

At the May 23, 2024, Board of Directors’ meeting, please request authority from the Board of Directors to enter into a janitorial services contract with S.J. Services, Inc. for a period of three (3) years, with two (2) one-year options to extend, to be based on mutually agreeable terms and conditions exercised at the discretion of the Executive Director.



ORIGINAL



Pease Development Authority



Janitorial Services
May 9, 2024



May 8, 2024

Tony-Marie Vaughn
Procurement Department
Pease Development Authority
55 International Drive
Portsmouth, NH 03801

Ms. Vaughn,

Please find enclosed our proposal to provide janitorial services to the Pease Development Authority.

S. J. Services Inc. is a leading contract cleaner in New England. We currently provide very similar cleaning programs to many accounts throughout New England.

We have been in business for over 40 years under the same management and have expertise in servicing a variety of facilities and buildings. With over 1,200 employees servicing over 40 million square feet daily, we have developed a supervisory and quality control structure that puts the emphasis on client needs and a quick response time.

We are very experienced in Green cleaning programs and will partner with you in these efforts, which will bring extra value and a healthier indoor environment for the Pease Development Authority.

Sincerely,

Daniel Shea
Director of Business Development
351-201-9276
danielshea@sj-services.com

Hartford, CT

235 Newbury Street
Danvers, MA 01923
978.750.1033
www.sj-services.com

Providence, RI



Experience

S. J. Services Inc. is a full-service contract cleaning company with over 40 years of continuous operations and day-to-day management by the founding principles. Our management team has more than 160 years of combined experience managing cleaning and maintenance programs for our clients.

We provide contract-cleaning services in many types of facilities, including current clients with contracts similar in size and scope to the Pease Development Authority.

Our accounts have been repeatedly renewed. As a leader in our industry within the Northeast region, we maintain one of the best contract retention rates in the industry as a result having a productive, cost effective and consistent program of service. We believe our strong client satisfaction levels are a direct result of our (time tested) comprehensive training skills and continual training programs.

On a daily basis, we employ over 1,200 cleaners cleaning in over 40 million sq. ft. of floor space. Our cleaners receive benefits including scheduled raises, paid holidays and sick days, vacation time and other items. This benefit package allows us to recruit and retain quality employees.

S. J. Services' maintains twelve emergency service crews that are available 24 hours a day, 7 days per week to respond to virtually any cleaning situation.

SJS is fully committed to providing a high quality, efficient custodial program that continuously improve and provide additional value.

Memberships in Professional and Related Associations

S. J. Services Inc. is a member of the following organizations;

- Massachusetts FAC114 Certified Vendor.
- Massachusetts DCAMM Certified Vendor.
- Rhode Island DCAMM Certified Vendor.
- Vermont Statewide Janitorial Retainer Contract
- APPA, Leadership in Educational Facilities.
- Federal GSA, Building Maintenance & Operations, Best-in-Class Vendor.
- ISSA, Worldwide Cleaning Association.
- Building Services Contractors Association International (BSCAI).
- Maintenance Contractors of New England Association.

Hartford, CT

235 Newbury Street
Danvers, MA 01923
978.750.1033
www.sj-services.com

Manchester, NH

JANITORIAL SERVICES BID FORM

The UNDERSIGNED does hereby certify that the services to be furnished to the Pease Development Authority ("PDA") will meet all the specifications and requirements of the "Janitorial Services IFB Package," dated April 18, 2024.

The UNDERSIGNED hereby certifies that no employee, officer, or agent of the PDA, nor any member of their immediate family has any interest in the award of a contract herein; nor, is any such employee, officer, or agent, employed by or about to become an officer or employee of any person, firm, partnership, or corporation which may benefit from the award of the contract herein.

The UNDERSIGNED must be familiar with all aspects of the service agreement and be familiar with the conditions of the sites of the Janitorial Services that are to be provided.

This agreement is based on the foregoing issued before execution of this agreement and any amendments hereafter to be made.

The PDA will award the contract for Janitorial Services to the lowest responsive and responsible bidder. All bid values will be based on the total of all items listed in this bid form. The PDA reserves the right to reject any and all proposals to waive any informality.

**JANITORIAL CLEANING SERVICES
BID FORM CONTINUED**

The Pease Development Authority reserves the right to reject any or all bids and to waive any informalities.


This bid shall not be withdrawn within 60 days after the actual date of opening.

The quantities listed are provided as estimates only and will not be guaranteed. **Payment will be based on actual quantities.** The Pease Development Authority may add or remove work items depending upon need and available resources.

Upon receipt of notice of award of this Bid, the Undersigned will deliver the required insurance certificates and bond and execute a Contract.

The following addendum language is included in the event addendums need to be issued:

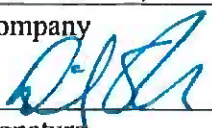
Proponent acknowledges receipt of the following addenda:

Addendum No. <u>1</u>	<u>May 2, 2024</u>	
Signature	Date	

Addendum No. _____	_____	_____
Signature	Date	

Addendum No. _____	_____	_____
Signature	Date	

Respectfully submitted by:

S. J. Services, Inc.
Company

Signature

Daniel Shea - Director of Business Development
Print or Type Name and Title

235 Newbury Street, Danvers, MA 01923
Address

351-201-9276 Danielshea@sj-services.com
Telephone and Email address

May 7, 2024
Date

BID FORM CONTINUED
JANITORIAL SERVICES FOR
PEASE DEVELOPMENT AUTHORITY

ITEM NO.	DESCRIPTION	QUANTITY Per-year estimated	Price per Occurrence	TOTAL
1	Cleaning services for PDA Administrative Office	260	\$91.	\$ 23,660.
2	Cleaning services for Airport Management Office	156	\$55.	\$ 8,580.
3	Cleaning services for Air Traffic Control Tower	104	\$110.	\$ 11,440.
4	Cleaning services for PDA Maintenance Building	104	\$55.	\$ 5,720.
5	Cleaning services for Golf Course Club house	364	\$70.	\$ 25,480.
6	Cleaning services for Golf Course Maintenance	52	\$36.	\$ 1,872.
7	Cleaning services 555 Market Street (DPH)	104	\$91.	\$ 9,464.
8	Cleaning services for Portsmouth International Airport Terminal	365	\$365.	\$ 133,225.
8.5	Cleaning Services for Portsmouth International Airport Terminal Arrival's Hall starting Dec 1, 2024	365	\$36.	\$ 13,140.
9	Hourly rate for cleaning services for Portsmouth International Airport Terminal during scheduled flight activity.	1,000 Hours	\$36.	\$ 36,000.
10	Window Cleaning for Airport Management Office	2	\$210.	\$ 420.
11	Window Cleaning for PDA Maintenance Building	2	\$500.	\$ 1,000.
12	Window Cleaning for PDA Administrative Office	2	\$800.	\$ 1,600.
13	Window Cleaning for 555 Market Street (DPH)	2	\$500.	\$ 1,000.
14	Carpet Extraction for PDA Administrative Office	2	\$480.	\$ 960.
15	Carpet Extraction for Airport Management Office	2	\$50.	\$ 100.
16	Carpet Extraction for Air Traffic Control Tower	2	\$350.	\$ 700.

ITEM NO.	DESCRIPTION	QUANTITY Per-year estimated	Price per Occurrence	TOTAL
17	Carpet Extraction for PDA Maintenance Building	2	\$80.	\$ 160.
18	Carpet Extraction for Golf Course Club house	2	\$180.	\$ 360.
19	Carpet Extraction for Golf Course Maintenance	2	\$50.	\$100.
20	Carpet Extraction for 555 Market Street (DPH)	2	\$ 305.	\$ 610.
21	Carpet Extraction for Portsmouth International Airport Terminal	2	\$3,000.	\$ 6,000.
22	Emergency Cleaning for Pease Development Authority wide facilities.	100 Hours	\$36.	\$ 3,600.
PROJECT TOTAL				\$ 285,191.

The listed unit prices shall be inclusive of all labor, materials, equipment, incidentals, expenses, overhead, profit, insurance, etc., to cover the cost of services outlined in this IFB.

Bidder understands that the PDA reserves the right to reject any or all bids and to waive any informalities in the bidding.

The Bidder understands that the indicated quantities are provided as estimates only. The quantities indicated are for informational purposes only and shall not be considered minimum or guaranteed quantities, nor shall they be considered maximum quantities. The Authority may also adjust the work assignments and schedules in the event of a change in building occupancy. Such reduction or deletion of work shall not constitute a basis for withdrawal of this Bid or for adjustment of the unit or lump sum prices bid.

The Contract will be awarded to the lowest responsive and responsible Bidder with the lowest Project Total.

Upon receipt of written notice of award of this IFB, the Bidder will execute a formal contract, to be prepared by the Authority, within 10 calendar days. The bid security bond attached in the sum of \$ 5% of the total _____ is to become the property of the Authority in the event the Contract is not executed within the time above set forth, as liquidated damages for the delay and additional expenses to the Authority caused thereby.

STATEMENT OF QUALIFICATIONS

Attach this statement, fully completed, to the Bid Form and submit it to the Authority on the date and time for opening of bids.

All Questions must be answered, and the data given must be clear and comprehensive. Where necessary, questions shall be answered on separate attached sheets. The Contractor may submit any additional information he/she desires.

1. Name of Contractor: S. J. Services, Inc.

1. a Contractor is: Corporation
Partnership
Individual
Limited Liability Company

2. Permanent main office address:

235 Newbury Street
Danvers, MA 01923

2. a. Treasury Number (Employer's Identification No.)

04-3214662

3. When organized:

1983

4. If a corporation, where incorporated:

S. J. Services, Inc. was incorporated on February 6, 1993 in the state of Massachusetts.

5. How many years have you been engaged in the business under your present firm or trade name?

Over 40 years.

6. General character of work performed by your company:

Janitorial Services

STATEMENT OF QUALIFICATIONS CONTINUED

7. Have you ever failed to complete any work awarded to you? ()Yes (✓)No If yes, where and why?

8. Have you ever defaulted on a contract? ()Yes (✓)No
If Yes, where and why?

9. List of references (**minimum of three**) – Provide Company Name, Company contact, email, and phone number

Please review our References which are included in our proposal.

Attach proof of licensure and any other pertinent information that may assist the Authority in evaluating your bid.

BID BOND
Document A310™ – 2010
Conforms with The American Institute of Architects AIA Document 310

CONTRACTOR:
(Name, legal status and address)
S.J. Services, Inc.
235 Newbury Street
Danvers, MA 01923

SURETY:
(Name, legal status and principal place of business)
Great Midwest Insurance Company
800 Gessner, Suite 600
Houston, TX 77024

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

OWNER:
(Name, legal status and address)
Pease Development Authority
Portsmouth, NH 03801

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

BOND AMOUNT: \$ Five Percent of the Attached bid (5%)

PROJECT:
(Name, location or address, and Project number, if any)
Janitorial Services

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.


When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 9th day of May, 2024

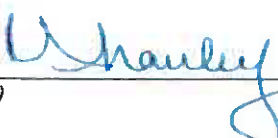


(Witness)

S.J. Services, Inc.


(Principal) *(Seal)*


(Title)



(Witness)

Great Midwest Insurance Company

(Surety) *(Seal)*


(Title) Adam W. DeSanctis, Attorney-in-Fact



POWER OF ATTORNEY
Great Midwest Insurance Company

KNOW ALL MEN BY THESE PRESENTS, that **GREAT MIDWEST INSURANCE COMPANY**, a Texas Corporation, with its principal office in Houston, TX, does hereby constitute and appoint:

Adam W. DeSanctis, Bryan F. Juwa, David A. Boutiette, Gregory D. Juwa, James J. Axon, Jonathan E. Duggan, Jordan J. Tirone, Michael T. Gilbert, Paul A. Patalano, Christine B. Gallagher, Rebecca Shanley, Lesliann J. Ortiz, Lindsay A. Raffael

its true and lawful Attorney(s)-In-Fact to make, execute, seal and deliver for, and on its behalf as surety, any and all bonds, undertakings or other writings obligatory in nature of a bond.

This authority is made under and by the authority of a resolution which was passed by the Board of Directors of **GREAT MIDWEST INSURANCE COMPANY**, on the 1st day of October, 2018 as follows:

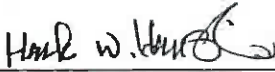
Resolved, that the President, or any officer, be and hereby is, authorized to appoint and empower any representative of the Company or other person or persons as Attorney-In-Fact to execute on behalf of the Company any bonds, undertakings, policies, contracts of indemnity or other writings obligatory in nature of a bond not to exceed Ten Million dollars (\$10,000,000.00), which the Company might execute through its duly elected officers, and affix the seal of the Company thereto. Any said execution of such documents by an Attorney-In-Fact shall be as binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company. Any Attorney-In-Fact, so appointed, may be removed in the Company's sole discretion and the authority so granted may be revoked as specified in the Power of Attorney.

Resolved, that the signature of the President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary, and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certificate so executed and sealed shall, with respect to any bond of undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS THEREOF, **GREAT MIDWEST INSURANCE COMPANY**, has caused this instrument to be signed by its President, and its Corporate Seal to be affixed this 11th day of February, 2021.

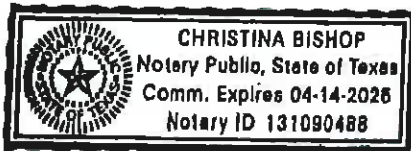



GREAT MIDWEST INSURANCE COMPANY

BY 
Mark W. Haushill
President

ACKNOWLEDGEMENT

On this 11th day of February, 2021, before me, personally came Mark W. Haushill to me known, who being duly sworn, did depose and say that he is the President of **GREAT MIDWEST INSURANCE COMPANY**, the corporation described in and which executed the above instrument; that he executed said instrument on behalf of the corporation by authority of his office under the By-laws of said corporation.



BY 
Christina Bishop
Notary Public

CERTIFICATE

I, the undersigned, Secretary of **GREAT MIDWEST INSURANCE COMPANY**, A Texas Insurance Company, DO HEREBY CERTIFY that the original Power of Attorney of which the foregoing is a true and correct copy, is in full force and effect and has not been revoked and the resolutions as set forth are now in force.

Signed and Sealed at Houston, TX this 9th Day of May, 20 24.



BY 
Leslie K. Shaunty
Secretary

"WARNING: Any person who knowingly and with intent to defraud any insurance company or other person, files and application for insurance of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.



References & Similar Project Experience

Please see our reference information below for other facility clients of SJS. We have also included three Letters of Reference from three of our clients.

Client Name	Danvers Public Schools
Address	1 Sylvan St. Danvers, MA 01923
Contact Person	Leif Rochna
Telephone Number	978-265-6828
Email	lrochna@danversma.gov
Description of Services	Daily cleaning and COVID-19 disinfecting services, dayporters and project work to seven public schools and six municipal buildings
Dates of Service	1995 - Current
Size of Buildings	Over 1,000,000 square feet total
Contract Value	Over \$ 1 million annually

Client Name	York County Community College
Address	112 College Drive, Wells, ME 04090
Contact Person	Mike McNeil
Telephone Number	207-216-4336
Email	mmcneil@yccc.edu
Description of Services	Daily cleaning services to two buildings in the Wells campus.
Dates of Service	2023 - Current
Size of Buildings	74,000 square feet
Contract Value	Over \$50,000 annually

Client Name	Whitman-Hanson Regional School District
Address	610 Franklin St. Whitman, MA 02382
Contact Person	Ernie Sandland
Telephone Number	781-618-7435
Email	ernest.sandland@whrsd.k12.ma.us
Description of Services	Daily cleaning and COVID-19 disinfecting services, dayporters and project work to six public schools.
Dates of Service	2011 - Current
Size of Buildings	Over 800,000 square feet total
Contract Value	Over \$ 1 million annually



Client Name	Bunker Hill Community College
Address	250 Rutherford Ave. Charlestown, MA 02108
Contact Person	John Chirichiello
Telephone Number	617-228-3352
Email	jchirich@bhcc.edu
Description of Services	Daily cleaning and COVID-19 disinfecting services, dayporters and project work to two campuses located in Charlestown & Chelsea
Dates of Service	2004 - Current
Size of Buildings	Over 500,000 square feet
Contract Value	Over \$ 1 million annually

Client Name	New Haven Public Schools
Address	54 Meadow Street, 5th Floor, New Haven, CT 06519
Contact Person	Thomas Lamb
Telephone Number	475-220-1591
Email	Thomas.lamb@new-haven.k12.ct.us
Description of Services	SJS provides daily cleaning services to the New Haven Public Schools. SJS provides almost 200 employees each day working across 42 schools.
Dates of Service	2022 - Current
Size of Buildings	4,000,000 square feet
Contract Value	Over \$5 million annually

Client Name	North Reading Municipal Bldgs
Address	235 North Street, North Reading, MA 01864
Contact Person	Todd Woekel
Telephone Number	781-825-5231
Email	twoekel@northreadingma.org
Description of Services	Daily cleaning services to 5 town buildings including the Police Station.
Dates of Service	2014 - Current
Size of Buildings	70,000 square feet
Contract Value	\$100,000 annually

Hartford, CT

235 Newbury Street
 Danvers, MA 01923
 978.750.1033
www.sj-services.com

Manchester, NH



Town of Danvers Department of Public Works

Leif Rochna | Building Supervisor
1 Sylvan Street, Danvers, Massachusetts 01923 | p: 978-7777-0001 ext. 3016
www.danversma.gov | lrochna@danversma.gov

April 12, 2021

To Whom it May Concern:

SJ Services and Town of Danvers Relationship

SJ Services has and continues to provide the Town of Danvers with janitorial services for over the past 20 years. They are responsible for the cleaning of all my School buildings as well as many of my Town buildings. The locations I currently contract out to them is well over 1,000,000 square feet.

SJ Services has been our cleaning contractor since 1995 and are responsible for providing us with evening and weekend cleaning, floor re-finishing and maintenance, carpet cleaning, window cleaning, deep disinfecting and cleaning projects and day and night porter services.

SJ Services has proven themselves instrumental in keeping our schools and buildings safe and healthy during these uncertain times called, Covid-19. They have provided me countless hours of detail cleaning, deep disinfecting and electrostatic sanitizing on a consistent manner during this pandemic.

SJ Services, their employees and management team are conscientious and eager to accommodate any and all of our needs in an efficient and timely manner. We are extremely pleased with SJ Services here at the Town of Danvers and the Danvers School District.

Sincerely,

Leif Rochna

Building Supervisor



Our Core Values

WHITMAN-HANSON REGIONAL SCHOOL DISTRICT

Ernest Sandland
Director of Facilities

600 Franklin Street, Whitman, Massachusetts 02382
(781) 618-7435 • FAX (781) 618-7099
Web: www.whrsd.org • TTY (781) 618-7402



April 12, 2021

The Commonwealth of Mass,
Operational Services Division, (OSD)
1 Ashburton PL # 1017,
Boston, Ma 02108

To Whom it May Concern,

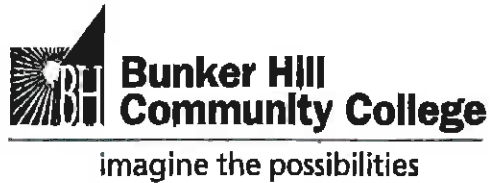
S.J. Services Inc. (SJS) is the provider of janitorial services for the Whitman-Hanson Regional School District. SJS is responsible for the cleaning of our facilities including six public schools in Whitman and Hanson, MA.

S.J. Services has been our cleaning contractor since 2011 and has been responsible for providing our daily, evening and weekend cleaning. They are responsible for floor refinishing, disinfecting, deep cleaning projects.

S.J. Services leadership team and their employees are conscientious and eager to accommodate any of our needs or requests in an efficient and timely manner. We are very pleased with S.J. Services' level of service to the District.

Sincerely,

Ernest Sandland
Director of Facilities
Whitman-Hanson Regional School District
600 Franklin Street
Whitman, MA 02382
Ernest.sandland@whrsd.org



April 12, 2021

To Whom it May Concern,

S.J. Services is the provider of cleaning services for Bunker Hill Community College. They are responsible for the cleaning of our locations in Charlestown and Chelsea, Massachusetts.

S.J. Services has been our cleaning contractor since the year 2004 and are responsible for providing our evening and weekend cleaning, floor refinishing, carpet cleaning, window cleaning, disinfecting, deep cleaning projects and daytime porter services.

S.J. Services and their employees are conscientious and eager to accommodate any of our needs or requests in an efficient and timely manner. We are very pleased with S.J. Services level of service to Bunker Hill Community College

Sincerely,

John Chirichiello
Director Facilities Management
Bunker Hill Community College
250 New Rutherford Ave.
Boston, MA 02129-2925

CHARLESTOWN CAMPUS

250 New Rutherford Avenue • Boston, Massachusetts 02129-2925
Telephone: 617-228-2000 TTY: 617-242-2365

CHELSEA CAMPUS

175 Hawthorne Street • Chelsea, Massachusetts 02150-2917
Telephone: 617-228-2101 TTY: 617-884-3293

SATELLITE LOCATIONS

East Boston • Malden • South End
bhcc.edu



Green Cleaning

S. J. Services has a strong commitment to **Green Cleaning** and eliminating “cross-contamination” because we recognize the benefits it provides to the building occupants and maintaining a healthy building environment.

Our standard program includes Green Seal certified cleaning products and equipment that are environmentally sensitive and prevent cross contamination as a result of janitorial procedures and equipment. Research shows occupants of buildings with environmentally sensitive cleaning programs, that help to improve Indoor Air Quality, are more productive and health related issues are decreased.

- Green Seal certified cleaning products
- Dispensing Control Units to provide proper chemical dilution and inventory control
- Continued staff training and education in the proper use and application of equipment and cleaning solutions.
- Color-coded wet mop system so, for example, mops that are used in restrooms and not used in other parts of the building. See below:



BLUE
Mirrors/Glass

GREEN
General

RED
Toilets/Urinals

YELLOW
Dusting

GRAY
Cafeteria

We shall maintain this program and the costs are included in our pricing so there is no added charge.

Hartford, CT

235 Newbury Street
Danvers, MA 01923
978.750.1033
www.sj-services.com

Manchester, NH



Employee Screening/ Background Checks

S. J. Services Inc. conducts comprehensive screening of all applicants. We use the following procedures for all applicants.

We are certified to request Criminal History Record Information (CHRI) with the New Hampshire State Police Criminal Records.

We have been doing this for many years and have designated our Director of Human Resources, Sheila Hanrahan, as our background check officer. All employees undergo these checks at the time of hire and annually thereafter including all cleaners, managers, executive staff and special service crews.

Other screening procedures;

1. All applicants must fill out a written application.
2. All applicants must present original documents including photo identification from a recognized government agency and a Social Security Card.
3. Social Security numbers are checked with the Social Security Administration.
4. An S.J. Services manager personally interviews all candidates.
5. All work and personal references are checked.
6. Federal I-9 and W-4 forms must be filled out.



Employee Training & Development

S. J. Services Inc. places a strong emphasis on training throughout the company. We recognize the value for all involved as a properly trained employee has far less safety and QC issues than an untrained cleaner.

ALL employees in the company receive both initial and on-going training through in-house programs, off-site seminars and on-line training including; general business, environmental, facilities management, and the latest innovations within the janitorial industry. Specific subjects include on the job training on new equipment, new Green Cleaning Procedures, new Safety Data Sheets and safety refresher training.

The topics below in our Training Highlights are included in our initial training program for newly hired employees. Every employee then receives a monthly refresher training on certain topics that rotate each month. Each month, at least one topic of retraining shall be on Safety.

Additionally, all employees are continually being evaluated in their processes and procedures by our Managers and Supervisors. This is not to criticize our employees, but to encourage them to constantly improve.

The training program shall be administered by:

- Joe Feliciano, SJS Director of Operations
- Bob Bowers, SJS Director of Quality & Training
- SJS Custodial Manager

SJS shall provide certification for each employee that they have received formal training on each of the topics.



The topics below in our Training Highlights are included in our initial training program for newly hired employees. Every employee then receives a monthly refresher training on certain topics that rotate each month. Each month, at least one topic of retraining shall be on Safety.

- Safety training
 - OSHA, Hazard Communication “Right to Know”.
 - Blood borne Pathogens.
 - Hazardous Waste.
 - SSD emergency & security protocols.
 - Wet floor training, use of wet floor and other signage.
 - Personal Protective Equipment (PPE) use.
 - AHERA – Asbestos Awareness.
- Equipment and Product training
 - Proper use, care and storage of all tools, equipment and cleaning agents.
 - Green Seal cleaning products and systems.
 - Anti-microbial.
 - LEED.
 - Equipment maintenance.
- Procedures training
 - Methodology and assignments.
 - Communication.
 - Cross-contamination.
 - Cleaning Procedures.
 - Waste Management & Recycling.
- Other
 - Sexual harassment.
 - Key Control.
 - Active Shooter.
 - CompuClean.
 - APPA Standards.
 - Cyber Security.





Cleaning Procedures Training:

SJS is a partner with Spartan Chemical and we use their cleaning products to service our clients. As a partner with Spartan, we use their training program, CleanCheck, which is a training system that provides cleaning procedural training to our employees.

Below are a few key components of CleanCheck and additional information is on the following pages:

- Training Videos – Online videos (or DVD’s) that provide step by step training on specific cleaning procedures, including restroom sanitation, classroom cleaning, hard floor care, carpet care and many, many others.
- Online Testing – After the training videos are completed a brief online test is then conducted that the employees are required to pass before training is complete. After an employee passes the test, they are then awarded a certificate of completion.
- On the Job Cards – CleanCheck provides job cards with step by step instructions on specific cleaning tasks that are easily accessible to employees while they are on the job.
- Training Tracking – CleanCheck tracks the training progress of all employees including alerts when an employee is required to do their annual refresher training. The tracking and certification of all employees training status will be shared with the SSD. Below is an example of the Training Tracking feature:



Spartan Chemical Company Inc.
 1110 Spartan Dr.
 Maumee, Ohio 43537

Personnel Event Completion

First Name	Last Name	Blood Borne Pathogen Training	CleanCheck Floor Care Training	CleanCheck Safety Training	CompuClean Inventory Management Training	GHS Training	HAACP Training	HealthCheck Training	Safety Training	Serv Safe Training
Ruby	Barrett	1/16/2015	6/3/2016	6/2/2016	5/23/2016	No Record	No Record	4/10/2013	5/3/2016	2/7/2014
Xavier	Jones	1/16/2015	6/3/2016	No Record	5/23/2016	9/8/2015	No Record	4/10/2013	No Record	2/7/2014
Oliver	Kearn	1/16/2015	6/3/2016	No Record	5/23/2016	9/8/2015	2/4/2014	4/10/2013	No Record	2/7/2014
Mark	Kidd	1/16/2015	No Record	No Record	No Record	No Record	No Record	4/10/2013	No Record	2/7/2014
Randall	Robinson	1/16/2015	6/3/2016	No Record	5/23/2016	No Record	No Record	No Record	No Record	No Record

Hartford, CT

235 Newbury Street
 Danvers, MA 01923
 978.750.1033
 www.sj-services.com

Manchester, NH



CleanCheck[®]

training made simple

CleanCheck[®] ensures that you start with the right cleaning procedure the first time. It's just like having a digital checklist for each cleaning task and ensuring that every step is done right. It's the only way to keep your facility clean and safe.



Providing Facility Maintenance and Cleaning Solutions with Digital Checklists and Training

CLEANCHECK TRAINING SYSTEM

Your employees are your most valuable resources. To ensure quality workmanship, thorough and effective training is a must. Whether training existing employees or new hires, CleanCheck is the ultimate tool for instilling pride and professionalism, building confidence, minimizing complaints, and cost-effectively managing the talents of your workforce. Sparlan's bilingual, web and DVD-based CleanCheck Training System makes fast work of administering instructor-led and self-directed training. CleanCheck modules cover basic and advanced topics for a variety of cleaning operations, including specialty facility areas. Plus, comprehensive Safety modules thoroughly demonstrate Bloodborne Pathogen Standards as well as OSHA Compliance. CleanCheck meets the requirements for the CIMS-GB Standard as well as CMI Advanced Standards. Online and hard copy testing adapts to both individual and group training situations. CleanCheck ensures that your staff will master the proper cleaning procedures that promote a safe and clean environment.



TRAINING VIDEOS

The CleanCheck Training Videos provide step-by-step procedural instruction on cleaning specific areas in your facility. Each video module covers the cleaning process end-to-end, but is also offered in single chapters so specific tasks can be easily revisited or re-trained. Available in both English and Spanish, CleanCheck video modules also offer DVD or web-based viewing to meet the needs of your diverse and dispersed organization.

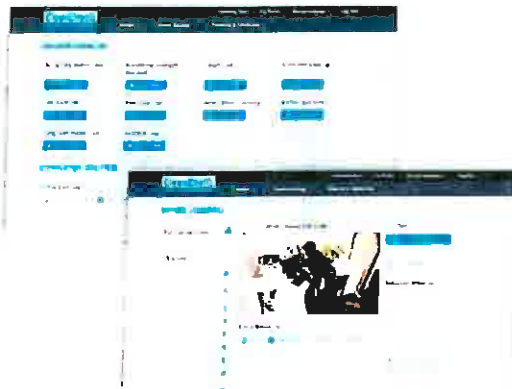


TRAINING MANUAL

The CleanCheck Training Manual includes detailed instructions on proper cleaning and procedures. Pages can be used as a handout during employee training, or a reference for employee training and re-training. As with all CleanCheck components, images and color-coded product categories reinforce the procedures taught in the instructional video modules.

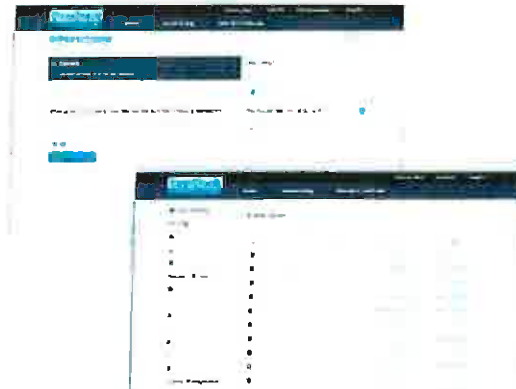
TRIPLE ONLINE ACCESS

COURSES



VIDEO TUTORIALS

WEB-BASED TRAINING



ACCOUNT MANAGEMENT

How to Use CleanCheck

The CleanCheck job cards allow employees to perform each cleaning step with confidence when they're ready to clean by themselves. Housed with dual rings, you can easily separate and customize your card set based on which employees will need which job cards depending on their cleaning tasks. Employees can simply check off each step as it's completed with the provided erasable pen. CleanCheck job cards follow the procedural instructions covered in the video modules and manuals.

Cards are bilingual (English on front, Spanish on back)

Color-coded list of products required for this section

Complete each step in the order they are presented

Check off your work as it is completed

Use the product(s) when indicated within a step

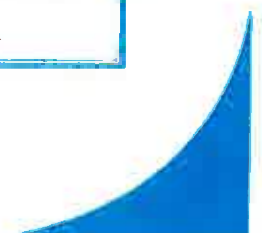
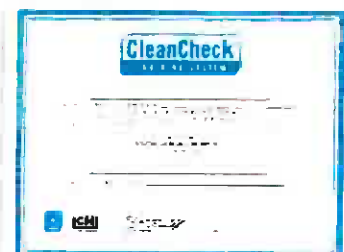
Color-Coded Product Categories

CleanCheck utilizes color-coded product categories to identify which products are right for the job. Displayed as colored/numbered dots throughout the videos, cards, and manuals. CleanCheck includes corresponding stickers that can be applied to the actual product containers so there is a direct association between each chemical and the cleaning category identified in the training and CleanCheck job cards. This provides more assurance that the right product is used for each cleaning challenge.



How to Use CleanCheck

When training is complete, you can reward employees for a job well done. Online testing is available and provides track-able results for each employee. Test questions focus on the basic concepts, while correct answers facilitate success and professional workmanship. Personalized certificates with employee name and area mastered are available upon completion of each module. These certificates can be printed for compliance documentation and presented to employees.





Insurance

S. J. Services agrees to abide by all insurance requirements in this contract. We have attached an illustration of our current coverage.

Hartford, CT

**235 Newbury Street
Danvers, MA 01923
978.750.1033
www.sj-services.com**

Manchester, NH



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/05/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Cross Insurance-Wakefield 401 Edgewater Place Suite 100 Wakefield MA 01880	CONTACT NAME: Emily LeBlanc PHONE (A/C, Ho, Ext): (781) 914-1000 E-MAIL ADDRESS: emily.leblanc@crossagency.com	FAX (A/C, No): (781) 224-5777
	INSURER(S) AFFORDING COVERAGE	
INSURED S.J. Services Inc. 235 Newbury Street Danvers MA 01923	INSURER A: Travelers Prop. Cas. Co. of America	NAIC # 25674
	INSURER B: Travelers Indemnity of America	25666
	INSURER C: Wesco Ins. Co.	25011
	INSURER D: Illinois Union Ins. Co.	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: CL235333215 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			P-630-4T892825-TIL-23	05/06/2023	05/06/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA-4T89423A-23-43-G	05/06/2023	05/06/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP-6W902465-23-43	05/06/2023	05/06/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WWC3659258	06/01/2023	06/01/2024	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000
D	Pollution Liability			CPY G71203955 005	05/08/2023	05/06/2024	Per Occurrence \$1,000,000 Aggregate \$3,000,000 Retention \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Coverage Only


CERTIFICATE HOLDER

Evidence of Insurance

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





55 International Drive Portsmouth NH 03801

Addendum # 1

Date: May 2, 2024

IFB: Janitorial Services

This Addendum # 1 to the Invitation for Bid (IFB) for Janitorial Services for Pease Development Authority is being issued to provide response to the following questions:

Question #1:

Who is your current janitorial company and what is your current cost?

Response #1:

Our current vendor is Compass Facility Services, and their approved project total sum is \$203,432.00.

ALL OTHER INFORMATION IN THE SOLICITATION REMAIN UNCHANGED AND IN FULL EFFECT

Please acknowledge receipt of this Addendum # 1 and ensure to include this FORM in your Bid package.

Also, you must acknowledge receipt of Addendum # 1 on the Bid Form.

S. J. Services, Inc.

Company Name



Authorized Signature

○ ○ ○ ○ TAKING YOU THERE

Phone: 603.433.6088 Fax: 603.427.0433 www.peasedev.org

MOTION

Director Parker:

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

1. Higgins Corporation – Badge Printer * **(Semprini)**
2. HID Global International – Badge System Service Agreement * **(Fournier)**

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

MOTION

Director Semprini:

The Pease Development Authority (“PDA”) Board of Directors hereby waives the RFP requirement regarding the agreement with Higgins Corporation (“Higgins”) for the purchase of an airport badge printer and onsite service, to be utilized at the Portsmouth International Airport at Pease, in an amount not to exceed \$10,819.00.

In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement due to the airport security related encryption technology required in order to be compatible with the airport’s badging technology and the attempt to secure three quotes from vendors in the field; all in accordance with the memorandum of Ed Pottberg, Airport Security Administrator, dated April 11, 2024, attached hereto.

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

N:\RESOLVES\2024\Higgins – Badge Printer and Onsite Service (5-23-2024).docx

Memorandum

To: Paul E. Brean, Executive Director *PEB*
From: Ed F. Pottberg, Airport Security Administrator, C.M., ACE, ASC *EP*
Date: April 11, 2024
Subject: Badge Printer Purchase

The Pease Development Authority (“PDA”) needs a new security badge printer. As the printer must be compatible with the PDA’s existing badge system and given the security related encryption technology required is security related confidential information, the PDA did not go out to bid for this purchase. Rather, PDA contacted three (3) vendors (Higgins Corporation; ColorID; and The IRIS Companies) directly and requested quotes for the purchase of the required security sensitive badge printer with onsite service. Only one (1) vendor, Higgins Corporation of South Portland, Maine, provided PDA with a quote for the purchase and onsite service of a compatible badge printer in the amount of \$10,891.00.

At the May 9, 2024, meeting of the Board of Directors, please waive the RFP requirement to enable the PDA to contract with Higgins Corporation in an amount not to exceed \$10,891.00 for the purchase of the printer and onsite service.

MOTION

Director Fournier:

The Pease Development Authority Board of Directors authorizes the Executive Director to enter into a three (3) year service agreement with HID Global International regarding the Airport Badging System at Portsmouth International Airport at Pease ("PSM"), in a total amount not to exceed \$240,286.09; all in accordance with the memorandum of Ed F. Pottberg, Airport Security Administrator, dated April 30, 2024, attached hereto.

In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement as PSM's badging system is a proprietary system only licensed and serviceable by HID.

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

Memorandum

To: Chasen Congreves, Director of Operations *CC*

From: Ed Pottberg, Airport Security Administrator, C.M., ACE *EP*

CC: Paul Brean, Executive Director

Date: 4/30/2024

Re: Airport Badge System Service Agreement

HID Global International is the software and license provider to the Pease Development Authority's airport badging system for Portsmouth International Airport at Pease. The badging system is a proprietary system and manages badge applications for airport tenants, contractors, and employees. It also manages and applies the correct security checks required for a badge applicant among the five different airport badge types, manages access level assignments to the airport's access control systems, and manages training assignments based on the type of airport badge and the privileges assigned to the badge applicant.

The service agreement with HID Global International is crucial for operating PDA's airport badging system (SAFE), which is expiring and needs to be renewed. The new agreement involves HID transitioning the badging system from an on-premises server to the cloud.

HID provided pricing information for a three-year contract as follows:

Year 1 (May 1, 2024 - April 30, 2025) pricing = \$73,657.12

Year 2 (May 1, 2025 - April 30, 2026) pricing = \$79,917.97

Year 3 (May 1, 2026 - April 30, 2027) pricing = \$86,711.00

At the May 9, 2024, meeting of the Board of Directors please get approval to waive the RFP requirement as the airport badging system is only licensed and serviceable by HID, and obtain authorization for the PDA to enter into a contract with HID for three (3) years in an amount not to exceed \$240,286.09.

Memorandum

To: Paul Brean, Executive Director
 From: Suzy Anzalone, Director of Finance *Suzy*
 Date: May 7, 2024
 Subject: Executive Summary – Financial Reports

In anticipation of the upcoming May 23, 2024, Pease Development Authority Board meeting, the following is an Executive Summary of the financial results for the nine months ended March 31, 2024:

Consolidated Results

Pease Development Authority - Consolidated			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	14,369	14,312	57
Operating Expenses	11,340	12,553	1,213
Operating Income	3,029	1,759	1,270
Depreciation	5,364	5,558	194
Non Oper. (Inc)/Exp	(462)	(62)	400
Net Operating Income (Loss)	(1,874)	(3,737)	1,864

Consolidated operating revenues were budget neutral for the nine months ended March 31st. Line items trending under budget on a year-to-date basis include the Division of Ports and Harbors (DPH) fuel sales and wharfage and dockage fees. Revenue line items trending higher than budget include fuel flowage fees, golf fees, DPH concession revenue and facility fees.

Operating expenses amount to \$11.3 million through March, trending under budget by \$1.2 million (9.7%). Year-to-date cost underruns include full-time wages and benefits, building and facilities expenses, utilities (mainly driven by lower electricity costs than budgeted projections), professional services, and fuel purchases (due to lower fuel sales). March advertising expenses were significantly over budget (\$145,000) as we received multiple prior-year air service marketing invoices from Allegiant which were previously sent to an incorrect email address. Other cost overruns include technology expenses (maintenance service agreements) part-time wages, airfield maintenance, equipment parts and golf course turf maintenance expenses.

Non-operating income includes year-to-date interest income of \$430,000 and Covid related grant funding for Skyhaven in the amount of \$32,000. Year-to-date Net Operating Loss (which includes depreciation) is negative (\$1.9) million performing favorably against the budgeted loss of negative (\$3.8) million.

Business Unit Performance

Portsmouth Airport

Portsmouth Airport (PSM) incl Security			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	2,095	1,864	231
Operating Expenses	2,975	3,075	100
Operating Income	(880)	(1,211)	331
Depreciation	3,174	3,496	323
Non Oper. (Inc)/Exp	(0)	0	0
Net Operating Income (Loss)	(4,054)	(4,707)	654

Year-to-date operating revenues for Portsmouth Airport are higher than budget by \$231,000 (12.4%) mainly stemming from higher fuel flowage fees. Operating expenses are favorable by \$100,000 (3.2%). Cost underruns include equipment maintenance, security, snow-related expenditures, and electricity. Line items trending over budget include wages and overtime, advertising (as mentioned previously), airfield maintenance and professional services expenses related to an engineering study for the air traffic control tower.

Skyhaven Airport

Skyhaven (DAW)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	173	177	(4)
Operating Expenses	220	200	(20)
Operating Income	(47)	(23)	(24)
Depreciation	312	318	6
Non Oper. (Inc)/Exp	(32)	0	32
Net Operating Income (Loss)	(327)	(341)	14

Operating revenues at Skyhaven are \$4,000 lower than budget mainly stemming from lower fuel sales. Year-to-date fuel sales of \$57,184 represent 9,178 gallons sold. Year-to-date gallons sold are trending 13.8% lower than prior year. Poor weather conditions during peak flying months are the main driver of this decrease. Operating expenses are over budget by \$20,000, driven by part-time wages as staffing levels are higher than budgeted assumptions. Cost underruns include building and facilities and administrative expenses. 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	7,660	7,618	42
Operating Expenses	376	512	137
Operating Income	7,284	7,106	178
Depreciation	578	609	32
Non Oper. (Inc)/Exp	(211)	0	211
Net Operating Income (Loss)	6,917	6,497	421

Year-to-date revenues at the Tradeport are \$42,000 favorable to budget. Expenses are trending under budget by \$137,000 (22.8%) 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	2,465	2,346	119
Operating Expenses	1,858	1,875	17
Operating Income	607	471	136
Depreciation	275	283	8
Non Oper. (Inc)/Exp	(153)	(0)	153
Net Operating Income (Loss)	485	188	297

Year-to-date Golf course revenues are favorable \$119,000 (5.1%) and include higher revenue in golf fees and merchandise sales. Expenses are favorable by \$17,000 (0.9%) driven by cost underruns in utilities as usage and costs to date are lower than budgeted assumptions. Cost overruns include wages (due to seasonal golf lesson income included in wages), fertilizer, vegetation control and operating equipment parts and rental.

Division of Ports and Harbors (DPH)-Unrestricted

Division of Ports and Harbors (Unrestricted)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	1,855	2,172	(317)
Operating Expenses	1,902	2,322	420
Operating Income	(47)	(149)	103
Depreciation	895	731	(164)
Non Oper. (Inc)/Exp	(59)	(2)	57
Net Operating Income (Loss)	(883)	(879)	(4)

Year-to-date unrestricted operating revenues for the DPH are trending under budget by \$317,000 (14.6%). Significant line items trending lower than budget include fuel sales and wharfage and dockage fees. Year-to-date operating expenses are under budget by \$420,000 (15.1%) and are attributable to lower fuel purchases, full-time wages and benefits, contractor services and utilities expenses.

Balance Sheet/Statement of Net Position (Consolidated)

(\$ 000's)	As of 3/31/2024	As of 3/31/2023
Assets		
Current Assets	23,791	20,098
Restricted Assets	1,480	1,525
Non-Current Assets	317,159	293,627
Total Assets	342,430	315,250
Deferred Outflows of Resources	3,049	3,705
Liabilities		
Current Liabilities	5,700	3,576
Non-Current Liabilities	11,478	12,002
Total Liabilities	17,178	15,579
Deferred Inflows of Resources	213,258	201,506
Net Position		
Net Invest. in Cap Assets	104,027	96,396
Restricted	1,356	1,388
Unrestricted	9,660	4,086
Total Net Position	115,043	101,870

The January balance sheet consists of \$23.8 million in current assets which include \$14.3 million in unrestricted cash (both PDA and DPH), \$8.5 million in trade and lease receivables, and \$1 million in inventory and prepaid expenses.

Restricted assets total \$1.6 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 total \$11.0 million with most costs incurred for the rehabilitation of the Main Pier at Market Street (\$6.4 million) and the PSM Arrivals Hall (\$3.0 million). Other projects include grant-funded snow removal equipment and various internally funded equipment purchases.

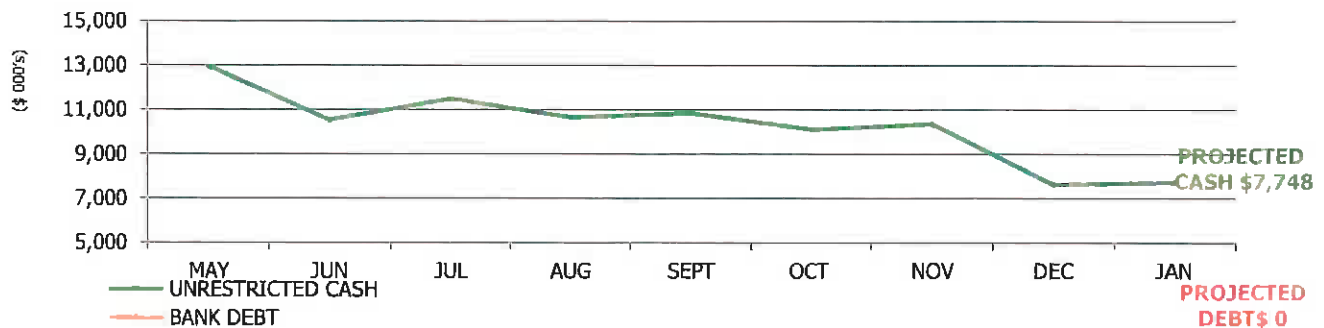
Current liabilities of \$5.7 million represent trade accounts payable, retainage and various accrued expenses.

Cash Flow Projections for the Nine Month Period Ending January 31, 2025 (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 \$7.7 million in grant funding.

Cash outflows of \$27.3 million during this same period incorporate \$14 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 \$7.7 million. The chart below outlines cash and debt balances over the next nine-month period.

PROJECTED CASH AND DEBT BALANCES



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

**PEASE DEVELOPMENT AUTHORITY
FY2024 FINANCIAL REPORT
FOR THE NINE MONTH PERIOD
ENDING MARCH 31, 2024**



**BOARD OF DIRECTORS MEETING
MAY 23, 2024**

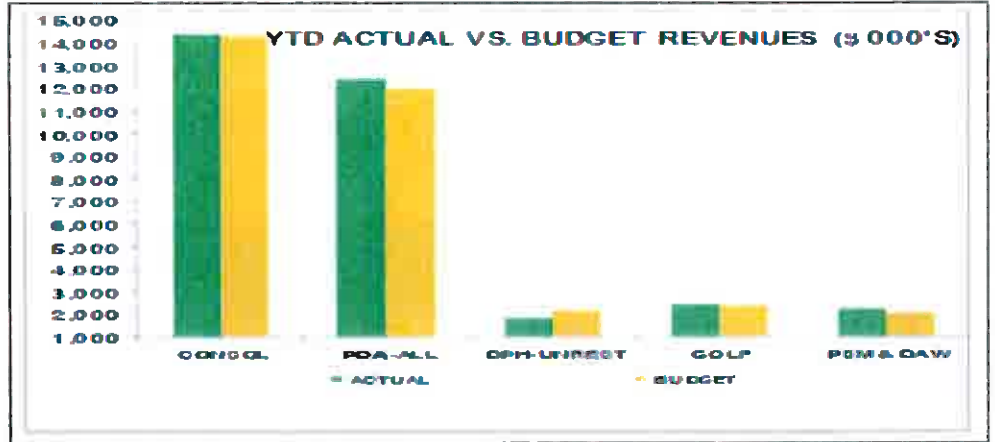
PEASE DEVELOPMENT AUTHORITY

Revenues and Expenditures –Nine Months Ended March 31, 2024

Trends:

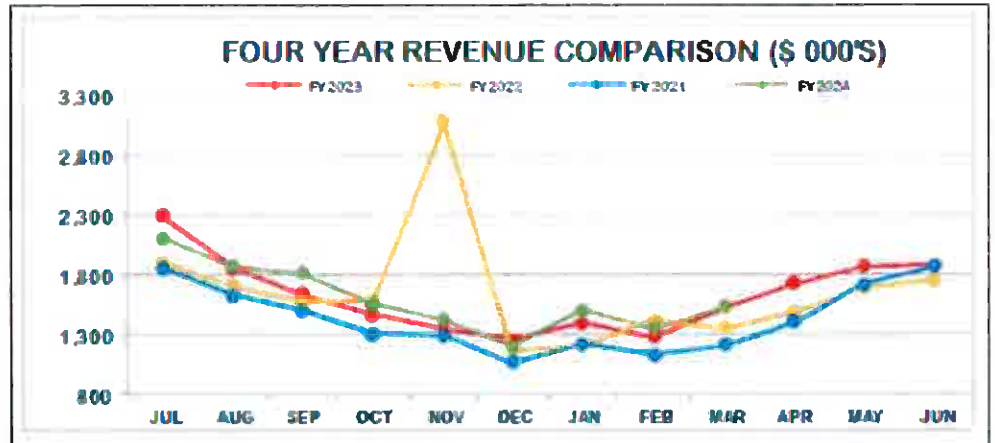
YTD revenue budget higher by 0.4%

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



Trends:

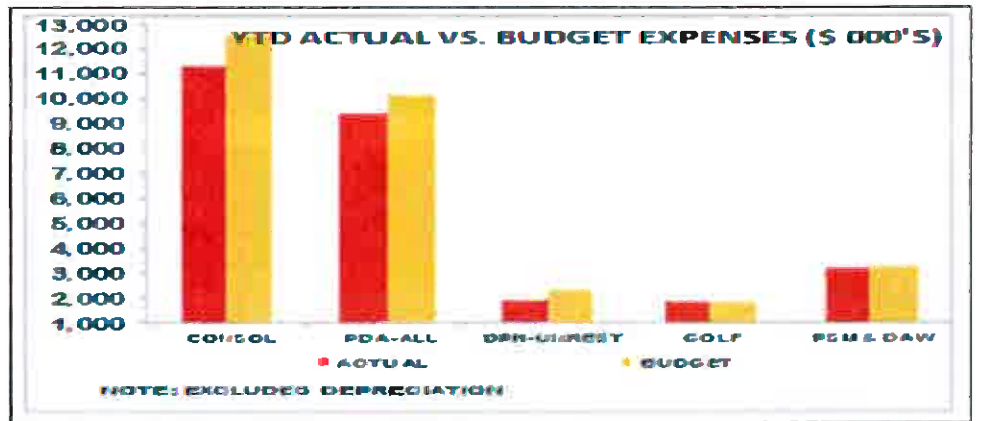
- November 2021 includes sale of 30 NH Ave
- July revenues include annual rent payment-Great Bay Comm. College
- June revenues include increase in Golf fee revenue



Trends:

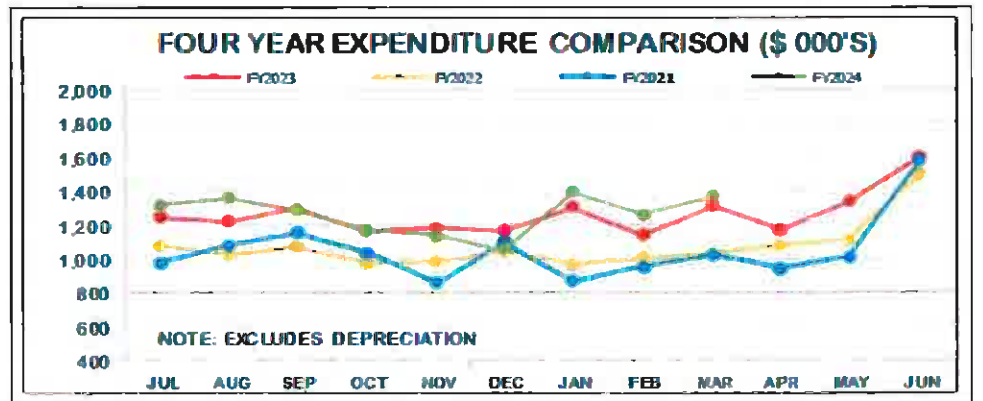
YTD Operating Expenses lower by 9.7%:

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



Trends:

June 2020-June 2023 – Retirement OPEB year end adjustments



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

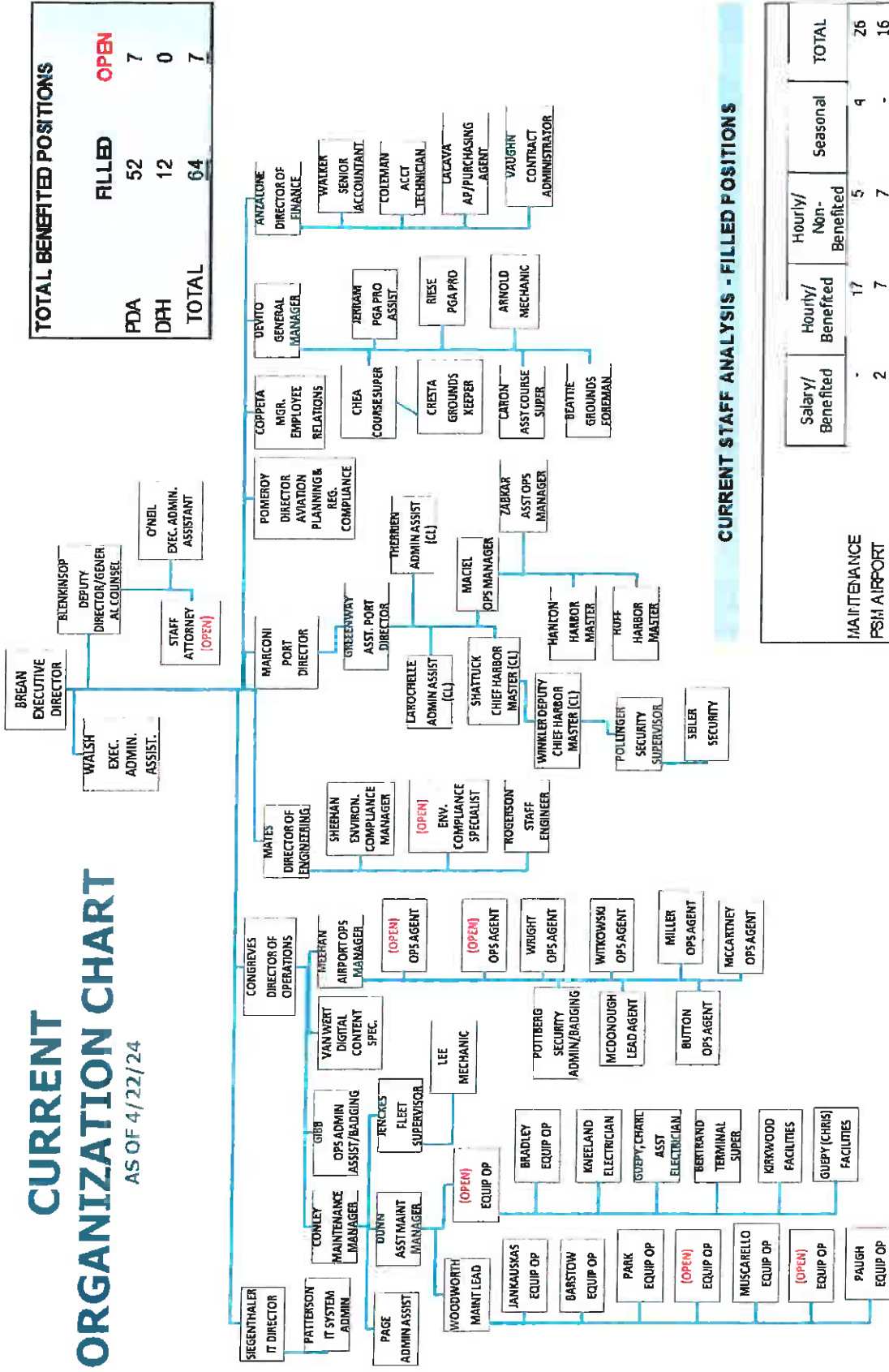
	Actual Mar FY 2024	Budget Mar FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL								
FACILITIES	\$931,772	\$917,163	\$14,608	1.6%	\$8,633,179	\$8,586,851	\$44,328	0.5%
CARGO AND HANGARS	14,808	14,711	97	0.7%	135,164	132,015	3,149	2.4%
	<u>946,580</u>	<u>931,874</u>	<u>14,706</u>	<u>1.6%</u>	<u>8,768,343</u>	<u>8,720,866</u>	<u>47,477</u>	<u>0.5%</u>
CONCESSION REVENUE	42,960	42,022	938	2.2%	475,617	413,415	62,203	15.0%
FEE REVENUE								
AVIATION FEES	119,424	112,300	7,124	6.3%	120,444	112,300	8,144	7.3%
FUEL FLOWAGE	98,704	46,792	51,912	110.9%	717,200	533,979	183,221	34.3%
PSM TSA/LEO REVENUE	2,970	1,833	1,137	62.0%	26,819	16,500	10,319	62.5%
PSM SECURITY REVENUE	1,865	1,917	(52)	(2.7%)	19,640	17,250	2,390	13.9%
GOLF FEES	22,665	67,220	(44,555)	(66.3%)	1,439,535	1,358,341	81,193	6.0%
GOLF SIMULATORS	23,756	11,282	12,473	110.6%	122,975	115,208	7,767	6.7%
GOLF MEMBERSHIPS	-	-	-	-	253,444	253,125	319	0.1%
GOLF LESSONS	7,100	1,757	5,343	304.2%	31,233	24,151	7,081	29.3%
MOORING FEES	37,677	39,583	(1,907)	(4.8%)	339,091	356,250	(17,160)	(4.8%)
PARKING	72,995	88,667	(15,672)	(17.7%)	427,569	428,015	(446)	(0.1%)
PIER USAGE FEES	8,053	9,167	(1,114)	(12.2%)	68,724	82,500	(13,777)	(16.7%)
REGISTRATIONS	30,114	18,917	11,197	59.2%	157,767	170,250	(12,483)	(7.3%)
TERMINAL FEES	-	-	-	-	-	-	-	-
WHARFAGE AND DOCKAGE	63,605	51,667	11,938	23.1%	355,823	465,003	(109,180)	(23.5%)
	<u>488,928</u>	<u>451,102</u>	<u>37,825</u>	<u>8.4%</u>	<u>4,080,264</u>	<u>3,932,872</u>	<u>147,390</u>	<u>3.7%</u>
FUEL SALES	13,255	29,320	(16,065)	(54.8%)	476,068	712,813	(236,745)	(33.2%)
INTEREST INCOME								
LOAN INTEREST	2,716	3,000	(284)	(9.5%)	25,413	27,000	(1,587)	(5.9%)
OTHER REVENUES								
MERCHANDISE	14,941	10,385	4,556	43.9%	251,158	227,380	23,778	10.5%
ALL OTHER	26,155	29,105	(2,950)	(10.1%)	292,118	277,560	14,558	5.2%
	<u>41,096</u>	<u>39,490</u>	<u>(1,606)</u>	<u>(4.1%)</u>	<u>543,276</u>	<u>504,940</u>	<u>(38,336)</u>	<u>(7.6%)</u>
TOTAL OPERATING REVENUE	1,535,535	1,496,808	38,725	2.6%	14,368,981	14,311,906	57,073	0.4%
OPERATING EXPENSES								
WAGES AND FRINGE BENEFITS								
WAGES								
BENEFITED REGULAR	413,358	446,515	33,157	7.4%	3,662,776	3,815,134	152,359	4.0%
BENEFITED OVERTIME	14,190	28,672	14,483	50.5%	248,686	202,958	(45,728)	(22.5%)
NON-BENEFITED REGULAR	77,585	87,045	9,461	10.9%	795,032	746,371	(48,661)	(6.5%)
NON-BENEFITED OVERTIME	(943)	4,068	5,011	123.2%	28,098	35,975	7,877	21.9%
ACCRUED VACATION BENEFITS	3,682	250	(3,432)	(1372.6%)	(2,267)	2,250	4,517	200.8%
ACCRUED SICK TIME BENEFITS	(9,082)	333	9,415	2824.5%	11,242	3,000	(8,243)	(274.8%)
	<u>498,790</u>	<u>566,883</u>	<u>68,095</u>	<u>12.0%</u>	<u>4,743,567</u>	<u>4,805,688</u>	<u>62,121</u>	<u>1.3%</u>
WAGE TRANSFERS OUT	-	-	-	-	-	-	-	-
	<u>498,790</u>	<u>566,883</u>	<u>68,095</u>	<u>12.0%</u>	<u>4,743,567</u>	<u>4,805,688</u>	<u>62,121</u>	<u>1.3%</u>
BENEFITS								
DENTAL INSURANCE	5,687	6,971	1,285	18.4%	49,029	62,743	13,715	21.9%
HEALTH INSURANCE	120,625	115,305	(5,320)	(4.6%)	998,902	1,037,742	38,840	3.7%
LIFE INSURANCE	2,316	2,987	671	22.5%	17,623	26,884	9,262	34.5%
NEW HAMPSHIRE RETIREMENT	55,439	65,342	9,903	15.2%	554,727	588,081	33,353	5.7%
POST RETIREMENT BENEFITS	11,167	12,015	848	7.1%	98,884	108,131	9,248	8.6%
EMPLOYEE DRUG TEST	-	170	170	100.0%	1,244	1,530	286	18.7%
OPEB EXPENSE	-	-	-	-	-	-	-	-
EMPLOYER FICA	37,222	44,561	7,339	16.5%	347,224	368,456	21,232	5.8%
UNEMPLOYMENT INS	636	-	(636)	-	859	-	(859)	-
	<u>233,092</u>	<u>247,351</u>	<u>14,260</u>	<u>5.8%</u>	<u>2,068,492</u>	<u>2,193,567</u>	<u>125,077</u>	<u>5.7%</u>
BENEFIT TRANSFERS OUT	-	-	-	-	-	-	-	-
	<u>233,092</u>	<u>247,351</u>	<u>14,260</u>	<u>5.8%</u>	<u>2,068,492</u>	<u>2,193,567</u>	<u>125,077</u>	<u>5.7%</u>
TOTAL WAGES & BENEFITS	731,882	814,234	82,355	10.1%	6,812,059	6,999,255	187,198	2.7%

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

	Actual Mar FY 2024	Budget Mar FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
BUILDING AND FACILITIES								
AIRFIELD MAINTENANCE	2,911	4,875	1,964	40.3%	67,338	43,875	(23,463)	(53.5%)
COVID-19	-	-	-	-	-	-	-	-
SOIL & VEGETATION CONTROL	0	10,588	10,588	100.0%	112,940	95,288	(17,652)	(18.5%)
ENVIRONMENTAL TESTING	1,951	14,398	12,447	86.4%	104,173	129,582	25,409	19.6%
EQUIPMENT MAINTENANCE	25,514	39,077	13,563	34.7%	338,961	383,894	24,933	6.9%
FACILITIES MAINTENANCE	89,615	75,739	6,124	8.1%	582,341	746,652	164,311	22.0%
LANDSCAPING	-	2,216	2,216	100.0%	13,623	30,125	16,502	54.8%
NAVIGATION MAINTENANCE	-	4,792	4,792	100.0%	1,496	43,125	41,629	96.5%
OTHER EXPENSES	-	-	-	-	1,500	-	(1,500)	-
SECURITY	21,826	27,577	5,751	20.9%	128,697	133,489	4,793	3.6%
SNOW REMOVAL	16,044	46,944	32,899	67.2%	126,931	224,057	97,126	43.3%
EXPENSE TRANSFERS	-	-	-	-	-	-	-	-
	137,861	228,206	90,343	39.6%	1,478,000	1,810,087	332,087	18.3%
WAGE & BENEFIT TRANSFER IN	-	-	-	-	-	-	-	-
	137,861	228,206	90,343	39.6%	1,478,000	1,810,087	332,087	18.3%
GENERAL AND ADMINISTRATIVE								
BAD DEBT EXPENSE	-	-	-	-	-	-	-	-
BANK FEES	4,472	8,455	3,983	47.1%	97,391	101,513	4,122	4.1%
COMPUTER EXPENSES	54,404	9,167	(45,237)	(493.5%)	113,593	82,500	(31,093)	(37.7%)
DISCOUNTS AND LATE FEES	(330)	(189)	141	(74.5%)	(1,563)	(1,703)	(120)	7.0%
EQUIPMENT UNDER \$5,000	4,408	8,153	3,745	45.9%	53,746	74,593	20,847	27.9%
FEES AND LICENSES	3,241	6,344	3,103	48.9%	31,512	57,296	25,784	45.0%
INSURANCE	37,697	39,393	1,696	4.3%	323,588	333,870	10,282	3.1%
OFFICE EQUIPMENT	953	1,922	969	50.4%	17,592	17,295	(296)	(1.7%)
PROFESSIONAL DEVELOPMENT	2,415	4,393	1,977	45.0%	16,536	39,533	22,997	58.2%
SUPPLIES	8,989	7,092	(1,897)	(26.7%)	63,795	63,831	36	0.1%
TELEPHONES AND COMMUNICATIONS	15,241	17,075	1,834	10.7%	151,980	153,675	1,695	1.1%
TRAVEL AND MILEAGE	4,136	3,192	(945)	(29.6%)	28,245	28,725	480	1.7%
OTHER EXPENSES	2,895	5,777	2,883	49.9%	63,335	51,994	(11,341)	(21.8%)
	138,521	110,774	(27,749)	(25.1%)	959,730	1,003,122	43,392	4.3%
UTILITIES								
ELECTRICITY	51,212	78,677	27,464	34.9%	489,741	711,012	221,271	31.1%
ELECTRICITY TRANSFERS	-	-	-	-	-	-	-	-
HEATING OIL	515	367	(148)	(40.4%)	3,491	1,595	(1,896)	(118.9%)
NATURAL GAS	8,706	17,354	8,648	49.8%	46,092	69,871	23,780	34.0%
NATURAL GAS TRANSFERS	-	-	-	-	-	-	-	-
PROPANE	4,272	9,926	5,654	57.0%	34,539	49,638	15,099	30.4%
WASTE REMOVAL	3,491	5,078	1,587	31.3%	38,754	57,900	19,146	33.1%
WASTE REMOVAL TRANSFERS	-	-	-	-	-	-	-	-
WATER	1,654	7,429	5,775	77.7%	21,552	82,901	61,349	74.0%
WATER TRANSFERS	-	-	-	-	-	-	-	-
	69,850	118,831	48,981	41.2%	634,169	972,917	339,748	34.8%
PROFESSIONAL SERVICES								
AUDIT	9,223	9,692	469	4.8%	91,131	94,225	3,094	3.3%
INFORMATION TECHNOLOGY	18,545	13,790	(4,755)	(34.5%)	115,144	124,111	8,967	7.2%
LEGAL	43,851	15,600	(28,251)	(181.1%)	118,932	140,400	21,469	15.3%
LEGAL PERMIT IMPLEMENT	3,248	14,583	11,335	77.7%	40,251	131,250	90,999	69.3%
ADMINISTRATIVE SERVICES	26,886	16,617	(10,269)	(61.8%)	90,000	149,556	59,556	39.8%
	101,753	70,282	(31,471)	(44.8%)	455,458	639,542	184,085	28.8%
MARKETING AND PROMOTION								
ADVERTISING	148,491	3,242	(145,249)	(4480.0%)	175,807	29,179	(146,628)	(502.5%)
OTHER MARKETING	6,639	20,783	14,144	68.1%	127,651	187,044	59,393	31.8%
FLIGHT INCENTIVES	-	-	-	-	-	-	-	-
	155,130	24,025	(131,105)	(545.7%)	303,458	216,223	(87,235)	(40.3%)
OTHER OPERATING EXPENSES								
COAST TROLLEY	10,000	10,000	-	-	90,000	90,000	-	-
FUEL	9,136	22,975	13,839	60.2%	344,376	547,420	203,044	37.1%
GOLF CART LEASE	-	-	-	-	85,001	103,585	18,584	17.9%
MERCHANDISE	15,725	7,789	(7,936)	(101.9%)	177,825	170,536	(7,289)	(4.3%)
	34,861	40,764	5,903	14.5%	697,202	911,541	214,340	23.5%
TOTAL OPERATING EXPENSES	1,369,858	1,407,116	37,257	2.6%	11,340,076	12,552,687	1,212,615	9.7%
OPERATING INCOME/(LOSS)	165,677	89,692	75,982	84.7%	3,028,905	1,759,219	1,269,688	72.2%
DEPRECIATION	598,221	626,813	28,592	4.6%	5,364,181	5,558,450	194,269	3.5%
AMORTIZATION	-	-	-	-	-	-	-	-
NON-OPERATING (INCOME)/EXPENSES								
INTEREST EXPENSE	-	833	833	100.0%	-	7,500	7,500	100.0%
INTEREST INCOME	(43,729)	(7,735)	35,994	(465.3%)	(429,698)	(69,618)	360,080	(517.2%)
NON-OPERATING GRANT FUNDING	-	-	-	-	(32,000)	-	32,000	-
GAIN/LOSS ON ASSETS	-	-	-	-	-	-	-	-
OTHER NON-OPERATING	-	-	-	-	-	-	-	-
	(43,729)	(6,902)	36,827	(533.6%)	(461,698)	(62,118)	399,580	(643.3%)
NET OPERATING INCOME/(LOSS)	(388,815)	(530,219)	141,401	(26.7%)	(1,873,578)	(3,737,113)	1,863,537	(49.9%)

CURRENT ORGANIZATION CHART

AS OF 4/22/24



TOTAL BENEFITED POSITIONS

FDA	52	FILLED
DPH	12	OPEN
TOTAL	64	

CURRENT STAFF ANALYSIS - FILLED POSITIONS

	Salary/ Benefited	Hourly/ Benefited	Hourly/ Non-Benefited	Seasonal	TOTAL
MAINTENANCE	-	17	5	4	26
PSH AIRPORT SECURITY	2	7	7	-	16
PORT AUTHORITY	1	1	8	-	10
GOLF COURSE	2	10	12	-	24
FINANCE	3	5	2	19	29
ENGINEERING	3	2	0	-	5
LEGAL	3	0	1	-	4
DAWA PORT	1	1	4	-	2
TECHNOLOGY	1	1	-	-	2
HUMAN RESOURCES	1	-	-	-	1
MARKETING	0	1	-	-	1
EXECUTIVE	1	1	1	-	3
TOTAL	18	46	40	23	127

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Net Position
For the Nine Months Ending March 31, 2024

	<u>2024</u>	<u>2023</u>
	Ending	Ending
ASSETS		
Cash and Investments	\$14,368,136	\$10,702,382
Accounts Receivable - Net	8,476,479	8,379,462
Inventories	409,435	507,651
Prepays	408,238	393,257
	<u>23,662,288</u>	<u>19,982,752</u>
RESTRICTED ASSETS		
Cash and Investments	456,439	447,943
Current Receivables	61,085	71,932
Loans Receivable - NHFL		
Due within 1 Year	128,744	115,376
Due in more than 1 Year	962,733	1,004,745
TOTAL RESTRICTED ASSETS	<u>1,609,001</u>	<u>1,639,996</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	13,896,582	13,745,108
Other Capital Assets - Net	82,610,075	75,130,278
TOTAL NON-CURRENT ASSETS	<u>317,158,874</u>	<u>293,627,114</u>
TOTAL ASSETS	<u>342,430,164</u>	<u>315,249,862</u>
DEFERRED OUTFLOWS OF RESOURCES		
Pension	1,426,696	1,424,984
OPEB	1,621,805	2,279,876
	<u>3,048,501</u>	<u>3,704,860</u>
LIABILITIES		
ACCOUNTS PAYABLE AND ACCRUED EXPENSES		
Retainage	4,482,308	2,681,204
Unearned Revenues	392,855	59,958
Long-Term Liabilities	823,836	835,264
Net Pension Liability	5,286,773	4,279,644
Net OPEB Liability	5,835,603	7,378,664
Due in more than 1 Year	355,469	343,811
	<u>17,176,844</u>	<u>15,578,544</u>
RESTRICTED LIABILITIES		
Current Liabilities	881	0
Long-Term Liabilities	0	0
Due within 1 Year	0	0
Due in more than 1 Year	0	0
	<u>881</u>	<u>0</u>
TOTAL LIABILITIES	<u>17,177,725</u>	<u>15,578,544</u>
DEFERRED INFLOWS OF RESOURCES		
Pension	228,607	1,382,954
OPEB	2,087,794	1,651,884
Lease Revenue	210,941,329	198,471,605
	<u>213,257,730</u>	<u>1,993,239</u>
NET POSITION		
Net Investment in Capital Assets	104,027,443	96,396,173
Restricted For:		
Revolving Loan Fishery Fund	1,280,641	1,260,999
Harbor Dredging and Pier Maintenance	56,695	111,276
Foreign Trade Zone	18,535	15,471
Unrestricted	9,659,896	4,085,816
TOTAL NET POSITION	<u>115,043,209</u>	<u>101,869,735</u>

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

	Actual Mar FY 2024	Budget Mar 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	\$57,852	\$1,076	1.9%	\$655,442	\$639,215	\$16,227	2.5%
CARGO AND HANGARS	2,748	2,729	19	0.7%	24,590	24,379	211	0.9%
CONCESSION REVENUE	12,023	10,350	1,673	16.2%	91,314	77,635	13,679	17.6%
FEE REVENUE	285,779	241,382	44,397	18.4%	1,164,414	976,421	187,993	19.3%
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	12,990	16,250	(3,260)	(20.1%)	159,514	146,250	13,264	9.1%
TOTAL OPERATING REVENUES	372,468	328,563	43,905	13.4%	2,095,274	1,863,900	231,374	12.4%
EXPENSES								
WAGES AND FRINGE BENEFITS	124,385	131,255	6,870	5.2%	1,184,325	1,092,551	(91,774)	(8.4%)
BUILDING AND FACILITIES	57,223	117,868	60,645	51.5%	736,807	899,896	163,089	18.1%
GENERAL AND ADMINISTRATIVE	88,699	47,407	(41,292)	(87.1%)	399,045	408,318	9,273	2.3%
UTILITIES	40,452	65,124	24,672	37.9%	348,395	524,610	176,215	33.6%
PROFESSIONAL SERVICES	28,154	9,316	(18,838)	(202.2%)	89,198	83,851	(5,347)	(6.4%)
MARKETING AND PROMOTION	146,434	7,292	(139,142)	(1908.1%)	217,544	65,625	(151,919)	(231.5%)
OTHER OPERATING EXPENSES								
TOTAL OPERATING EXPENSES	485,347	378,262	(107,085)	(28.3%)	2,975,314	3,074,851	99,537	3.2%
OPERATING INCOME	(112,879)	(49,699)	(63,180)	(127.1%)	(880,040)	(1,210,951)	330,911	27.3%
NON-OPERATING (INCOME) EXPENSE	(1)	0	1	-	(9)	0	9	-
DEPRECIATION	351,987	396,381	44,394	11.2%	3,173,579	3,496,448	322,869	9.2%
NET OPERATING INCOME	(464,865)	(446,080)	18,785	(4.2%)	(4,053,610)	(4,707,399)	(653,789)	13.9%

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

	Actual Mar FY 2024	Budget Mar FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	12,060	11,982	78	0.6%	110,574	107,636	2,938	2.7%
CONCESSION REVENUE	-	267	(267)	(100.0%)	0	2,400	(2,400)	(100.0%)
FEE REVENUE	4,034	5,300	(1,266)	(23.9%)	5,054	5,300	(246)	(4.6%)
FUEL SALES	3,604	8,492	(4,888)	(57.6%)	57,155	60,962	(3,807)	(6.2%)
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	92	(92)	(100.0%)	(50)	825	(875)	(106.1%)
TOTAL OPERATING REVENUES	19,698	26,132	(6,434)	(24.6%)	172,733	177,122	(4,390)	(2.5%)
EXPENSES								
WAGES AND FRINGE BENEFITS	10,860	7,291	(3,569)	(49.0%)	91,680	40,499	(51,181)	(126.4%)
BUILDING AND FACILITIES	1,591	3,595	2,004	55.7%	20,231	36,355	16,124	44.4%
GENERAL AND ADMINISTRATIVE	2,237	4,076	1,839	45.1%	28,452	34,346	5,894	17.2%
UTILITIES	3,275	4,884	1,610	33.0%	24,348	29,885	5,537	18.5%
PROFESSIONAL SERVICES	597	1,028	431	41.9%	5,482	9,254	3,773	40.8%
MARKETING AND PROMOTION	-	125	125	100.0%	444	1,125	681	60.5%
OTHER OPERATING EXPENSES	2,976	6,794	3,818	56.2%	49,274	48,769	(505)	(1.0%)
TOTAL OPERATING EXPENSES	21,536	27,794	6,258	22.5%	219,911	200,233	(19,678)	(9.8%)
OPERATING INCOME	(1,838)	(1,661)	(177)	10.6%	(47,178)	(23,111)	(24,067)	104.1%
NON-OPERATING (INCOME) EXPENSE	-	-	-	-	(32,000)	-	32,000	-
DEPRECIATION	35,419	31,716	(3,703)	(11.7%)	311,811	317,898	6,088	1.9%
NET OPERATING INCOME	(37,257)	(33,377)	(3,879)	11.6%	(326,989)	(341,009)	14,020	(4.1%)

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

	Actual Mar FY 2024	Budget Mar FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$829,362	\$807,426	\$21,937	2.7%	\$7,626,112	\$7,599,587	\$26,525	0.3%
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	-	-	-	-	-	-	-	-
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	4,095	2,083	2,011	96.5%	33,905	18,750	15,155	80.8%
TOTAL OPERATING REVENUES	833,457	809,509	23,948	3.0%	7,660,016	7,618,337	41,679	0.5%
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	7,829	31,684	23,855	75.3%	152,922	246,512	93,590	38.0%
GENERAL AND ADMINISTRATIVE	4,274	8,514	4,240	49.8%	66,166	72,959	6,793	9.3%
UTILITIES	8,040	14,805	6,765	45.7%	63,514	99,860	36,346	36.4%
PROFESSIONAL SERVICES	93	247	153	62.2%	280	2,219	1,940	87.4%
MARKETING AND PROMOTION	404	83	(321)	(385.2%)	2,734	750	(1,984)	(264.5%)
OTHER OPERATING EXPENSES	10,000	10,000	-	-	90,000	90,000	-	-
TOTAL OPERATING EXPENSES	30,641	65,332	34,692	53.1%	375,615	512,299	136,685	26.7%
OPERATING INCOME	802,816	744,177	58,639	7.9%	7,284,402	7,106,038	178,364	2.5%
NON-OPERATING (INCOME) EXPENSE	(36,861)	-	36,861	-	(210,599)	-	210,599	-
DEPRECIATION	62,556	68,966	6,411	9.3%	577,710	609,412	31,702	5.2%
NET OPERATING INCOME	777,122	675,210	101,912	15.1%	6,917,290	6,496,626	420,664	6.5%

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

	Actual Mar FY 2024	Budget Mar 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	30,937	31,406	(469)	(1.5%)	335,101	327,379	7,722	2.4%
FEE REVENUE	53,521	80,259	(26,738)	(33.3%)	1,847,187	1,750,826	96,361	5.5%
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	14,941	10,385	4,556	43.9%	251,158	227,380	23,778	10.5%
OTHER REVENUE	3,360	4,442	(1,082)	(24.4%)	31,534	39,980	(8,446)	(21.1%)
TOTAL OPERATING REVENUES	102,759	126,492	(23,733)	(18.8%)	2,464,980	2,345,565	119,414	5.1%
EXPENSES								
WAGES AND FRINGE BENEFITS	89,906	82,464	(7,442)	(9.0%)	910,708	875,287	(35,422)	(4.0%)
BUILDING AND FACILITIES	48,474	35,339	(13,135)	(37.2%)	335,662	285,937	(49,725)	(17.4%)
GENERAL AND ADMINISTRATIVE	16,438	18,185	1,747	9.6%	182,586	188,143	5,557	3.0%
UTILITIES	8,736	16,320	7,584	46.5%	106,533	184,578	78,045	42.3%
PROFESSIONAL SERVICES	2,513	3,301	788	23.9%	27,052	29,707	2,655	8.9%
MARKETING AND PROMOTION	1,679	4,142	2,462	59.5%	33,003	37,274	4,270	11.5%
OTHER OPERATING EXPENSES	15,725	7,789	(7,936)	(101.9%)	262,826	274,121	11,295	4.1%
TOTAL OPERATING EXPENSES	183,471	167,540	(15,932)	(9.5%)	1,858,370	1,875,047	16,674	0.9%
OPERATING INCOME	(80,712)	(41,048)	(39,665)	96.6%	606,610	470,518	136,088	28.9%
NON-OPERATING (INCOME) EXPENSE	-	(17)	(17)	100.0%	(152,970)	(150)	152,820	(101859.5%)
DEPRECIATION	30,930	32,136	1,206	3.8%	274,880	282,530	7,650	2.7%
NET OPERATING INCOME	(111,642)	(73,167)	(38,476)	52.6%	484,700	188,138	296,558	157.6%

BUSINESS UNIT ANALYSIS	PRO SHOP	COURSE OPERATIONS	FOOD/BEV	SIMULATOR	TOTAL
OPERATING REVENUES	261,402	1,730,904	349,699	122,975	2,464,980
OPERATING EXPENSES* *Excluding Depreciation	221,662	1,428,408	156,344	51,956	1,858,370
OPERATING INCOME	39,740	302,496	193,355	71,019	606,610

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

	Actual Mar FY 2024	Budget Mar FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$43,482	\$51,886	(\$8,404)	(16.2%)	\$337,626	\$338,049	(\$424)	(0.1%)
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	0	0	0	-	49,202	6,000	43,202	720.0%
FEE REVENUE	131,341	110,411	20,931	19.0%	941,232	1,076,577	(135,344)	(12.6%)
FUEL SALES	9,651	20,828	(11,178)	(53.7%)	418,914	651,852	(232,938)	(35.7%)
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	9,896	9,330	566	6.1%	107,827	99,580	8,247	8.3%
TOTAL OPERATING REVENUES	194,369	192,455	1,915	1.0%	1,854,800	2,172,057	(317,257)	(14.6%)
EXPENSES								
WAGES AND FRINGE BENEFITS	124,754	144,011	19,257	13.4%	1,191,953	1,299,860	107,906	8.3%
BUILDING AND FACILITIES	16,399	25,385	8,987	35.4%	155,064	208,467	53,403	25.6%
GENERAL AND ADMINISTRATIVE	7,201	11,107	3,907	35.2%	108,409	106,598	(1,810)	(1.7%)
UTILITIES	8,957	17,294	8,336	48.2%	84,996	130,350	45,355	34.8%
PROFESSIONAL SERVICES	6,319	7,629	1,310	17.2%	65,267	75,657	10,390	13.7%
MARKETING AND PROMOTION	0	217	217	100.0%	764	1,950	1,186	60.8%
OTHER OPERATING EXPENSES	6,161	16,181	10,020	61.9%	295,102	498,651	203,549	40.8%
TOTAL OPERATING EXPENSES	169,789	221,823	52,034	23.5%	1,901,554	2,321,534	419,979	18.1%
OPERATING INCOME	24,580	(29,369)	53,949	(183.7%)	(46,754)	(149,476)	102,723	(68.7%)
NON-OPERATING (INCOME) EXPENSE	(6,101)	(183)	5,917	(3227.7%)	(58,802)	(1,650)	57,152	(3463.8%)
DEPRECIATION	100,151	82,720	(17,431)	(21.1%)	895,376	731,142	(164,234)	(22.5%)
NET OPERATING INCOME	(69,470)	(111,906)	42,436	(37.9%)	(883,327)	(878,968)	(4,359)	0.5%

BUSINESS UNIT ANALYSIS	RYE HARBOR	HAMPTON HARBOR	PORTS. FISH PIER	MARKET ST.	HARBOR MGMT	ADMIN	TOTAL
OPERATING REVENUES	275,576	232,547	181,839	675,258	489,580	0	1,854,800
OPERATING EXPENSES* *Excluding Depreciation	213,621	320,949	235,372	370,888	393,670	367,054	1,901,554
OPERATING INCOME	61,955	(88,402)	(53,533)	304,370	95,910	(367,054)	(46,754)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - FOREIGN TRADEZONE
For the Nine Months Ending March 31, 2024

	Actual Mar FY 2024	Budget Mar 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	-	104	104	100.0%	1,250	938	(312)	(33.3%)
UTILITIES								
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	1,674	708	(966)	(136.3%)	7,653	6,375	(1,278)	(20.0%)
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,674	813	(862)	(106.0%)	8,903	7,313	(1,590)	(21.7%)
OPERATING INCOME	(1,674)	(813)	(862)	106.0%	5,097	4,688	410	8.7%
NON-OPERATING (INCOME) EXPENSE	(1)	-	-	(136.4%)	(4)	(3)	100.0%	(49.2%)
DEPRECIATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	(1,673)	(812)	(861)	106.0%	5,102	4,690	411	8.8%

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

	Actual Mar FY 2024	Budget Mar 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	9,417	10,000	(584)	(5.8%)	75,918	90,000	(14,083)	(15.6%)
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST								
MERCHANDISE								
OTHER REVENUE	650	583	67	11.4%	5,400	5,250	150	2.9%
TOTAL OPERATING REVENUES	10,067	10,583	(517)	(4.9%)	81,318	95,250	(13,932)	(14.6%)
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES	-	5,917	5,917	100.0%	-	53,250	53,250	100.0%
GENERAL AND ADMINISTRATIVE	25	1,000	975	97.5%	257	9,000	8,743	97.1%
UTILITIES								
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	25	6,917	6,892	99.6%	257	62,250	61,993	99.6%
OPERATING INCOME	10,042	3,666	6,375	173.9%	81,061	33,000	48,061	145.6%
NON-OPERATING (INCOME) EXPENSE	(521)	(35)	486	(1386.2%)	(5,217)	(315)	4,902	(1556.2%)
DEPRECIATION	6,367	5,917	(450)	(7.6%)	53,974	53,250	(724)	(1.4%)
NET OPERATING INCOME	4,196	(2,216)	6,411	(289.4%)	32,304	(19,935)	52,239	(262.0%)

Statement of Revenues and Expenses - REVOLVING LOAN FUND
For the Nine Months Ending March 31, 2024

	Actual Mar FY 2024	Budget Mar FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	-	-	-	-	-	-	-	-
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	2,716	3,000	(284)	(9.5%)	25,413	27,000	(1,587)	(5.9%)
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	75	(75)	(100.0%)	448	675	(227)	(33.6%)
TOTAL OPERATING REVENUES	2,716	3,075	(359)	(11.7%)	25,861	27,675	(1,814)	(6.6%)
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	-	42	42	100.0%	118	375	257	68.6%
UTILITIES	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	881	1,250	369	29.5%	11,838	11,250	(588)	(5.2%)
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	881	1,292	410	31.8%	11,956	11,625	(331)	(2.8%)
OPERATING INCOME	1,835	1,783	52	2.9%	13,905	16,050	(2,145)	(13.4%)
NON-OPERATING (INCOME) EXPENSE	(21)	-	21	-	(164)	-	164	-
DEPRECIATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	1,856	1,783	73	4.1%	14,069	16,050	(1,981)	(12.3%)

REVOLVING LOAN FUND (\$ 000's)	BALANCE AT 03-31-2024	BALANCE AT 06-30-2023
CASH BALANCES		
GENERAL FUNDS	188	194
SEQUESTERED FUNDS	-	-
	<u>188</u>	<u>194</u>
LOANS OUTSTANDING (21)		
CURRENT	129	117
LONG TERM	963	954
	<u>1,092</u>	<u>1,071</u>
TOTAL CAPITAL BASE	<u>1,280</u>	<u>1,265</u>
CAPTIAL UTILIZATION RATE -% *	85.3%	84.7%

*EXCLUDES SEQUESTERED FUNDS

**SUMMARY OF INTERGOVERNMENTAL RECEIVABLES
AS OF MARCH 31, 2024**

(\$000's)

<u>BUSINESS UNIT</u>	<u>TOTAL PROJECT</u>	<u>GRANT AWARD</u>	<u>EXPENDED TO DATE</u>	<u>PDA /DPH SHARE</u>	<u>RECEIVED TO DATE</u>	<u>BAL. DUE PDA/DPH</u>	<u>AMOUNT SUBMITTED</u>
PORTSMOUTH AIRPORT & TRADEPORT	10,447	10,086	3,911	(96)	1,530	2,050	43
SKYHAVEN AIRPORT	158	150	8	0	0	8	0
DIVISION OF PORTS AND HARBORS	25,028	25,028	21,584	0	20,491	849	849
	<u>35,633</u>	<u>35,264</u>	<u>25,503</u>	<u>(96)</u>	<u>22,021</u>	<u>2,907</u>	<u>892</u>

**SUMMARY OF CONSTRUCTION WORK IN PROCESS
AS OF MARCH 31, 2024**

(\$000's)

<u>PROJECT NAME</u>	<u>BALANCE AT 06-30-23</u>	<u>CURRENT YEAR EXPENDITURES</u>	<u>TRANSFER TO PLANT IN SERVICE</u>	<u>NET CURRENT YEAR CHANGE</u>	<u>3/31/2024</u>
PORTSMOUTH AIRPORT					
SNOW REMOVAL EQUIPMENT (AIP 74)	11	-	-	-	11
SNOW REMOVAL EQUIPMENT (AIP 69)	-	526	(526)	-	-
TERMINAL EXPANSION PROJECT	46	8	(54)	(46)	-
ALPHA NORTH TAXIWAY RECONSTRUCTION	79	199	-	199	278
NH AVE RIGHT HAND TURN LANE	49	41	-	41	90
BADGE TRAINING & SOFTWARE	45	70	-	70	115
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	2,279	-	2,279	2,382
ARRIVALS HALL (NON-GRANT)	726	698	-	698	1,424
PSM FENCE REPAIR	-	10	-	10	10
BLADES FOR SNOW PLOWS	-	20	(20)	-	-
PSM VIDEO SURVEILLANCE STORAGE	-	29	(29)	-	-
	<u>1,059</u>	<u>4,074</u>	<u>(736)</u>	<u>3,338</u>	<u>4,397</u>
SKYHAVEN AIRPORT					
JOHN DEERE PULL ROTARY CUTTER	11	-	(11)	(11)	0
FORK LIFT FORKS	-	7	(7)	0	0
SRE CARRIER VEHICLE WITH PLOW	-	8	-	8	8
	<u>11</u>	<u>15</u>	<u>-18</u>	<u>(3)</u>	<u>8</u>
GOLF COURSE					
WATER FILLING STATION	4	-	(4)	(4)	-
GOLF WATER HEATER	-	8	(8)	-	-
PROCORE AERATOR	-	34	(34)	-	-
	<u>4</u>	<u>42</u>	<u>(46)</u>	<u>(4)</u>	<u>0</u>
IT/ADMIN/TRADEPORT					
WEBSITE UPGRADES	-	20	(20)	-	-
OFFICE 365 MIGRATION	-	16	(16)	-	-
CARPET - 55 INTERNATIONAL	-	35	(35)	-	-
WINDOWS - 55 INTERNATIONAL	-	9	(9)	-	-
CORPORATE DRIVE DRAINAGE	-	3	(3)	-	-
JOHN DEERE GATOR AND TRACTOR	-	45	(45)	-	-
HVAC REPLACEMENT (55 INTERNATIONAL)	80	45	(125)	(80)	-
	<u>80</u>	<u>173</u>	<u>(253)</u>	<u>(80)</u>	<u>0</u>
MAINTENANCE					
JOHN DEERE CAB TRACTOR	97	-	(97)	(97)	0
JOHN DEERE FLEX WING ROTARY CUTTER	32	-	(32)	(32)	0
DIAGNOSTIC SCAN TOOL	-	16	(16)	0	0
JOHN DEERE Z997R TRACTOR	22	-	(22)	(22)	0
	<u>151</u>	<u>16</u>	<u>(167)</u>	<u>(151)</u>	<u>0</u>
DIVISION OF PORTS AND HARBORS (DPH)					
MAIN PIER (BUILD GRANT)	2,653	6,362	-	6,362	9,015
FUNCTIONAL REPLACEMENT - BARGE DOCK	-	75	-	75	75
HAMPTON DOCK REPLACEMENT (ARPA)	131	-	-	-	131
PPF BRACING & DECKING (ARPA)	123	148	-	148	271
RYE GATE HOUSE	-	21	(21)	-	-
PPF HOIST	-	5	(5)	-	-
RYE FUEL DISPENSER	13	80	(93)	(13)	-
	<u>2,920</u>	<u>6,691</u>	<u>(119)</u>	<u>6,572</u>	<u>9,492</u>
TOTAL	<u>4,225</u>	<u>11,011</u>	<u>(1,339)</u>	<u>9,672</u>	<u>13,897</u>

**PEASE DEVELOPMENT AUTHORITY
CASH FLOW PROJECTIONS FOR THE
NINE MONTH PERIOD ENDING
JANUARY 31, 2025**



**BOARD OF DIRECTORS MEETING
MAY 23, 2024**

PEASE DEVELOPMENT AUTHORITY CASH FLOW SUMMARY OVERVIEW MAY 1, 2024 TO JANUARY 31, 2025

(EXCLUDING DIVISION OF PORTS AND HARBORS)

(\$ 000's)

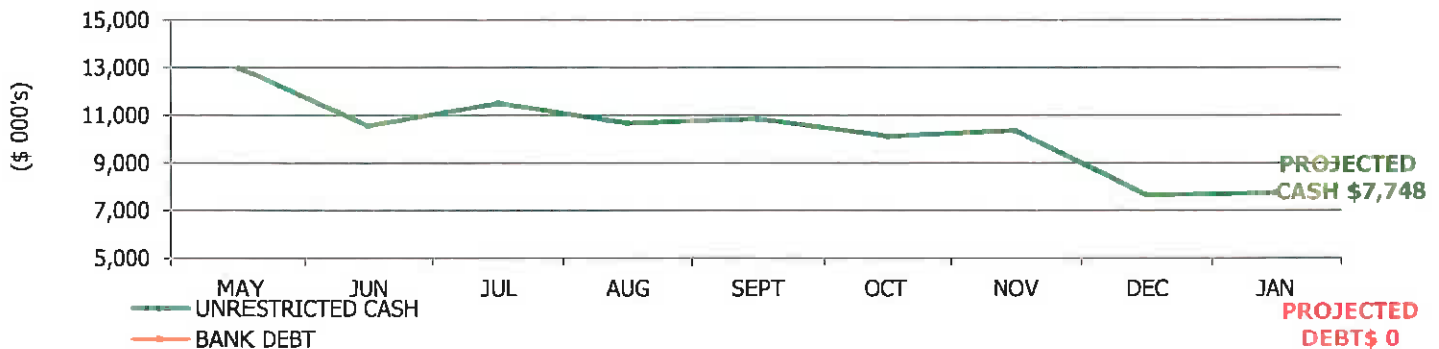
(\$000's)	AMOUNT
OPENING FUND BALANCE	12,390
SOURCES OF FUNDS	
GRANT AWARDS (SEE PAGE 4)	7,751
TRADEPORT TENANTS	8,390
MUNICIPAL SERVICE FEE (COP)	2,241
GOLF COURSE FEE AND CONCESSION REVENUES	2,788
REVOLVING LINE OF CREDIT (PROVIDENT BANK)	0
PSM AIRPORT- LEASES, FUEL FLOWAGE FEES AND PARKING	1,342
SKY HAVEN AIRPORT HANGAR AND FUEL REVENUES	206
	<u>22,718</u>
USES OF FUNDS	
OPERATING EXPENSES	10,561
CAPITAL EXPENDITURES- NON-GRANT (SEE PAGE 5)	5,805
CAPITAL EXPENDITURES- GRANT (SEE PAGE 4)	8,194
MUNICIPAL SERVICE FEE (COP)	2,800
	<u>27,360</u>
NET CASH FLOW	(4,642)
CLOSING FUND BALANCE	<u>7,748</u>

TOTAL FUND BALANCES	BALANCE AT 04-30-2024	BALANCE AT 6-30-2023
UNRESTRICTED	12,390	9,568
DESIGNATED	14	14
TOTAL	<u>12,404</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	Apr-24	Apr-23
CURRENT INTEREST RATE	8.04%	7.41%

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

(\$000's)

CASH FLOW - PDA	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
OPENING FUND BALANCE	12,390	12,978	10,552	11,510	10,672	10,849	10,119	10,361	7,655	12,390
SOURCES OF FUNDS										
GRANT AWARDS (SEE PAGE #4)	1,420	1,714	1,330	46	1,498	37	1,477	66	163	7,751
TRADEPORT TENANTS	929	884	1,093	935	891	916	937	895	910	8,390
MUNICIPAL SERVICE FEE	147	147	453	147	147	453	147	147	453	2,241
GOLF COURSE	450	523	477	444	362	284	157	61	30	2,788
PORTSMOUTH AIRPORT- (PSM)	65	87	61	79	55	74	32	35	36	524
PSM PAY FOR PARKING	56	32	36	27	18	24	36	37	32	298
PSM FLOWAGE FEES	50	60	59	65	70	75	46	61	34	520
SKYHAVEN AIRPORT	26	28	23	22	23	23	23	20	18	206
EXTERNAL FINANCING- NET	-	-	-	-	-	-	-	-	-	-
	3,143	3,475	3,532	1,765	3,064	1,886	2,855	1,322	1,676	22,718
USE OF FUNDS										
CAPITAL- GRANT RELATED (SEE PAGE #4)	867	2,107	850	850	850	850	840	970	10	8,194
CAPITAL- NONGRANT (SEE PAGE 5)	446	1,128	492	616	883	670	665	465	440	5,805
OPERATING EXPENSES	1,242	1,266	1,232	1,137	1,154	1,096	1,108	1,193	1,133	10,561
MUNICIPAL SERVICE FEE	-	1,400	-	-	-	-	-	1,400	-	2,800
	2,555	5,901	2,574	2,603	2,887	2,616	2,613	4,028	1,583	27,360
NET CASH FLOW	588	(2,426)	958	(838)	177	(730)	242	(2,706)	93	(4,642)
CLOSING FUND BALANCE	12,978	10,552	11,510	10,672	10,849	10,119	10,361	7,655	7,748	7,748

PEASE DEVELOPMENT AUTHORITY

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

GRANT FUNDED PROJECTS	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
PORTSMOUTH AIRPORT										
ARRIVALS HALL	800	800	800	800	800	800	800	800	-	6,400
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	10	10	10	10	10	10	10	10	10	90
ALPHA NORTH TAXIWAY DESIGN (AIP 75)	50	50	-	-	-	-	-	-	-	100
SNOW REMOVAL EQUIPMENT (AIP 69)	-	5	-	-	-	-	-	-	-	5
SRE- LIQUID DEICING/MTE	-	6	-	-	-	-	-	-	-	6
SNOW REMOVAL EQUIPMENT (AIP 74)	-	1,211	-	-	-	-	-	-	-	1,211
	860	2,082	810	810	810	810	810	810	10	7,812
SKYHAVEN AIRPORT										
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	7	-	-	-	-	-	-	-	-	7
SRE-ONE TON TRUCK WITH PLOW	-	5	-	-	-	-	-	140	-	145
	7	25	40	40	40	40	30	160	-	382
TRADEPORT										
	-	-	-	-	-	-	-	-	-	-
TOTAL GRANT REIMBURSEMENT PROJECTS	867	2,107	850	850	850	850	840	970	10	8,194

PEASE DEVELOPMENT AUTHORITY

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

GRANT AWARDS	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
PORTSMOUTH AIRPORT										
ARRIVALS HALL	1,375	-	1,330	-	1,440	-	1,440	-	-	5,585
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	-	20	-	-	21	-	-	21	-	62
ALPHA NORTH TAXIWAY DESIGN (AIP 75)	45	45	-	-	-	-	-	-	-	90
SNOW REMOVAL EQUIPMENT (AIP 69)	-	499	-	-	-	-	-	-	-	499
SRE- LIQUID DEICING/MTE	-	-	-	-	-	-	-	18	-	18
SRE CARRIER VEHICLE (AIP 74)	-	1,150	-	-	-	-	-	-	-	1,150
	1,420	1,714	1,330	-	1,461	-	1,440	39	-	7,404
SKYHAVEN AIRPORT										
WILDLIFE FENCE DESIGN	-	-	-	27	18	18	18	18	18	117
TERMINAL PARKING LOT DESIGN	-	-	-	19	19	19	19	9	-	85
TERMINAL APRON CONSTRUCTION	-	-	-	-	-	-	-	-	-	-
SRE-ONE TON TRUCK WITH PLOW	-	-	-	-	-	-	-	-	145	145
	-	-	-	46	37	37	37	27	163	347
TRADEPORT										
	-	-	-	-	-	-	-	-	-	-
TOTAL GRANT RECEIPT AWARDS	1,420	1,714	1,330	46	1,498	37	1,477	66	163	7,751

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

(\$ 000's)

NON-GRANT CAPITAL PROJECTS	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
<u>TECHNOLOGY AND OTHER</u>										
PAYCHEX PAYROLL KIOSKS **	-	-	-	-	-	-	5	-	-	5
FINANCE SOFTWARE	-	-	25	-	-	-	-	-	-	25
	-	-	25	-	-	-	5	-	-	30
<u>GOLF COURSE</u>										
COURSE EQUIPMENT	-	85	-	-	-	-	55	-	-	140
GOLF COURSE TEE AREA RESURFACE**	10	-	-	-	-	-	-	-	-	10
EVENTS CENTER STUDY**	-	40	40	40	40	40	40	40	40	320
VIDEO SURVEILLANCE SYSTEM	-	-	-	-	-	20	20	-	-	40
IRRIGATION REPAIRS**	-	-	-	-	-	40	45	-	-	85
	10	125	40	40	40	100	160	40	40	595
<u>PORTSMOUTH AIRPORT</u>										
FENCE CONSTRUCTION	10	20	-	-	40	-	-	-	-	70
GENERATOR UPGRADE **	10	-	-	-	-	-	-	-	-	10
ATC TOWER HVAC IMPROVEMENTS	50	-	-	-	-	-	-	-	-	50
JETBRIDGE REHAB	-	106	-	-	-	-	-	-	-	106
PAY FOR PARKING UPGRADES	-	80	-	-	-	-	-	-	-	80
SRE (AIP 69) NON-FUNDED	5	-	-	-	-	-	-	-	-	5
ARRIVALS HALL-CONSTRUCTION	100	100	100	100	100	100	100	100	100	900
PDA HANGAR DESIGN & CONSTRUCTION**	-	300	300	400	400	400	400	300	300	2,800
	175	606	400	500	540	500	500	400	400	4,021
<u>SKYHAVEN AIRPORT</u>										
SRE DOOR REPLACEMENT**	-	20	-	-	-	-	-	-	-	20
FUEL SYSTEM CREDIT CARD **	-	-	-	5	-	-	-	-	-	5
RENOVATION WORK-TERMINAL BLDG	15	-	-	-	-	25	-	-	-	40
EQUIPMENT FORKS	8	-	-	-	-	-	-	-	-	8
	23	20	-	5	-	25	-	-	-	73
<u>SECURITY - PORTSMOUTH AIRPORT</u>										
CCTV SECURITY GATES	-	50	-	-	-	-	-	-	-	50
BADGE PRINTER REPLACEMENT**	-	10	-	-	-	-	-	-	-	10
REPLACE BADGING WORKSTATIONS	-	-	27	-	-	-	-	-	-	27
TRAINING VIDEO PRODUCTION	-	-	-	-	-	-	-	-	-	-
ACCESS CONTROL SYSTEM**	-	27	-	-	138	-	-	-	-	165
BADGE READER & MEDIA REPLACEMENT	-	90	-	-	-	-	-	-	-	90
	-	177	27	-	138	-	-	-	-	342
<u>SECURITY - SKYHAVEN AIRPORT</u>										
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
<u>TRADEPORT</u>										
STORMWATER UPGRADES	-	-	-	25	-	-	-	25	-	50
	-	-	-	25	-	-	-	25	-	50
<u>MAINTENANCE</u>										
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
	238	200	-	46	165	45	-	-	-	694
TOTAL NON-GRANT CAPITAL PROJECTS	446	1,128	492	616	883	670	665	465	440	5,805

NOTE: **PENDING BOARD APPROVAL

DIVISION OF PORTS AND HARBORS (UNRESTRICTED FUNDS)

CASH FLOW SUMMARY OVERVIEW

MAY 1, 2024 TO JANUARY 31, 2025

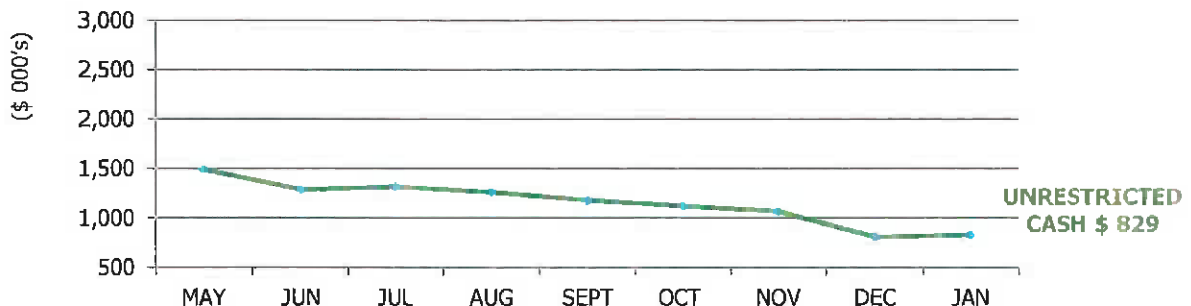
(\$ 000's)

(\$000'S)	AMOUNT
OPENING FUND BALANCE	<u>1,685</u>
SOURCES OF FUNDS	
FACILITY RENTALS AND CONCESSIONS	427
FUEL SALES	724
GRANT FUNDS/OTHER	110
REGISTRATIONS / WHARFAGE	630
MOORING FEES	100
PARKING FEES	102
	<u>2,093</u>
USES OF FUNDS	
PERSONNEL SERVICES AND BENEFITS	1,344
FUEL PROCUREMENT	603
OPERATING EXPENSES	539
CAPITAL EXPENDITURES AND OTHER	463
	<u>2,949</u>
NET CASH FLOW	<u>(856)</u>
CLOSING FUND BALANCE	<u>829</u>

TOTAL FUND BALANCES	BALANCE AT 04/30/24	BALANCE AT 06/30/23
UNRESTRICTED FUNDS	1,685	1,931
DESIGNATED FUNDS	<u>173</u>	<u>445</u>
	<u>1,858</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	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	TOTAL
OPENING FUND BALANCE	1,685	1,490	1,285	1,316	1,261	1,178	1,120	1,068	810	1,685
SOURCES OF FUNDS										
FACILITY RENTALS AND CONCESSIONS	47	38	68	45	48	51	48	44	38	427
FUEL SALES	75	124	117	140	95	86	46	29	12	724
MOORING FEES	-	-	-	-	-	-	-	-	100	100
PARKING FEES	8	15	27	32	14	6	-	-	-	102
GRANTS FUNDS RECEIVED & OTHER	-	-	110	-	-	-	-	-	-	110
REGISTRATIONS / WHARFAGE	70	70	70	70	70	70	70	70	70	630
	<u>200</u>	<u>247</u>	<u>392</u>	<u>287</u>	<u>227</u>	<u>213</u>	<u>164</u>	<u>143</u>	<u>220</u>	2,093
USE OF FUNDS										
PERSONNEL SERVICES AND BENEFITS	143	175	162	154	147	152	134	146	131	1,344
FUEL PROCUREMENT	43	82	137	129	84	64	34	21	9	603
UTILITIES	9	13	20	16	13	10	10	13	13	117
GENERAL AND ADMINISTRATIVE	13	13	14	15	13	12	11	10	10	111
BUILDINGS AND FACILITIES	20	61	20	20	20	19	19	25	30	234
PROFESSIONAL SERVICES	7	8	8	8	8	14	8	8	8	77
CAPITAL EXPENDITURES AND OTHER	160	100	-	-	25	-	-	178	-	463
	<u>395</u>	<u>452</u>	<u>361</u>	<u>342</u>	<u>310</u>	<u>271</u>	<u>216</u>	<u>401</u>	<u>201</u>	2,949
NET CASH FLOW	(195)	(205)	31	(55)	(83)	(58)	(52)	(258)	19	(856)
CLOSING FUND BALANCE	1,490	1,285	1,316	1,261	1,178	1,120	1,068	810	829	829

DIVISION OF PORTS AND HARBORS (RESTRICTED FUNDS)

CASH FLOW SUMMARY OVERVIEW

MAY 1, 2024 TO JANUARY 31, 2025

(\$ 000's)

HARBOR DREDGING FUND

(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>259</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	54
GENERAL AND ADMINISTRATIVE	6
PROFESSIONAL SERVICES	-
ALL OTHER- (CBOC)	100
	<u>160</u>
NET CASH FLOW	<u>(70)</u>
CLOSING FUND BALANCE	<u>189</u>

REVOLVING LOAN FUND

(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>200</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>208</u>

FOREIGN TRADE ZONE

(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>19</u>
<u>SOURCES OF FUNDS</u>	
FACILITY RENTALS	14
ALL OTHER	-
	<u>14</u>
 <u>USES OF FUNDS</u>	
GENERAL AND ADMINISTRATIVE	3
PROFESSIONAL SERVICES	-
OTHER	5
	<u>8</u>
NET CASH FLOW	<u>6</u>
CLOSING FUND BALANCE	<u>25</u>

TOTAL FUND BALANCES	BALANCE AT 4/30/24	BALANCE AT 06/30/23
HARBOR DREDGING	259	248
REVOLVING LOAN FUND	200	194
FOREIGN TRADE ZONE	19	3
	<u>478</u>	<u>445</u>



Auditor Communications to Those Charged with Governance

2024 Audit Plan Summary

May 9, 2024

Pre-Audit Communications

Required Communications



Management Responsibilities

- Preparation and fair presentation of the financial statements
- Design, implementation and maintenance of effective internal controls
- We are not a component of internal controls



Our Responsibilities

- Express an opinion on the financial statements
- Audit is designed to obtain reasonable assurance that the financials are free from material misstatement
- We will not opine on the Management's Discussion and Analysis, RSI or Other Information
- Audit does not relieve management or those charged with governance of their responsibilities



Planning and Performing the Audit

- We consider internal control, but do not express an opinion on it
- We perform tests in key audit areas; those tests may change from year to year
- We utilize a risk-based audit approach
- We are not aware of any relationships that impair our independence

Pre-Audit Communications

Required Supplementary Information



Management's Discussion and Analysis



Schedule of Collective Net Pension Liability



Schedule of Employer Contributions to Pension Plan



Schedule of Collective Other Post-Employment Benefits (OPEB) Liability for NHRS and State Plans



Schedule of Employer Contributions to OPEB Plan for NHRS Plan



Notes to the Required Supplementary Information





Pre-Audit Communications

Federal Compliance Audit

We will **issue an opinion** on compliance with the direct and material requirements of each major program

We will **provide an opinion** on the schedule of expenditures of federal awards in relation to the financial statements

We will **consider internal controls over compliance** with the requirements that could have a direct and material effect on a major program, but do not express an opinion on internal controls

We will **perform certain tests of compliance** with laws, regulations, contracts, and grants, but will not issue an opinion

Pre-Audit Communications

Planned Significant Audit Areas



Management override of controls, improper revenue recognition, accounts payable and accrued expenses, and payroll expense and related liabilities have been identified as significant risks of material misstatement. Our planning has not been concluded, therefore additional risks may be identified as a result of further audit planning procedures

In addition to the significant audit areas noted above, we will select other areas and transactions to test to preserve the element of unpredictability and will modify our audit approach, as necessary, based on new information that may come to our attention.

Pre-Audit Communications

Audit Timing

Interim Fieldwork

Week of June 10th

- Financial statement and Uniform Guidance planning procedures
- Initial testing for federal compliance audit
- Gain understanding of internal controls and accounting processes
- Inventory observation scheduled for June 28th

Year-End Fieldwork

Weeks of August 26th and September 2nd

- Year-end substantive procedures for the financial statement audit
- Concluding procedures for the Uniform Guidance audit

Draft Reports

No later than October 31, 2024

- Financial Statements
- Uniform Guidance Report
- Required Communications Letter

Final Reports

Upon Audit Committee acceptance

- Audit Executive Summary
- Financial Statements
- Uniform Guidance Report
- Required Communications Letter

Pre-Audit Communications

Communications at the Conclusion of the Audit



Internal control matters,
if any are identified



Difficulties and disagreements
with management



Qualitative aspects of
accounting practices



Consultations with
other accountants



Audit adjustments and
unrecorded audit adjustments



Management
representations



Pre-Audit Communications

Planning Inquiries



Fraud



Non-compliance with laws
and regulations



Litigation



Changes in policy



Commitments or
contingencies



Areas of concern
or other matters





Thank you

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This communication is intended solely for the information and use of Board of Directors, Audit Committee and management and is not intended to be, and should not be, used by anyone other than these specified parties.



April 24, 2024

Thomas Ferrini, Audit Committee Chair
Paul Brean, Executive Director
Pease Development Authority
55 International Drive
Portsmouth, NH 03801

Dear Thomas and Paul:

We are pleased to confirm our understanding of services we are to provide for Pease Development Authority, a component unit of the State of New Hampshire (the Authority) for the year ending June 30, 2024.

Audit Scope and Objectives

Berry Dunn McNeil & Parker, LLC (BerryDunn) will audit the financial statements of the Authority, which comprise the statement of financial position as of June 30, 2024 and the related statements of revenue, expenses and changes in net position and cash flows for the year then ending, and the disclosures (collectively, the "financial statements"). U.S. generally accepted accounting principles (U.S. GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Authority's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Authority's RSI in accordance with U.S. generally accepted auditing standards (U.S. GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The RSI that is required by U.S. GAAP and will be subjected to certain limited procedures, but will not be audited, is the MD&A.

We have also been engaged to report on following supplementary information other than RSI that accompanies the Authority's basic financial statements. The following supplementary information will be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, in accordance with U.S. GAAS, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements:

- 1) Schedule of Expenditures of Federal Awards (SEFA)
- 2) Schedule of Collective Net Pension Liability
- 3) Schedule of Employer Contributions (Net Pension Liability)
- 4) Schedule of Collective Net OPEB Liability (NHRS OPEB Plan)
- 5) Schedule of Employer Contributions (NHRS OPEB Plan)
- 6) Schedule of Collective Net OPEB Liability (State OPEB Plan)

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Thomas Ferrini, Audit Committee Chair
Paul Brean, Executive Director
Pease Development Authority
April 24, 2024
Page 2

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- 1) Listing of the Board of Directors
- 2) Financial Highlights

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. GAAP, and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with U.S. GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs, and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion. As part of an audit in accordance with U.S. GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Authority or to acts by management or employees acting on behalf of the Authority. Because the determination of waste

Thomas Ferrini, Audit Committee Chair
Paul Brean, Executive Director
Pease Development Authority
April 24, 2024
Page 3

and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Authority's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for this inquiry.

Management override of controls, improper revenue recognition, misstatement of payroll expenses and related liabilities and grants have been identified as significant risks of material misstatement. However, our audit planning has not concluded and thus modifications to these significant risks may be made as a result of further audit planning procedures.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the Authority and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and

obtain evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under the American Institute of Certified Public Accountants' professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Authority's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the Office of Management and Business *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Authority's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Authority's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, SEFA, and related notes of the Authority in conformity with U.S. GAAP and the Uniform Guidance based on information provided by management. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the

Thomas Ferrini, Audit Committee Chair
Paul Brean, Executive Director
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financial statements, SEFA, and related notes services previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand management's responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. Management is also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, SEFA, and all accompanying information in conformity with U.S. GAAP; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Management's responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making drafts of financial statements, SEFA, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). Management is also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the Authority from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; SEFA; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Management's responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Authority involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Management's responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Authority received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Authority complies with applicable laws, regulations,

contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

Management is responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the SEFA (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. Management agrees to include our report on the SEFA in any document that contains, and indicates that we have reported on, the SEFA. Management agrees to include the audited financial statements with any presentation of the SEFA that includes our report thereon. Management's responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the SEFA in accordance with the Uniform Guidance; (2) you believe the SEFA, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the SEFA.

Management is also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. GAAP. Management agrees to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. Management also agrees to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Management's responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with U.S. GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. Management is also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

As part of the audit, we will prepare a draft of the Authority's financial statements. The Authority agrees to assume all management responsibilities relating to the financial statements, and any other nonaudit services we provide. Further, the Authority agrees to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management agrees to assume all management responsibilities for the tax services, financial statements, SEFA, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter the tax services provided and our assistance with preparation of the financial statements, the SEFA, and related notes and that you have evaluated the adequacy of our services and have reviewed and approved the results of the services, the financial statements, the SEFA, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Directors of the Authority. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Engagement Administration, Fees, and Other

We understand that the Authority's employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will electronically complete the appropriate sections of and certify Form SF-SAC, the Data Collection Form for Reporting on Audits of States, Local Governments and Non-Profit Organizations, that summarizes our auditor information (Part 1) and audit findings (Parts II and III), through the Federal Audit Clearinghouse (FAC). We will certify the submission as entered in FAC; however, it is management's responsibility to electronically submit the reporting package (including financial statements, SEFA, summary of prior audit findings, auditor's reports, and corrective action plan). The FAC submission process must be completed within the earlier of 30 calendar days after receipt of the auditor's report or nine months after the audit period.

We will provide copies of our reports to the Authority; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection if called for by applicable requirements.

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Paul Brean, Executive Director
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The audit documentation for this engagement is the property of BerryDunn and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a grantor agency or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. If requested, access to such audit documentation will be provided under the supervision of BerryDunn personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the date of the auditor's report or for any additional period requested by federal agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

I am the engagement principal and responsible for supervising the engagement and signing the report or authorizing another principal to do so. We expect to begin our engagement in June 2024, and to issue our reports no later than November 30, 2024.

The Authority agrees to hold BerryDunn, its affiliates, and their principals, employees, representatives, successors and assigns harmless from any and all claims of the Authority which arise from knowing misrepresentations to BerryDunn by the management of the Authority, or the intentional withholding or concealment of information from BerryDunn by the management of the Authority. The Authority also agrees to indemnify BerryDunn for any and all claims made against BerryDunn by third parties which arise from any of these actions by the management of the Authority.

In the event that we receive a subpoena or summons requesting that we produce documents from this engagement or testify about the engagement, we will notify you prior to responding to it if we are legally permitted to do so. You may, within the time permitted for us to respond to the request, initiate such legal action as you deem appropriate to protect the information from discovery. If you take no action within the time permitted for us to respond or if your action does not result in a judicial order protecting us from supplying requested information, we may construe your inaction or failure as consent to comply with the request. You agree to reimburse us for our time and out-of-pocket expenses, including attorney's fees, incurred in response to any such subpoena or summons.

We reserve the right to suspend or terminate our work in the event we do not receive timely payment of our billing statements. In the event that our work is suspended or terminated as a result of nonpayment, you agree that we will not be responsible for your failure to meet government and other filing deadlines, or for penalties or interest that may be assessed against you resulting from your failure to meet such deadlines.

Our billings for the services set forth in this letter, which will be based upon our rates for this type of work, will be rendered during the engagement and are payable upon receipt expected to be \$75,050 plus travel time, travel costs and other out of pocket costs. Our billings for the fee will be rendered as follows:

June 30	\$15,010
July 31	\$15,010
August 31	\$15,010
September 30	\$15,010
October 31	\$15,010

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Paul Brean, Executive Director
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The fee is dependent on the following:

- The Authority will be fully prepared for the audit with information loaded to the portal by the agreed upon dates. We anticipate fees to increase by approximately 20% if the Authority is unprepared or does not meet the agreed upon time frames when scheduled. This added cost is to accommodate the additional costs associated with rescheduling work.
- All new accounting pronouncements will be implemented and posted prior to audit, if applicable. You will provide the analysis, supporting work papers and entries recorded as part of the implementation. We are happy to advise your team with preparation of these schedules. If we are required to prepare the schedules there will be an additional fee related to the pronouncement implementation.
- Cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any unexpected items of significance we encounter so that we may discuss the impact on our fees.

A late charge is added on all unpaid bills in excess of 30 days at an annual rate of 18% (1½% per month). This engagement includes only those services specifically described in this letter. Appearances before judicial proceedings or government organizations such as the Internal Revenue Service or other regulatory bodies, arising out of this engagement, will be billed to you separately.

We have endeavored to provide for a fixed fee for this engagement. Our fee is based on the assumption that your staff will be well-prepared for the engagement and have available any requested documents prior to the start of our work. Our fee also does not provide for any additional time should we encounter any unusual or out of scope situations for which we have not planned, including if we have to test an additional federal program (such as Cares Act Funding) as a major program, or if consulting services are necessary for any financial reporting or tax matters. In the event we encounter any of these circumstances while performing our engagement, we will endeavor to inform you to discuss any additional procedures necessary, as well as the impact that this might have on our fee as soon as we know the full extent of the additional work.

In addition to the services described in this letter, we would be pleased to discuss additional services we may provide to the Authority. Any such nonaudit services, the scope of which would not constitute an audit conducted under, and will not be conducted in accordance with, *Government Auditing Standards*, will not involve performing management functions or making management decisions. In performing any such services, you and we hereby mutually understand and agree that management is responsible for the substantive outcomes of the subject matter of the services and, therefore, has a responsibility to be in a position in fact and appearance to make an informed judgment on the results of the services.

Management also will be responsible for the following:

- Designating an individual who possesses suitable skill, knowledge and/or experience, preferably within senior management, to oversee the service. That individual will be the signer of this letter unless another individual is designated in writing.
- Establishing and monitoring the performance of the service to ensure that it meets management's objectives.

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Page 10

- Assuming all responsibilities that involve management functions related to the service and accepting full responsibility for the results of such service.
- Evaluating the adequacy of the services performed and any findings that result.
- Establishing and maintaining internal controls, including monitoring ongoing activities and custody of all the Authority's assets.

As required by the Uniform Guidance, attached is a copy of our firm's most recent peer review report.

Each party hereto agrees that any electronic signature is intended to authenticate a written signature, shall be valid, and shall have the same force and effect as a manual signature. For purposes hereof, "electronic signature" includes, but is not limited to, a scanned copy of a manual signature, an electronic copy of a manual signature affixed to a document, a signature incorporated into a document utilizing touchscreen capabilities, an electronic sound symbol or process attached to or logically associated with a contract or other record and executed or adopted by a person with an intent to sign the record, or a digital signature. This agreement may be executed in one or more counterparts, each of which shall be considered an original instrument, but all of which shall be considered one and the same agreement.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

BERRY DUNN McNEIL & PARKER, LLC

By: Robert S. Smalley III
Robert Smalley, CPA
Principal

Enclosures: Peer review report

This letter correctly sets forth the understanding and is accepted by us.

PEASE DEVELOPMENT AUTHORITY

By: _____
Mr. Thomas Ferrini, Audit Committee Chair

_____ Date

By: _____
Mr. Paul Brean, Executive Director

_____ Date

Briscoe, Burke & Grigsby LLP
CERTIFIED PUBLIC ACCOUNTANTS

Report on the Firm's System of Quality Control

October 11, 2021

To the Members of Berry Dunn McNeil & Parker, LLC
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Berry Dunn McNeil & Parker, LLC (the firm) applicable to engagements not subject to permanent PCAOB inspection in effect for the year ended June 30, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards). A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.


Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, audits performed under FDICIA, and examinations of service organizations [SOC 1 and SOC 2 engagements].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

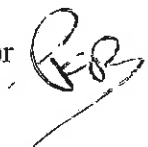
In our opinion, the system of quality control for the accounting and auditing practice of Berry Dunn McNeil & Parker, LLC applicable to engagements not subject to permanent PCAOB inspection in effect for the year ended June 30, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Berry Dunn McNeil & Parker, LLC has received a peer review rating of *pass*.


Certified Public Accountants

MEMORANDUM

TO: Pease Development Authority Board of Directors

FROM: Paul E. Brean, Executive Director



DATE: May 10, 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: Rochester Police Department and Flight 4CF Inc.
License: Right of Entry
Location: Skyhaven Airport
Purpose: Wings and Wheels Event
Term: May 31, 2024, through June 1, 2024

2. Name: New Hampshire Air National Guard
License: Right of Entry
Location: North Apron
Purpose: Vehicle Training Exercises
Term: May 31, 2024, through June 1, 2024

3. Name: CDM Constructors Inc., Northam Survey LLC and Knowles Tree Service
License: Right of Entry
Location: Arboretum Drive
Purpose: Site Survey and Tree Service Estimate Purposes off Arboretum Drive
Term: April 29, 2024, through May 9, 2024

4. Name: S.U.R. Construction Inc.
License: Right of Entry
Location: Corner Lot on Rye Street off Corporate Drive
Purpose: Laydown area for purposes of material storage for work performed on Corporate Drive
Term: May 10, 2024, through October 31, 2024

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

P:\BOARD\MTG\2024\License Report 5-23-2024.docx

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: Paul E. Brean, Executive Director *P.E.B.*
DATE: May 6, 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: Appledore Medical Group, Inc.
Space: 273 Corporate Drive
Use: General Office and Administrative Purposes
Term: Five (5) year lease with one (1) additional term of five (5) years

2. Tenant: JOSSTEC LLC
Space: 222 International Drive
Use: General Office Use
Term: Five (5) year lease commencing April 15, 2024, and ending April 30, 2029

3. Tenant: Cummings, Lamont & McNamee, PLLC
Space: 1 New Hampshire Avenue
Use: General Office Use
Term: Seven (7) year lease commencing September 1, 2024

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 Fournier was consulted and granted his consent.

4. Tenant: General Services Administration
Space: 31 & 32 Rochester Avenue
Term: Exercise its First Option for an Additional Five Years through September 30, 2029

MEMORANDUM

TO: Pease Development Authority Board of Directors

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

DATE: May 6, 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: Higgins Corporation
Board Authority: Director Ferrini
Cost: \$499.50
Summary: On-site Service Agreement to 8/8/2024 for HID HDP 5600
Dual Side Lamination Card Printer

Memorandum

To: Paul Brean, Executive Director *PB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: April 29, 2024
Subject: Sign Revision Report for 2-Way Communications Service, Inc. at 19 Durham Street

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

2-Way Communications Service, Inc., the company leasing the building at 19 Durham Street, is proposing to update an existing building sign to reflect a new logo.

This sign revision meets all of the following conditions:

1. The request is limited to in kind replacement when required for maintenance, revision to sign graphics reflecting a new name or logo for an existing tenant, or revision to sign graphics to reflect a change in tenancy.
2. No substantive change in size or style of the sign.
3. Consistent with the terms and conditions of the original sign approval.
4. All other conditions of the PDA Land Use Controls are satisfied.

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

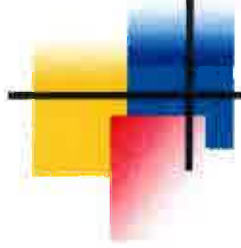


Existing Sign

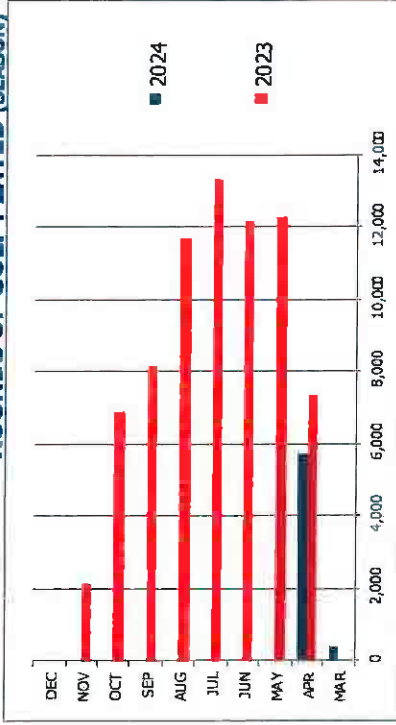


Proposed Sign

KEY GOLF COURSE BENCHMARKING DATA

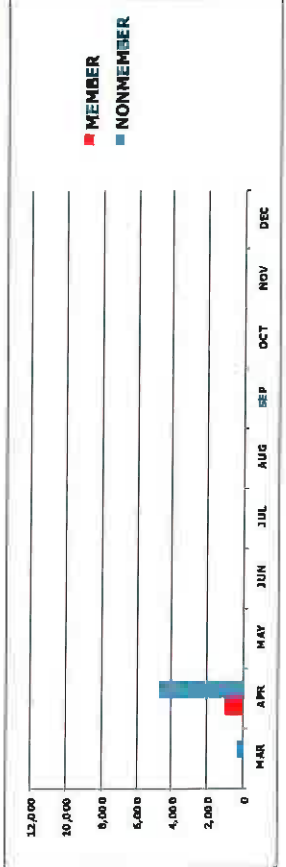


ROUNDS OF GOLF PLAYED (SEASON)



	2024 SEASON	2023 SEASON	2022 SEASON
ROUNDS PLAYED	6,430	73,897	71,985
RAIN DAYS	15	58	51

2023 MEMBER / NONMEMBER ROUNDS (SEASON)

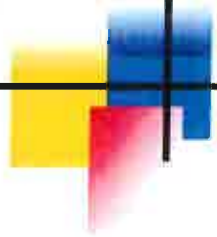


GOLF SIMULATOR REVENUES	FY 2024	FY 2023	GRILL 28 GROSS SALES	CONCESSION FEES EARNED (17%)		CONCESSION FEES EARNED (17%)
				FY 2024	FY 2023	
JULY	\$1,799	\$495	JULY	327,065	296,042	50,327
AUGUST	\$1,107	\$827	AUGUST	348,564	360,829	61,341
SEPTEMBER	\$280	\$1,509	SEPTEMBER	307,833	297,268	50,536
OCTOBER	\$3,403	\$4,441	OCTOBER	243,213	227,600	38,692
NOVEMBER	\$15,547	\$13,652	NOVEMBER	142,063	147,784	25,123
DECEMBER	\$20,789	\$21,235	DECEMBER	166,385	171,720	29,192
JANUARY	\$26,413	\$27,493	JANUARY	125,329	144,384	24,545
FEBRUARY	\$27,234	\$26,027	FEBRUARY	128,748	141,590	24,070
MARCH	\$23,756	\$27,745	MARCH	148,462	156,867	26,667
APRIL	-	\$5,099	APRIL	0	229,175	38,960
MAY	-	\$280	MAY	0	329,489	56,013
JUNE	-	\$1,255	JUNE	0	347,121	59,011
TOTAL	\$120,328	\$130,058		\$1,937,662	\$2,849,869	\$484,478

2024 ROUNDS- SEASON	2023 ROUNDS- SEASON	CLUB/ COURSE FUNCTIONS	FY 2024 YTD	FY 2023 YTD
MEMBER	MEMBER	GROUPS 20-59	39,380	47,680
NONMEMBER	NONMEMBER	TOURNAMENT PLAY	188,341	178,595
TOTAL	TOTAL	LEAGUES	63,112	68,362
		FOOD AND ROOM FEES	268,654	289,507



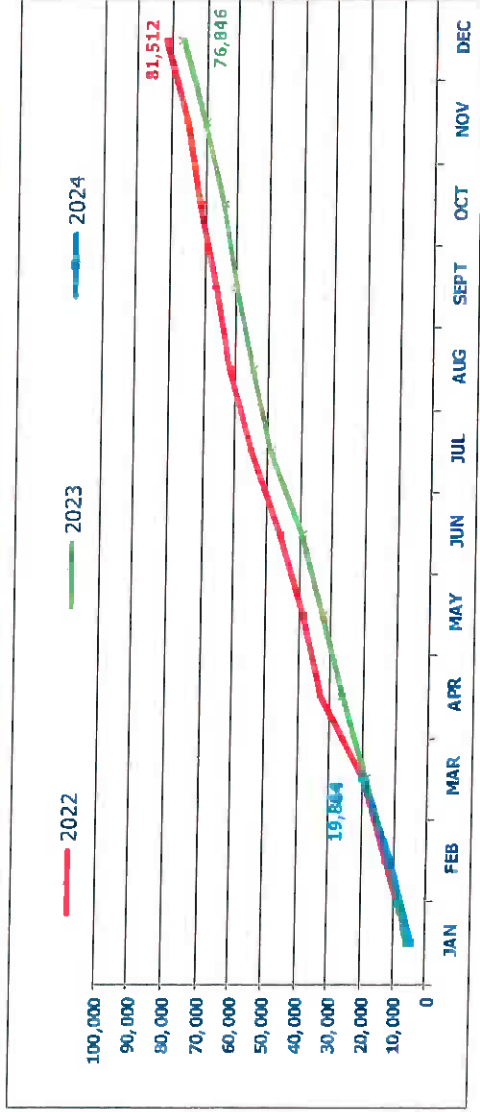
AIRPORT REPORT PERIOD ENDING APRIL 2024



MARCH ENPLANEMENTS	2024
Scheduled Enplanements	4,498
Chartered Enplanements	4,254

Total Enplanements 8,752

2024 Enplanements YTD 19,864




REVENUE PARKING \$84,196
1,787 Transactions @ \$47.11


MAR FUEL FLOWAGE FEES \$98,369.44

Total Gallons 1,639,491
CRAF and DOD 83%
Commercial 5%
General Aviation 12%

- **Fuel Pricing**
 - Port City Air Retail; \$6.05 Jet A
 - Port City Air Retail; \$6.60 100LL
 - Northeast Avg; \$7.12 Jet A, \$7.71 100LL
- **Grant Projects**
 - Domestic Arrivals Hall Upgrades
 - Taxiway Alpha
- **AAV 17% increase forecasted flights**
- **RAF, Italian AF, NATO**
- **Enterprise Concession Fees: Jan., Feb., Mar. - \$9,122.86**

Memorandum

To: John Meehan, Airport Operations Manager 

From: Sandy McDonough, Airport Community Liaison 

Date: May 3, 2024

Re: Noise Report for April, 2024

Portsmouth International Airport at Pease (“PSM”) received five (5) noise inquiries in April 2024. Four of the inquiries concerned military jets and the fifth concerned a small single engine aircraft.

- April 2, 2024: A resident of Greenland, NH wanted to know how long a military C-130 would be in the pattern.
- April 7, 2024: A resident of the Sherburne neighborhood called about the noise from a group of six Italian Air Force ER2000 fighter jets departing the airport just before noon and a group of six Italian Air Force F35’s departing at 3:00PM.
- April 9, 2024: A resident of the Sherburne neighborhood called about the noise from a group of six Italian Air Force F35’s.
- April 20, 2024: A resident of the Sherburne neighborhood called concerning a low flying aircraft coming into land at the airport. He was able to get 4 out of the 5 numbers on the tail of the aircraft.
- April 23, 2024: A Portsmouth, NH resident emailed a concern to the City of Portsmouth, which was forwarded to PDA, concerning noise from a based New Hampshire Air National Guard KC46 aircraft landing at 2:46PM. The resident also stated there was an even noisier aircraft, a non-based KC135 refueler, that landed at 8:39PM. The resident’s concerns were from March of 2024.



*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, MARCH 13, 2024 6:00 PM**

PRESENT: Brad Cook, Chair
Mike Donahue, Vice-Chair, via TEAMS
Erik Anderson
Jeff Gilbert, Treasurer (arrived at 6:15)
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 February 14, 2024 minutes, Ward seconded. No discussion, a vote was taken, all members (Gilbert not present) were in favor and the motion passed.

3. FINANCE REPORT

The report for FY ending January 31, 2024 was included in the meeting packet. There were a couple of salt ships in the last couple of months, a heavy lift ship is coming in next week, and a cable ship will be arriving towards the end of the month. There should be another salt ship in early April. As a reminder, not shown in this report is the mooring revenue for February or March.

4. PISCATAQUA RIVER VESSEL TRANSIT REPORT

The February 2024 report was included in the meeting packet. There was a propane ship this past month. Discussion on value of cargo that comes up the river. The Department of Safety does track the cargo value as they look at the tax on the oil. Discussion on the value of the cable that transits on this river to/from SubCom, any numbers reported could be proprietary based on the confidentiality of certain government contracts. Back in 2012 an economic impact study was completed in relation to the replacement of the Sarah Long Bridge, the report is

available on the Port website. The study was designed to be used as a tool for planning of the Sarah Mildred Long Bridge. The businesses were able to provide their individual information to the project managers. The study was significant to design a new bridge rather than repairing the existing bridge. Speaking of river front businesses, the Propellor Clubs next meeting is March 28th at the Atlantic Grill. The CEO of SubCom, David Coughlin is the speaker. Discussion on the last page of the Finance report regarding the Hampton Dock Replacement, the Division hopes to use the remaining funds to help out with the Hampton/Seabrook 107 Feasibility Study for the ongoing shoaling in that harbor, which has a cost of over \$500,000. Further discussion on the history of the shoaling and the harbor. The fuel enclosure shed for Rye Harbor recreation side docks is in the process of being built. Discussion on fuel systems in case of a spill.

5. DIRECTOR'S REPORT

The Hampton floats will be going in on March 19th. The gangway in Rye was damaged beyond repair during the last storm and the Division is requesting approval to purchase a new gangway at tomorrow's board meeting, there is a bit of a lead time for orders so in the meantime there is a gangway available for the Division to use temporarily. Also, the Division is presenting a report on the storm damages, and preliminary estimated cost of repairs to the PDA Board. Going forward, the Division's Capital Improvement Plan will be included in the PDA Board package. There is an internal assessment (measurements, current condition, damage, etc.) scheduled for the Portsmouth Commercial Fish Pier building tomorrow in conjunction with the Concept Study for a replacement building. At the Market St. Terminal a heavy lift ship is coming next week, the pictures of the "synchronizing condenser", which weighs 326 tons, were passed around. There are several smaller components being offloaded as well. Some of the smaller units are moving offsite right away and some, along with the condenser, will be kept at the Port for a couple of months then moved to Amherst for an Eversource project. This is a huge undertaking and will require a 24 axle truck to move the condenser around the Port and then on to Amherst.

6. NEW BUSINESS-

Going forward the PDA monthly board meeting dates will be held on the 2nd Thursday of the month (with the exception of April and October, which will remain the 3rd Thursday) that change will put the PAC and PDA meetings on back-to-back days during the following months, May, June, Sept, Nov, Dec. Discussion on considering changing the PAC meeting dates to a different night on the months in which that occurs to allow for time between the Council meetings and the PDA meetings in case there are items that need to be brought forth to the Board. The Council will revisit in April.

7. COMMITTEE REPORTS

- Business Development/FTZ- No report.
- Dredging- Nothing new outside of the discussion regarding Hampton/Seabrook Harbor.

- Fisheries- HB 1029, regarding licensing for taking of lobsters is back on the table after being previously "Inexpedient to Legislate" at the House. Even so, the bill was recalled by the Sponsor of the bill and will be going back to the House tomorrow. If it goes to the Senate the fisheries group will get involved. There was a meeting held with regards to looking at programs for mitigation for damage done during construction of Off Shore Wind components. There will be a regional Administrator assigned by BOEM to oversee any claims for the Atlantic lease areas. The lease areas in the Gulf of Maine are expected to be released within the next week. Discussion on the hole in the roof at PFP, it's on the Division's work list of projects to be done.
- Government- DES is hosting a community forum tonight in Hampton to discuss the impacts and the potential planning and changes that communities can take regarding coastal flooding. Portsmouth has a representative at the meeting.
- Moorings- No report
- PDA- The next PDA Board meeting is March 14th (tomorrow) and the Port Committee meeting is Tuesday, April 2nd.
- Recreational Piers- Ward said the issues in Rye are access to the ramp. He showed some photos of the impacts of the storm in Rye this past weekend, showed the buildings had moved and Harbor Rd. washed out. Discussion on the rocks stored at Rye Harbor, he has asked for an extension of the ROE, the Division will be going to PDA Board tomorrow for approval. The concern is that 3 more months will bring the ROE into the harbor season, the Division will be working with Bauer to minimize any impacts to the public operations at the Harbor. Ward showed photos of the rocks that Bauer is using for his construction project.

8. OLD BUSINESS-

No old business.

9. PUBLIC COMMENT-

No public comment.

10. PRESS QUESTIONS –

No Press present.

11. ADJOURNMENT

Anderson made a motion to adjourn the meeting and the meeting adjourned at 7:10 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, APRIL 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 March 13, 2024 minutes, Ward seconded. No discussion, a vote was taken, all members were in favor and the motion passed.

3. FINANCE REPORT

The report for FY ending February 29, 2024 was included in the meeting packet. Discussion included that net revenue is \$50,000 ahead of the budget, income is down, but expenses are also down. There was a heavy lift ship here last month, they offloaded an Eversource "Synchronizing Condenser" which handles green power entering the grid because green power fluctuates and has to be stabilized before entering the grid for transmission, it was 339 tons. Discussion on logistics, storage, and transporting components to Amherst. SubCom recently had a ship in to switch out a tow wire for one of the plows that operates on the ocean floor. There should be a salt ship in the next couple of weeks. Discussion on the various items in Capital Project request which was included in the packet. The PDA asked the Port to put a Capital Improvement Plan in the Board package so that they are aware of the projects. The items listed are projects that are either in process or projected to be completed later down the road. The projected items are a moving target, because priorities may shift if anything unexpected pops up.

4. PISCATAQUA RIVER VESSEL TRANSIT REPORT

Donahue commented, looking at the in and out times on the SubCom cable ships you'll notice they are turning them quickly at their dock.

5. DIRECTOR'S REPORT

Marconi reported on the following from the March 14, 2024 PDA Board meeting: (copies included in the meeting packet)

1. Reports:
 - a) Commercial mooring transfers
 - b) DPH DRAFT Capital Improvement Plan
 - c) Replacement of Truck Scale
2. Approvals:
 - a) Hampton Harbor, Jetty Special Use Permit, Extension
 - b) Hampton Harbor, Luciano, ROE extension
 - c) ARPA accept and expend funds for PFP & Rye Harbor
 - d) Rye Harbor, Bauer Construction, ROE extension
 - e) Rye Harbor, Gangway Replacement

6. NEW BUSINESS-

McQuillen made a motion to amend the PAC By-Laws, Article 5, Section 1 to allow meetings to be scheduled at the "call of the chair" rather than having it confined to the 2nd Wednesday of each month. Donahue seconded the motion. Discussion included that this would be the best procedure as it will allow the Council to be flexible and adjust the meeting dates so that they will not conflict with the PDA Board meeting schedule. A vote was taken and all were in favor.

7. COMMITTEE REPORTS

- Business Development/FTZ- Donahue handed out maps for the off shore wind lease areas in the Gulf of Maine. It's 80% smaller than the original area, and about 43% smaller than the iteration from last fall. BOEM is currently in the middle of a 30-day comment period for an impact/environmental analysis of the area. Maine has determined that the port for assembly is going to be a new build on Searsport Island. There will be operation and maintenance ports as well, to be determined down the road. The leasing part of the project is next and then more specialized studies to occur. Anderson reported that the fishing industry has always made public comment whenever there was a comment period available, and based on the reduction in areas, feels that they made a difference with the determination of the final lease areas. Anderson also reported that he just learned of something new, which is, depending on the distance from the generating plant to the shore, they might have to install "cooling stations", which use 4 to 7 million gallons a day, they use the water to cool the power that's coming from the generator and they also add chlorination. In other words, the water goes in ambient and comes out warmer. BOEM will not comment on anything to do with transmission lines, as that is part of the construction and out of their jurisdiction. The OSW is still in very early stages and details cannot be known until the areas are leased.
- Dredging- Marconi reported to the Council that as part of the Capital Improvement plan the Port is hoping to do a dredge of the main pier area to bring it down to the same level as the rest of the pier, the estimated amount of material to dredge is 1100 cubic yards. If they get funding, the Port is hoping to put this out to bid around the same time as the

functional replacement project because the major portion of the cost for the dredge is mobilization and demobilization. Transmission lines could be the main concern, getting the power to shore, and then receiving the power on shore side. Donahue handed out an article that showed an example of the cruise ships that will be visiting the Port. The Navy announced that US ship builders are going to be working with the Koreans.

- Fisheries- Anderson reported that it's a slow time of year, but they are starting to gear up. Trap clean up is this Saturday, April 13th. Dumpsters will be brought to Rye Harbor. The material getting picked up is getting less and less each year. Marconi added that there are many new regulations being considered at a National Commercial Fishing Vessel Safety Advisory Committee meeting being held in Florida April 9-April 11. He handed out an agenda, which included all of the "Task Statements". New regulations could have ill effects on the fisheries and include on board monitors, making all commercial vessels "inspected" vessels, licensed merchant mariners need to be on board, and an increase in lobster gauge size. Marconi pointed out there are 2 committee members from New England, one from CT and one from ME. He printed out the bios for each as taken from the minutes of one of the meetings. This is a Coast Guard study. Discussion on the challenge to the Chevron decision, where that was the decision that Congress gave up oversight and gave it to the Departments, like NOAA, NMFS, to make regulations. In the shipping industry there are also implications to that. Any decisions will would impact the local fishing industry.
- Government- No report.
- Moorings- In the packet is the 2015-2024 Mooring Analysis and the 2024 Waitlist Analysis. Discussion included that there seems to be no trend throughout the years. There is a percentage listed at the bottom of the analysis, that figure is the % of mooring permit applications that are sent out vs. what percentage expired, in 2024 that number is 2.3%. In short, not that many people fall between the cracks. Discussion on the deadline, and that April 1st letters are sent out asking expired permit holders to remove their mooring gear. The Division has received one reconsideration request so far. In mid-November the Commercial mooring permits were mailed out, the notices have the due date marked in several places. The law is specific that the permittee is responsible for renewing the permit whether they receive it in the mail or not. Further discussion on what happens when a commercial mooring permit holder lapses, it will be offered to the next person on the waitlist that has applied for a commercial mooring. A commercial mooring permit can be transferred from one commercial entity to another commercial entity. To have that happen, the other entity needs to purchase the mooring gear as well. Clarification regarding waitlists for commercial use, the waitlist applications are marked "commercial" or "personal" by the applicant and are tracked internally. The waitlist analysis indicates the numbers are trending down. Further discussion on the number of people that go on a waitlist that already have a mooring, 720 requests, and of those, 260 have a mooring already so this generally means folks are looking to get a better spot.
- PDA- Cook reported that he attended the April 2nd Port Committee meeting and wanted to give a shout out to Myles for presenting explaining the financial aspect of people doing business at the Port and the fees that are charged to the ships. Very informative.

- Recreational Piers- Ward reported that everyone is gearing up. Marconi reported that the floats are in and the Port is getting prices to pave the ramp in Rye, and as part of the Capital Improvement Plan, they'd like to widen the ramp and put a floating dock down the middle. Hopefully the gangway will be going in soon.

8. OLD BUSINESS-

The next Port Advisory Council will be on May 1st.

9. PUBLIC COMMENT-

No public comment.

10. PRESS QUESTIONS –

No Press present.

11. ADJOURNMENT

Anderson made a motion to adjourn the meeting, McQuillen seconded, the meeting adjourned at 7:22 pm.




PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

TO: Paul Brean, Pease Development Authority ("PDA"), Executive Director
FROM: 
Myles Greenway, Interim Director of Ports and Harbors
DATE: May 6, 2024
RE: Piscataqua Maritime Commission, 2024 Sail Portsmouth Event

The Division of Ports and Harbors (the "Division") received a request (attached) from the Piscataqua Maritime Commission ("PMC") to provide dockage and land use for its annual Sail Portsmouth event. Since 1998, PMC has hosted public ship tours in Portsmouth Harbor in support of this event. The PMC has continually worked cooperatively with the Division, which has provided access to the Portsmouth Commercial Fish Pier and the Market St. Terminal, for past Sail Portsmouth events.

Although there will be no events held at the Portsmouth Commercial Fish Pier this year, the 2024 season will have PMC hosting the U.S. Coast Guard Cutter, Eagle, "America's Tall Ship", from July 26 through July 29, 2024 at the Market St. Marine Terminal. Additionally, the use of the Market St. Terminal by PMC will not interfere with, or preclude, revenue generating operations during this time period.

Therefore, in accordance with the "Delegation to Executive Director: Consent and Approval for the Waiver of Wharfage, Dockage and Related Fees for Qualified Non-profit Organizations Using Facilities of the Division of Ports and Harbors" adopted by the Board on June 27, 2002, the Division recommends approval of a Right of Entry and, whereas PMC is a non-profit organization sponsoring this community event, the Division recommends waiving the dockage and wharfage fees associated with this open-to-the-public maritime event at the Market St. Terminal.



Piscataqua Maritime Commission
Post Office Box 545
Portsmouth, NH 03802-0545

April 5, 2024


Port of New Hampshire
Pease Development Authority
Division of Ports and Harbors
555 Market Street
Portsmouth, New Hampshire 03801

Dear Captain Marconi,

I am writing on behalf of the Piscataqua Maritime Commission, dba Sail Portsmouth, to request the Division of Ports and Harbors grant us permission to use the New Hampshire State Pier at 555 Market Street in Portsmouth beginning with the arrival of the US Coast Guard Eagle on Friday, July 26, 2024, and ending when the US Coast Guard Eagle departs on Monday, July 29, 2024. Because this is a public event, we respectfully request the wharfage and dock fees be waived.

Sincerely,

Nancy L. Cassidy
Secretary, Sail Portsmouth

To: Pease Development Authority (“PDA”), Board of Directors
From: Myles Greenway, Interim Director of Ports and Harbors 
Date: May 2, 2024
Subject: Report of new Charter Boat Rights of Entry, Rye, and Hampton Harbor Marine Facility

During the month of April 2024, the Division of Ports and Harbors (the “Division”) received three (3) requests from charter fishing businesses to enter into a Right of Entry (“ROE”) agreement for use of the facilities at the Rye and Hampton Harbor Marine Facilities (the Premises”) in association with their fishing charter businesses. In accordance with RSA 12-G:43 (b), “Aid in the development of salt water fisheries and associated industries” the Division reviewed the requests and recommended approval from Paul Breaun, PDA Executive Director, in accordance with the “Delegation to Executive Director: Consent, Approval, and Execution of Charter Boat Right of Entry,” adopted by the PDA Board of Directors on April 20, 2017. Approval was received and ROE agreements have been executed with the entities listed below, subject to the following terms and conditions:

PREMISES:

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

1. Hooked on Fish Charters, LLC. (Kyle Basoukas)
 - o Term: April 1, 2024-March 31, 2025
2. Seacoast Maritime Charters, LLC. (Jack Farrell)
 - o Term: May 1, 2024-October 31, 2024

Hampton Harbor Marine Facility, 1 Ocean Blvd., Hampton, NH

1. First Light Fisheries, LLC (Peter Kirkland)
 - o Term: April 1, 2024-March 31, 2025

PURPOSE OF ROE:

Charter Boat Operations & Customer Parking

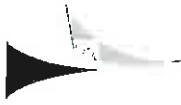
CUSTOMER

PARKING FEE:

\$5.00 per vehicle for customers using the Premises parking area, subject to change during the term of the ROE.

Among other requirements of the ROE, all of the above have also met the following required conditions, in accordance with the Charter Right of Entry agreement, prior to operating the charter at the facility:

1. Secured a Pier Use Permit;
2. Provided proof of minimum insurance requirements set by the PDA to the Division; and
3. Provide documentation that the business is registered and in “Good Standing” with the Secretary of State to conduct business in New Hampshire.




PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

TO: Paul Brean, Executive Director, PDA 

FROM:  Myles Greenway, Acting Director, DPH

DATE: April 24, 2024

RE: Commercial Mooring Transfer

The Pease Development Authority, Division of Ports and Harbors has received a request for the transfer of two commercial moorings, permit #81 and #6039, from George Ricker to David Hutchinson.

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: Myles Greenway, Acting Director

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

Re: Commercial Transfer

Date: April 24, 2024

George (Ben) Ricker and David Hutchinson are requesting the transfer of two Mooring Permits (#81 and #6039) in the Portsmouth Yacht Club mooring field. Ricker's permit #6039 was General Use and he requested to change it to Commercial Use. Ricker is a long-time commercial lobster fisherman and has used both moorings in support of his business. Attached is documentation of Hutchinson's commercial enterprise in the form of his Commercial Fishing License and Secretary of State filings. Also attached is the transfer request and bill of sale from Ricker. David Hutchinson 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 permits # 81 and #6039 be transferred to:

David Hutchinson
19 Hiltons Lane
Rochester, NH 03868




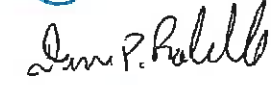







April 26, 2024

Myles Greenway, Acting Division Director
Division of Ports and Harbors
555 Market St.
Portsmouth, NH 03801

Assistant Director Greenway,

By way of this notice, the users of the bait cooler at the Portsmouth Commercial Fish Pier wish to exercise our final option to extend the Right of Entry agreement, effective June 1, 2021, under the same terms and conditions, through May 31, 2025.

The 10 users of the bait cooler have signed below indicating their agreement with the terms of the ROE:

Gary Glidden	F/V Last Penny	
Bobby Bryant	F/V Island Lady	
Vinny Prien	F/V Katie Rue	
Dennis Robillard	F/V Julie Ann III	
Jake Eaton	F/V McKenzie Nicole	
Chesley Severns	F/V Kelly Marie	
Kurtis Lang	F/V Alana Renee	
Damon Frampton	F/V Vivian Mae	
John Borden	F/V Mary Baker	
Bruce Laurie	F/V Amanda T	
Robert Carbajal	F/V Perseverance	

Payment of \$9100 will be submitted once we receive confirmation that our option has been approved.

Thank you for your consideration,
The Portsmouth Fish Pier bait cooler users


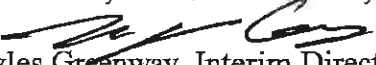


PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

TO: Paul Brean, Executive Director, PDA 
FROM: 
Myles Greenway, Interim Director, DPH
DATE: May 7, 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 #8148, from the Estate of Randell Collins to Lewis Perkins.

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: Interim Director Myles Greenway
From: Chief H/M Tracy R. Shattuck *TR*
Re: Commercial Transfer
Date: May 7, 2024

The Estate of Randell Collins and Lewis Perkins are requesting the transfer of a Mooring Permit (#8148) in the Seabrook Harbor mooring field. Attached is documentation of Perkins' commercial enterprise in the form of commercial saltwater lobster license. Also attached is the transfer request from Estate Executrix Judith MacLeon. Lewis Perkins 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 #8148 be transferred to:

Lewis Perkins
26 Centennial St
Seabrook, NH 03874



PEASE

INTERNATIONAL

555 Market Street Suite 1 Portsmouth, NH 03801

PORTS AND HARBORS

TO: Paul Brean, Executive Director, PDA *PAB*
FROM: *Myles Greenway*
Myles Greenway, Interim Director, DPH
DATE: May 7, 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 #8389, from Irene Moge to Geoffrey Crawshaw.

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: Interim Director Myles Greenway
From: Chief H/M Tracy R. Shattuck *TRS*
Re: Commercial Transfer
Date: February 5, 2024

Irene Moge and Geoffrey Crawshaw are requesting the transfer of a Mooring Permit (#8389) in the Seabrook Harbor mooring field. Attached is documentation of Crawshaw's commercial enterprise in the form of commercial saltwater lobster license. Also attached is the transfer request and bill of sale from Moge. Geoffrey Crawshaw 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 #8389 be transferred to:

Geoffrey Crawshaw
21 Saunders Hill Rd
New Boston, NH 03070

MOTION

Director Ferrini:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to amend the per footage fee of the approved six (6) month extensions of the Rights of Entry for Non-Exclusive Use of Parcel A-2 and Burge Wharf by Cornell University - Shoals Marine Lab and Star Island Corporation, from \$118.18 per foot to \$111.18 per foot; all in accordance the memorandum of Myles Greenway, Interim Director of Ports and Harbors, dated May 1, 2024; attached hereto.

N:\RESOLVES\2024\DPH-Cornell Shoals & Star Island amd fee (5-23-24).docx




PEASE

INTERNATIONAL

555 Market Street, Suite 1 Portsmouth, NH 03801


PORTS AND HARBORS

To: Pease Development Authority (PDA) Board of Directors
From: Myles Greenway, Interim Director of Ports and Harbors 
Date: May 1, 2024
Subject: Star Island & Shoals Marine Lab Right of Entry Parcel A-2 and Burge Wharf

The Division of Ports and Harbors (the "Division") received approval from the PDA Board of Directors at the April meeting to enter into 6-month Rights of Entry for Shoals Marine Lab and Star Island Corporation, to use of a portion of Parcel A-2, Burge Dock and adjacent parking lot located at the Market Street Marine Terminal. However, it was discovered that there was a typo in the "per foot" fee listed in the request. The price per foot should have been listed at \$111.18, not \$118.18.

Therefore, the Division is requesting approval of the amended "per foot" rate of \$111.18. All other terms and conditions of the ROE, as amended, shall remain in full force.

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Paul E. Brean, Executive Director 
Date: May 6, 2024
Re: Special Event

I am pleased to report on the following special event:

1. Great Bay Community College will be hosting a charity walk (One and Three Mile Routes) for the benefit of the National MS Society to be held on Saturday, June 1, 2024.

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:**
 - A. Welcome Director Brian Semprini, representing Town of Newington**
- II. Acceptance of Meeting Minutes: Board of Directors' Meeting of April 18, 2024 * (Conard)**
- III. Public Comment:**
- IV. Recognition of Director Margaret Lamson**
- V. Consent Agenda Items:**
 - A. Consent Agenda Approvals * (Levesque):**
 - 1. Lonza Biologics - 101 International Drive – Café Amendment Concept Approval of Patio * **(Ferrini)**
 - 2. Cintas Uniform Services - Uniform Laundry Service * **(Parker)**
 - 3. McFarland Johnson Inc. – PSM Airport Terminal Ticketing Study * **(Semprini)**
 - 4. Jalbert Leasing, Inc. d/b/a C&J Bus Lines– Right of Entry – 42 Durham Street; 47 Durham Street, Hampton Street and 14 Aviation Avenue for Valet Parking * **(Fournier)**
 - 5. PSM – Taxiway ‘A’ North Reconstruction – Acceptance of Grant and Approval of Contracts * **(Levesque)**
 - 6. Legal Services * **(Conard)**
 - 7. WSP USA Environmental & Infrastructure Inc. – Right of Entry Extension – 35 Airline Avenue * **(Parker)**
 - 8. S.J. Services, Inc. - Janitorial Services * **(Ferrini)**
 - B. Consent Agenda Approvals with Waiver * (Parker):**
 - 1. Higgins Corporation - Badge Printer * **(Semprini)**
 - 2. HID Global International – Badge System Service Agreement * **(Fournier)**
- VI. Finance:**
 - A. Executive Summary ***
 - B. Reports:**
 - 1. FY2024 Financial Report for the Nine Month Period Ending March 31, 2024 *
 - 2. Cash Flow Projections for the Nine Month Period Ending January 31, 2025 *
 - 3. FY24 - Berry Dunn Pre-Audit Presentation and Engagement Letter *

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

A. Report *:

1. Rochester Police Department and Flight 4CF Inc. – Skyhaven Airport - Wings and Wheels Event - Right of Entry
2. New Hampshire ANG – North Apron – Vehicle Training Exercises - Right of Entry
3. CDM Constructors Inc., Northam Survey LLC and Knowles Tree Service – Survey Work and Tree Service Estimating off Arboretum Drive – Right of Entry
4. S.U.R. Construction, Inc. – Corner Lot on Rye Street off Corporate Drive for Corporate Drive Reconstruction Project - Right of Entry

VIII. Leases:

A. Report *:

1. Sublease between 273 Corporate Drive, LLC and Appledore Medical Group, Inc. – 273 Corporate Drive
2. Sublease between 222 International LP and JOSSTEC LLC – 195 International Drive
3. Sublease between One New Hampshire Avenue, LLC and Cummings, Lamont & McNamee, PLLC – 1 New Hampshire Avenue
4. GSA – Exercise of First Lease Extension Option – 31 & 32 Rochester Avenue

IX. Contracts:

A. Report *:

1. Higgins Corporation – On-site Service Agreement to 8/8/2024 for HID Fargo 5600 Printer

X. Signs:

A. Report:

1. 2-Way Communications Service, Inc. - 19 Durham Street –Sign Revision *

XI. Executive Director:

A. Reports:

1. Golf Course Operations *
2. Airport Operations *
 - a) Portsmouth International Airport at Pease (PSM)
 - b) Skyhaven Airport (DAW)
 - c) Noise Line Report
 - (i) April 2024 *

XII. Division of Ports and Harbors:

A. Reports:

1. Port Advisory Council Meeting Minutes of March 13, 2024 *
2. Port Advisory Council Meeting Minutes of April 10, 2024 *
3. Piscataqua Maritime Commission – 2024 Sail Portsmouth Event - Market Street Terminal *
4. Charter Boats Right of Entry Report *
 - a. Hooked on Fish Charters, LLC – Rye Harbor – Right of Entry
 - b. Seacoast Maritime Charters, LLC – Rye Harbor – Right of Entry
 - c. First Light Fisheries – Hampton Harbor – Right of Entry

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

MOTION

Director Conard:

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

1. Consideration of discussing the dismissal, promotion or compensation of a public employee or the disciplining of such employee, or the investigation of any charges against him/her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted [NH RSA 91-A:3, II (a)]

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

N:\RESOLVES\2024\Non-Public Legal Advice by Counsel 5-23-24.docx

MOTION

Director Fournier:

Resolved, pursuant to NH RSA 91-A:3, the Pease Development Authority Board of Directors hereby determines that the divulgence of information discussed and decisions reached in the non-public session of its May 24, 2024, meeting regarding the consideration of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee or the investigation of any charges against him/her, if disclosed publicly, would render the proposed action ineffective and likely benefit a party or parties whose interests are adverse to those of the general community, 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.

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