

Place: 55 International Drive – Board Conference Room

Watch Meeting Via Live Stream: https://townhallstreams.com/towns/pease_dev_nh

BOARD OF DIRECTORS' MEETING

AGENDA

- I. Call to Order:**
- II. Acceptance of Meeting Minutes: Board of Directors' Meeting of May 23, 2024 * (Semprini)**
- III. Public Comment:**
- IV. Committees:**
 - A. Report:**
 - 1. Port Committee *
 - 2. Finance Committee *
- V. Consent Agenda Items:**
 - A. Consent Agenda Approvals * (Conard):**
 - 1. Security Utility Vehicle – 4X4 John Deere * (Fournier)
 - 2. Legal Services * (Ferrini)
 - 3. 231 Corporate Drive LLC – 231 Corporate Drive - Variance Request * (Levesque)
 - 4. Lonza – 101 International Drive – Equalization Tanks Concept Approval *(Parker)
 - 5. Vanasse, Hangen, Brustlin, Inc. – Update Implementation Plan – Tradeport Intersection Improvement Implementation Plan * (Semprini)
 - 6. Port City Air, Inc. (Great Circle Catering) – 282 Corporate Drive – Concept Plan * (Conard)
 - 7. US Department of State – 31 and 32 Rochester Avenue - Lease Amendment No. 2 * (Fournier)
- VI. Finance:**
 - A. Executive Summary ***
 - B. Reports:**
 - 1. FY2024 Financial Report for the Ten-Month Period Ending April 30, 2024 *
 - 2. Cash Flow Projections for the Nine Month Period Ending February 28, 2025 *
 - C. Approval:**
 - 1. Proposed FY 2025 Operating and Maintenance Budget and FY 2026 - FY2028 Forecast * (Ferrini)

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

A. Report *:

1. 603 Aero Space, LLC – Right of Entry – Aviation Avenue
2. ATDG, LLC – Right of Entry – 360 Corporate Drive
3. CDM Constructors Inc. and Northam Survey LLC - Right of Entry – Off Arboretum Drive
4. New Hampshire ANG – Right of Entry - 119 Arboretum Drive

VIII. Leases:

A. Report *:

1. Sublease between 200 International LP and Global Dominion Access USA Corp – 200 International Drive (Suite #150)

IX. Contracts:

A. Report *:

1. Sunbelt Rentals – Stump Grinder
2. Air Traffic Control Tower - Shade Replacement – Plastic-View
3. Pease Tradeport - Zero Turn Diesel Mower – James R. Rosencrantz & Sons, Inc.
4. Pease Golf Course - True 72” Four Drawer Refrigerated Chef Base - WebRestaurant

X. Executive Director:

A. Reports:

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

XI. Division of Ports and Harbors:

A. Reports:

1. American Cruise Lines, Inc. – 555 Market Street Terminal – Right of Entry *
2. Commercial Mooring Transfer – Elwell to Falzarano *
3. Commercial Mooring Transfer – Murphy to Desrosiers *
4. Commercial Mooring Transfer – MacDonald to Ribblett *
5. Commercial Mooring for Hire – Esther’s Marina *

B. Approvals *:

1. Portsmouth Fish Pier - Replacement Building - Appledore Marine Engineering Services * **(Levesque)**
2. Rye Harbor Marine Facility
 - a. Revetment Work * **(Parker)**
 - b. Retail Platform - Appledore Marine Engineering Services * **(Fournier)**

C. Board Action on Mooring Permit Appeal:

1. Appeal of Richard Wickson – Mooring Permit #8008 - Recommended Decision of Director Fournier * **(Ferrini)**

XII. New Business:

A. Report:

1. Thermo Fisher Scientific, Inc. – 23 Hampton Street – Presentation to Board
2. Delos, LLC (PlaneSense) – 115 Flightline Road - Presentation to the Board

B. Grant Applications Filed in May:

XIII. Special Event:

A. Report *:

1. Yellowfin Events LLC – Road Race to be held July 20, 2024

XIV. Upcoming Meetings:

Port Committee	July 11, 2024 @ 8:00 a.m.
Airport Committee	July 15, 2024 @ 8:00 a.m.
Board of Directors	August 8, 2024 @ 8:30 a.m.

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

XV. Board Discussion:


1. Future Use of Harbors

XVI. Directors' Comments:

XVII. Adjournment:

XVIII. Press Questions:

XIX. 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 Semprini:

I make a motion to accept the meeting minutes of the Board of Directors' meeting held on May 23, 2024.

N:\RESOLVES\2024\Approve Minutes 4-18-24 (6-13-2024).docx

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

Thursday, May 23, 2024

Presiding: Stephen M. Duprey, Chairman
 Present: Neil Levesque, Vice Chair; Thomas G. Ferrini, Treasurer; Steve Fournier; Susan B. Parker, Karen Conard, and Brian Semprini
 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; Myles Greenway, Interim Director of Division of Ports and Harbors; Jared Sheehan, Environmental Compliance Manager; Andrew Pomeroy, Director of Aviation Planning & Regulatory Compliance; Greg Siegenthaler, IT Director; 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.**

Duprey welcomed the newly appointed Director for the Town of Newington, Brian Semprini.

II. Acceptance of Meeting Minutes: Board of Directors' Meeting of April 18, 2024

Director Conard **moved** the **motion** and Director Parker **seconded** to **accept the meeting minutes of the Board of Directors' meeting held on April 18, 2024.**

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

III. Public Comment:

Brad Cook ("Cook") Chairman of the Port Advisory Council ("PAC") –stated he was appointed to PAC in 2011. Spoke to the recent PAC meeting which discussed the importance of the Port of Portsmouth and its activities such as support provided to the Portsmouth Naval Shipyard, various items of cargo (heating oil, road salt and asphalt), capabilities to provide heavy lift operations to cargo vessels and the focal point for the off-shore wind development. Cook further spoke to being an ex-officio member of the Port Committee ("PC") and stated the PC rarely focuses on the referenced topics, but rather policies and procedures at Rye Harbor. Indicated he had copies of the draft minutes of the May 1, 2024, meeting if any Director were interested in obtaining them [no Director requested a copy]. Cook spoke to support discussed at

the PAC meeting of Director Marconi and an ultimate vote of confidence of personal integrity and professional skills.

Bob Dion (“Dion”) Greenland Planning Board – Town of Greenland is preparing a proposal to rebuild the bridge over the Winnicutt River in Greenland. Executive Director Brean (“Brean”) indicated the Board would be acting on a recommendation for a Letter of Support regarding this project later in the meeting; he and Director Parker could speak on the project at that time.

Mike Donahue – reserved comments until after item IV.

IV. Recognition of Director Margaret Lamson

Robert Blonigan, Selectman from the Town of Newington, read aloud and presented Director Lamson (“Lamson”) with a proclamation from the Town.

Brean thanked Lamson for her years of service, support and dedication to PDA, staff and the facility, providing her with an airfield taxiway light as a show of appreciation.

Lamson indicated it had been her pleasure to serve both the Town of Newington and State of New Hampshire as a Director for the PDA.

Duprey presented Lamson with a framed photograph of the Tradeport.

Mike Donahue expressed the appreciation of the tireless effort of Lamson over the years and indicated she has been an asset for the State, PDA and the Town of Newington.

V. Consent Agenda Items:

A. Consent Agenda Approvals:

Director Levesque **moved** the **motion** and Director Fournier **seconded** that **the Pease Development Authority Board of Directors hereby moves that item numbers 1-8 from the consent agenda list below be approved as a single consent agenda item, and that the proposed motions included for each be incorporated into such approval as the operative motion for each item.**

1. **Lonza Biologics - 101 International Drive – Café Amendment Concept Approval of Patio**
2. **Cintas Uniform Services - Uniform Laundry Service**
3. **McFarland Johnson Inc. – PSM Airport Terminal Ticketing Study**
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**
5. **PSM – Taxiway ‘A’ North Reconstruction – Acceptance of Grant and Approval of Contracts**
6. **Legal Services**

7. **WSP USA Environmental & Infrastructure Inc. – Right of Entry Extension – 35 Airline Avenue**
8. **S.J. Services, Inc. - Janitorial Services**

Discussion: Director Ferrini abstained from the vote pertaining to item #4. Disposition: Resolved **unanimous** vote for; motion **carried**.

- B. Consent Agenda Approvals with Waiver:**
 1. **Higgins Corporation - Badge Printer**
 2. **HID Global International – Badge System Service Agreement**

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

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

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**

Suzy Anzalone (“Anzalone”), Director of Finance, spoke to the Executive Summary and the two (2) reports.

Anzalone indicated the PDA’s consolidating operating revenues are on budget, operating expenses are trending under budget by 9.7% year-to-date (“YTD”); and in March a couple larger expenses were absorbed. Anzalone spoke to interest earned from PDA’s money market account that was received. Anzalone indicated there was nothing significant to report regarding any of the business units; spoke of PDA’s current assets and unrestricted cash for both PDA and DPH; and YTD capital expenditures being \$11 million.

Duprey asked of the reference of “deferred inflow of resources”; Anzalone stated this reflects the value of all active lease agreements in an effort to conform with GASB requirements.

Anzalone also introduced the Board to PDA’s new Contract and Purchasing Administrator, Toni-Marie Vaughan, who has many years of procurement and purchasing experience and will be working with the Finance Department.

3. FY24 - Berry Dunn Pre-Audit Presentation and Engagement Letter

Anzalone introduced three (3) members of Berry Dunn (“BD”) providing the Pre-Audit Presentation: Robert Smalley (“Smalley”); Katie Balukas (“Balukas”); and Kate Skrocki.

Balukas spoke to BD’s overall audit plan and the summary of the engagement letter. Balukas started with the requirement communications which summarizes BD’s preparation and presentation of the financial statements with management designing, implementing and maintaining internal controls. BD’s role is to express an opinion of reasonable assurance as it does not test 100% of the reported transactions; there is management discussion and analysis along with Required Supplemental Information (“RSI”); from this BD performs limited procedures to provide accuracy from the information. Further, the audit does not relieve management of its responsibilities. BD does consider internal controls but does not issue an opinion of the controls; however, performs tests on key audit areas which vary from year to year. BD does a risk-based audit approach, reviewing areas should a misstatement were made which might cause a significant issue in PDA’s operations.

Balukas spoke to the various PDA schedules that are reviewed during the audit as well as any supplementary notes. These recording and reporting financial statements are reviewed for accuracy and consistency, but this information is not audited.

Balukas also spoke of the Uniform Guidance Audit as PDA receives and expends over \$750,000.00 of federal grant awards each year, which triggers this audit. During the month of June, BD will determine which federal programs it will review. Balukas indicated in the past, Airport Improvement Funds have been reviewed frequently as have COVID funds and BUILD grants for Ports and Harbors. Further, an opinion will be issued as part of PDA’s compliance with the laws and regulations of the chosen program. Tests will be performed regarding the compliance and a schedule of expenditures of federal awards of the various programs will be performed concerning grant awards and expenditures for the year.

Duprey asked if each federal grant is review, not a sampling; Balukas affirmed and stated BD is required to look at 40% of PDA’s federal funding. However, over the past couple of years, BD has reviewed approximately 90% (i.e.; COVID funding due to high risk) as there is a formula used to sample which programs will be reviewed. BD is required every third year to look at PDA’s significant / major programs for auditing purposes.

Duprey stated every Director can have comfort knowing that over a three-year period all programs are in compliance as they are reviewed.

Balukas stated that a lot of the funding received by PDA is from FAA and DOT which has specific compliance requirements for each grant which means every year BD is looking at overarching controls that encompass the major program being reviewed.

Parker asked what constitutes a “major program”; Balakus stated if an entity is high risk, being findings in the past, there is a review of 40% of the programs; the requirements for a low risk is review of 20%. Further, Balukas spoke to considerations constituting “A” and “B” programs and that the Federal government’s yearly advise to programs which it deems “high risk” (COVID and FAA). These need to be reviewed yearly and PDA’s AIP funding does encompass a bulk of the federal grants.

Ferrini asked how far the “look back” is on any findings and at which time do they fall off for review of a lower standing; Balakus spoke to findings being high risk for two (2) years, unless there is a new finding which would continue [high risk] for another two (2) years. This also has to do when the audit is completed; that said, if the audit is not completed in nine (9) months, then deemed to be high risk. Therefore, it is the findings and the timeliness of the audit which reflect the risk level.

Balukas spoke of BD’s history with PDA and indicated it is not anticipated that there will be any real shifts in the areas of focus; within procedures BD does confirm balances with outside parties (i.e.; vendors and lending/banking institutions). Balukas spoke of previous areas that BD has provided review such as payroll, employee demographics, fixed assets, COVID funding etc. Lastly, if the Board has any concerns or areas it would like to have reviewed, they can contact BD directly.

Skrocki spoke of the timing of communications with management of issues that may have arisen over the fiscal year; this assists BD in its overall audit planning. She also spoke of what might impact the grant year audit and assessment of the overall audit plan. The initial field work will commence the week of June 10th. This will be where the initial testing will begin so BD may gain a better understanding of internal controls etc.; with an inventory being performed at the end of June. The yearend procedures will take place the weeks of August 22nd and September 2nd in relation to the financial statement audit and where the Uniform Guidance Audit will be performed. It is anticipated that draft reports will be provided to management by October 1st with provision to the Audit Committee; BD will issue its reports by mid-October and those reports to the State by the end of November / beginning of December.

A communication letter will be provided at the end of the audit which provides any internal control matters identified; do not anticipate there to be any identified. This communication will also include any audit adjustments, any difficulties incurred with management as well as other comments. Have not previously encountered any difficulties or disagreement when performing the audit so do not anticipate any. Lastly, BD will obtain a signed representation letter at the conclusion of the audit.

Smalley spoke to BD’s planning procedures and reiterated to the Board should it have any inquiries, they could make those directly to BD. Further, Smalley spoke to working directly with management, review of Board minutes and additional materials in order to capture pertinent information.

Duprey asked how many BD staff are at PDA when field work is performed and how many PDA staff are involved. Anzalone spoke of the entire Finance team (5) being involved. Further, staff reviews everything at the end of the month, making preparations for the end of the year easier. Smalley indicated it depends on what is being done as to how many BD staff are involved. Anzalone indicated BD is typically at PDA a couple of days with additional work being performed remotely. Smalley indicated the BD team is between 4 to 6 individuals and the audit encompasses approximately 4 weeks. Balukas spoke to being onsite during interim, year-end and for observation of inventory.

Duprey asked if paper copies were reviewed; Balukas indicated onsite there is a review of paper copies and a list is provided prior to arrival of various items to be reviewed as a means to reduce administrative burden.

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**

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

Brean stated this is the largest community event at Skyhaven and is a fundraiser for Cystic Fibrosis.

- 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

Brean stated this ROE is in relation to tree removal associated with the potential removal of the Air Force pipeline.

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.

Ferrini understood there was no motion pending, but indicated he would abstain from any discussion, if any, with respect to item 4.

Duprey indicated the reports provided in the Board materials by staff are comprehensive to facilitate adequate knowledge throughout all of the divisions.

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**

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 (“GSA”)
Space: 31 & 32 Rochester Avenue
Term: Exercise its First Option for an Additional Five Years through September 30, 2029

Parker asked of GSA’s employment base at Visa Center; Brean indicated approximately 1,000 individuals.

IX. Contracts:

A. Report:

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

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

X. Signs:

A. Report:

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

Brean indicated that 2-Way Communications operates out of 19 Durham Street and has requested a minor sign revision to reflect a retro logo as it is celebrating its 50th Anniversary.

XI. 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 PGC is picking up due to the weather. Further, last May PGC saw its record number of rounds, and this year PGC will be close to those numbers, even with eight (8) rain days. There are currently eight (8) charity events scheduled for the month of June, with fourteen (14) additional functions scheduled through Grill 28. Also, all seven (7) leagues are up and running.

PGC had its scope of work meeting with Harriman the other day; Duprey asked if this were for potential expansion. DeVito affirm and further indicated Harriman will be looking at the kitchen and potential expansion of an event center where the tent is located.

DeVito thanked Lamson for her guidance and support over the last twenty (20) years.

2. Airport Operations

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

Brean spoke to a strong March with passenger enplanements tracking well with commercial enplanements of approximately 20,000 through March. There have been several NATO transient stops (i.e.; Royal Air Force and Italian Air Force). Brean further indicated PSM’s fuel is competitive and there were 1.6 million gallons pumped in March.

Allegiant has forecast an approximate 17% increase in capacity for the fall / winter with the new aircraft it is bringing on.

Brean indicated it has been a busy school break and PSM seeing strong load factors through the summer with anticipated travel.

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

Brean stated for the month of April there were five (5) noise issues to report (four involving military activity associated with NATO transient movement and one regarding a single engine aircraft where neighbor concerned with its approach). Most complaints were during daytime hours.

Fournier asked if PSM knew if the complaints were received from different individuals or same individuals; Brean indicated the complaints are tracked and indicated it is primarily frequent callers.

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**

Myles Greenway (“Greenway”) Interim Director of Ports and Harbors indicated the Board had in its packet the minutes of the Port Advisory Council, various Rights of Entry and Commercial Mooring Transfers. He did note item #3 as being the Coast Guard Cutter “EAGLE” being at the terminal; July 26th through July 29th.

Greenway did a review of the facilities:

1. **Market Street Terminal**: Working on a ROE with American Cruise Lines; its first date of arrival will be on Monday, July 8th, with a departure early on Tuesday, July 9th.

M/V DECISIVE, a cable vessel, is planning on arriving on June 3rd through June 6th.

Functional Replacement Project – prior to rebid, it is necessary to obtain permits. Therefore, an analysis of an alternate and beneficial use of the dredging materials is necessary. Working with Appledore and NHDOT so alternatives can be included for environmental considerations, analysis of beach nourishment, public benefit of upland options; dealing with the dredging and blasting of approximately 20,000 cubic yards of materials. Duprey asked if the dredge material has been tested; Greenway indicated he thought the material has been tested.

MAS is completing the punch list of items for the Main Wharf project; it is anticipated they will be on site on Friday to complete work under the pier.

2. **Portsmouth Fish Pier (“PFP”)**: – the bracing and decking project is commencing. Attended a Governor and Council meeting on May 15th regarding ARPA transfer of funds in the amount of \$110,000 from the Hampton Harbor Floating Dock Project to this project in the event extra funding is necessary.

Reviewing the concept study prepared regarding the PFP; held an exploratory meeting with Appledore to discuss options.

Scheduling a Port Committee workshop to kick off the ARPA fund projects; public meeting is scheduled for Monday, June 3rd, at 8:30 a.m. Duprey spoke to the ARPA funds and DPH being fortunate in its receipt of same and the achievements from those funds to those projects.

3. **Rye Harbor:** – Lakes Region has been working on the commercial fuel system which is operational, but the breaker keeps tripping. Lakes Region will be working with Martineau Electric to troubleshoot the problem.
4. **Harbormaster Position:** Assistant Harbormaster at Rye position had five (5) applicants who were interviewed by a four (4) person panel. Mike Moreau (“Moreau”) was selected for that position which commenced on May 20th; Moreau came from Great Bay as an Area of Responsibility (“AOR”) Dave Keane will backfill Moreau’s position at Great Bay; Keane continues to be on the terminal security team.
5. **Hampton Harbor:** –Work to be performed on the fuel system in June by Martineau Electric.

Hampton / Seabrook Dredging – Attended Fiscal Committee meeting on May 17th for ARPA funding with the Army Corp of Engineers of the Section 107 Feasibility Study. The cost share of DPH for this project is \$516,105.00 which was approved; next week will be going to Governor and Council to answer any questions concerning the dredging.

Met with NHDOT regarding the bridge replacement as well as modifications of Route 1 in front of the bridge to develop a new route along Route 1 (Ocean Boulevard from the State Park driveway through connection of old Ocean Boulevard). This will be done to maintain cohesive traffic flows as well as better facilitation of bike and pedestrian accessing.

6. **General:**
Working with NH Homeland Security and Management on DPH’s post storm application in order to receive FEMA funds for the January storm.

Port Security Grant Application for three (3) requests through DHS; one for camera and systems at the facilities; improve Market Street Terminal Security; and outboard engines for the primary port assets for Harbormasters.

Worked with Appledore Engineering on the preparation of a facilitate pamphlet (Board was provided with the pamphlet).

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**

Director Ferrini moved the motion and Director Fournier seconded that 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.

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

XIII. New Business:**A. Grant Applications Filed in April:**

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

B. Approval:

1. **Letter in Support to the Town of Greenland’s Proposed Bridge Improvement Project at Winnicutt Road on Route 33 in Greenland**

Director Parker moved the motion and Director Conard seconded that the Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director to send the attached letter dated May 23, 2024, to the Rockingham Planning Commission in support of the Town of Greenland’s proposed Route 33 Winnicutt River Bridge improvement project.

Discussion: Brean stated the Town of Greenland (“TOG”) has an initiative to improve the Winnicutt Bridge to help to resolve a bottleneck onto Route 33 in both directions. PDA recognizes this is in line with the Rockingham County Planning Commission and believes it would be a great project for the community as well as egress to Portsmouth, Pease and access to Route 95.

Fournier asked if this was the ten (10) year plan; Michael R. Mates (“Mates”) Director of Engineering indicated TOG is trying to get on the long-range plan, then ten (10) year plan; so it may obtain a scheduling position.

Bob Dion (“Dion”) Chairman of the Greenland Planning Board stated TOG is trying to get directly onto the ten (10) year plan of 2025 through 2034.

Disposition: Resolved unanimous vote for; motion carried.

XIV. Special Event:

A. Report:

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

Brean stated this is a fundraiser for the MS Society who is hosting a walk / run event.

XV. Upcoming Meetings:

Noise Compatibility Committee	May 28, 2024 @ 6:30 p.m.
Port Committee	June 3, 2024 @ 8:30 a.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:

The Directors and Chairman all thanked Director Lamson for her service to the PDA.

Semprini, the Town of Newington designee, replacing Lamson, indicated he had huge shoes to fill.

XVII. Press Questions:

XVIII. Non-Public Session:

Director Conard moved the motion and Director Parker 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 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)]**

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

At 9:33 a.m. the Board of Directors went into non-public session.

At 9:50 a.m. the Board of Directors returned to public session.

XIX. Confidentiality:

Director Fournier **moved** the **motion** and Director Conard **seconded** that **be it resolved, pursuant to NH RSA 91-A:3, the Pease Development Authority Board of Directors hereby determines that the divulgence of information discussed and decisions reached in the non-public session of its May 23, 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.**

Discussion: Motion corrected to read "May 23". Disposition: Resolved **unanimous** roll call (7-0) vote for; motion **carried**.


XX. Adjournment:

Director Levesque **moved** the **motion** and Director Fournier **seconded** to **adjourn the Board meeting. Meeting adjourned at 9:52 a.m.**

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

XXI. Consultation with Counsel:

Respectfully submitted,



Paul E. Brean
Executive Director



PEASE DEVELOPMENT AUTHORITY
PORT COMMITTEE AGENDA

MONDAY JUNE 3, 2024 8:30 AM

PEASE DEVELOPMENT AUTHORITY BOARD ROOM
55 INTERNATIONAL DR.
PORTSMOUTH NH 03801

1. CALL TO ORDER
2. APPROVAL OF MINUTES
 - October 16, 2023
 - January 9, 2024
 - April 2, 2024
3. PUBLIC COMMENT
4. PORT DIRECTOR'S REPORT
 - Original ARPA request letter-Attached
 - Portsmouth Commercial Fish Pier Building
 - Concept Study Results
 - Scope of Work Proposal-Appledore Marine Engineering-Attached
 - Rye Harbor Marine Facility
 - Rip-Rap/Seawall Repair Fee Estimate 2019-Attached
 - Scope of Work Proposal-Appledore Marine Engineering-Attached
5. NEW BUSINESS
6. OLD BUSINESS
7. PRESS QUESTIONS
8. ADJOURNMENT

PEASE DEVELOPMENT AUTHORITY
Monday, June 10, 2024

FINANCE COMMITTEE AGENDA

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

- I. Call to Order (*Ferrini*)
- II. Acceptance of Committee Meeting Minutes: September 18, 2023*
(*Levesque*)
- III. Public Comment
- IV. Reports (*Anzalone*)
 - 1. Operating Results for the Ten-Month Period Ending April 30, 2024 *
 - 2. Nine Month Cash Flow Projections through February 28, 2025 *
 - 3. Disbursement Register –March 1 through May 31, 2024 [REDACTED]
- V. Approvals
 - 1. FY 2025 Operating Budget and FY 2026–FY 2028 Forecast *(*Semprini*)
- VI. Next Committee Meeting- September 9, 2024 @ 9:00 AM
- VII. Director’s Comments
- VIII. Adjournment
- IX. Press Questions

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

MOTION

Director Conard:

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. Security Utility Vehicle – 4X4 John Deere * **(Fournier)**
2. Legal Services * **(Ferrini)**
3. 231 Corporate Drive LLC – 231 Corporate Drive – Variance Request * **(Levesque)**
4. Lonza – 101 International Drive – Equalization Tanks Concept Approval ***(Parker)**
5. Vanasse, Hangen, Brustlin, Inc. – Update Implementation Plan – Tradeport-wide Intersection Improvement Program * **(Semprini)**
6. Port City Air, Inc. (Great Circle Catering) – 282 Corporate Drive – Concept Plan * **(Conard)**
7. US Department of State – 31 and 32 Rochester Avenue – Lease Amendment No. 2 * **(Fournier)**

MOTION

Director Fournier:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to enter into a contract with James R. Rosencrantz & Sons, Inc., to purchase a John Deere XUV835M Full Size 4X4 utility vehicle in an amount not to exceed \$26,749.00, all in accordance with the memorandum of Ken Conley, Maintenance Manager, dated May 30, 2024, attached hereto.

Memorandum

To: Paul Brean, Executive Director 
From: Ken Conley-Maintenance Manager 
Date: 5/30/2024
Subj: Vehicle Replacement, 4X4 Utility vehicle

In February, the Board approved the purchase of a 4X4 Utility vehicle to serve as a replacement for the Tradeport litter vehicle. The value of having a Full-Size 4X4 Utility vehicle was quickly recognized, and our intent is to add a second unit into PDA's fleet for the Security Team. This will serve as a replacement for two 2003 Chevrolet Malibus obtained through the State of New Hampshire auction program. These vehicles served the PDA for three years before becoming unserviceable in 2022. The Security Team currently utilizes Operations' vehicles when available.

The Portsmouth Airport security details encompass maintaining secure entry points within the Airport confines at many locations and also perimeter security checks of the entire airport fence line. This is something Operations has been managing with pickup trucks. This practice has resulted in occasional accidents, cut tires, and unnecessary wear on essential Operations' vehicles. The addition of another 4X4 Utility vehicle will supply the Security Team with a reliable, alternative vehicle to cover all their essential tasks.

This memo serves as a request to purchase an additional Full-Size 4X4 Utility vehicle as identified in our FY24 capital budget. An invitation for bid was advertised on May 8, 2024, with the bid opening taking place on May 28, 2024. A single bid was received from James R. Rosencrantz & Sons, Inc., in the amount of \$26,749.00.

At the June 13, 2024, Board of Directors' meeting please request authorization to enter into an agreement for the purchase of One (1) additional John Deere XUV835M 4X4 Full-Size Utility vehicle from James R. Rosencrantz & Sons, Inc., for a price not to exceed \$26,749.00.



MOTION

Director Ferrini:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$18,562.50 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 June 3, 2024; attached hereto.

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Anthony I. Blenkinsop, Deputy Director / General Counsel *ATB*
Date: June 3, 2024
Re: Legal Services

Sheehan Phinney Bass & Green provided legal services to the Pease Development Authority (“PDA”) in the month of April 2024 in a total amount of **\$18,562.50**, as follows:

April 1, 2024 – April 30, 2024	
(for Tradeport General Representation)	<u>\$18,562.50</u>
	\$18,562.50

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 **\$18,562.50**.

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: 402732

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$18,562.50
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$18,562.50

PREVIOUS BALANCE:	\$17,925.00

TOTAL BALANCE DUE:	\$36,487.50

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

AMOUNT PAID... \$ _____

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


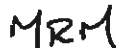
MOTION

Director Levesque:

The Pease Development Authority Board of Directors hereby authorizes the referral of two variance applications by 231 Corporate Drive, LLC to the City of Portsmouth Zoning Board of Adjustment for the installation of a fence in the front yard setback at 231 Corporate Drive; all in accordance with the memorandum from Michael R. Mates, P.E., Director of Engineering, dated June 3, 2024; attached hereto.

N:\RESOLVES\2024\231 Corporate Drive LLC -- 2 Variance Apps (6-13-24).doc

Memorandum

To: Paul E. Brean, Executive Director 
From: Michael R. Mates, P.E., Director of Engineering 
Date: June 3, 2024
Subject: Variance for Fence in Front Yard Setback at 231 Corporate Drive

In October of last year, 231 Corporate Drive, LLC, a Kane Company affiliate at that address obtained concept approval from the Board of Directors for site plan improvements associated with the conversion of the building from an academic/business office use to a veterinary hospital. The new subtenant is Port City Veterinary Referral Hospital or Ethos Veterinary Health ("Ethos"). Ethos is now requesting two variances for the construction of a 6-foot-high fence in the front yard setback to screen a generator and enclose two separate pet walk areas directly adjacent to exam rooms inside the building as depicted on the attached rendering.

Part 304.04(c) of the PDA Land Use Controls requires a minimum front yard setback of 70 feet in the Business and Commercial Zone. In this case, Ethos is proposing 67.1 feet. In addition, Part 305.02(a) of the PDA Land Use Controls prohibits buildings and structures from being constructed in the front yard. Ethos will need a variance from both of these provisions. Attached is a narrative from the applicant that addresses the General Provisions for zoning variances from the PDA Land Use Controls.

At the June Board meeting, please seek approval for 231 Corporate Drive, LLC/Ethos to submit two variance applications to the City of Portsmouth Zoning Board of Adjustment for the installation of a fence in the front yard setback at 231 Corporate Drive.

N:\ENGINEER\Board Memos\2024\231 Corporate Variance.docx

APPLICATION OF ETHOS VETERINARY HEALTH

231 Corporate Drive, Tax Map 314, Lot 2

APPLICANT'S NARRATIVE

I. THE PROPERTY.

The Applicant Ethos Veterinary Health is renovating an existing building for a Veterinary Hospital at 231 Corporate Drive in the located in the PDA Business and Commercial Zone. As part of the buildout, the Applicant needs two (2) fenced in dog walking areas as shown on the plans prepared by Tighe & Bond. These fences is approximately 4' in front of the existing building and will be 6' in height. The fences will be located a minimum of 67.1 feet from the front lot line, where 70 feet is required.

The proposed dog fenced in areas are off the Intensive Care Unit and will be used primarily for ICU patients, 1 dog at a time. The fenced in areas will not be for play areas or other activities that promote barking. These patients are sick, maybe bleeding, wearing a cone, etc. The area will allow the animals to get outside after a medical procedure to relieve themselves.

II. RELIEF REQUESTED.

The Applicant is seeking variances from the provisions of Article 305.02 (a) and 304.04 (c) of the Pease Development Authority Zoning Ordinance to allow the fences to be located between the building and the front lot line, for the use associated with dog walking, and for being located within 70 feet of the front lot line. The fences must be located near the ICU ward which is in the front of the building.

III. ARGUMENT.

It is the Applicant's position that the five criteria necessary for the granting of the requested variances as set forth in Article 317.01(c) of the PDA Zoning Ordinance are met by the within Application.

1. No adverse effect or diminution in values of surrounding properties would be suffered.

Granting the requested variance would not in any way diminish the value of surrounding properties. All surrounding properties are Commercial in nature and will not be negatively impacted by the location of the fence areas.

2. Granting the variance would be of benefit to the public interest.

Granting the requested variance would not substantially alter the characteristics of the neighborhood nor would granting the variance threaten public health, safety, or welfare. The Property sits in the Commercial Zone where animal hospitals are permitted. A Fenced area for animals is a medically necessary amenity to the hospital. Thus, granting the variance would not be contrary to the spirit and intent of the ordinance and it would be a benefit to the public interest.

3. Denial of the variance will result in unnecessary hardship to the person seeking it.

Owing to special conditions of this property that distinguish it from other properties in the area, no fair and substantial relationship exists between the general public purposes of the ordinance and the specific application of that provision to this property.

The Special conditions of the property are driven by the fact that the building is surrounded on three (3) sides by a wetlands buffer. The applicant is trying to reduce impervious surfaces by pulling the building away from the wetland buffer and locating the dog walk area outside of the wetland buffer. Also, the building is designed in such a fashion that the existing elevator is driving the interior layout with the emergency department on the first floor and the ICU area positioned next to the elevator. These are the spaces needing easy access to the outdoor area for injured or sick patients. The location will also utilize the existing concrete walkways so that no new impervious surfaces are added to the site for the dog walk areas.

4. Granting the variance would be substantial justice.

Granting the requested variance will result in substantial justice being done. The hardship upon the Applicant were the variance to be denied is not outweighed by some benefit to the general public in denying the requested variance.

5. The proposed use would not be contrary to the spirit of this zoning rule.

The Property sits in the Commercial Zone where hospitals are permitted. Thus, granting the variance would not be contrary to the spirit and intent of the ordinance.

IV. CONCLUSION.

For the foregoing reasons, the applicant respectfully requests the Board recommend the variance be approved as requested and advertised.

Respectfully submitted,

Dated: May 31, 2024

By: Emerson LaFebre

Emerson LaFebre
Director of Construction
Ethos Veterinary Health

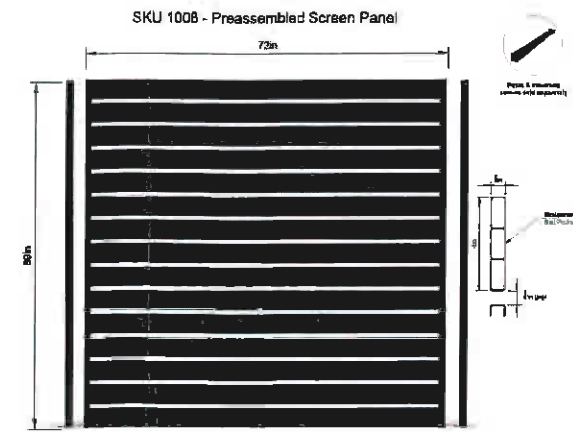
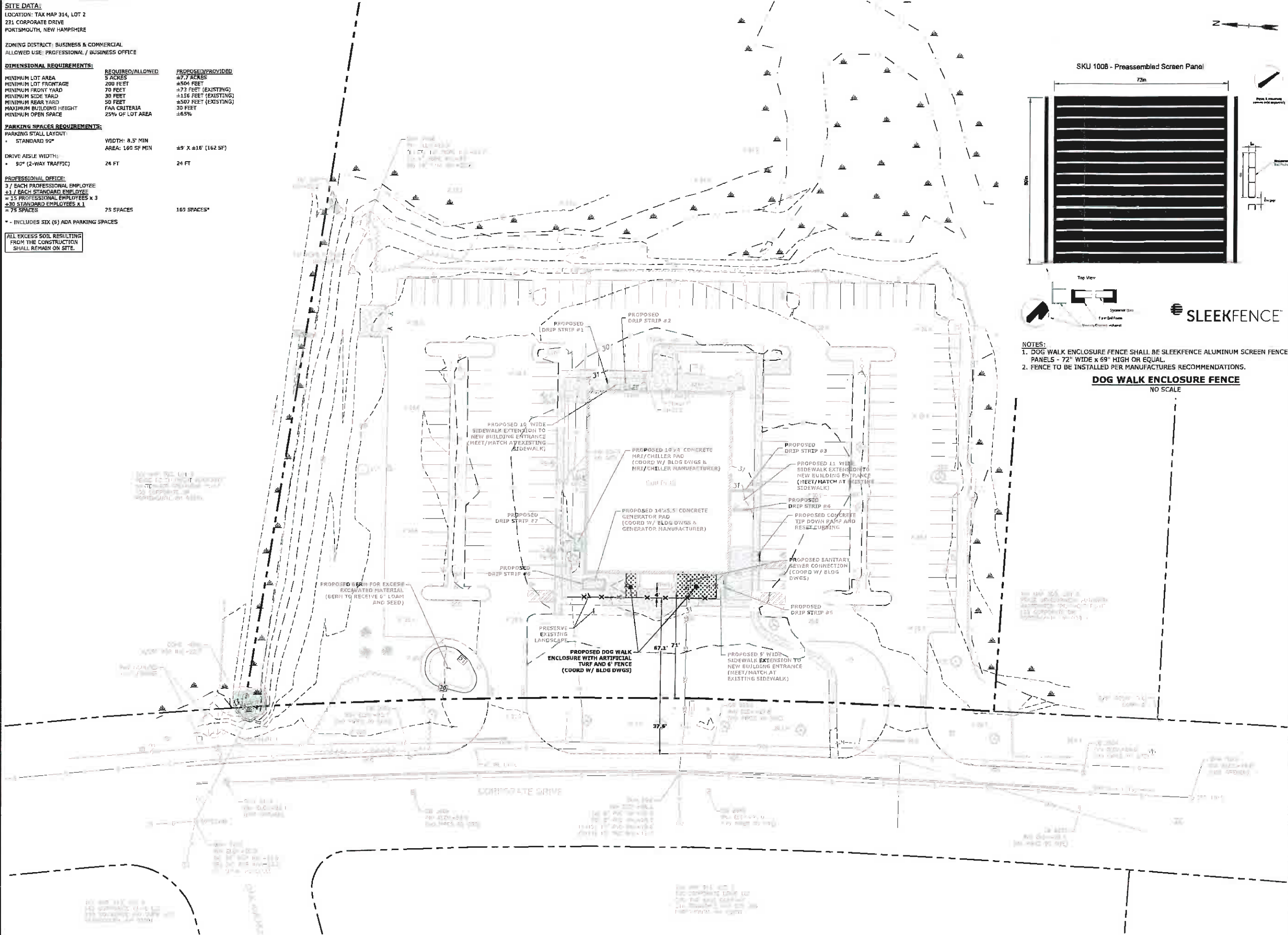
SITE DATA:
 LOCATION: TAX MAP 314, LOT 2
 231 CORPORATE DRIVE
 PORTSMOUTH, NEW HAMPSHIRE
 ZONING DISTRICT: BUSINESS & COMMERCIAL
 ALLOWED USE: PROFESSIONAL / BUSINESS OFFICE

DIMENSIONAL REQUIREMENTS:	REQUIRED/ALLOWED	PROPOSED/PROVIDED
MINIMUM LOT AREA	5 ACRES	±7.7 ACRES
MINIMUM LOT FRONTAGE	200 FEET	±504 FEET
MINIMUM FRONT YARD	30 FEET	±73 FEET (EXISTING)
MINIMUM SIDE YARD	30 FEET	±116 FEET (EXISTING)
MINIMUM REAR YARD	50 FEET	±507 FEET (EXISTING)
MAXIMUM BUILDING HEIGHT	FAA CRITERIA	30 FEET
MINIMUM OPEN SPACE	25% OF LOT AREA	±65%

PARKING SPACES REQUIREMENTS:	REQUIRED/ALLOWED	PROPOSED/PROVIDED
PARKING STALL LAYOUT:		
• STANDARD 90°	WIDTH: 8.5' MIN AREA: 160 SF MIN	±9' X ±18' (162 SF)
DRIVE AISLE WIDTH:		
• 90° (2-WAY TRAFFIC)	24 FT	24 FT

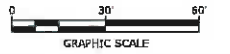
PROFESSIONAL OFFICE:
 3 / EACH PROFESSIONAL EMPLOYEE
 11 / EACH STANDARD EMPLOYEE
 = 15 PROFESSIONAL EMPLOYEES x 3
 = 45 STANDARD EMPLOYEES x 1
 = 75 SPACES
 165 SPACES*
 * - INCLUDES SIX (6) ADA PARKING SPACES

ALL EXCESS SOIL RESULTING FROM THE CONSTRUCTION SHALL REMAIN ON SITE.



NOTES:
 1. DOG WALK ENCLOSURE FENCE SHALL BE SLEEKFENCE ALUMINUM SCREEN FENCE PANELS - 72" WIDE x 69" HIGH OR EQUAL.
 2. FENCE TO BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.

DOG WALK ENCLOSURE FENCE
 NO SCALE



Proposed Veterinary Office

Ethos Veterinary Health

231 Corporate Drive
 Portsmouth, New Hampshire

MARK	DATE	DESCRIPTION
B	4/18/24	Fence Variance Submission
A	12/4/23	Rev per PDA Comments

PROJECT NO: E5065-001
 DATE: 11/21/2023
 FILE: E5065-001_C-DESIGN.DWG
 DRAWN BY: CML
 CHECKED: NAH
 APPROVED: PMC

SITE, GRADING, UTILITIES, & LANDSCAPE PLAN

SCALE: AS SHOWN

Last Save Date: March 16, 2024, 1:56 PM By: MAHANZEN
 File Location: \\VBS066\Ethos_Veterinary_Health\001_231_Corporate_Drive\Drawings\AutoCAD\Sheet\E5065-001_C-Design.dwg Layout Tab: Site - ZBA

MOTION

Director Parker:

The Pease Development Authority Board of Directors hereby approves of Lonza Biologics, Inc.'s ("Lonza") concept plan to construct a pump house and equalization tanks at Lonza Biologic located 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 June 3, 2024, attached hereto.

N:\RESOLVES\2024\Lonza Concept Plan - Equalization Tanks (6-13-24).docx

Memorandum

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: June 3, 2024
Subject: Lonza Equalization Tanks Concept Approval

Lonza is requesting concept approval to construct two 125,000-gallon equalization tanks and a pump house to provide storage and flexibility when discharging waste to the wastewater treatment facility across Corporate Drive. The tanks will be located at the rear of the building at 101 International Drive. This structure is made of concrete and will blend into the industrial aesthetic that Lonza's facility has. This project will require permits from NHDES Alteration of Terrain ("AoT") and Wetlands Bureaus as the proposed structure will be located on the bank of and existing stormwater detention basin which will need to be redesigned and reconstructed. This basin was originally permitted through the AoT Bureau, so any modifications must be approved by the state. While PDA's rules allow modifications to a man-made stormwater basin without a conditional use permit, the state does not have that exemption for wetlands permits. As such Lonza will need to submit a wetlands application to NHDES.

Staff has reviewed the proposal and we believe the use is appropriate for this site and the development can be constructed in conformance with PDA's Land Use Controls. If received favorably by the PDA Board, Lonza will continue with design work and, with staff concurrence, submit AoT and Wetlands applications to NHDES as well as submit a site review application to the City of Portsmouth for consideration by the Technical Review Committee and Planning Board.

A project memo from the applicants engineer and conceptual rendering and site plans are attached. Representatives from Lonza will be at the June meeting to answer questions.

At this month's Board of Director's meeting please ask the Board to approve Lonza's concept plan to construct a pump house and equalization tanks at 101 International Drive.

N:\ENGINEER\Board Memos\2024\Lonza EQ Tanks.docx

L0700-027
May 23, 2024

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

Re: **PDA Conceptual Approval Submission
Lonza Biologics, Industrial Wastewater Equalization System**

Dear Mike:

On behalf of Lonza Biologics Inc. (Lonza), Tighe & Bond is pleased to submit this project overview and enclosed conceptual site plan and rendering for the construction of a new Equalization system and a pump room 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 two (2) - 125,000-gallon equalization tanks and a pump room along the existing retaining wall at the rear of the 101C portion of Lonza's 101 International Drive facility to support their current operations. The proposed project will require grading and resizing of the existing stormwater detention basin and outlet control structure.

Wetlands

The proposed project will impact the existing stormwater detention basin located on-site. As this basin is a man-made stormwater treatment area that is shown on site plans approved by the Pease Development Authority after January 1, 1992, it shall not be construed as wetland under the PDA Land Use Controls. However, as this detention basin meets the definition of a wetland under the Corps of Engineers Wetlands Delineation Manual, Technical Report Y-87-1 (January 1987) and Field Indicators for Identifying Hydric Soils in New Hampshire (Version 3) published by the New Hampshire Department of Environmental Services, a wetland impact permit through NHDES will be needed for this project.

Excess Soils

The project is anticipated to be a net fill project, however if there are any excess soils that may be generated as a result of the proposed project not suitable for reuse, they will remain on-site. There is a strip of land to the south of the existing detention basin and access road that can be utilized to place any excess soil.

Stormwater

The proposed project is anticipated to add approximately 3,400 SF of impervious surface over the existing condition. The stormwater runoff from the EQ tanks is proposed to be collected by the existing detention basin, which will then discharge to a stormwater filtration system that will be designed to meet NHDES redevelopment and PDA's stormwater management standards for treatment and peak discharge attenuation.



NHDES Permits

The proposed project will require two NHDES permits, Standard Dredge and Fill Wetland Permit and an Amendment to the Alteration of Terrain (AoT) Permit that has already been received for the property. As previously described the existing detention basin meets the definition of a wetland under the Corps of Engineers Wetlands Delineation Manual therefore a NHDES Standard Dredge and Fill permit would be required. In consultation with the AoT Bureau it was determined that an amendment to the existing AoT permit will be required for the proposed project.

Utilities

No new utilities connected to public infrastructure are proposed as part of this project. Wastewater will come from the Lonza facility to the proposed equalization system. The wastewater will then be pumped back into the existing building where it will connect to the existing gravity sanitary sewer system.

Parking & Traffic Impact

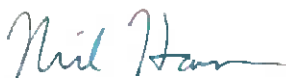
As the project does not propose the expansion of the building area, or the addition of employees to the project site, there will be no impact on traffic or an increased parking demand to the site as part of the project.

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 small increase in Impervious space, which will have a negligible increase to the total open space.

We respectfully request to be placed on the PDA Board meeting agenda for June 13, 2024. Please feel free to contact us if you have any questions or need any additional information.

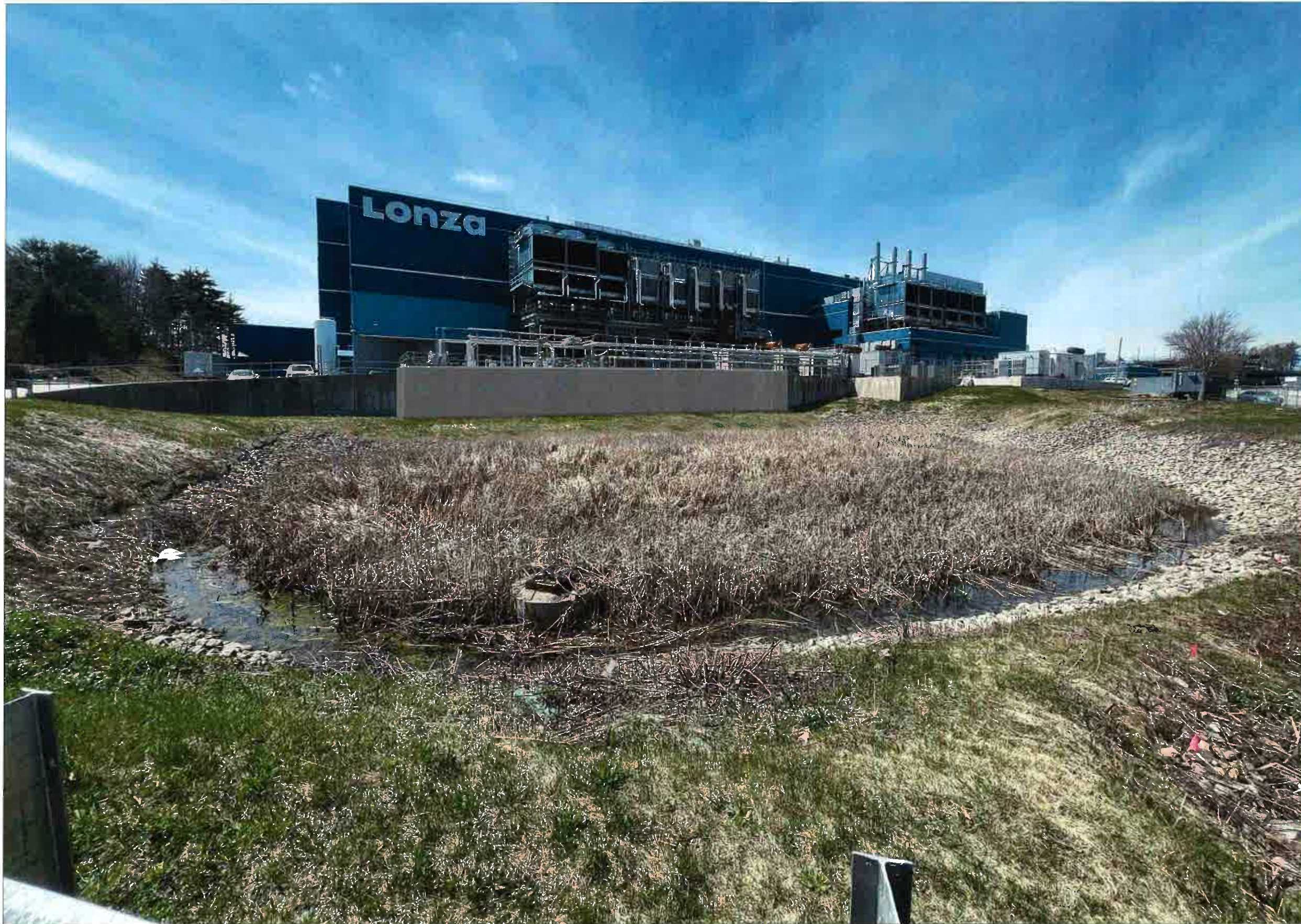
Sincerely,
TIGHE & BOND, INC.



Neil A. Hansen, PE
Project Manager

Copy: Lonza Biologics



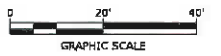


CONCEPTUAL EQ TANK RENDERING

UNIT01032_CONCEPTUAL FENCING.dwg



DRAFT



Industrial Wastewater Equalization System Design

Lonza Biologics

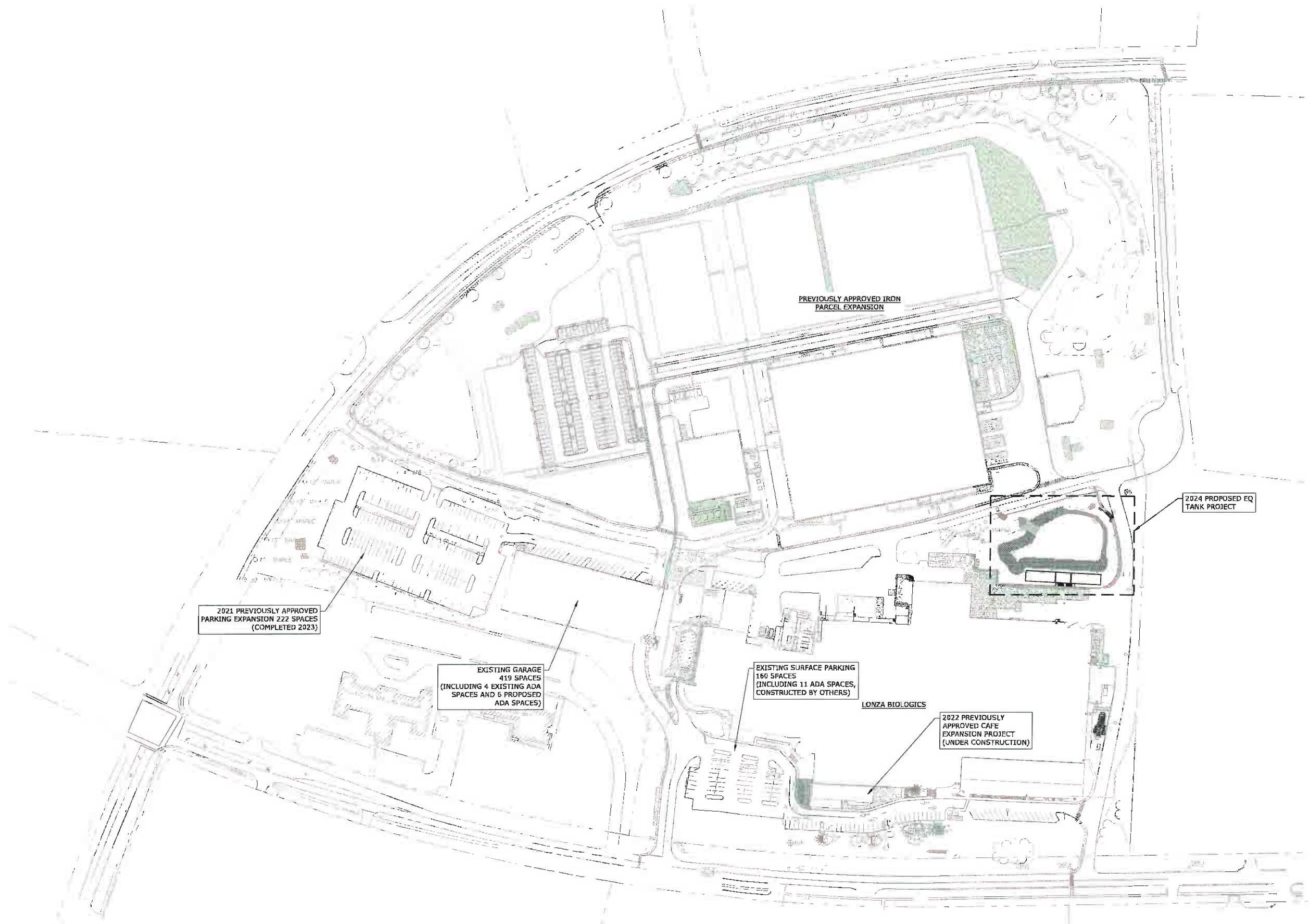
Portsmouth, New Hampshire

MARK	DATE	DESCRIPTION
PROJECT NO.	L-0700-025	
DATE:	MAY 2024	
FILE:	L0700-027-C-DSGN.dwg	
DRAWN BY:	NHW	
DESIGNED/CHECKED BY:	NAH	
APPROVED BY:	PMC	

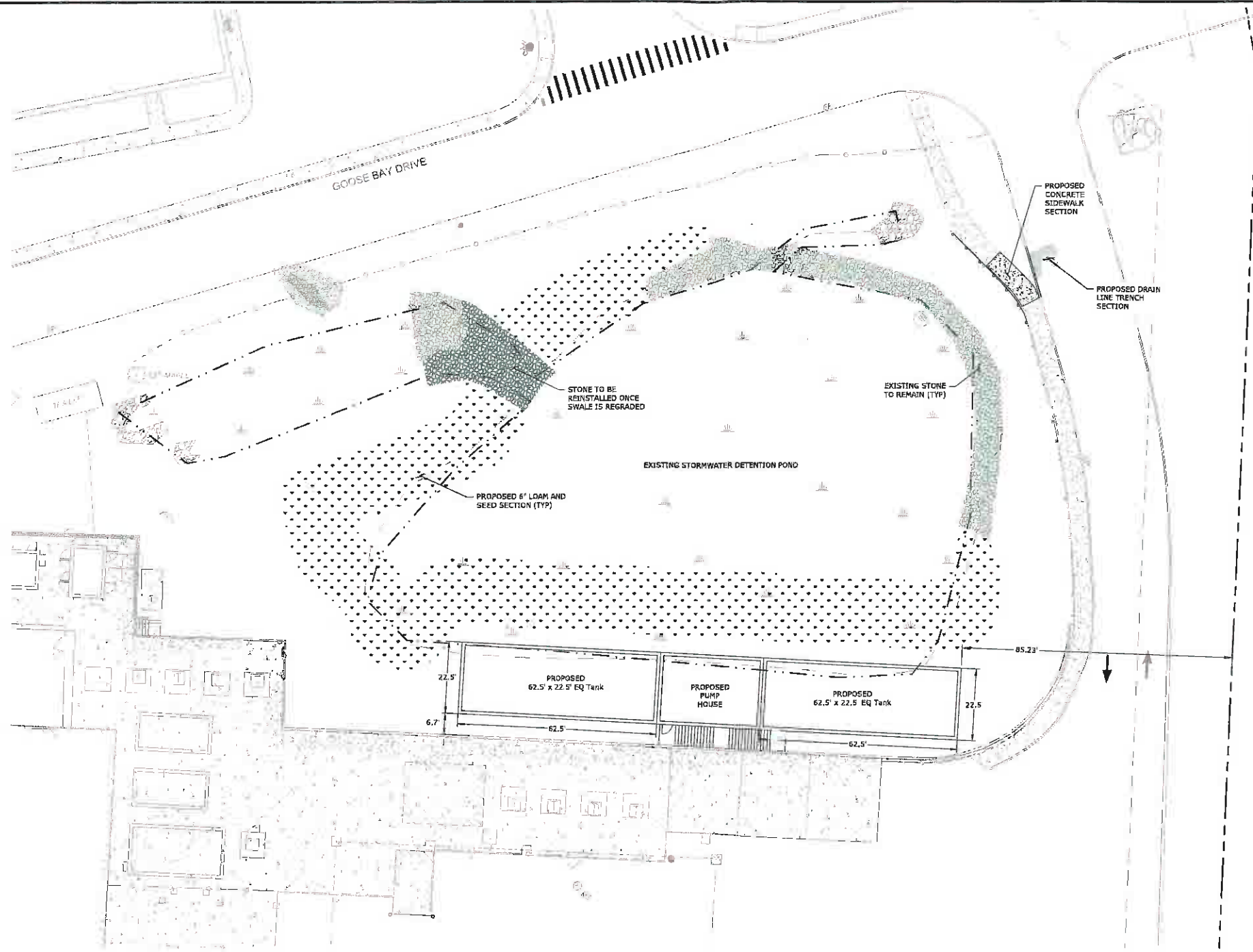
OVERALL SITE PLAN

SCALE: AS SHOWN

C-102



DRAFT



Industrial Wastewater Equalization System Design

Lonza Biologics

Portsmouth, New Hampshire

LEGEND

	PROPERTY LINE
	PROPOSED EDGE OF PAVEMENT
	PROPOSED BITUMINOUS SIDEWALK
	PROPOSED PAVEMENT SECTION
	PROPOSED CONCRETE PAD
	PROPOSED LOAM AND SEED
	PROPOSED STONE SECTION
	PROPOSED BUILDING
	PROPOSED SAWCUT LINE
	RELOCATED LIGHT POLE
	BUILDING TYPICAL
	COORDINATE
	VERTICAL GRANITE CURB
	SQUARE FOOT
	WITH

MARK	DATE	DESCRIPTION
PROJECT NO:	L-0700-025	
DATE:	MAY 2024	
FILE:	L0700-027-C-DSGN.dwg	
DRAWN BY:	NHW	
DESIGNED/CHECKED BY:	NAH	
APPROVED BY:	PMC	

SITE PLAN

SCALE: AS SHOWN

C-102.1

MOTION

Director Semprini:

The Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director to enter into a contract with Vanasse Hangen, Brustlin, Inc. (“VHB”), PDA’s on-call transportation consultant, to prepare an Implementation Plan Update for the Tradeport-wide Intersection Improvement Program; all in accordance with the memorandum from Michael R. Mates, P.E., Director of Engineering, dated June 3, 2024; attached hereto.

Memorandum

To: Paul E. Brean, Executive Director *PEB*
From: Michael R. Mates, P.E. Director of Engineering *MRM*
Date: June 3, 2024
Subject: Tradeport Intersection Improvement Implementation Plan

In 2016, PDA's on-call transportation consultant, VHB, updated the traffic volume data and operational analysis provided in the 2010 Pease Surface Transportation Master Plan Update to assist in assessing traffic growth and setting priorities for improvements to surface transportation infrastructure. This work resulted in the 2016 Implementation Plan, which has served as a work plan, listing intersection improvement projects by priority, and providing cost estimates for the work.

As Pease traffic patterns and volume have changed over the past eight years, the Engineering Department believes an update to the 2016 plan is merited. As such, PDA asked VHB to submit a proposal for the work that will include:

- Traffic counts and turning movement counts at the following intersections:
 1. Arboretum Drive/New Hampshire Avenue at Pease Boulevard
 2. New Hampshire Avenue at Exeter Street/Manchester Square
 3. New Hampshire Avenue/Corporate Drive at International Drive/Durham Street
 4. Corporate Drive at Grafton Drive
 5. Grafton Drive at Aviation Avenue
 6. Grafton Drive at Golf Course/Portsmouth Transportation Center
 7. International Drive at Corporate Drive/Manchester Square
- Analyzing existing conditions, including levels of service, signal warrants, delays, and queues.
- Analyzing traffic entering and exiting the southern entrance at Grafton Drive.
- Evaluating travel patterns to and from the Portsmouth Transportation Center.
- Recommending improvements. Ranking and prioritizing projects.
- Developing conceptual plans and cost estimates.

The proposed fee for the project is \$65,900. All work will be subject to the terms and conditions of the current Agreement.

At the June Board meeting, please seek approval to amend the VHB Agreement by adding a task to prepare an Implementation Plan Update for the Tradeport-wide Intersection Improvement Program for a fee not to exceed \$65,900.

N:\ENGINEER\Board Memos\2024\VHB Impl Plan Update.docx

MOTION

Director Conard:

The Pease Development Authority Board of Directors hereby approves the concept plan submitted by Port City Air, Inc. for 282 Corporate Drive; all in accordance with the memoranda of Paul E. Brean, Executive Director and Michael R. Mates, P.E., Director of Engineering, both dated June 6, 2024; attached hereto.

Memorandum

To: PDA Board of Directors
From: Paul E. Brean, Executive Director *P.E.B.*
Date: June 6, 2024
Subject: Concept Approval, Lease Amendment and Assignment – 282 Corporate Drive

Shaines & McEachern, LLC, is interested in assigning its lease of an original Air Force building and subdivided parcel at 282 Corporate Drive. The lease commenced in 2000 and with extension options has a maximum term of 35 years. Port City Air, Inc., a fixed based operator on the airfield, is considering assumption of the lease and using a portion of the building for Great Circle Catering LLC, a company that provides catering services to entities operating at Pease. The remaining portion would be available for subleasing consistent with allowed uses under the lease and subject to PDA consent. Any lease assignment will require PDA Board approval.

The building and associated infrastructure at 282 Corporate Drive were constructed by the Air Force in 1956 and transferred to the PDA following the base closure. While the interior of the building has seen improvements through the years, only minor upgrades have been made to the outside areas. Port City Air is proposing some site improvements to the premises, which are summarized in a memorandum from Michael R. Mates, P.E., PDA's Director of Engineering, and an accompanying concept plan.

To operate a catering facility at 282 Corporate Drive, a lease amendment to permit restaurant use, which staff interprets to include catering operations, would be required. Additionally, Port City Air is seeking additional years on the lease term, which currently cannot extend beyond 2035. Any additional lease term would also involve a discussion on lease rate adjustments during any extension, as well as other potential lease amendments. However, currently PDA and Port City Air have not agreed to the terms of any amendments, which ultimately would require PDA Board approval. Regardless, Port City Air is interested in proceeding with concept approval at its own risk, recognizing there is no guarantee that the parties will agree on, or that the PDA Board will ultimately approve, any lease assignment or amendments. PDA's current tenant, Shaines & McEachern, LLC, consents to the submittal of the concept plan by Port City Air.

Based on the foregoing, at the Board's June meeting, please approve the concept plan presented by Port City Air, Inc. for site improvements at 282 Corporate Drive

Memorandum

To: Paul E. Brean, Executive Director *peb*
From: Michael R. Mates, P.E., Director of Engineering *MRM*
Date: June 6, 2024
Subject: Concept Approval for 282 Corporate Drive

Great Circle Catering LLC (“Great Circle”), currently located on Flightline Road, provides inflight catering services for the commercial airport and conventional corporate catering. Great Circle wishes to relocate its operations to 282 Corporate Drive, an original Air Force Building owned by the PDA which is now leased to Shaines and McEachern. Port City Air, Inc., PDA’s current airport tenant and FBO, is a member of Great Circle and is seeking to assume the lease from Shaines and McEachern and then sublease space in the building to Great Circle. In addition to the lease assignment, Port City Air is seeking a lease amendment to allow the catering use, and an extension of the lease term from the PDA. The relevant proposed business terms have not been agreed to at this time.

Port City Air is also proposing changes to the site. The attached concept plan and Technical Memorandum explain the proposed changes, which include:

- Removal of pavement within the wetland buffer;
- Relocation of the dumpster outside the wetland buffer;
- Dredging the existing drainage swale to eliminate ponding in the parking lot;
- Constructing a rain garden to provide treatment for a portion of surface parking runoff;
- Regrading a portion of the parking lot to improve the flow of runoff;
- Milling and repaving the entire parking lot;
- Invasive plant removal;
- Installation of a grease trap;
- New egress sidewalk from the northeast building wall;
- New natural gas emergency generator;
- Partitioning the building to create a space for Great Circle (approximately 6,500 square feet) with the remaining space (approximately 7,700 square feet) to be available for office lease.

improvements to the site drainage and the pavement removal will require a wetland permit and a conditional use permit.

Staff believes Port City Air's proposed use and improvements are in conformance with the PDA Land Use Controls. Moreover, we believe they will improve stormwater runoff and the overall function of the site.

At the June Board meeting, please ask the Board to approve the concept plans submitted by Port City Air for work at 282 Corporate Drive all as explained above and detailed in the attachments.

Granting this approval will allow Port City Air to submit applications to the City of Portsmouth for site review approval and a conditional use permit, as well as to NHDES for a state wetlands permit. Port City Air would need to return to the Board later for approval of a lease assignment and for any lease amendments.

N:\ENGINEER\Board Memos\2024\282 Corporate Concept.docx



24 May 2024

Mr. Michael R. Mates, PE
Pease Development Authority
Pease International Tradeport
55 International Drive, Portsmouth, NH 03801

RE: Submittal for Concept Site Plan Approval, Great Circle Catering - Port City Air, Catering and Office Renovation Project, 282 Corporate Drive

Dear Mr. Mates,

We hereby submit, on behalf of Port City Air and Great Circle Catering, the attached **Concept Site Plan Color Rendering** for Concept Site Plan Approval. The property is shown on the City of Portsmouth Assessors Map 315 as Lot 2 and is located at 282 Corporate Drive within the Pease Airport Business Commercial (ABC) Zoning District. No changes to the existing Lease Area are proposed. The site is currently vacant; until 2022 it was the site of Stenhouse Publishing and the Shaines and McEachern Law Office. The proposal presented herein involves the renovation of the building to be re-purposed with Great Circle Catering as a tenant, and the remainder of the building to be dedicated to unspecified tenant office space.

Project Overview

The project is located at 282 Corporate Drive and consists of renovations to the interior of the building to create a 6,500 square foot space to be leased to Great Circle Catering for food preparation and 7,700 square feet of space to be undesignated tenant office space, with the associated and required site improvements. No changes to the building exterior are contemplated – except for the possible addition of an exterior refrigeration unit on the loading dock under the existing roof overhang. The project does not require any variances but does propose some construction in both an existing swale (wetland) and the twenty-five-foot wetland buffer. Permits from NH DES (Wetland Impact) and the City of Portsmouth (CUP Wetlands) will be required.

Site Plan Submission

The submission requirements of the Pease Development Authority Site Plan Regulations have been reviewed. The following is intended to provide the information required to make a determination of the project's compliance. Additional information will be provided in the Site Review Application phase.

Plans are drawn in accordance with scale and size requirements, with dates, titles, north orientation, Map and Lot, Zoning, revision blocks, and Legends. The proposed uses and Square footage of use are shown on the plan. The professional's seals with license numbers are on the submitted plans. The Existing Conditions plan shows the site topography, building location with floor elevation, feature locations, delineated wetlands, and driveway access / egress and parking configuration. The striped parking spaces are shown and counted. Available utility information is shown. Existing solid waste facility (dumpster) is shown. The existing stormwater infrastructure, finished grades, and landscaped

areas are shown. Site signage and exterior lighting is depicted. The lease area lines, with metes and bounds, is included.

Vehicular and Pedestrian Circulation

The site is served by two existing curbs cuts along Corporate Drive. The curb cuts are connected by a looped access driveway that allows for live drop-offs at the entrances to the existing sub-units. The proposed Great Circle Catering facility will be partitioned as a part of the former Stenhouse Publishing space, with access from doors on the existing loading dock. The facility is a production site where access is for deliveries and employees only. The site has developed sidewalks along Corporate Drive constructed as a result of previous site plan approvals. The site plan shows a proposed access and egress sidewalk from the concrete pad on the northeast side of the building that serves both units to allow access and egress around the east side of the building out to the sidewalk that connects to the public way.

Screening and Landscaping

The site is currently landscaped. There is a small area that will be rededicated from pavement to green space and that area will be landscaped with planting details shown on the completed full site plan. Proposed on the site plan is an excess excavated soil berm to allow for on-site placement of excavated soil. The berm will be planted and provide screening to the rear side or northeast side of the building where outdoor space for breaks and picnic lunches can be set up. In addition, the areas where some existing concrete pads will be removed will be available for excess soil placement. Quantity calculations will be provided with the completed full site plan.

Water and Sewage Systems

The site is served by municipal water and sewer. There is no plan to expand the water service. The Great Circle Catering facility is being set up for food preparation, serving the Airport and airplanes as well as other events. Since the sewage waste will involve food preparation and dishwasher waste streams the plan includes the installation of a 1000-gallon grease trap. The proposed grease trap will be shown on the completed full site plan set utility plan and will connect to the existing sewer service line.

Stormwater Management

The site parking lot currently drains to the north and the south along a ridge line roughly in the middle of the parking area. The pavement on the north side of the parking area has experienced degradation due to water intrusion. This situation is a result of the gradual filling of the existing drainage swale, and as a consequence water backing up into the parking area. The proposed plan includes the repair of that swale to remove water that currently ponds on the north side of the parking area. Additionally, that area of delaminated pavement will be removed and replaced with a proposed rain garden. The rain garden will provide treatment of surface parking lot runoff from the north half of the parking area. Along the south or street side of the parking area, the parking lot will be regraded to provide positive pitch from the southwest corner of the parking lot to the east along the south edge of the parking lot out to the drainage in Corporate Drive. The entire parking lot and driveway are scheduled to be milled and repaved, to the existing grades along the driveway and the north side of the parking area, with some new grades along the southerly edge. The site roof is flat and has an existing drain roof drain system which ties into street drainage. Full details will be shown on the completed full site plan set.

Natural Features / Wetlands

The site contains a wetland complex to the north and east and a small wetland area on the southwest corner of the site. The wetlands have a required 25-ft setback which is shown on the plans. The wetland buffer area currently includes some pavement area along with the existing dumpster pad and a

concrete slab. A large portion of the pavement, the dumpster, and the concrete pad area will be removed from the buffer in this proposal. Additionally, the site edge is currently overgrown with invasive bittersweet vines. Those vines will be removed as a part of this project, and that will allow for natural vegetation to replace the canopy edge.

Site Lighting

The site driveway is currently lit by edge bollards, the parking area is lit by tall parking area lights, and there is appropriate building entrance lighting. The project proposes no changes to the site lighting.

Site Utilities and Solid Waste

Site utilities include natural gas, underground electric and communications services. The existing services will not be adjusted and will remain operational as is, unless changes are required, which would be limited to existing corridors / conduits. The developer has confirmed with Eversource that the existing on-site transformer is capable of handling the additional electrical loads generated by the renovation. A backup generator will be provided, with natural gas as the power source. A new dumpster pad with fence screening will be provided on the site.

Low Impact Development Techniques

The proposed site redevelopment includes replacing paved areas with a rain garden and restoring a vegetated drainage swale. Since the site is currently developed, no other techniques are required as would be if the construction was on a vacant site.

Excess Soil

The site plan shows locations where excess soil can be kept on site.

Trip Generation and Parking Calculations

The proposed site use, catering and office, will generate 0.4 trips per employee and 1.5 trips per thousand square feet, respectively. Therefore, total AM / PM peak trip generation at the site will be 32 vehicles. Those trips are either transferred from another site, as Great Circle Catering is currently operating at the base, or previously accounted for as the building was entirely office. So, no new trips are anticipated. A complete analysis will be submitted with the full application package. Site parking calculations are as follows. The catering use will generate one space per employee, and the office use will generate one space per 200 square feet of gross floor area. The parking calculations result in a parking demand of 89 spaces, where 91 spaces are provided.

Open Space Calculations

The site's impervious surface is just under 30%. Therefore, open space on the site will exceed the 25% requirement and be closer to 70% open space. Full calculations will be on the full site plan set.

The attached plan shows the necessary details required to meet the Concept Site Plan phase of the project. Please feel free to call to discuss any questions or comments that you might have about this project. As the project progresses, we will add information to the application package to detail all of the site improvements discussed in this letter. We look forward to working with PDA Staff to complete the approval process.

Sincerely,



John Chagnon, PE

P:\NH\5010175-Port_City_Air\843 03-282 Corporate Dr., Portsmouth - JRC\2024 Site Plan\Applications\PDA\PDA Submittal Letter 282 Corporate 5-23-248.doc

MOTION

Director Fournier:

The Pease Development Authority Board of Directors hereby approves and authorizes the Executive Director to enter into Lease Amendment No. 2 with the General Services Administration regarding its lease of 31 and 32 Rochester Avenue, to alter the timing and method of rent payments; all in accordance with draft Lease Amendment No. 2, attached hereto.

N:\RESOLVES\2024\Dept of State Lease Amd 2 quarterly to monthly (6-13-2024).docx

GENERAL SERVICES ADMINISTRATION PUBLIC BUILDINGS SERVICE LEASE AMENDMENT	LEASE AMENDMENT NO. 2	
	TO LEASE NO. GS-01P-LNH00722	
ADDRESS OF PREMISES 31 & 32 ROCHESTER AVE, PORTSMOUTH NH	PDN Number: N/A	Page 1 of 2

THIS AMENDMENT is made and entered into between
 PEASE DEVELOPMENT AUTHORITY

whose address is: 55 INTERNATIONAL DRIVE
 PORTSMOUTH, NEW HAMPSHIRE 03801

hereinafter called the Lessor, and the **UNITED STATES OF AMERICA**, hereinafter called the Government, acting by and through the designated representative of the General Services Administration (GSA)

WHEREAS the Lessor entered into this Lease with the United States acting by and through the designated representative of the Department of State (DOS) acting pursuant to a delegation of authority from GSA, and

WHEREAS, the parties hereto desire to amend the above Lease to: **(1) amend rent payments to monthly, (2) provide that rent shall be paid via EFT and (3) delete Exhibit F.**

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, as follows:

1. To amend the following from: Article I: Summary, 1.1 under TERMS AND DEFINITIONS as stated on Contract Reference Number: S-Lease-15-AOPR&PEASE dated April 28, 2015, paragraph L, **RENT**
 - A. Delete the following under: (ii) (b) **Initial Term Rent**
 payable in arrears in quarterly installments
 And replace with the following:
 payable in arrears in monthly installments
 - B. Delete the following under: (iii) (a) & (b) **Option Renewal Term Rent**
 In equal quarterly installments
 And replace with the following:
 In equal monthly installments

(amendment continued on page 2)

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

FOR THE LESSOR:

FOR THE GOVERNMENT:

Signature: _____
 Name: _____
 Title: _____
 Entity Name: Pease Development Authority
 Date: _____

Signature: _____
 Name: Lori Melchin
 Title: Lease Contracting Officer
 Entity Name: GSA, Public Buildings Service
 Date: _____

WITNESSED FOR THE LESSOR BY:

Signature: _____
 Name: _____
 Title: _____
 Date: _____

2. To amend the following from: Article I: Summary, 1.1 under TERMS AND DEFINITIONS as stated on Contract Reference Number: S-Lease-15-AOPR&PEASE dated April 28, 2015, paragraph L, **RENT**, by adding at the end of the first paragraph:

Rent shall be paid to Lessor by electronic funds transfer (EFT) in accordance with the provisions of the General Clauses. Rent shall be payable using the EFT information contained in the System for Award Management (SAM). In the event the EFT information changes, the Lessor shall be responsible for providing the updated information to SAM. Failure by the Lessor to maintain an active registration in SAM may result in delay of rental payments until such time as the SAM registration is activated.

3. To delete in its entirety, Exhibit F, Titled: "Department of State Invoice Instructions" from Contract Reference Number: S-Lease-15-AOPR&PEASE dated April 28, 2015

All other terms and conditions of the Lease shall remain in full force and effect.

INITIALS: _____ & _____
LESSOR GOVT

Memorandum

To: Paul Brean, Executive Director
 From: Suzy Anzalone, Director of Finance *Suzy*
 Date: June 3, 2024
 Subject: Executive Summary – Financial Reports

In anticipation of the upcoming June 13, 2024, Pease Development Authority Board meeting, the following is an Executive Summary of the financial results for the ten months ended April 30, 2024:

Consolidated Results

Pease Development Authority - Consolidated			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	16,022	15,991	32
Operating Expenses	12,700	13,921	1,221
Operating Income	3,322	2,070	1,253
Depreciation	5,948	6,166	218
Non Oper. (Inc)/Exp	(511)	(69)	442
Net Operating Income (Loss)	(2,114)	(4,027)	1,913

Consolidated operating revenues totaled \$16.0 million through April and were budget neutral. Revenue line items trending under budget through April 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, Concession revenue (DPH and PDA) and facility fees.

Operating expenses totaled \$12.7 million through April, trending under budget by \$1.2 million (8.8%). Cost underruns on a year-to-date basis consist of full-time wages and benefits, outside contractor services, snow-related expenses, utilities, professional services, and fuel purchases. Year-to-date part-time wages are over budget by \$102,000 mainly due to bonus payments to Airport seasonal over-hires, which were not budgeted (bonus payments were approved after completion of operating budget) and additional staffing hours at Skyhaven. Other line items trending over budget include overtime pay for full-time employees, technology expenses (maintenance service agreements), airfield maintenance, equipment parts, advertising, and golf merchandise cost of goods sold.

Non-operating income includes year-to-date interest income of \$479,000 and Covid related grant funding for Skyhaven in the amount of \$32,000. Year-to-date Net Operating Loss (which includes depreciation) is negative (\$2.1) million performing favorably against the budgeted loss of negative (\$4.0) million.

Business Unit Performance

Portsmouth Airport

Portsmouth Airport (PSM) incl Security			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	2,391	2,139	252
Operating Expenses	3,341	3,421	80
Operating Income	(950)	(1,282)	332
Depreciation	3,519	3,880	361
Non Oper. (Inc)/Exp	(0)	0	0
Net Operating Income (Loss)	(4,468)	(5,162)	693

Operating revenues for Portsmouth Airport through April are higher than budget by \$252,000 (11.8%) driven by higher fuel flowage fees. Operating expenses are favorable by \$80,000 (2.3%). Cost underruns include equipment maintenance, snow-related expenditures, and electricity. Line items trending over budget include advertising, wages and overtime, 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	198	197	1
Operating Expenses	254	223	(31)
Operating Income	(56)	(26)	(30)
Depreciation	346	349	3
Non Oper. (Inc)/Exp	(32)	0	32
Net Operating Income (Loss)	(370)	(375)	5

Operating revenues at Skyhaven are budget neutral through April. Year-to-date fuel sales of \$64,960 represent 10,422 gallons sold and are trending 10.9% lower than prior year. Operating expenses are over budget by \$31,000, 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	8,502	8,460	42
Operating Expenses	422	571	149
Operating Income	8,080	7,889	191
Depreciation	638	676	38
Non Oper. (Inc)/Exp	(252)	0	252
Net Operating Income (Loss)	7,694	7,213	481

Year-to-date revenues at the Tradeport are \$42,000 favorable to budget. Expenses are trending under budget by \$149,000 (26%) year-to-date, mainly driven by cost underruns in building and facilities expenditures and utilities.

Golf Course

Pease Golf Course			
(\$ 000's)	YTD	YTD	Variance Fav (unfav)
	Actual	Budget	
Operating Revenues	2,794	2,653	141
Operating Expenses	2,055	2,091	36
Operating Income	739	562	177
Depreciation	305	314	9
Non Oper. (Inc)/Exp	(153)	(0)	153
Net Operating Income (Loss)	587	249	339

Golf course revenues through April are favorable \$141,000 (5.3%) resulting from higher public play golf fees and merchandise sales. Expenses are favorable by \$36,000 (1.7%) driven by cost underruns in utilities as usage and costs to date are lower than budgeted assumptions. Cost overruns include full-time wages (due to seasonal golf lesson income included in wages), turf maintenance, operating equipment parts and rental, and golf merchandise cost of goods sold.

Division of Ports and Harbors (DPH)-Unrestricted

Division of Ports and Harbors (Unrestricted)			
(\$ 000's)	YTD	YTD	Variance Fav (unfav)
	Actual	Budget	
Operating Revenues	1,998	2,393	(396)
Operating Expenses	2,094	2,566	472
Operating Income	(97)	(173)	76
Depreciation	992	812	(181)
Non Oper. (Inc)/Exp	(66)	(2)	64
Net Operating Income (Loss)	(1,023)	(982)	(41)

Unrestricted operating revenues through April for the DPH are trending under budget by \$396,000 (16.5%). Significant line items trending lower than budget include fuel sales and wharfage and dockage fees. Year-to-date operating expenses are under budget by \$472,000 (18.4%) 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	As of
	4/30/2024	4/30/2023
Assets		
Current Assets	22,846	21,174
Restricted Assets	1,499	1,544
Non-Current Assets	317,797	293,516
Total Assets	342,142	316,234
Deferred Outflows of Resources	3,049	3,705
Liabilities		
Current Liabilities	5,213	4,176
Non-Current Liabilities	11,478	12,003
Total Liabilities	16,691	16,179
Deferred Inflows of Resources	213,258	201,506
Net Position		
Net Invest. in Cap Assets	104,666	96,285
Restricted	1,375	1,407
Unrestricted	9,201	4,562
Total Net Position	115,242	102,254

The April balance sheet consists of \$22.8 million in current assets which include \$14.6 million in unrestricted cash (both PDA and DPH), \$7.2 million in trade and lease receivables, and \$1 million in inventory and prepaid expenses.

Restricted assets total \$1.5 million and consist primarily of the Revolving Loan Fund which currently has 20 loans outstanding totaling \$1.1 million in loans receivable.

Capital expenditures through April total \$12.2 million with most costs incurred for the rehabilitation of the Main Pier at Market Street (\$6.4 million) and the PSM Arrivals Hall (\$4.1 million). Other projects include grant-funded snow removal equipment, Alpha North taxiway reconstruction, decking and bracing replacement at the Portsmouth Fish Pier and other various internally funded equipment purchases.

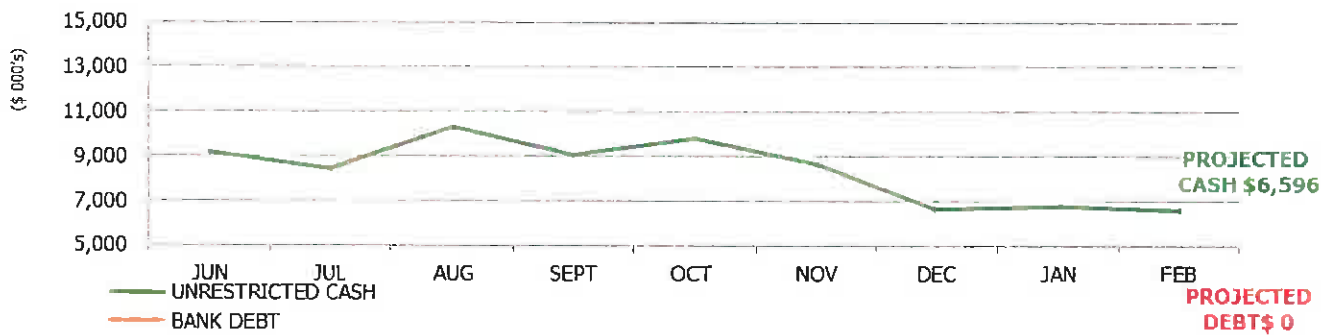
Current liabilities of \$5.2 million represent trade accounts payable, retainage and various accrued expenses.

Cash Flow Projections for the Nine Month Period Ending February 28, 2025 (Excl. Division of Ports and Harbors)

During the next nine-month period, cash inflows are projected at \$20.4 million, mainly provided by operating revenues as well as \$5.8 million in grant funding.

Cash outflows of \$24.5 million during this same period include \$11.3 million in both grant and non-grant related capital expenditures, as well as outflows from normal operating expenses and municipal service fee payments. Current projections indicate that we will not need to draw on our line of credit over the next nine months, and we expect unrestricted cash to decrease to \$6.6 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 TEN MONTH PERIOD
ENDING APRIL 30, 2024



BOARD OF DIRECTORS MEETING
JUNE 13, 2024

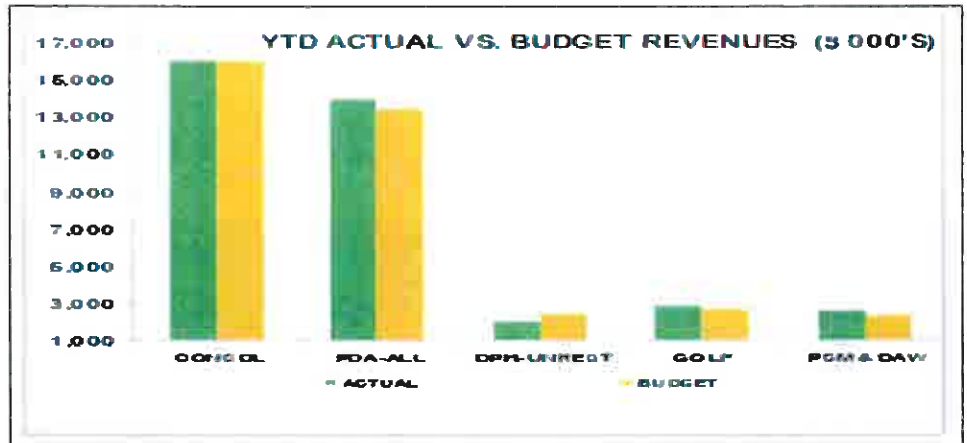
PEASE DEVELOPMENT AUTHORITY

Revenues and Expenditures –Ten Months Ended April 30, 2024

Trends:

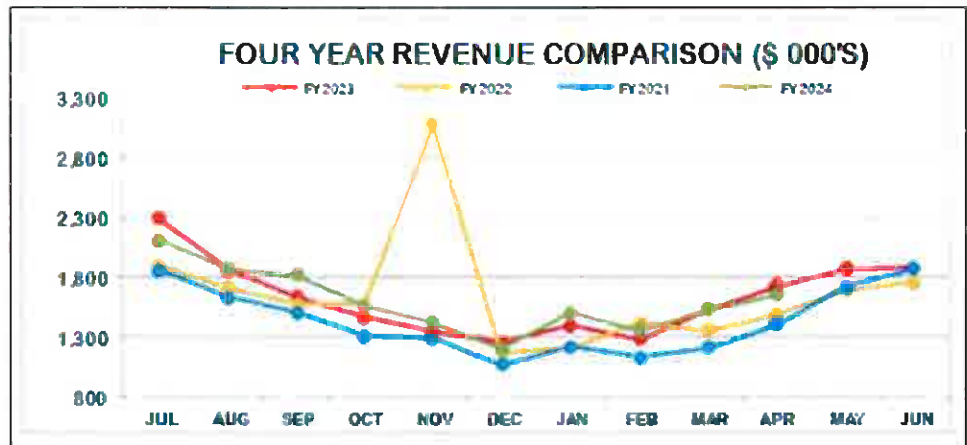
YTD revenue budget higher by 0.2%

- 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:

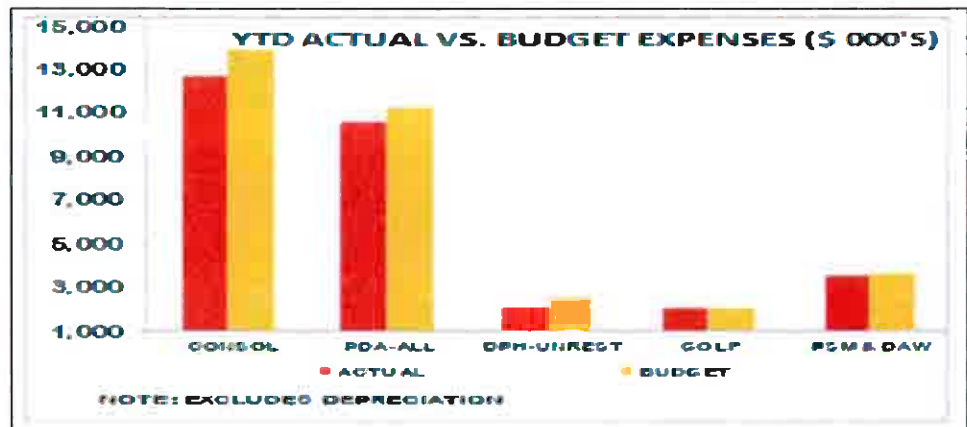
- **November 2021** includes sale of 30 NH Ave
- **July revenues** include annual rent payment-Great Bay Comm. College
- **June revenues** include increase in Golf fee revenue



Trends:

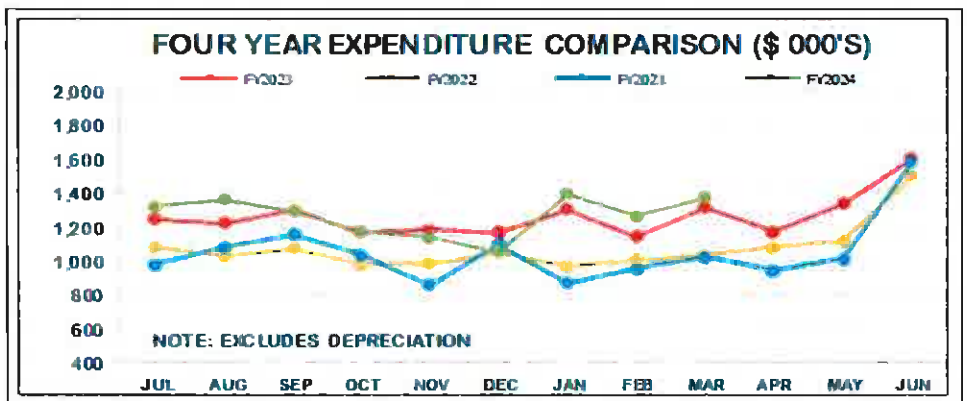
YTD Operating Expenses lower by 8.8%:

- Employee Benefits, Facilities, Utilities, Professional Svcs. and Fuel Purchases trending lower than budget.
- Offset by cost overruns in Advertising, Technology expenses, Benefitted Overtime, Part-Time Wages, Airfield Maintenance and Cost of Goods Sold-Golf Merchandise.



Trends:

- **June 2020-June 2023** – Retirement OPEB year end adjustments



PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses
For the Ten Months Ending April 30, 2024

	Actual Apr FY 2024	Budget Apr 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	\$941,055	\$944,294	(\$3,239)	(0.3%)	\$9,574,234	\$9,533,145	\$41,089	0.4%
CARGO AND HANGARS	16,068	14,973	1,095	7.3%	151,232	146,988	4,244	2.9%
	<u>957,123</u>	<u>959,267</u>	<u>(2,144)</u>	<u>(0.2%)</u>	<u>9,725,466</u>	<u>9,680,133</u>	<u>45,333</u>	<u>0.5%</u>
CONCESSION REVENUE	37,338	35,533	1,805	5.1%	512,955	448,947	64,008	14.3%
FEE REVENUE								
AVIATION FEES	0	0	0	-	120,444	112,300	8,144	7.3%
FUEL FLOWAGE	82,487	88,200	(5,714)	(6.5%)	799,687	622,179	177,507	28.5%
PSM TSA/LEO REVENUE	0	1,833	(1,833)	(100.0%)	26,819	18,333	8,486	46.3%
PSM SECURITY REVENUE	1,555	1,917	(362)	(18.9%)	21,195	19,167	2,028	10.6%
GOLF FEES	179,675	179,227	448	0.2%	1,619,210	1,537,569	81,641	5.3%
GOLF SIMULATORS	2,924	11,204	(8,280)	(73.9%)	125,899	126,412	(513)	(0.4%)
GOLF MEMBERSHIPS	50,689	50,625	64	0.1%	304,133	303,750	383	0.1%
GOLF LESSONS	8,032	3,865	4,167	107.8%	39,265	28,016	11,248	40.1%
MOORING FEES	37,677	39,583	(1,907)	(4.8%)	376,768	395,834	(19,066)	(4.8%)
PARKING	115,810	109,967	5,842	5.3%	543,379	537,982	5,397	1.0%
PIER USAGE FEES	13,890	9,167	4,723	51.5%	82,613	91,667	(9,054)	(9.9%)
REGISTRATIONS	9,810	18,917	(9,107)	(48.1%)	167,577	189,167	(21,590)	(11.4%)
TERMINAL FEES	-	-	-	-	-	-	-	-
WHARFAGE AND DOCKAGE	19,554	65,367	(45,813)	(70.1%)	375,377	530,370	(154,993)	(29.2%)
	<u>522,102</u>	<u>579,872</u>	<u>(57,770)</u>	<u>(10.0%)</u>	<u>4,602,365</u>	<u>4,512,745</u>	<u>89,620</u>	<u>2.0%</u>
FUEL SALES	25,016	44,160	(19,144)	(43.4%)	501,084	756,973	(255,889)	(33.8%)
INTEREST INCOME								
LOAN INTEREST	2,774	3,000	(226)	(7.5%)	28,187	30,000	(1,813)	(6.0%)
OTHER REVENUES								
MERCHANDISE	40,530	28,498	12,033	42.2%	291,688	255,878	35,810	14.0%
ALL OTHER	68,541	28,497	40,045	140.5%	360,659	308,056	54,603	17.8%
	<u>109,072</u>	<u>56,994</u>	<u>(52,077)</u>	<u>(91.4%)</u>	<u>652,347</u>	<u>561,934</u>	<u>(90,413)</u>	<u>(16.1%)</u>
TOTAL OPERATING REVENUE	1,653,424	1,678,826	(25,402)	(1.5%)	16,022,404	15,990,733	31,671	0.2%
OPERATING EXPENSES								
WAGES AND FRINGE BENEFITS								
WAGES								
BENEFITED REGULAR	418,536	411,394	(7,142)	(1.7%)	4,081,312	4,226,529	145,217	3.4%
BENEFITED OVERTIME	26,448	17,194	(9,254)	(53.8%)	275,135	220,152	(54,983)	(25.0%)
NON-BENEFITED REGULAR	160,140	106,598	(53,542)	(50.2%)	955,172	852,969	(102,203)	(12.0%)
NON-BENEFITED OVERTIME	134	1,319	1,185	88.8%	28,232	37,294	9,061	24.3%
ACCRUED VACATION BENEFITS	8,017	250	(7,767)	(3106.6%)	5,749	2,500	(3,249)	(130.0%)
ACCRUED SICK TIME BENEFITS	252	333	81	24.3%	11,495	3,333	(8,162)	(244.8%)
	<u>613,527</u>	<u>537,088</u>	<u>(76,439)</u>	<u>(14.2%)</u>	<u>5,357,095</u>	<u>5,342,777</u>	<u>(14,319)</u>	<u>(0.3%)</u>
WAGE TRANSFERS OUT	-	-	-	-	-	-	-	-
	<u>613,527</u>	<u>537,088</u>	<u>(76,439)</u>	<u>(14.2%)</u>	<u>5,357,095</u>	<u>5,342,777</u>	<u>(14,319)</u>	<u>(0.3%)</u>
BENEFITS								
DENTAL INSURANCE	5,639	6,971	1,332	19.1%	54,668	69,715	15,047	21.6%
HEALTH INSURANCE	119,626	115,305	(4,321)	(3.7%)	1,118,528	1,153,047	34,519	3.0%
LIFE INSURANCE	2,317	2,987	670	22.4%	19,940	29,872	9,932	33.2%
NEW HAMPSHIRE RETIREMENT	56,612	65,342	8,730	13.4%	611,339	653,423	42,084	6.4%
POST RETIREMENT BENEFITS	11,167	12,015	848	7.1%	110,050	120,146	10,096	8.4%
EMPLOYEE DRUG TEST	-	170	170	100.0%	1,244	1,700	456	26.8%
OPEB EXPENSE	-	-	-	-	-	-	-	-
EMPLOYER FICA	45,163	40,734	(4,429)	(10.9%)	392,387	409,190	16,803	4.1%
UNEMPLOYMENT INS	349	-	(349)	-	1,207	-	(1,207)	-
	<u>240,872</u>	<u>243,524</u>	<u>2,652</u>	<u>1.1%</u>	<u>2,309,364</u>	<u>2,437,093</u>	<u>127,729</u>	<u>5.2%</u>
BENEFIT TRANSFERS OUT	-	-	-	-	-	-	-	-
	<u>240,872</u>	<u>243,524</u>	<u>2,652</u>	<u>1.1%</u>	<u>2,309,364</u>	<u>2,437,093</u>	<u>127,729</u>	<u>5.2%</u>
TOTAL WAGES & BENEFITS	854,399	780,612	(73,787)	(9.5%)	7,666,459	7,779,869	113,410	1.5%

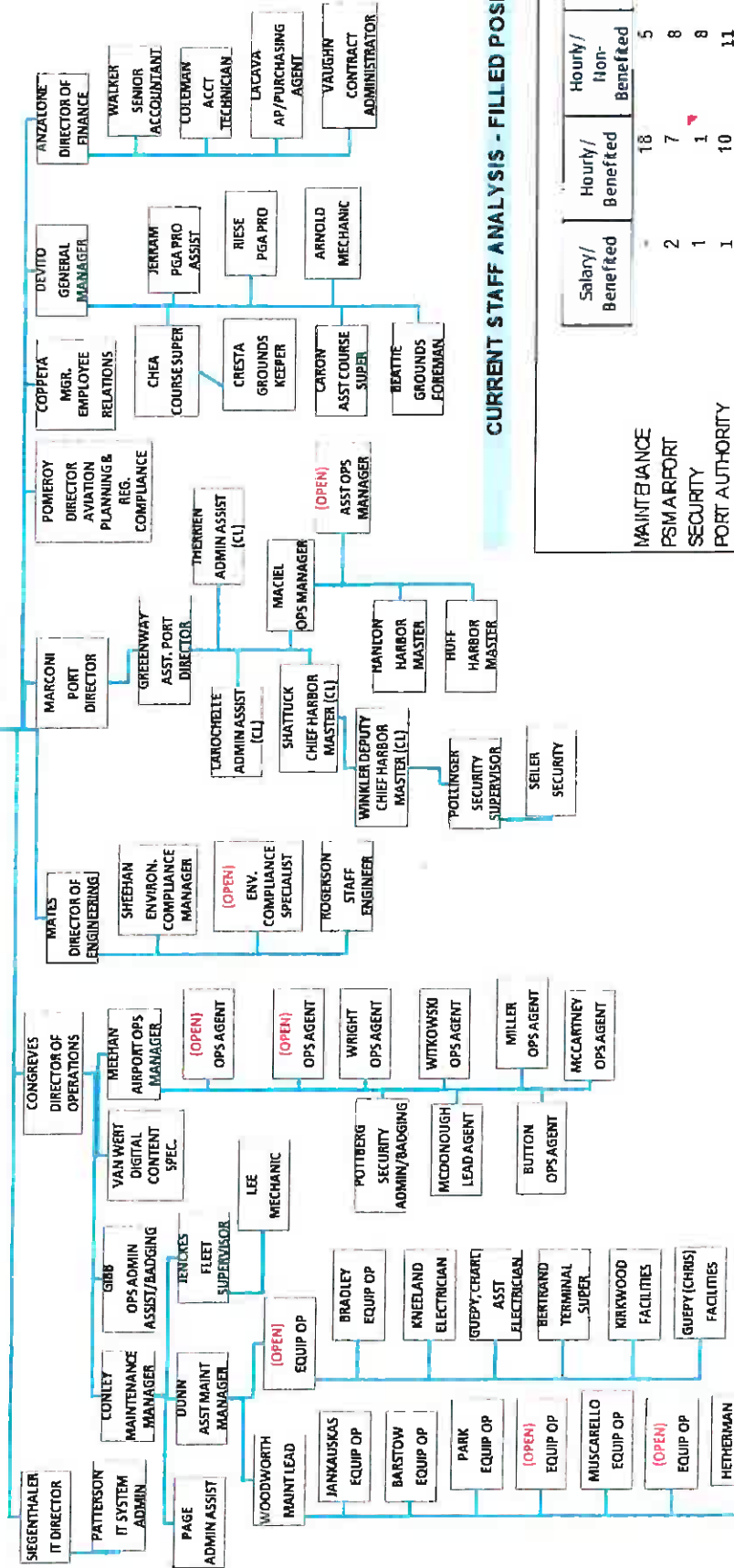
PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses
For the Ten Months Ending April 30, 2024

	Actual Apr FY 2024	Budget Apr 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	4,970	4,875	(95)	(2.0%)	72,309	48,750	(23,559)	(48.3%)
COVID-19	-	-	-	-	-	-	-	-
SOIL & VEGETATION CONTROL	844	10,588	9,743	92.0%	113,784	105,875	(7,909)	(7.5%)
ENVIRONMENTAL TESTING	11,561	14,398	2,837	19.7%	115,734	143,980	28,246	19.6%
EQUIPMENT MAINTENANCE	40,074	40,081	8	0.0%	379,034	403,975	24,941	6.2%
FACILITIES MAINTENANCE	73,587	75,739	2,152	2.8%	655,928	822,391	166,463	20.2%
LANDSCAPING	1,123	3,750	2,628	70.1%	14,745	33,876	19,130	56.5%
NAVIGATION MAINTENANCE	490	4,792	4,302	89.8%	1,986	47,917	45,931	95.9%
OTHER EXPENSES	-	-	-	-	1,500	-	(1,500)	-
SECURITY	30,147	34,504	4,357	12.6%	158,844	167,993	9,149	5.4%
SNOW REMOVAL	9,825	5,293	(4,531)	(85.6%)	136,755	229,350	92,595	40.4%
EXPENSE TRANSFERS	-	-	-	-	-	-	-	-
	<u>172,620</u>	<u>194,020</u>	<u>21,400</u>	<u>11.0%</u>	<u>1,650,619</u>	<u>2,004,106</u>	<u>353,487</u>	<u>17.6%</u>
WAGE & BENEFIT TRANSFER IN	-	-	-	-	-	-	-	-
	<u>172,620</u>	<u>194,020</u>	<u>21,400</u>	<u>11.0%</u>	<u>1,650,619</u>	<u>2,004,106</u>	<u>353,487</u>	<u>17.6%</u>
GENERAL AND ADMINISTRATIVE								
BAD DEBT EXPENSE	-	-	-	-	-	-	-	-
BANK FEES	9,914	13,635	3,721	27.3%	107,305	115,149	7,844	6.8%
COMPUTER EXPENSES	6,538	9,167	2,628	28.7%	120,132	91,667	(28,465)	(31.1%)
DISCOUNTS AND LATE FEES	(1,457)	(189)	1,268	(670.1%)	(3,039)	(1,892)	1,148	(60.7%)
EQUIPMENT UNDER \$5,000	5,006	8,649	3,643	42.1%	58,752	83,242	24,489	29.4%
FEES AND LICENSES	2,111	6,344	4,233	66.7%	33,622	63,639	30,017	47.2%
INSURANCE	37,697	39,455	1,758	4.5%	361,285	373,325	12,040	3.2%
OFFICE EQUIPMENT	4,742	1,922	(2,820)	(146.8%)	22,334	19,217	(3,117)	(16.2%)
PROFESSIONAL DEVELOPMENT	2,013	4,393	2,380	54.2%	18,549	43,926	25,377	57.8%
SUPPLIES	6,619	7,092	474	6.7%	70,413	70,923	510	0.7%
TELEPHONES AND COMMUNICATIONS	18,184	17,075	(1,109)	(6.5%)	170,165	170,750	585	0.3%
TRAVEL AND MILEAGE	1,250	3,192	1,942	60.8%	29,495	31,917	2,422	7.6%
OTHER EXPENSES	8,659	5,777	(2,882)	(49.9%)	71,994	57,771	(14,223)	(24.6%)
	<u>101,275</u>	<u>116,510</u>	<u>15,235</u>	<u>13.1%</u>	<u>1,061,005</u>	<u>1,119,632</u>	<u>58,627</u>	<u>5.2%</u>
UTILITIES								
ELECTRICITY	45,714	73,094	27,380	37.5%	535,455	784,106	248,651	31.7%
ELECTRICITY TRANSFERS	-	-	-	-	-	-	-	-
HEATING OIL	0	0	0	-	3,491	1,595	(1,896)	(118.9%)
NATURAL GAS	7,847	10,535	2,688	25.5%	53,939	80,407	26,468	32.9%
NATURAL GAS TRANSFERS	-	-	-	-	-	-	-	-
PROPANE	6,938	4,752	(2,186)	(46.0%)	41,477	54,391	12,913	23.7%
WASTE REMOVAL	4,071	22,617	18,546	82.0%	42,825	80,517	37,692	46.8%
WASTE REMOVAL TRANSFERS	-	-	-	-	-	-	-	-
WATER	2,443	6,073	3,630	59.8%	23,995	88,975	64,979	73.0%
WATER TRANSFERS	-	-	-	-	-	-	-	-
	<u>67,013</u>	<u>117,072</u>	<u>50,059</u>	<u>42.8%</u>	<u>701,183</u>	<u>1,089,990</u>	<u>388,807</u>	<u>35.7%</u>
PROFESSIONAL SERVICES								
AUDIT	9,223	9,692	469	4.8%	100,354	103,917	3,563	3.4%
INFORMATION TECHNOLOGY	13,228	13,790	562	4.1%	128,372	137,901	9,529	6.9%
LEGAL	25,019	15,600	(9,419)	(60.4%)	143,951	156,000	12,050	7.7%
LEGAL PERMIT IMPLEMENT	2,349	14,583	12,234	83.9%	42,600	145,833	103,233	70.8%
ADMINISTRATIVE SERVICES	25,121	16,617	(8,504)	(51.2%)	115,121	166,174	51,052	30.7%
	<u>74,941</u>	<u>70,282</u>	<u>(4,658)</u>	<u>(6.6%)</u>	<u>530,398</u>	<u>709,825</u>	<u>179,427</u>	<u>25.3%</u>
MARKETING AND PROMOTION								
ADVERTISING	11,921	3,242	(8,679)	(267.7%)	187,728	32,422	(155,307)	(479.0%)
OTHER MARKETING	7,567	20,783	13,216	63.6%	135,218	207,827	72,609	34.9%
FLIGHT INCENTIVES	-	-	-	-	-	-	-	-
	<u>19,488</u>	<u>24,025</u>	<u>4,537</u>	<u>18.9%</u>	<u>322,946</u>	<u>240,248</u>	<u>(82,698)</u>	<u>(34.4%)</u>
OTHER OPERATING EXPENSES								
COAST TROLLEY	10,000	10,000	-	-	100,000	100,000	-	-
FUEL	18,632	34,523	15,891	46.0%	363,007	581,943	218,936	37.6%
GOLF CART LEASE	-	-	-	-	85,001	103,585	18,584	17.9%
MERCHANDISE	41,780	21,374	(20,406)	(95.5%)	219,605	191,910	(27,695)	(14.4%)
	<u>70,412</u>	<u>65,897</u>	<u>(4,515)</u>	<u>(6.9%)</u>	<u>767,613</u>	<u>977,438</u>	<u>209,825</u>	<u>21.5%</u>
TOTAL OPERATING EXPENSES	1,360,147	1,368,418	8,271	0.6%	12,700,223	13,921,108	1,220,886	8.8%
OPERATING INCOME/(LOSS)	293,276	310,408	(17,131)	(5.5%)	3,322,181	2,069,625	1,252,557	60.5%
DEPRECIATION	583,333	607,278	23,943	3.9%	5,947,514	6,165,727	218,213	3.5%
AMORTIZATION	-	-	-	-	-	-	-	-
NON-OPERATING (INCOME)/EXPENSES								
INTEREST EXPENSE	-	833	833	100.0%	-	8,333	8,333	100.0%
INTEREST INCOME	(49,290)	(7,735)	41,555	(537.2%)	(478,988)	(77,353)	401,634	(519.2%)
NON-OPERATING GRANT FUNDING	-	-	-	-	(32,000)	-	32,000	-
GAIN/LOSS ON ASSETS	-	-	-	-	-	-	-	-
OTHER NON-OPERATING	-	-	-	-	-	-	-	-
	<u>(49,290)</u>	<u>(6,902)</u>	<u>42,388</u>	<u>(814.1%)</u>	<u>(510,988)</u>	<u>(69,020)</u>	<u>441,968</u>	<u>(640.3%)</u>
NET OPERATING INCOME/(LOSS)	(240,767)	(289,967)	49,200	(17.0%)	(2,114,345)	(4,027,082)	1,912,737	(47.5%)

CURRENT ORGANIZATION CHART

AS OF 5/28/24

TOTAL BENEFITED POSITIONS		
FILLED	53	OPEN
PDA	7	
DPH	1	
TOTAL	64	8



CURRENT STAFF ANALYSIS - FILLED POSITIONS

	Salary/ Benefited	Hourly/ Benefited	Hourly/ Non-Benefited	Seasonal	TOTAL
MAINTENANCE	-	18	5	4	27
PSM/AIRPORT SECURITY	2	7	8	-	17
PORT AUTHORITY	1	1	8	-	10
GOLF COURSE	1	10	11	15	37
FINANCE	3	5	2	44	54
ENGINEERING	3	2	0	-	5
LEGAL	1	1	1	-	4
DAW AIRPORT	-	-	4	-	2
TECHNOLOGY	1	1	-	-	2
HUMAN RESOURCES	1	-	-	-	1
MARKETING EXECUTIVE	0	1	-	-	1
	1	1	1	-	3
TOTAL	17	47	40	63	167

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Net Position
For the Ten Months Ending April 30, 2024

	2024	2023
	Ending	Ending
ASSETS		
Cash and Investments	\$14,601,366	\$11,581,007
Accounts Receivable - Net	7,268,860	8,595,772
Inventories	465,205	511,311
Prepays	381,777	370,733
	<u>22,717,209</u>	<u>21,058,823</u>
RESTRICTED ASSETS		
Cash and Investments	486,210	478,132
Current Receivables	60,638	70,625
Loans Receivable - NHFL		
Due within 1 Year	128,744	115,376
Due in more than 1 Year	952,070	995,356
TOTAL RESTRICTED ASSETS	<u>1,627,663</u>	<u>1,659,488</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	15,070,468	6,532,084
Other Capital Assets - Net	82,074,297	82,231,770
TOTAL NON-CURRENT ASSETS	<u>317,796,982</u>	<u>293,515,582</u>
TOTAL ASSETS	<u>342,141,853</u>	<u>316,233,893</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	505,052	59,958
Unearned Revenues	743,410	766,016
Long-Term Liabilities		
Net Pension Liability	5,286,773	4,279,644
Net OPEB Liability	5,835,603	7,378,664
Due in more than 1 Year	355,721	344,480
	<u>16,690,166</u>	<u>16,178,511</u>
RESTRICTED LIABILITIES		
Current Liabilities	610	0
Long-Term Liabilities	0	0
Due within 1 Year	0	0
Due in more than 1 Year	0	0
	<u>610</u>	<u>0</u>
TOTAL LIABILITIES	<u>16,690,776</u>	<u>16,178,511</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>1,993,238</u>
NET POSITION		
Net Investment in Capital Assets	104,665,551	96,284,640
Restricted For:		
Revolving Loan Fishery Fund	1,282,772	1,263,820
Harbor Dredging and Pier Maintenance	73,495	127,947
Foreign Trade Zone	18,535	15,471
Unrestricted	9,201,494	4,561,921
TOTAL NET POSITION	<u>115,241,848</u>	<u>102,253,800</u>

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - PORTSMOUTH AIRPORT incl Security
For the Ten Months Ending April 30, 2024

	Actual Apr FY 2024	Budget Apr 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%	\$714,369	\$697,066	\$17,303	2.5%
CARGO AND HANGARS	2,748	2,729	19	0.7%	27,338	27,108	230	0.8%
CONCESSION REVENUE	10,158	5,433	4,725	87.0%	101,472	83,068	18,404	22.2%
FEE REVENUE	193,222	192,932	290	0.2%	1,357,636	1,169,353	188,283	16.1%
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	30,717	16,250	14,467	89.0%	190,231	162,500	27,731	17.1%
TOTAL OPERATING REVENUES	295,773	275,196	20,577	7.5%	2,391,046	2,139,095	251,951	11.8%
EXPENSES								
WAGES AND FRINGE BENEFITS	133,251	127,281	(5,970)	(4.7%)	1,317,576	1,219,832	(97,744)	(8.0%)
BUILDING AND FACILITIES	114,845	96,099	(18,746)	(19.5%)	851,653	995,995	144,342	14.5%
GENERAL AND ADMINISTRATIVE	43,095	48,464	5,369	11.1%	442,140	456,783	14,643	3.2%
UTILITIES	35,396	57,634	22,238	38.6%	383,791	582,244	198,453	34.1%
PROFESSIONAL SERVICES	28,206	9,316	(18,890)	(202.8%)	117,404	93,168	(24,236)	(26.0%)
MARKETING AND PROMOTION	10,505	7,292	(3,213)	(44.1%)	228,049	72,917	(155,132)	(212.8%)
OTHER OPERATING EXPENSES								
TOTAL OPERATING EXPENSES	365,298	346,086	(19,212)	(5.6%)	3,340,613	3,420,939	80,326	2.3%
OPERATING INCOME	(69,525)	(70,890)	1,365	1.9%	(949,567)	(1,281,844)	332,277	25.9%
NON-OPERATING (INCOME) EXPENSE	(1)	0	1	-	(10)	0	10	-
DEPRECIATION	345,005	383,222	38,217	10.0%	3,518,584	3,879,670	361,086	9.3%
NET OPERATING INCOME	(414,529)	(454,112)	(39,583)	8.7%	(4,468,141)	(5,161,514)	(693,373)	13.4%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - SKYHAVEN AIRPORT
For the Ten Months Ending April 30, 2024

	Actual Apr FY 2024	Budget Apr FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	13,320	12,245	1,075	8.8%	123,894	119,880	4,014	3.3%
CONCESSION REVENUE	2,770	267	2,503	938.7%	2,770	2,667	103	3.9%
FEE REVENUE	0	0	0	-	5,054	5,300	(246)	(4.6%)
FUEL SALES	7,777	7,043	734	10.4%	64,931	68,004	(3,073)	(4.5%)
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	1,025	92	933	1018.1%	975	917	58	6.4%
TOTAL OPERATING REVENUES	24,892	19,646	5,246	26.7%	197,624	196,768	857	0.4%
EXPENSES								
WAGES AND FRINGE BENEFITS	12,421	5,348	(7,074)	(132.3%)	104,101	45,847	(58,255)	(127.1%)
BUILDING AND FACILITIES	8,817	3,595	(5,222)	(145.3%)	29,049	39,950	10,901	27.3%
GENERAL AND ADMINISTRATIVE	2,062	4,076	2,014	49.4%	30,514	38,422	7,908	20.6%
UTILITIES	2,818	2,867	49	1.7%	27,166	32,752	5,586	17.1%
PROFESSIONAL SERVICES	597	1,028	431	41.9%	6,079	10,283	4,203	40.9%
MARKETING AND PROMOTION	-	125	125	100.0%	444	1,250	806	64.5%
OTHER OPERATING EXPENSES	7,092	5,634	(1,458)	(25.9%)	58,366	54,403	(1,963)	(3.6%)
TOTAL OPERATING EXPENSES	33,808	22,673	(11,135)	(49.1%)	253,719	222,906	(30,813)	(13.8%)
OPERATING INCOME	(8,916)	(3,027)	(5,889)	194.5%	(56,094)	(26,138)	(29,956)	114.6%
NON-OPERATING (INCOME) EXPENSE	-	-	-	-	(32,000)	-	32,000	-
DEPRECIATION	34,276	30,693	(3,584)	(11.7%)	346,087	348,591	2,504	0.7%
NET OPERATING INCOME	(43,192)	(33,720)	(9,472)	28.1%	(370,181)	(374,729)	4,548	(1.2%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - TRADEPORT OPERATIONS
For the Ten Months Ending April 30, 2024

	Actual Apr FY 2024	Budget Apr FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$837,402	\$839,326	(\$1,924)	(0.2%)	\$8,463,514	\$8,438,913	\$24,601	0.3%
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	-	-	-	-	-	-	-	-
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	4,476	2,083	2,392	114.8%	38,380	20,833	17,547	84.2%
TOTAL OPERATING REVENUES	841,878	841,409	469	0.1%	8,501,894	8,459,747	42,148	0.5%
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	23,795	28,336	4,541	16.0%	176,717	274,848	98,131	35.7%
GENERAL AND ADMINISTRATIVE	3,461	8,514	5,053	59.3%	69,627	81,473	11,846	14.5%
UTILITIES	8,039	11,335	3,296	29.1%	71,552	111,195	39,642	35.7%
PROFESSIONAL SERVICES	93	247	153	62.2%	373	2,466	2,093	84.9%
MARKETING AND PROMOTION	1,146	83	(1,062)	(1274.7%)	3,879	833	(3,046)	(365.5%)
OTHER OPERATING EXPENSES	10,000	10,000	-	-	100,000	100,000	-	-
TOTAL OPERATING EXPENSES	46,534	58,515	11,981	20.5%	422,148	570,814	148,666	26.0%
OPERATING INCOME	795,344	782,894	12,450	1.6%	8,079,746	7,888,932	190,814	2.4%
NON-OPERATING (INCOME) EXPENSE	(41,586)	-	41,586	-	(252,184)	-	252,184	-
DEPRECIATION	60,574	66,788	6,213	9.3%	638,284	676,199	37,915	5.6%
NET OPERATING INCOME	776,356	716,107	60,249	8.4%	7,693,646	7,212,733	480,913	6.7%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - GOLF COURSE
For the Ten Months Ending April 30, 2024

	Actual Apr FY 2024	Budget Apr FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	24,410	29,833	(5,423)	(18.2%)	359,511	357,213	2,298	0.6%
FEE REVENUE	241,320	244,921	(3,601)	(1.5%)	2,088,507	1,985,747	92,760	4.6%
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	40,530	28,498	12,033	42.2%	291,688	255,878	35,810	14.0%
OTHER REVENUE	22,998	4,442	18,556	417.7%	54,532	44,423	10,110	22.8%
TOTAL OPERATING REVENUES	329,259	307,694	21,565	7.0%	2,794,238	2,653,260	140,978	5.3%
EXPENSES								
WAGES AND FRINGE BENEFITS	109,817	117,949	8,133	6.9%	1,020,525	993,236	(27,289)	(2.7%)
BUILDING AND FACILITIES	8,112	32,271	24,159	74.9%	343,774	318,208	(25,567)	(8.0%)
GENERAL AND ADMINISTRATIVE	22,548	22,082	(466)	(2.1%)	205,134	210,224	5,090	2.4%
UTILITIES	9,982	14,777	4,795	32.4%	116,515	199,355	82,839	41.6%
PROFESSIONAL SERVICES	2,456	3,301	845	25.6%	29,508	33,008	3,500	10.6%
MARKETING AND PROMOTION	2,120	4,142	2,022	48.8%	35,123	41,415	6,292	15.2%
OTHER OPERATING EXPENSES	41,780	21,374	(20,406)	(95.5%)	304,606	295,495	(9,111)	(3.1%)
TOTAL OPERATING EXPENSES	196,815	215,895	19,080	8.8%	2,055,186	2,090,940	35,755	1.7%
OPERATING INCOME	132,444	91,799	40,645	44.3%	739,053	562,319	176,733	31.4%
NON-OPERATING (INCOME) EXPENSE	-	(17)	(17)	100.0%	(152,970)	(167)	152,803	(91663.5%)
DEPRECIATION	29,932	31,288	1,355	4.3%	304,812	313,818	9,006	2.9%
NET OPERATING INCOME	102,512	60,528	41,984	69.4%	587,210	248,668	338,542	136.1%

BUSINESS UNIT ANALYSIS	PRO SHOP	COURSE OPERATIONS	FOOD/BEV	SIMULATOR	TOTAL
OPERATING REVENUES	308,968	1,969,853	389,518	125,899	2,794,238
OPERATING EXPENSES* *Excluding Depreciation	268,774	1,564,324	166,910	55,177	2,055,185
OPERATING INCOME	40,194	405,529	222,608	70,722	739,053

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - DIVISION OF PORTS AND HARBORS-UNRESTRICTED
For the Ten Months Ending April 30, 2024

	Actual Apr FY 2024	Budget Apr FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$44,725	\$47,116	(\$2,391)	(5.1%)	\$382,350	\$385,165	(\$2,815)	(0.7%)
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	0	0	0	-	49,202	6,000	43,202	720.0%
FEE REVENUE	71,541	128,268	(56,727)	(44.2%)	1,012,774	1,204,845	(192,072)	(15.9%)
FUEL SALES	17,239	37,118	(19,879)	(53.6%)	436,153	688,969	(252,817)	(36.7%)
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	9,330	8,721	609	7.0%	117,157	108,301	8,856	8.2%
TOTAL OPERATING REVENUES	142,835	221,223	(78,388)	(35.4%)	1,997,635	2,393,280	(395,645)	(16.5%)
EXPENSES								
WAGES AND FRINGE BENEFITS	141,413	146,215	4,801	3.3%	1,333,367	1,446,074	112,708	7.8%
BUILDING AND FACILITIES	9,226	19,385	10,160	52.4%	164,289	227,852	63,563	27.9%
GENERAL AND ADMINISTRATIVE	9,336	11,891	2,554	21.5%	117,745	118,489	744	0.6%
UTILITIES	10,389	30,055	19,666	65.4%	95,384	160,405	65,021	40.5%
PROFESSIONAL SERVICES	10,384	7,629	(2,755)	(36.1%)	75,650	83,286	7,636	9.2%
MARKETING AND PROMOTION	311	217	(94)	(43.5%)	1,075	2,167	1,092	50.4%
OTHER OPERATING EXPENSES	11,539	28,889	17,350	60.1%	306,641	527,540	220,899	41.9%
TOTAL OPERATING EXPENSES	192,598	244,279	51,681	21.2%	2,094,152	2,565,813	471,661	18.4%
OPERATING INCOME	(49,763)	(23,056)	(26,707)	115.8%	(96,517)	(172,533)	76,016	(44.1%)
NON-OPERATING (INCOME) EXPENSE	(6,855)	(183)	6,672	(3639.3%)	(65,657)	(1,833)	63,824	(3481.4%)
DEPRECIATION	96,920	80,393	(16,527)	(20.6%)	992,296	811,535	(180,761)	(22.3%)
NET OPERATING INCOME	(139,828)	(103,266)	(36,563)	35.4%	(1,023,155)	(982,234)	(40,921)	4.2%

BUSINESS UNIT ANALYSIS	RYE HARBOR	HAMPTON HARBOR	PORTS. FSH PIER	MARKET ST.	HARBOR MGMT	ADMIN	TOTAL
OPERATING REVENUES	292,032	238,188	200,076	730,845	536,494	0	1,997,635
OPERATING EXPENSES* *Excluding Depreciation	224,330	345,136	256,745	409,861	435,561	422,519	2,094,152
OPERATING INCOME	67,702	(106,948)	(56,669)	320,984	100,933	(422,519)	(96,517)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - FOREIGN TRADE ZONE
For the Ten Months Ending April 30, 2024

	Actual Apr FY 2024	Budget Apr 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 UTILITIES	-	104	104	100.0%	1,250	1,042	(208)	(20.0%)
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	0	708	708	100.0%	7,653	7,083	(569)	(8.0%)
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	0	813	813	100.0%	8,903	8,125	(778)	(9.6%)
OPERATING INCOME	0	(813)	813	(100.0%)	5,097	3,875	1,222	31.5%
NON-OPERATING (INCOME) EXPENSE	(1)	-	-	(145.5%)	(5)	(3)	200.0%	(58.8%)
DEPRECIATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	1	(812)	813	(100.1%)	5,103	3,878	1,224	31.6%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - HARBOR DREDGING
For the Ten Months Ending April 30, 2024

	Actual Apr FY 2024	Budget Apr FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE	14,464	10,000	4,464	44.6%	90,381	100,000	(9,619)	(9.6%)
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST								
MERCHANDISE								
OTHER REVENUE	1,550	583	967	165.7%	6,950	5,833	1,117	19.1%
TOTAL OPERATING REVENUES	16,014	10,583	5,430	51.3%	97,331	105,833	(8,502)	(8.0%)
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES	-	5,917	5,917	100.0%	-	59,167	59,167	100.0%
GENERAL AND ADMINISTRATIVE UTILITIES	25	1,000	975	97.5%	282	10,000	9,718	97.2%
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	25	6,917	6,892	99.6%	282	69,167	68,885	99.6%
OPERATING INCOME	15,989	3,667	12,322	336.1%	97,049	36,667	60,382	164.7%
NON-OPERATING (INCOME) EXPENSE	(812)	(35)	777	(2219.7%)	(6,029)	(350)	5,679	(1622.6%)
DEPRECIATION	6,161	5,917	(245)	(4.1%)	60,135	59,167	(969)	(1.6%)
NET OPERATING INCOME	10,639	(2,215)	12,854	(580.3%)	42,942	(22,150)	65,093	(293.9%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - REVOLVING LOAN FUND
For the Ten Months Ending April 30, 2024

	Actual Apr FY 2024	Budget Apr 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	2,774	3,000	(226)	(7.5%)	28,187	30,000	(1,813)	(6.0%)
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	75	(75)	(100.0%)	448	750	(302)	(40.3%)
TOTAL OPERATING REVENUES	2,774	3,075	(301)	(9.8%)	28,635	30,750	(2,115)	(6.9%)
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE	50	42	(8)	(20.0%)	168	417	249	59.7%
UTILITIES	-	-	-	-	-	-	-	-
PROFESSIONAL SERVICES	610	1,250	640	51.2%	12,448	12,500	52	0.4%
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	660	1,292	632	48.9%	12,616	12,917	301	2.3%
OPERATING INCOME	2,114	1,783	331	18.5%	16,019	17,833	(1,814)	(10.2%)
NON-OPERATING (INCOME) EXPENSE	(17)	-	17	-	(181)	-	181	-
DEPRECIATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	2,131	1,783	348	19.5%	16,200	17,833	(1,633)	(9.2%)

REVOLVING LOAN FUND (\$ 000's)	BALANCE AT 04-30-2024	BALANCE AT 06-30-2023
CASH BALANCES		
GENERAL FUNDS	201	194
SEQUESTERED FUNDS	-	-
	<u>201</u>	<u>194</u>
LOANS OUTSTANDING (20)		
CURRENT	129	117
LONG TERM	952	954
	<u>1,081</u>	<u>1,071</u>
TOTAL CAPITAL BASE	<u>1,282</u>	<u>1,265</u>
CAPTIAL UTILIZATION RATE -% *	84.3%	84.7%

**SUMMARY OF INTERGOVERNMENTAL RECEIVABLES
AS OF APRIL 30, 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	12,091	10,086	5,011	(655)	1,573	2,444	1,454
SKYHAVEN AIRPORT	158	150	8	0	0	8	0
DIVISION OF PORTS AND HARBORS	25,028	25,028	21,587	0	21,264	75	75
	<u>37,277</u>	<u>35,264</u>	<u>26,606</u>	<u>(655)</u>	<u>22,837</u>	<u>2,527</u>	<u>1,529</u>

**SUMMARY OF CONSTRUCTION WORK IN PROCESS
AS OF APRIL 30, 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>4/30/2024</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	226	-	226	305
NH AVE RIGHT HAND TURN LANE	49	46	-	46	95
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	3,333	-	3,333	3,436
ARRIVALS HALL (NON-GRANT)	726	766	-	766	1,492
PSM FENCE REPAIR	-	13	-	13	13
BLADES FOR SNOW PLOWS	-	20	(20)	-	-
SRE MTE & LIQUID DE-ICE TRUCK	-	15	-	15	15
PSM VIDEO SURVEILLANCE STORAGE	-	29	(29)	-	-
	<u>1,059</u>	<u>5,246</u>	<u>(736)</u>	<u>4,510</u>	<u>5,569</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)	-	-
GOLF UTILITY VEHICLE	-	37	(37)	-	-
PROCORE AERATOR	-	34	(34)	-	-
	<u>4</u>	<u>79</u>	<u>(83)</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
VACUUM EQUIPMENT REPAIRS	-	11	(11)	0	0
JOHN DEERE Z997R TRACTOR	22	-	(22)	(22)	0
	<u>151</u>	<u>27</u>	<u>(178)</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
PFP BRACING & DECKING (ARPA)	123	151	-	151	274
RYE GATE HOUSE	-	21	(21)	-	-
PFP HOIST	-	5	(5)	-	-
RYE FUEL DISPENSER	13	80	(93)	(13)	-
	<u>2,920</u>	<u>6,694</u>	<u>(119)</u>	<u>6,575</u>	<u>9,495</u>
TOTAL	<u>4,225</u>	<u>12,234</u>	<u>(1,387)</u>	<u>10,847</u>	<u>15,072</u>

PEASE DEVELOPMENT AUTHORITY CASH FLOW PROJECTIONS FOR THE NINE MONTH PERIOD ENDING FEBRUARY 28, 2025



PEASE DEVELOPMENT AUTHORITY CASH FLOW SUMMARY OVERVIEW JUNE 1, 2024 TO FEBRUARY 28, 2025

(EXCLUDING DIVISION OF PORTS AND HARBORS)

(\$ 000's)

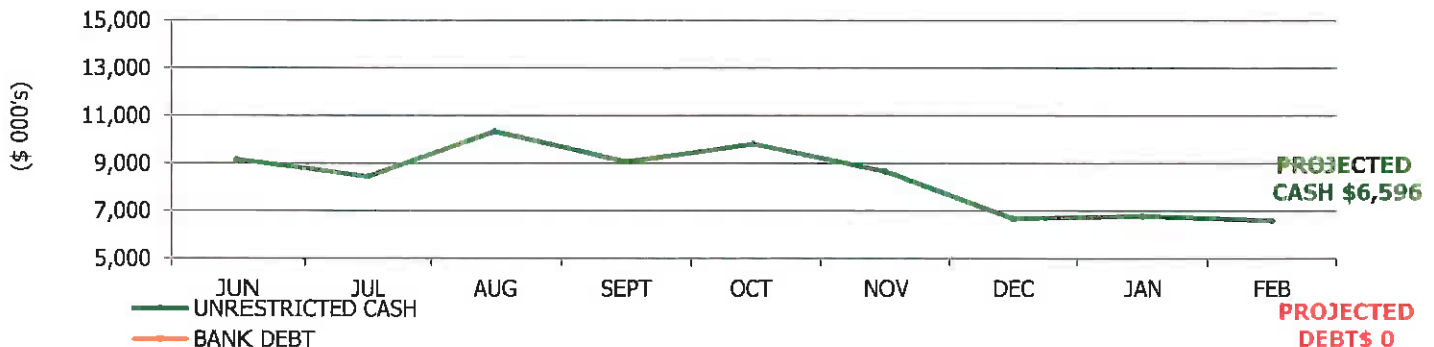
(\$000's)	AMOUNT
OPENING FUND BALANCE	<u>10,762</u>
SOURCES OF FUNDS	
GRANT AWARDS (SEE PAGE 4)	5,803
TRADEPORT TENANTS	8,408
MUNICIPAL SERVICE FEE (COP)	2,241
GOLF COURSE FEE AND CONCESSION REVENUES	2,403
REVOLVING LINE OF CREDIT (PROVIDENT BANK)	0
PSM AIRPORT- LEASES, FUEL FLOWAGE FEES AND PARKING	1,321
SKYHAVEN AIRPORT HANGAR AND FUEL REVENUES	199
	<u>20,375</u>
USES OF FUNDS	
OPERATING EXPENSES	10,467
CAPITAL EXPENDITURES- NON-GRANT (SEE PAGE 5)	5,437
CAPITAL EXPENDITURES- GRANT (SEE PAGE 4)	5,837
MUNICIPAL SERVICE FEE (COP)	2,800
	<u>24,541</u>
NET CASH FLOW	<u>(4,166)</u>
CLOSING FUND BALANCE	<u>6,596</u>

TOTAL FUND BALANCES	BALANCE AT 05-31-2024	BALANCE AT 6-30-2023
UNRESTRICTED	10,762	9,568
DESIGNATED	14	14
TOTAL	<u>10,776</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	May-24	May-23
CURRENT INTEREST RATE	8.05%	7.49%

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

(\$000's)

CASH FLOW - PDA	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL
OPENING FUND BALANCE	10,762	9,158	8,448	10,340	9,067	9,817	8,654	6,673	6,786	10,762
SOURCES OF FUNDS										
GRANT AWARDS (SEE PAGE #4)	986	380	2,636	58	1,477	37	66	163	-	5,803
TRADEPORT TENANTS	884	1,093	935	891	916	937	895	910	947	8,408
MUNICIPAL SERVICE FEE	147	453	147	147	453	147	147	453	147	2,241
GOLF COURSE	523	477	444	362	284	157	61	30	65	2,403
PORTSMOUTH AIRPORT- (PSM)	87	61	79	55	74	32	35	36	33	492
PSM PAY FOR PARKING	32	36	27	18	24	36	37	32	51	293
PSM FLOWAGE FEES	60	59	65	70	75	46	61	34	66	536
SKYHAVEN AIRPORT	28	23	22	23	23	23	20	18	19	199
EXTERNAL FINANCING- NET	-	-	-	-	-	-	-	-	-	-
	<u>2,747</u>	<u>2,582</u>	<u>4,355</u>	<u>1,624</u>	<u>3,326</u>	<u>1,415</u>	<u>1,322</u>	<u>1,676</u>	<u>1,328</u>	<u>20,375</u>
USE OF FUNDS										
CAPITAL- GRANT RELATED (SEE PAGE #4)	836	1,381	850	850	850	850	180	30	10	5,837
CAPITAL- NONGRANT (SEE PAGE 5)	849	679	476	893	630	620	530	400	360	5,437
OPERATING EXPENSES	1,266	1,232	1,137	1,154	1,096	1,108	1,193	1,133	1,148	10,467
MUNICIPAL SERVICE FEE	1,400	-	-	-	-	-	1,400	-	-	2,800
	<u>4,351</u>	<u>3,292</u>	<u>2,463</u>	<u>2,897</u>	<u>2,576</u>	<u>2,578</u>	<u>3,303</u>	<u>1,563</u>	<u>1,518</u>	<u>24,541</u>
NET CASH FLOW	(1,604)	(710)	1,892	(1,273)	750	(1,163)	(1,981)	113	(190)	(4,166)
CLOSING FUND BALANCE	9,158	8,448	10,340	9,067	9,817	8,654	6,673	6,786	6,596	6,596

PEASE DEVELOPMENT AUTHORITY

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

GRANT FUNDED PROJECTS	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL
PORTSMOUTH AIRPORT										
ARRIVALS HALL (AIP 76)	800	800	800	800	800	800	-	-	-	4,800
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	10	10	10	10	10	10	10	10	10	90
ALPHA NORTH TAXIWAY DESIGN (AIP 75)	20	20	-	-	-	-	-	-	-	40
SRE- LIQUID DEICING/MTE	6	-	-	-	-	-	-	-	-	6
SNOW REMOVAL EQUIPMENT (AIP 74)	-	526	-	-	-	-	-	-	-	526
	836	1,356	810	810	810	810	10	10	10	5,462
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	-	-	-	-	-	-	-	-	-	-
SRE-ONE TON TRUCK WITH PLOW	-	5	-	-	-	-	140	-	-	145
	-	25	40	40	40	40	170	20	-	375
TRADEPORT										
	-	-	-	-	-	-	-	-	-	-
TOTAL GRANT REIMBURSEMENT PROJECTS	836	1,381	850	850	850	850	180	30	10	5,837

PEASE DEVELOPMENT AUTHORITY

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

GRANT AWARDS	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL
PORTSMOUTH AIRPORT										
ARRIVALS HALL	925	-	1,440	-	1,440	-	-	-	-	3,805
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	20	-	-	21	-	-	21	-	-	62
ALPHA NORTH TAXIWAY DESIGN (AIP 75)	41	-	-	-	-	-	-	-	-	41
SNOW REMOVAL EQUIPMENT (AIP 69)	-	380	-	-	-	-	-	-	-	380
SRE- LIQUID DEICING/MTE	-	-	-	-	-	-	18	-	-	18
SRE CARRIER VEHICLE (AIP 74)	-	-	1,150	-	-	-	-	-	-	1,150
	986	380	2,590	21	1,440	-	39	-	-	5,456
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	986	380	2,636	58	1,477	37	66	163	-	5,803

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

(\$ 000's)

NON-GRANT CAPITAL PROJECTS	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL
<u>TECHNOLOGY AND OTHER</u>										
PAYCHEX PAYROLL KIOSKS **	-	-	-	-	-	-	5	-	-	5
FINANCE SOFTWARE	-	-	-	50	-	-	-	-	-	50
	-	-	-	50	-	-	5	-	-	55
<u>GOLF COURSE</u>										
COURSE EQUIPMENT	85	-	-	-	-	55	-	-	-	140
GOLF COURSE TEE AREA RESURFACE**	10	-	-	-	-	-	-	-	-	10
EVENTS CENTER STUDY**	20	40	40	40	40	40	40	40	-	300
VIDEO SURVEILLANCE SYSTEM	-	-	-	-	20	20	-	-	-	40
IRRIGATION REPAIRS**	-	-	-	-	40	45	-	-	-	85
	115	40	40	40	100	160	40	40	-	575
<u>PORTSMOUTH AIRPORT</u>										
FENCE CONSTRUCTION	-	20	-	40	-	-	-	-	-	60
GENERATOR UPGRADE **	10	-	-	-	-	-	-	-	-	10
ATC TOWER HVAC IMPROVEMENTS	50	-	-	-	-	-	-	-	-	50
JETBRIDGE REHAB	106	-	-	-	-	-	-	-	-	-
PAY FOR PARKING UPGRADES	80	-	-	-	-	-	-	-	-	80
SRE (AIP 69) NON-FUNDED	-	2	-	-	-	-	-	-	-	2
ARRIVALS HALL-CONSTRUCTION	60	60	60	60	60	60	60	60	60	540
PDA HANGAR DESIGN & CONSTRUCTION**	-	300	300	400	400	400	400	300	300	2,800
	306	382	360	500	460	460	460	360	360	3,542
<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
ACCESS CONTROL SYSTEM**	27	-	-	138	-	-	-	-	-	165
BADGE READER & MEDIA REPLACEMENT	90	-	-	-	-	-	-	-	-	90
	167	37	-	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 TRACTOR/RW/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	849	679	476	893	630	620	530	400	360	5,331

NOTE: **PENDING BOARD APPROVAL

DIVISION OF PORTS AND HARBORS (UNRESTRICTED FUNDS)

CASH FLOW SUMMARY OVERVIEW JUNE 1, 2024 TO FEBRUARY 28, 2025

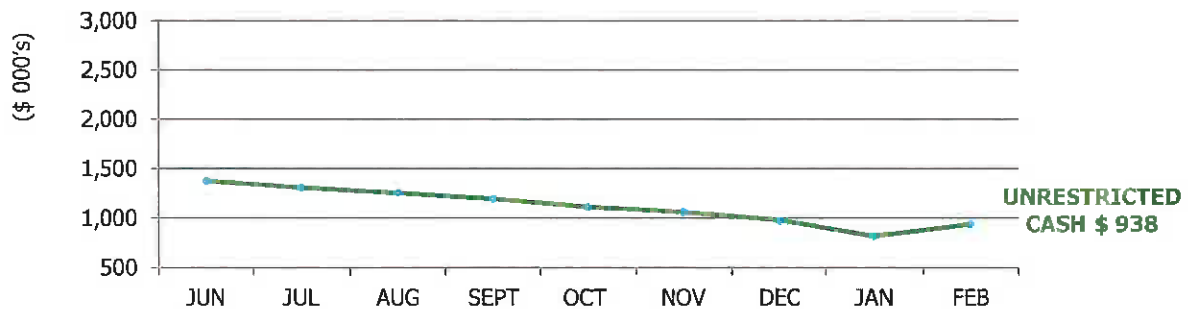
(\$ 000's)

(\$000'S)	AMOUNT
OPENING FUND BALANCE	<u>1,643</u>
SOURCES OF FUNDS	
FACILITY RENTALS AND CONCESSIONS	421
FUEL SALES	655
GRANT FUNDS/OTHER	110
REGISTRATIONS / WHARFAGE	630
MOORING FEES	300
PARKING FEES	94
	<u>2,210</u>
USES OF FUNDS	
PERSONNEL SERVICES AND BENEFITS	1,331
FUEL PROCUREMENT	564
OPERATING EXPENSES	557
CAPITAL EXPENDITURES AND OTHER	463
	<u>2,915</u>
NET CASH FLOW	<u>(705)</u>
CLOSING FUND BALANCE	<u>938</u>

TOTAL FUND BALANCES	BALANCE AT 05/31/24	BALANCE AT 06/30/23
UNRESTRICTED FUNDS	1,643	1,931
DESIGNATED FUNDS	<u>173</u>	<u>445</u>
	<u>1,816</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	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	TOTAL
OPENING FUND BALANCE	1,643	1,378	1,309	1,254	1,196	1,113	1,061	981	822	1,643
SOURCES OF FUNDS										
FACILITY RENTALS AND CONCESSIONS	38	68	45	48	51	48	44	38	41	421
FUEL SALES	124	117	140	95	86	46	29	12	6	655
MOORING FEES	-	-	-	-	-	-	-	100	200	300
PARKING FEES	15	27	32	14	6	-	-	-	-	94
GRANTS FUNDS RECEIVED & OTHER	-	110	-	-	-	-	-	-	-	110
REGISTRATIONS / WHARFAGE	70	70	70	70	70	70	70	70	70	630
	<u>247</u>	<u>392</u>	<u>287</u>	<u>227</u>	<u>213</u>	<u>164</u>	<u>143</u>	<u>220</u>	<u>317</u>	<u>2,210</u>
USE OF FUNDS										
PERSONNEL SERVICES AND BENEFITS	175	162	154	147	152	134	146	131	130	1,331
FUEL PROCUREMENT	82	137	129	84	64	34	21	9	4	564
UTILITIES	13	20	16	13	10	10	13	13	18	126
GENERAL AND ADMINISTRATIVE	13	14	15	13	12	11	10	10	11	109
BUILDINGS AND FACILITIES	61	20	20	20	19	19	25	30	30	244
PROFESSIONAL SERVICES	8	8	8	8	14	8	8	8	8	78
CAPITAL EXPENDITURES AND OTHER	160	100	-	-	25	-	-	178	-	463
	<u>512</u>	<u>461</u>	<u>342</u>	<u>285</u>	<u>296</u>	<u>216</u>	<u>223</u>	<u>379</u>	<u>201</u>	<u>2,915</u>
NET CASH FLOW	(265)	(69)	(55)	(58)	(83)	(52)	(80)	(159)	116	(705)
CLOSING FUND BALANCE	1,378	1,309	1,254	1,196	1,113	1,061	981	822	938	938

DIVISION OF PORTS AND HARBORS (RESTRICTED FUNDS)

CASH FLOW SUMMARY OVERVIEW

JUNE 1, 2024 TO FEBRUARY 28, 2025

(\$ 000's)

HARBOR DREDGING FUND	
(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>285</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>215</u>

REVOLVING LOAN FUND	
(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>210</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>218</u>

FOREIGN TRADE ZONE	
(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	<u>18</u>
<u>SOURCES OF FUNDS</u>	
FACILITY RENTALS	19
ALL OTHER	-
	<u>19</u>
 <u>USES OF FUNDS</u>	
GENERAL AND ADMINISTRATIVE	3
PROFESSIONAL SERVICES	-
OTHER	5
	<u>8</u>
NET CASH FLOW	<u>11</u>
CLOSING FUND BALANCE	<u>29</u>

TOTAL FUND BALANCES	BALANCE AT 5/31/24	BALANCE AT 06/30/23
HARBOR DREDGING	285	248
REVOLVING LOAN FUND	210	194
FOREIGN TRADE ZONE	18	3
	<u>513</u>	<u>445</u>

MOTION

Director Ferrini:

The Pease Development Authority Board of Directors hereby accepts and approves the proposed FY 2025 Operations and Maintenance (“O&M”) Budget and FY 2026 - FY 2028 O&M Forecast; all in accordance with the memorandum dated June 2, 2024 and attached documentation submitted by Suzy Anzalone, Director of Finance, attached hereto and incorporated herein.

N:\RESOLVES\2024\FY 2025 Operating Budget.docx

Memorandum

Date: June 2, 2024
To: Paul Brean, Executive Director
From: Suzy Anzalone, Director of Finance
Re: FY25 Operating Budget and FY2026 – FY2028 Projection Overview

In anticipation of the upcoming June 13th Pease Development Authority Board of Director's meeting, we will be requesting approval of the FY 2025 Operating Budget and FY 2026 –FY 2028 Projection. The following is an overview of the Operating Budget process and corresponding results:

On an annual basis, the Finance Department works together with the Department Management (DM) team and the Executive Director in preparation of the annual Operating Budget. Key assumptions and financial targets are discussed with the Executive Director at the start of the process.

Using historical benchmarks, cost driver assumptions and current year-to-date information, the Director of Finance (DOF) prepares an initial forecast for the remainder of the fiscal year, as well as a proposed budget for the subsequent fiscal year and a projection for the next thirty-six months.

The DOF meets with each DM to review the initial forecast and budget. Current cost drivers such as aviation activity, cost of fuel, fee increases, staffing changes, etc. are discussed in detail relative to each business unit. The budget is then updated, and a comprehensive review is performed for reasonableness and adherence to financial targets prior to a final review with the Executive Director.

The current FY 2025 proposed budget identifies total revenues of \$20.6 million which is a \$0.9 million increase (4.5%) over the prior year's budget. Main drivers of this increase include the following:

- Facilities Rental increase of \$436,000 reflects a 3% average rent increase for Building and Ground leases.
- Fuel flowage fee increase of \$361,000 for Portsmouth Airport is associated with an increase in pricing of \$0.02 per gallon using an estimate of \$13.5 million gallons for FY25.
- Increase of \$75,000 in concession fee revenues associated with the new concession agreements at the Division of Ports and Harbors, as well as a 4% increase in PDA concession revenues in anticipation of increased sales volume at Grill 28.
- Increase in golf revenue of \$71,000 driven by a pricing increase in both passholder fees and green fees.

Relative to operating expenses, the FY 2025 budget reflects a \$0.8 million increase (4.6%) from the FY 2024 budget. Total operating expenses, excluding depreciation of \$7.5 million, total \$18.0 million. The more significant cost drivers supporting this increase include:

- Labor cost increase of \$604,000 is driven mainly by the following factors:
 1. Estimated COLA increases of 1.5% coupled with merit increases capped at 2.0%.
 2. The addition of a Staff Attorney (which was reflected as an open position on the organization chart but not budgeted in FY24).
 3. The addition of a Purchasing and Contract Administrator.
 4. Increased part-time staffing hours and average pay rates at Skyhaven.
 5. The assumption that all PSM Airport Operations positions will be filled.
- FICA and benefits expenses increase of \$234,000 is driven by the increase in payroll costs per above as well as a projected increase in health and dental insurance of 7%.
- Increase of \$100,000 in Building and Facilities to reflect the escalation of costs for the demolition of a building at 65 Airline Ave.
- Technology and Internet expenses reflect an increase of \$104,000 relative to the switch to external software support and hosting for our security and badging and new finance software.
- Operating Equipment rental reflects an increase of \$86,000 for the possibility of leasing a fire truck for Airport operations.
- Increase in marketing and professional/legal services of \$80,000.
- Decrease in utilities expenses of \$389,000 mainly reflecting an anticipated decrease in electricity supply costs over the prior year **budgeted** amounts. We are still working towards negotiating a contract for the supplier portion of our electricity expenses.

Fuel sales (as well as fuel purchases) at Skyhaven and the Harbors reflect a price decrease over the prior year average, with consumption amounts remaining flat.

For FY 2025 we are projecting operating income on a cash basis (excluding depreciation) of \$2.6 million which is a 3.8% increase (\$96,000) over FY24 budgeted operating income. Operating results are still strong and provide us with the opportunity to continue to use these positive cash margins to fund capital expenditures (non-grant related), as well as providing reserves should there be a sudden economic downturn.

In summary, I believe the FY 2025 proposed Operating Budget, as well as the three-year projection, represent a fair and prudent budget. The Department Management team is committed to managing and controlling expenses for their cost centers, seeking efficiencies, and researching ideas for additional revenue streams.

At your convenience, I would be pleased to address any questions or need for supplemental information that you may have.

PEASE DEVELOPMENT AUTHORITY PROPOSED FY 2025 OPERATING BUDGET AND FY 2026 - FY 2028 PROJECTION



**PEASE DEVELOPMENT AUTHORITY
FINANCE COMMITTEE MEETING
JUNE 10, 2024**

TABLE OF CONTENTS

	<u>PAGE #</u>
• EXECUTIVE OVERVIEW	3-4
• KEY PLANNING ASSUMPTIONS	5-9
• SUMMARY BUDGET PROJECTIONS (CONSOLIDATED, PDA, DPH)	10-12
• CONSOLIDATED OPERATING REVENUES	13
• WAGES AND BENEFITS, ORGANIZATION CHART	14-15
• CONSOLIDATED OPERATING EXPENSES	16-19
• CASH FLOW ANALYSIS	20-21

EXECUTIVE OVERVIEW

\$ (000's)

- THE PROPOSED FY 2025 OPERATING REVENUES OF \$20,589 IS AN INCREASE OF 4.5% OR \$885 VERSUS THAT OF THE FY 2024 BUDGET. THE PRIMARY VARIANCES FOR THE INCREASE INCLUDE:

	\$	%
	CHANGE CHANGE	
FACILITIES RENTAL	436	2.2%
PSM- FUEL FLOWAGE FEES	361	1.8%
CONCESSIONS	75	0.4%
GOLF REVENUE - ALL	71	0.4%
MISCELLANEOUS OTHER- NET	(58)	-0.3%
	885	4.5%

- THE PROPOSED FY 2025 CASH OPERATING EXPENDITURES OF \$17,984 IS AN INCREASE OF 4.6% OR \$789 VERSUS THAT OF THE FY 2024 BUDGET. THE PRIMARY VARIANCES FOR THE INCREASE INCLUDE:

	\$	%
	CHANGE CHANGE	
WAGES	604	3.5%
BENEFITS AND FICA	234	1.4%
TECHNOLOGY & INTERNET	104	0.6%
BUILDING DEMOLITION (65 AIRLINE)	100	0.6%
OPERATING EQUIPMENT RENTAL	86	0.5%
ADVERTISING/MARKETING	63	0.4%
GENERAL AND ADMINISTRATIVE	47	0.3%
LEGAL	38	0.2%
BUILDING AND FACILITIES	(34)	-0.2%
MISCELLANEOUS OTHER- NET	(64)	-0.4%
UTILITIES	(389)	-2.3%
	789	4.6%

EXECUTIVE OVERVIEW (CONTINUED)



• THERE IS POTENTIAL FOR SEVERAL OPERATING BUDGET ISSUES/OPPORTUNITIES THAT ARE INCONCLUSIVE AT THIS TIME WHICH INCLUDE:

- ENVIRONMENTAL COMPLIANCE PROGRAM COSTS / STORMWATER CONSULTANT (MS4)
- INFLATIONARY RELATED INCREASES IN FUEL COSTS, SUPPLIES, UTILITIES, EQUIPMENT AND OTHER CONSUMABLES
- POTENTIAL COMMERCIAL INSURANCE INCREASES
- ELECTRICITY SUPPLY EXPENSE VOLATILITY UNTIL EXECUTION OF A NEW CONTRACT
- POTENTIAL LEASES WITH CURRENT DEVELOPMENT PROPOSALS
- REVIEW OF AIRPORT EXPENDITURES TO DETERMINE COST RECOVERY THAT DICTATES AVIATION FEES



• **KEY OPERATIONAL ACTIVITIES AND INITIATIVES EXPECTED TO BE UNDERTAKEN:**

- MAINTAINING COMMERCIAL AIRPORT OPERATIONS AND INCREASING AERONAUTICAL REVENUE
- ADDRESS NET OPERATING INCOME DEFICIT AT DIVISION OF PORTS AND HARBORS
- FY25 OPERATIONAL AND STRATEGIC PLANNING
- INCENTIVIZE TRADEPORT DEVELOPERS TO REINVEST IN CAPITAL IMPROVEMENTS AND SWPP INITIATIVES
- STRENGTHEN PROCUREMENT AND REVIEW SERVICE AGREEMENTS AT BOTH PDA AND DPH
 - UTILITY AND CONSUMABLES SUPPLIERS
 - ACCOUNTING SOFTWARE
 - DPH ON-CALL EMERGENCY STORM SERVICES
- DEMOLITION OF BUILDING AT 65 AIRLINE AVE

KEY PLANNING ASSUMPTIONS

STAFFING, PERSONNEL SERVICES AND BENEFIT ESCALATION:

- CONTINUED SUCCESSION PLANNING FOR SENIOR STAFF POSITIONS.
- EMPLOYEE ANNUAL SALARY MERIT INCREASE CAPPED AT 2.00% PLUS A COLA ADJUSTMENT NOT TO EXCEED 1.5% FOR ALL ELIGIBLE EMPLOYEES.
- PRIORITIZE ON BOARDING OF STAFF ATTORNEY
- THE PDA CONTINUES TO MONITOR OVERTIME COSTS WHICH IS A VARIABLE COST INFLUENCED BY SNOWFALL, AIRPORT FLIGHT SCHEDULES AND WHARFAGE AND DOCKAGE ACTIVITIES. AS A PERCENTAGE OF DIRECT PAYROLL, THE PDA / DPH AVERAGES APPROXIMATELY 7.0% ANNUALLY .
- EMPLOYEE BENEFIT RATES HAVE YET TO BE FULLY VETTED BY THE STATE OF NEW HAMPSHIRE. THE FY25 BUDGET ASSUMES A 7% INCREASE IN EMPLOYEE BENEFIT RATES (HEALTH, DENTAL, LIFE INS)

KEY PLANNING ASSUMPTIONS (CONTINUED)

PORTSMOUTH INTERNATIONAL AIRPORT

- **AERONAUTICAL REVENUE FOCUSED ON FUEL FLOWAGE AND COMMERCIAL PASSENGER AUTOMOBILE PARKING REVENUE.**
 - REVIEW EXPENDITURES TO DETERMINE APPROPRIATE COST RECOVERY
- **FUEL FLOWAGE FEES: FY25 BUDGET ASSUMES 13.5 MILLION GALLONS AT EIGHT (.08) CENTS PER GALLON. (TWO CENT INCREASE OVER FY24)**
- **AIRPORT AUTHORITY EXPLORING ADDITIONAL AERONAUTICAL SERVICES.**
 - AIRCRAFT HANGARING
 - GREEN INITIATIVES
- **PASSENGER PAY FOR PARKING: FY25 BUDGET ASSUMES \$7.00 PER DAY RATE FOR PARKING. NO INCREASE OVER FY24 RATES.**
- **CONTINUED FINANCIAL COMMITMENT TO SCHEDULED AIR SERVICE ENPLANEMENTS.**
- **CONTINUED DEVELOPMENT OF AERONAUTICAL LEASES TO SUPPORT BASED AIRCRAFT.**
- **LAW ENFORCEMENT OFFICER PROGRAM (LEO) WITH CITY OF PORTSMOUTH FOR COMMERCIAL AIRLINE SECURITY REMAINS IN PLACE. ASSUMPTION OF HOURLY POLICE RATE OF \$91.60 EXCLUDING ADMINISTRATIVE AND VEHICLE EXPENSES.**

KEY PLANNING ASSUMPTIONS (CONTINUED)

SKYHAVEN AIRPORT

- PROPOSED 5% INCREASE IN HANGAR AND OR TIE DOWN RENTAL RATES FOR FY25.
- NO CHANGE IN CURRENT OCCUPANCY FOR HANGARS (33) OR TIEDOWNS (6). THERE ARE PRESENTLY NO HANGAR VACANCIES.
- INCREASE IN PART-TIME LABOR HOURS TO REDUCE THE NEED FOR PSM STAFF TO ADDRESS AIRPORT MAINTENANCE NEEDS.
- MONITOR IMPACT OF CHANGES IN AVIATION FUEL COSTS AND DIRECT IMPACT TO DAW.
- FUELING OPERATIONS ARE EXPECTED TO GENERATE APPROXIMATELY \$71,634 IN NET CASH FLOW DURING THE 48 MONTH PERIOD ENDING JUNE 30, 2028, REPRESENTING AN APPROXIMATE 20% MARKUP.

INTERNATIONAL TRADEPORT

- MAJORITY OF BUILDING AND OR GROUND LEASES HAVE INCORPORATED AN ANNUAL INFLATION RATE, AS MEASURED BY THE UNITED STATES DEPARTMENT OF LABOR FOR ALL URBAN CONSUMERS- BOSTON-CAMBRIDGE-NEWTON, OF 3.0%.

KEY PLANNING ASSUMPTIONS (CONTINUED)

GOLF OPERATIONS

- ROUNDS OF GOLF PLAYED:

	ACTUAL 2023 SEASON	PROPOSED 2024 SEASON	PROJECTED 2025 SEASON	PROJECTED 2026 SEASON	PROJECTED 2027 SEASON	PROJECTED 2028 SEASON
PUBLIC PLAY	56,452	52,250	52,450	52,600	52,750	53,000
ANNUAL PASS	15,533	15,250	15,350	15,650	15,750	15,850
TOTAL ROUNDS	71,985	67,500	67,800	68,250	68,500	68,850

- GOLF FEE AND MEMBERSHIP FEE INCREASES EQUATE TO ADDITIONAL \$75,000 IN ANNUAL REVENUE.
- GRILL 28 RESTAURANT PROPOSED AMENDMENT # 7 EXTENDS CONTRACT THROUGH OCTOBER 31, 2025 WITH NO FURTHER OPTION YEARS. CONCESSIONAIRE TO PAY UP TO 50% OF UTILITIES, CUSTODIAL SERVICES AND TENT RENTAL.
- POTENTIAL FOR EVENT CENTER.

KEY PLANNING ASSUMPTIONS (CONTINUED)

DIVISION OF PORTS AND HARBORS

- FAIR MARKET VALUE REVIEW FOR FEE STRUCTURE AT ALL DPH FACILITIES.
- EFFICIENCY INITIATIVES WHICH INCLUDES REVIEW OF OVERTIME AND SEASONAL STAFFING LEVELS, AND CONTRACTS FOR OUTSIDE SERVICES.
- FOREIGN TRADE ZONE PROPOSES NO NEW TENANTS FROM CURRENT BASE OF FOUR VENDORS.
- MONITOR FUEL COSTS AND DIRECT IMPACT TO FUEL SALES.
- FUELING OPERATIONS ARE EXPECTED TO GENERATE APPROXIMATELY \$805K IN NET CASH FLOW DURING THE 48 MONTH PERIOD ENDING JUNE 30, 2028, REPRESENTING AN APPROXIMATE 24.7% MARK-UP.

GROSS FUEL SALES:

	FY 2024 FORECAST	PROPOSED FY2025 BUDGET	FY 2026 PROJECTION	FY 2027 PROJECTION	FY 2028 PROJECTION
GROSS FUEL SALES					
PORTSMOUTH FISH PIER	293	344	352	358	365
HAMPTON HARBOR	219	275	280	286	292
RYE HARBOR	154	172	175	179	182
	<u>666</u>	<u>791</u>	<u>807</u>	<u>823</u>	<u>839</u>

SUMMARY BUDGET PROJECTIONS-CONSOLIDATED

\$ (000's)

	FY 2024 FORECAST	PROPOSED FY2025 BUDGET	FY 2026 PROJECTION	FY 2027 PROJECTION	FY 2028 PROJECTION
OPERATING REVENUES (SEE PAGE #13)	<u>19,587</u>	<u>20,589</u>	<u>21,073</u>	<u>21,593</u>	<u>22,293</u>
OPERATING EXPENSES					
PERSONNEL SERVICES AND FRINGE BENEFITS (SEE PAGE #14)	8,846	9,768	10,103	10,450	10,761
BUILDING AND FACILITIES (SEE PAGE #16)	2,138	2,815	2,345	2,660	2,393
GENERAL AND ADMINISTRATIVE (SEE PAGE #17)	1,877	1,994	1,975	2,018	2,059
UTILITIES (SEE PAGE #18)	848	894	916	938	961
PROFESSIONAL SERVICES (SEE PAGE #18)	676	961	847	887	886
MARKETING AND PROMOTION (SEE PAGE #19)	369	351	358	365	372
OTHER OPERATING EXPENSES (SEE PAGE #19)	1,113	1,201	1,223	1,245	1,267
TOTAL OPERATING EXPENSES	<u>15,867</u>	<u>17,984</u>	<u>17,767</u>	<u>18,563</u>	<u>18,699</u>
OPERATING INCOME	<u>3,720</u>	<u>2,605</u>	<u>3,306</u>	<u>3,030</u>	<u>3,594</u>
DEPRECIATION	7,195	7,520	8,172	8,172	8,371
INTEREST EXPENSE	0	10	12	14	17
INTEREST INCOME AND OTHER	494	196	139	132	32
NET OPERATING INCOME	<u>(2,981)</u>	<u>(4,729)</u>	<u>(4,739)</u>	<u>(5,024)</u>	<u>(4,762)</u>

SUMMARY BUDGET PROJECTIONS - PDA

\$ (000's)

PEASE DEVELOPMENT AUTHORITY (EXCLUDES DPH)

	FY 2024 FORECAST	PROPOSED FY2025 BUDGET	FY 2026 PROJECTION	FY 2027 PROJECTION	FY 2028 PROJECTION
OPERATING REVENUES	<u>16,883</u>	<u>17,534</u>	<u>17,965</u>	<u>18,435</u>	<u>19,076</u>
OPERATING EXPENSES					
PERSONNEL SERVICES AND FRINGE BENEFITS	7,315	8,103	8,382	8,669	8,927
BUILDING AND FACILITIES	1,830	2,516	2,030	2,296	2,062
GENERAL AND ADMINISTRATIVE	1,593	1,688	1,686	1,713	1,745
UTILITIES	735	776	795	815	836
PROFESSIONAL SERVICES	567	817	719	735	751
MARKETING AND PROMOTION	356	338	345	352	359
OTHER OPERATING EXPENSES	610	605	615	625	635
TOTAL OPERATING EXPENSES	<u>13,006</u>	<u>14,843</u>	<u>14,572</u>	<u>15,205</u>	<u>15,315</u>
OPERATING INCOME	<u>3,877</u>	<u>2,691</u>	<u>3,393</u>	<u>3,230</u>	<u>3,761</u>
DEPRECIATION	5,929	5,921	6,554	6,554	6,718
INTEREST EXPENSE	0	10	12	14	17
INTEREST INCOME AND OTHER	409	132	85	90	2
NET OPERATING INCOME	<u>(1,643)</u>	<u>(3,108)</u>	<u>(3,088)</u>	<u>(3,248)</u>	<u>(2,972)</u>

\$ (000's)

SUMMARY BUDGET PROJECTIONS – DPH UNRESTRICTED

	FY 2024 FORECAST	PROPOSED FY2025 BUDGET	FY 2026 PROJECTION	FY 2027 PROJECTION	FY 2028 PROJECTION
DIVISION OF PORTS AND HARBORS (EXCLUDES PDA AND RESTRICTED FUNDS)					
OPERATING REVENUES	<u>2,548</u>	<u>2,874</u>	<u>2,928</u>	<u>2,977</u>	<u>3,030</u>
OPERATING EXPENSES					
PERSONNEL SERVICES AND FRINGE BENEFITS	1,531	1,665	1,722	1,781	1,834
BUILDING AND FACILITIES	287	277	292	293	308
GENERAL AND ADMINISTRATIVE	282	291	287	303	301
UTILITIES	114	118	121	123	125
PROFESSIONAL SERVICES	94	129	113	135	117
MARKETING AND PROMOTION	3	3	3	3	3
OTHER OPERATING EXPENSES	503	596	607	620	632
TOTAL OPERATING EXPENSES	<u>2,814</u>	<u>3,079</u>	<u>3,145</u>	<u>3,258</u>	<u>3,320</u>
OPERATING INCOME	<u>(266)</u>	<u>(205)</u>	<u>(217)</u>	<u>(281)</u>	<u>(290)</u>
DEPRECIATION	1,193	1,522	1,540	1,540	1,573
INTEREST EXPENSE	0	0	0	0	0
INTEREST INCOME AND OTHER	78	57	47	35	23
NET OPERATING INCOME	<u>(1,381)</u>	<u>(1,670)</u>	<u>(1,710)</u>	<u>(1,786)</u>	<u>(1,840)</u>

CONSOLIDATED OPERATING REVENUES

\$ (000's)

	FY 2024 FORECAST	PROPOSED FY2025 BUDGET	FY 2026 PROJECTION	FY 2027 PROJECTION	FY 2028 PROJECTION
RENTAL OF FACILITIES AND AIRPORT HANGARS:	11,572	11,983	12,258	12,465	12,681
FEE REVENUES					
GOLF					
PUBLIC PLAY	2,316	2,325	2,372	2,419	2,467
MEMBERSHIP	407	440	449	458	467
SIMULATORS AND LESSONS	181	181	185	188	192
	2,904	2,946	3,006	3,065	3,126
PORTSMOUTH INTERNATIONAL AIRPORT AND SKYHAVEN:					
PARKING	540	540	617	645	807
FUEL FLOWAGE	880	1080	1091	1239	1391
AVIATION FEES AND SECURITY BADGING	175	190	194	208	222
	1,595	1,810	1,902	2,092	2,420
DIVISION OF PORTS AND HARBORS:					
WHARFAGE AND DOCKAGE	455	620	632	645	658
MOORING FEES	452	452	456	461	466
PIER USAGE, REGISTRATIONS AND BERTHING FEES	324	337	344	345	349
PARKING AND FUEL FLOWAGE	124	126	128	131	134
CONCESSION REVENUE	49	59	60	61	62
ALL OTHER	138	133	136	138	141
	1,542	1,727	1,756	1,781	1,810
FUEL SALES	739	878	895	913	932
CONCESSION REVENUES	578	610	610	619	651
INTEREST INCOME- REVOLVING LOAN FUND	34	34	32	31	34
OTHER REVENUES:					
GOLF MERCHANDISE	401	385	393	401	408
ALL OTHER	222	216	221	226	231
	623	601	614	627	639
TOTAL OPERATING REVENUES	19,587	20,589	21,073	21,593	22,293

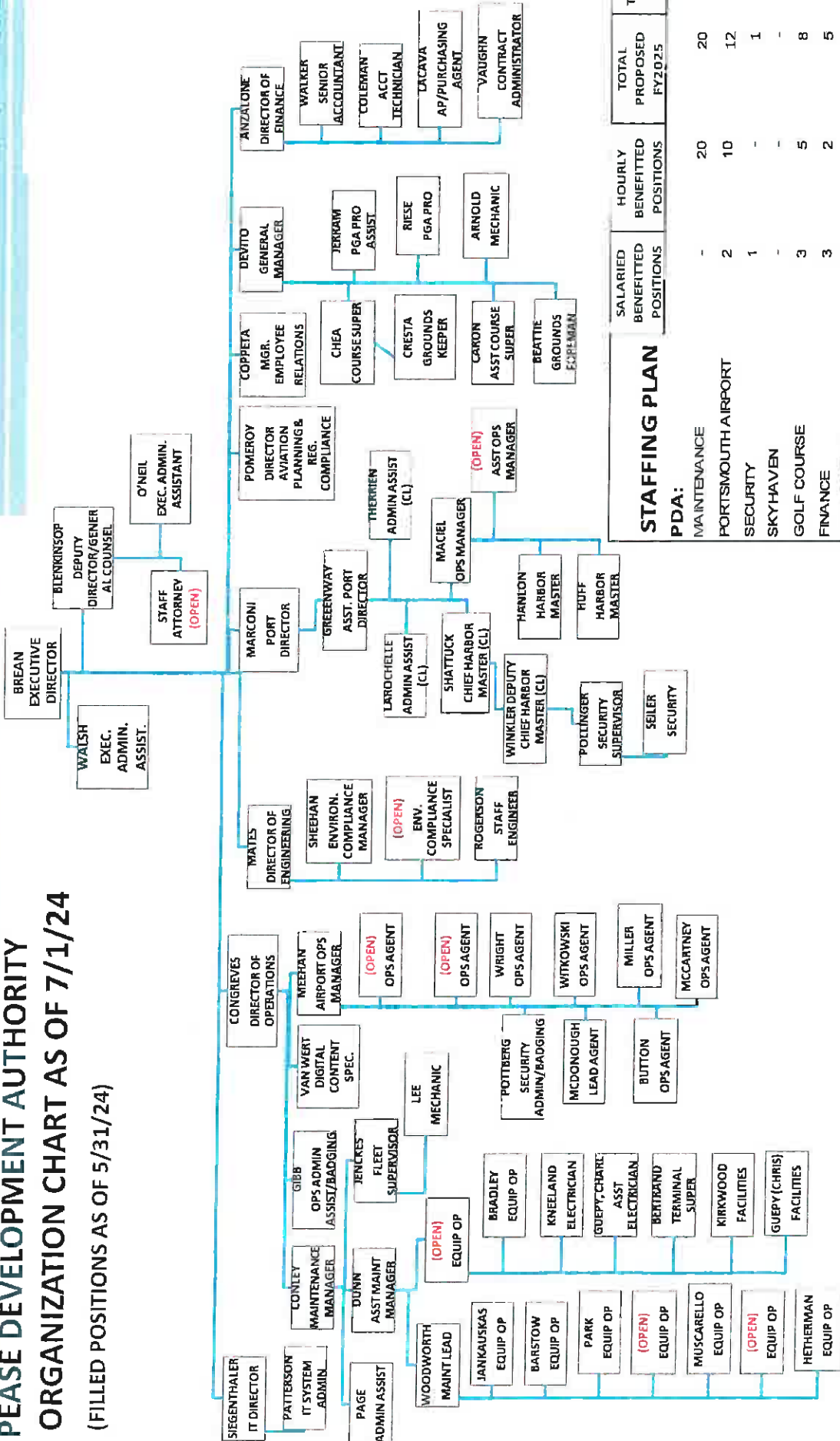
\$ (000's)

CONSOLIDATED WAGES AND EMPLOYEE BENEFITS

	FY 2024 FORECAST	PROPOSED FY2025 BUDGET	FY 2026 PROJECTION	FY 2027 PROJECTION	FY 2028 PROJECTION
WAGES					
FULL-TIME BENEFITTED LABOR	4,916	5,551	5,717	5,886	6,060
NON-BENEFITTED LABOR	1,185	1,249	1,284	1,320	1,357
OVERTIME	<u>359</u>	<u>350</u>	<u>359</u>	<u>368</u>	<u>379</u>
	<u>6,460</u>	<u>7,150</u>	<u>7,360</u>	<u>7,574</u>	<u>7,796</u>
EMPLOYEE BENEFITS					
HEALTH CARE, DENTAL, LIFE INSURANCE	1,445	1,623	1,673	1,722	1,775
RETIREMENT	941	995	1,070	1,154	1,190
	<u>2,386</u>	<u>2,618</u>	<u>2,743</u>	<u>2,876</u>	<u>2,965</u>
	8,846	9,768	10,103	10,450	10,761

PEASE DEVELOPMENT AUTHORITY ORGANIZATION CHART AS OF 7/1/24

(FILLED POSITIONS AS OF 5/31/24)



STAFFING PLAN

PDA:

	SALARIED BENEFITED POSITIONS	HOURLY BENEFITED POSITIONS	TOTAL PROPOSED FY2025	TOTAL FILLED AT 5-31-23
MAINTENANCE	-	20	20	17
PORTSMOUTH AIRPORT	2	10	12	10
SECURITY	1	-	1	1
SKYHAVEN	-	-	-	-
GOLF COURSE	3	5	8	8
FINANCE	3	2	5	5
ENGINEERING	3	0	4	3
LEGAL	1	1	3	2
TECHNOLOGY	1	1	2	2
HUMAN RESOURCES	1	-	1	1
MARKETING	-	1	1	1
EXECUTIVE & ADMIN	1	1	2	2
TOTAL PDA	16	41	59	52
DIVISION OF PORTS AND HARBORS	2	10	12	11
	18	51	71	63

NOTE: EXCLUDES, NON-BENEFITED EMPLOYEES, CONTRACT AND SEASONAL EMPLOYEES.

\$ (000's)

CONSOLIDATED BUILDING AND FACILITIES

	FY 2024 FORECAST	PROPOSED FY2025 BUDGET	FY 2026 PROJECTION	FY 2027 PROJECTION	FY 2028 PROJECTION
CLEANING CONTRACT	271	287	292	298	304
ALL OTHER	226	760	288	570	288
SNOW REMOVAL	211	298	296	310	311
HVAC,ELECTRICAL & EQUIPMENT	206	163	167	170	173
CONTRACTOR SERVICES	176	207	211	215	220
ENVIRONMENTAL TESTING	176	199	200	202	203
SECURITY & BADGING	173	178	172	176	178
GASOLINE AND DIESEL	160	167	171	174	177
LANDSCAPING AND IRRIGATION	148	141	144	147	150
AIRFIELD LIGHTING, PAVEMENT, RUB EQUIPMENT RENTAL	94	76	111	79	113
	91	166	168	143	146
VEGETATION CONTROL	77	27	28	28	29
VEHICLE PARTS	71	66	67	69	70
ENGINEERING SERVICES	58	80	30	30	31
DREDGING	0	0	0	50	0
	2,138	2,815	2,345	2,660	2,393

CONSOLIDATED GENERAL AND ADMINISTRATIVE

\$ (000's)

	FY 2024 FORECAST	PROPOSED FY2025 BUDGET	FY 2026 PROJECTION	FY 2027 PROJECTION	FY 2028 PROJECTION
FICA	494	547	561	578	595
INSURANCE	446	461	470	479	483
PHONE AND INTERNET	203	216	220	227	231
BANK & CREDIT CARD FEES	137	140	142	146	149
COMPUTER EXPENSES & SOFTWARE	137	105	106	108	110
SUPPLIES	84	85	86	88	90
ALL OTHER	79	98	78	89	93
EQUIPMENT UNDER \$5,000	69	97	69	57	58
TRAVEL AND MILEGAE	62	56	57	58	59
SUBSCRIPTIONS AND PUBLICATIONS	48	51	52	53	55
POSTAGE AND PRINTING	35	38	34	35	35
TAXES IN LIEU-MUNICIPAL SERVICE FEES	30	30	31	31	32
PROFESSIONAL DEVELOPMENT	28	45	39	40	41
CLOTHING AND UNIFORMS	26	27	27	28	28
	1,877	1,994	1,975	2,018	2,059

CONSOLIDATED UTILITIES

\$ (000's)

	FY 2024 FORECAST	PROPOSED FY2025 BUDGET	FY 2026 PROJECTION	FY 2027 PROJECTION	FY 2028 PROJECTION
ELECTRICITY	618	639	656	673	691
WASTE DISPOSAL	52	55	56	58	59
WATER	69	79	81	82	84
NATURAL GAS	58	67	68	70	71
PROPANE AND HEATING OIL	52	54	55	56	57
	848	894	916	938	961

CONSOLIDATED PROFESSIONAL SERVICES

	FY 2024 FORECAST	PROPOSED FY2025 BUDGET	FY 2026 PROJECTION	FY 2027 PROJECTION	FY 2028 PROJECTION
LEGAL	240	400	387	415	402
INFORMATION TECHNOLOGY & SUBSCRIPTIONS	161	259	252	257	262
EXTERNAL AUDIT	119	86	90	94	98
ALL OTHER	155	216	119	121	124
	676	961	848	887	885

\$ (000's)

CONSOLIDATED MARKETING AND PROMOTION

	FY 2024 FORECAST	PROPOSED FY2025 BUDGET	FY 2026 PROJECTION	FY 2027 PROJECTION	FY 2028 PROJECTION
BUSINESS DEVELOPMENT	316	300	306	312	318
GENERAL ADVERTISING	54	51	52	53	54
	369	351	358	365	372

CONSOLIDATED OTHER OPERATING EXPENSES

	FY 2024 FORECAST	PROPOSED FY2025 BUDGET	FY 2026 PROJECTION	FY 2027 PROJECTION	FY 2028 PROJECTION
FUEL- COST OF GOODS SOLD	565	665	678	692	706
GOLF MERCHANDISE	301	289	295	300	306
COAST TROLLEY	120	120	120	120	120
GOLF CART LEASE	127	127	130	132	135
	1,113	1,201	1,223	1,245	1,267

CASH FLOW ANALYSIS – PEASE DEVELOPMENT AUTHORITY UNRESTRICTED (EXCLUDES DPH)

\$ (000's)


PEASE DEVELOPMENT AUTHORITY - EXCLUDES DPH	PROPOSED FY2025 BUDGET	FY 2026 PROJECTION	FY 2027 PROJECTION	FY 2028 PROJECTION
CASH FLOWS FROM OPERATING ACTIVITIES:				
CASH RECEIVED FROM CUSTOMERS	17,534	17,965	18,435	19,076
CASH PAYMENTS FOR PERSONNEL AND BENEFITS	(8,103)	(8,382)	(8,669)	(8,927)
CASH PAYMENTS TO SUPPLIERS	(6,740)	(6,190)	(6,536)	(6,389)
NET CASH USED BY OPERATING ACTIVITIES	2,691	3,393	3,230	3,760
CASH FLOWS FROM CAPITAL AND FINANCING ACTIVITIES:				
CONTRIBUTED CAPITAL RECEIVED	14,035	3,857	6,009	3,072
PAYMENTS FOR ACQUISITION OF ASSETS	(24,044)	(8,755)	(9,503)	(10,451)
CASH RECEIVED FROM FINANCING ACTIVITIES				2,300
INTEREST PAID ON CAPITAL DEBT	(10)	(12)	(14)	(17)
NET CASH USED BY CAPITAL AND FINANCING	(10,019)	(4,910)	(3,508)	(5,096)
CASH FLOWS FROM INVESTING ACTIVITIES:				
INTEREST INCOME RECEIVED	196	139	133	33
UNRESTRICTED CASH BEGINNING OF YEAR	10,866	3,734	2,356	2,211
UNRESTRICTED CASH END OF YEAR	3,734	2,356	2,211	908

CASH FLOW ANALYSIS – DIVISION OF PORTS AND HARBORS UNRESTRICTED (EXCLUDES PDA)

\$ (000's)

DIVISION OF PORTS AND HARBORS - EXCLUDES PDA AND RESTRICTED FUNDS	PROPOSED FY2025 BUDGET	FY 2026 PROJECTION	FY 2027 PROJECTION	FY 2028 PROJECTION
CASH FLOWS FROM OPERATING ACTIVITIES:				
CASH RECEIVED FROM CUSTOMERS	2,874	2,928	2,977	3,030
CASH PAYMENTS FOR PERSONNEL AND BENEFITS	(1,665)	(1,722)	(1,781)	(1,834)
CASH PAYMENTS TO SUPPLIERS	(1,414)	(1,423)	(1,477)	(1,487)
NET CASH USED BY OPERATING ACTIVITIES	(205)	(217)	(281)	(291)
CASH FLOWS FROM CAPITAL AND FINANCING ACTIVITIES:				
CONTRIBUTED CAPITAL RECEIVED	23,800	22,737	0	0
PAYMENTS FOR ACQUISITION OF ASSETS	(23,814)	(22,751)	0	0
CASH RECEIVED FROM FINANCING ACTIVITIES	0	0	0	0
INTEREST PAID ON CAPITAL DEBT	(14)	(14)	0	0
NET CASH USED BY CAPITAL AND FINANCING	(14)	(14)	0	0
CASH FLOWS FROM INVESTING ACTIVITIES:				
INTEREST INCOME RECEIVED	57	47	35	23
UNRESTRICTED CASH BEGINNING OF YEAR	1,443	1,281	1,097	851
UNRESTRICTED CASH END OF YEAR	1,281	1,097	851	583

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: Paul E. Brean, Executive Director 
DATE: June 3, 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: 603 Aero Space, LLC
License: Right of Entry
Location: Portsmouth International Airport at Pease
Purpose: Geotechnical Review and Survey / Site Inspection
Term: May 15, 2024, through October 11, 2024
2. Name: ATDG, LLC
License: Right of Entry
Location: 360 Corporate Drive
Purpose: General site inspection
Term: May 24, 2024, through September 30, 2024
3. Name: CDM Constructors Inc.
License: Right of Entry
Location: Off Arboretum Drive
Purpose: Site Survey Purposes for Tree Removal
Term: May 23, 2024, through May 31, 2024
4. Name: NH ANG
License: Right of Entry
Location: 119 Arboretum Drive
Purpose: Truck Rodeo Training Event
Term: May 31, 2024, through June 2, 2024

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

P:\BOARDMTG\2024\License Report 6-13-24.docx

MEMORANDUM

TO: Pease Development Authority Board of Directors

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

DATE: June 3, 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: Global Dominion Access USA Corp
Space: 200 International Drive (Suite #150)
Use: Business office, light industrial and light manufacturing uses
Term: Eighteen (18) Months commencing May 15, 2024, with an expiration of October 31, 2025

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.

MEMORANDUM

TO: Pease Development Authority Board of Directors

FROM: Paul E. Brean, Executive Director 

DATE: June 3, 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: Sunbelt Rentals
Board Authority: Director Ferrini
Cost: \$321.61
Summary: Rental of Stump Grinder

2. Project Name: Plastic-View
Board Authority: Director Ferrini
Cost: \$9,476.00
Summary: 360 Shade Replacement for the Air Traffic Control Tower

3. Project Name: James R. Rosencrantz & Sons, Inc.
Board Authority: Director Ferrini
Cost: \$21,049.00
Summary: One Zero Turn Diesel Mower

4. Project Name: WebRestaurant
Board Authority: Director Ferrini
Cost: \$6,780.00
Summary: True 72" Four Drawer Refrigerated Chef Base

PDA COMMITTEE LISTING – EFFECTIVE May 23, 2024

Standing Committees

Executive Committee

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

Marketing and Economic Development Committee

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

Finance Committee

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

Zoning Adjustment & Appeals Committee

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

Airport Committee

Stephen M. Duprey, **Chair**
Steve Fournier
Brian Semprini
Staff Contact: Brean/Mates

Ad Hoc Advisory Committees

Capital Improvement and Land Planning Committee

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

Transportation Management Committee

Brian Semprini, **Chair**
Karen Conard
Susan Parker
Staff Contact: Mates

Golf Committee

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

Port Committee

Neil Levesque, **Chair**
Steve Fournier
Karen Conard
Ex Officio: Chair DPH Advisory Council
Staff Contact: Brean/Greenway (Interim)

Audit Committee

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

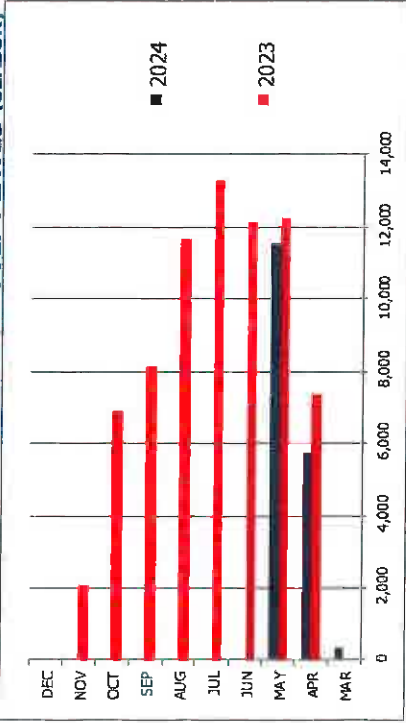
Legal Bill Review

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

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

KEY GOLF COURSE BENCHMARKING DATA

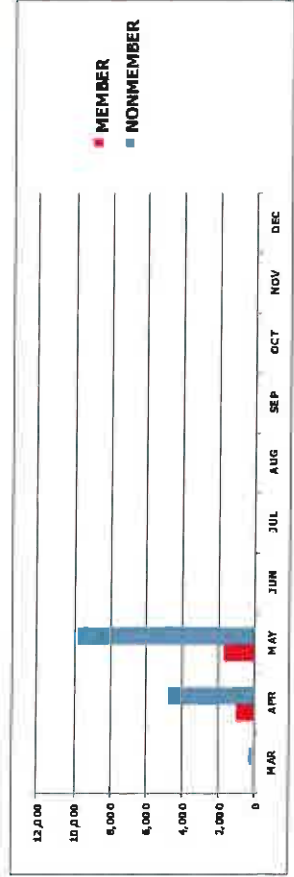
ROUNDS OF GOLF PLAYED (SEASON)



2024 SEASON	2023 SEASON	2022 SEASON
17,649	73,897	71,985

RAIN DAYS	23	58	51
-----------	----	----	----

2023 MEMBER / NONMEMBER ROUNDS (SEASON)



GRILL 28 GROSS SALES	GOLF SIMULATOR REVENUES		CONCESSION FEES EARNED (17%)		CONCESSION FEES EARNED (17%)	
	FY 2024	FY 2023	FY 2024	FY 2023	FY 2024	FY 2023
JULY	\$1,799	\$495	327,065	296,042	55,601	50,327
AUGUST	\$1,107	\$827	348,564	360,829	59,256	61,341
SEPTEMBER	\$280	\$1,509	307,833	297,268	52,332	50,536
OCTOBER	\$3,403	\$4,441	243,213	227,600	41,346	38,692
NOVEMBER	\$15,547	\$13,652	142,063	147,784	24,151	25,123
DECEMBER	\$20,789	\$21,235	166,385	171,720	28,285	29,192
JANUARY	\$26,413	\$27,493	125,329	144,384	21,306	24,545
FEBRUARY	\$27,234	\$26,027	128,748	141,590	21,887	24,070
MARCH	\$23,756	\$27,745	148,462	156,867	25,239	26,667
APRIL	\$2,924	\$5,099	177,109	229,175	30,109	38,960
MAY	\$1,015	\$280	278,408	329,489	47,329	56,013
JUNE	-	\$1,255	0	347,121	0	59,011
TOTAL	<u>\$124,267</u>	<u>\$130,058</u>	<u>\$2,393,179</u>	<u>\$2,849,869</u>	<u>\$406,840</u>	<u>\$484,478</u>

2024 ROUNDS- SEASON

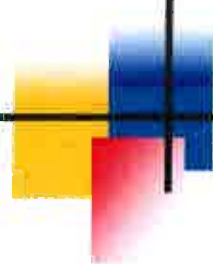
MEMBER	2,813
NONMEMBER	14,836
TOTAL	17,649

2023 ROUNDS- SEASON

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

CLUB/ COURSE FUNCTIONS	FY 2024 YTD	FY 2023 YTD
GROUPS 20-59	45,160	49,680
TOURNAMENT PLAY	234,435	234,357
LEAGUES	93,367	84,759
FOOD AND ROOM FEES	314,882	335,127

AIRPORT REPORT PERIOD ENDING APRIL 2024



APRIL ENPLANEMENTS	2024
Scheduled Enplanements	7,283
Chartered Enplanements	4,017

Total Enplanements 11,300

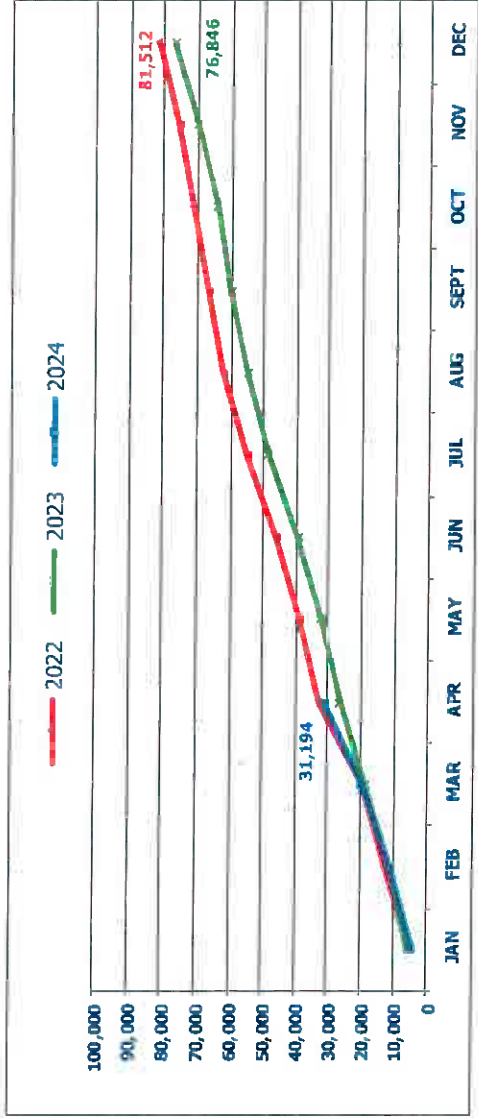
2024 Enplanements YTD 31,194

REVENUE PARKING \$84,196

825 Transactions @ \$46.12

APR FUEL FLOWAGE FEES \$81,832

Total Gallons 1,363,868
 CRAF and DOD 78%
 Commercial 9%
 General Aviation 13%



Fuel Pricing


- Port City Air Retail; \$5.95 Jet A
- Port City Air Retail; \$6.40 100LL
- Northeast Avg; \$7.02 Jet A, \$7.71 100LL


Grant Projects

- Domestic Arrivals Hall Upgrades
- Taxiway Alpha

- **AAY 17% increase forecasted flights**
- **Heavy Cargo Technical Stops**
- **Enterprise Concession Fees: Jan., Feb., Mar. - \$9,122.86**

Memorandum

To: John Meehan, Airport Operations Manager 

From: Sandy McDonough, Airport Community Liaison 

Date: June 4, 2024

Re: Noise Report for May, 2024

Portsmouth International Airport at Pease (“PSM”) received one noise inquiry in May 2024.

- May 16, 2024: A resident of Durham, NH called regarding loud planes that flew over her neighborhood between 6:00am and 7:00am. During that timeframe a Boeing 767 and a private Beechcraft C90 King Air (twin turboprop) both departed Runway 34 northbound.



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 31, 2024
Subject: Report of American Cruise Line, Inc. Right of Entry, Market St. Terminal

Pursuant to the "Delegation to Executive Director: Consent, Approval, and Execution of License Agreements and Rights of Entry for a base term of 6 months or less," adopted by the PDA Board of Directors on May 10, 1994, and amended on April 20, 2018, the Division of Ports and Harbors (the "Division") is entering into a Right of Entry ("ROE") agreement with American Cruise Lines, Inc. for use of the facilities at the Market St. Terminal (the "Premises").

The ROE term is from July 1, 2024 through October 31, 2024, and is subject to the following terms and conditions:

PREMISES: Market St. Marine Terminal, 555 Market St. Portsmouth, NH.

PURPOSE OF ROE: Dockage of passenger cruise vessels to disembark and embark passengers.

FEES:

Dockage:	\$1.70 per foot of vessel
Wharfage:	\$2.50 per paying passenger
Security Lighting:	\$100.00 per night
Potable Water:	\$20.00 per 100 cubic feet, \$100.00 minimum per delivery

DATES: Tentative dates in 2024 are set for July 8, July 22, August 17, and October 2nd. The vessels are expected to be docked from between 24 to 48 hours at each visit.

INSURANCE: Provide proof of minimum insurance requirements set by the PDA to the Division as shown in the attached.



PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

**MINIMUM INSURANCE REQUIREMENTS
PASSENGER CRUISE VESSELS, RIGHT OF ENTRY HOLDERS
OPERATING AT THE MARKET ST MARINE TERMINAL, PORTSMOUTH, NH
PEASE DEVELOPMENT AUTHORITY-DIVISION OF PORTS AND HARBORS (PDA-DPH)**

All Passenger Cruise Vessel Right of Entry holders are required to provide a Certificate of Insurance ("COI") to the Pease Development Authority-Division of Ports and Harbors ("PDA-DPH") before the commencement of business on PDA-DPH property and to maintain such insurance while conducting such business. *ROE holder shall ensure renewal certificates of insurance are on file with PDA-DPH prior to policy expiration dates.* Failure to comply with the requirements set forth herein may cause a delay in access to the Market St. Marine Terminal or result in the immediate termination of this contract.

The following are the minimum requirements for insurance coverage:

1. **Commercial General Liability:** shall provide for a liability limit on account of each accident resulting in bodily injury, death, or property damage to a limit of not less than \$1,000,000.00 per occurrence.
2. **Protection and Indemnity:** shall provide for a liability limit on account of each accident resulting in bodily injury, death, or property damage to a limit of not less than \$1,000,000.00 per occurrence.
3. **Dockside liability endorsement:** Covering damage to piers, gangways, and docks
4. **Automobile Liability:** \$1,000,000.00 automobile liability coverage.
5. **Workers Compensation:** Coverage equal to minimum statutory levels as required by New Hampshire State law.
6. **Additional Insureds:** State of New Hampshire, Pease Development Authority, and Division of Ports and Harbors shall be named as additional insureds under all liability coverages.
7. **Certificate Holder:**
Pease Development Authority, Division of Ports of Harbors
555 Market St.
Portsmouth, NH 03801
8. **Notice of Cancellation:** A 30-day notice of cancellation (with the exception of a 10-day notice for non-payment of premium) shall be provided.
9. **Waiver of Subrogation:** With the exception of workers compensation coverage, a statement that a waiver of subrogation is included with respect to applicable coverage.
10. **Primary Insurance:** A provision that any liability coverage required to be carried shall be primary and noncontributing with respect to any insurance carried by the PDA.
11. **Renewed COI's to be forwarded to additional insured prior to previous COI expiration date.**

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



TAKING YOU THERE

ph 603-436-8500

fax 603-436-2780

www.peasedev.org





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 28, 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 #7454, from Jeremy Elwell to Alan Falzarano.

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 

Re: Commercial Transfer

Date: May 28, 2024

Jeremy Elwell and Alan Falzarano are requesting the transfer of a Mooring Permit (#7454) in the Seabrook Harbor mooring field. Attached is documentation of Falzarano's commercial enterprise in the form of commercial saltwater fishing license. Also attached is the transfer request and bill of sale from Elwell. Alan Falzarano 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 #7454 be transferred to:

Alan Falzarano
70 Marshview Circle
Seabrook, NH 03874


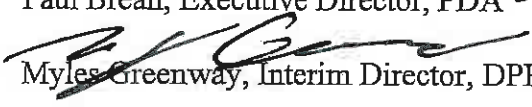


PEASE

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 28, 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 #8378, from Danieal Murphy to Timothy Desrosiers.

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, Interim Director
From: Chief H/M Tracy R. Shattuck *TS*
Re: Commercial Transfer
Date: May 28, 2024

Daniel Murphy and Timothy Desrosiers are requesting the transfer of a Mooring Permit (#8378) in the Hampton Harbor area 3 mooring field. Attached is documentation of Desrosiers' commercial enterprise in the form of his NH fishing license. Also attached is the transfer request and bill of sale from Murphy. Timothy Desrosiers 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 #8378 be transferred to:

Timothy Desrosiers
22 Railroad Square
Plymouth, NH 03264





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 28, 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 #4723, from J. Ralph MacDonald to Nathaniel Ribblett.

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 

Re: Commercial Transfer

Date: May 28, 2024

J. Ralph MacDonald and Nathaniel Ribblett are requesting the transfer of a Mooring Permit (#4723) in the Seabrook Harbor mooring field. Attached is documentation of Ribblett's commercial enterprise in the form of commercial saltwater fishing license. Also attached is the transfer request and bill of sale from MacDonald. Nathaniel Ribblett 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 #4723 be transferred to:

Nathaniel Ribblett
5River St
Seabrook, NH 03874





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 28, 2024
RE: Commercial Mooring For Hire

The Pease Development Authority, Division of Ports and Harbors has received a request for a commercial mooring for hire from Esther's Marina, Inc.

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 moorings for hire. Therefore, I am requesting approval of the application.

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

Division of Ports & Harbors
Memorandum

To: Myles Greenway, Interim Director
From: Tracy R. Shattuck, Chief H/M 
Re: Esther's Marina Commercial Mooring for Hire Application
Date: May 28, 2024

Esther's Marina, LLC is next on the waitlist for a mooring permit in the Peirce Island mooring field. Esther's Marina, LLC is requesting that a mooring be issued as a Commercial Mooring for Hire for the use of the Marina.

Esther's Marina, LLC has 6 other Commercial Moorings for Hire for the use of the Marina.

I recommend approval of the application as it meets all criteria for a Commercial Mooring for Hire permit.

MOTION

Director Levesque:

The Pease Development Authority Board of Directors authorizes the Executive Director to finalize and execute a contract with the Division of Ports and Harbors contracted on-call marine engineering service provider, Appledore Marine Engineering, LLC, in an amount not to exceed \$218,419.00, for engineering services related to the Portsmouth Fish Pier Replacement Building; all in accordance with the memorandum of Myles Greenway, Interim Director of Ports and Harbors, dated June 4, 2024; attached hereto.



PEASE INTERNATIONAL

555 Market Street, Suite 1 Portsmouth, NH 03801

PORTS AND HARBORS

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

FROM: *[Signature]*
Myles Greenway, Interim Director of Ports and Harbors

DATE: June 4, 2024

SUBJECT: Portsmouth Commercial Fish Pier, Replacement Building, Appledore Marine Engineering Services Proposal

Upon the completion and receipt of the Concept Study for building replacement options at the Portsmouth Commercial Fish Pier ("PFP"), the Division of Ports and Harbors (the "Division") requested and received a proposal from its on-call marine engineers, Appledore Marine Engineering, LLC ("AME") for Engineering Services for a Replacement Building at the PFP (the "Proposal"), to include the following Scope of Work:

Scope	Fee
Project Management, Meetings and QC Services	\$ 52,715
Site Investigations, Surveys and Program Analysis	\$ 32,483
Design Services and Preparation of Contract Documents	\$ 83,017
Permitting Services	\$ 19,316
Construction Period Services	\$ 30,868
Total Architectural and Engineering Services	\$218,419

The complete Proposal, in the amount of \$218,419, is attached for further review and will be funded by utilizing a portion of the \$1,000,000 ARPA award recently approved by the NH Fiscal Committee and NH Governor and Council. It is important to note that the Proposal amount is included as part of the total estimated costs outlined in the Concept Study. As you know, ARPA funded projects are on a tight schedule for getting projects "under contract" and funds "expended". Acceptance of the Proposal will help ensure that this time sensitive project will move forward and put the project "out to bid" for construction services as soon as possible. A cover letter from AME, and the Executive Summary of the results of the PFP Building Concept Study are also attached for reference.

At its meeting on June 3, 2024, the Port Committee reviewed and discussed the Proposal and the results of the Building Concept Study and expressed support for placing the Proposal on the PDA June Board agenda for consideration.

Therefore, the Division respectfully requests authorization from the PDA Board of Directors to accept AME's Proposal and to provide AME with notification to proceed with Engineering Services for the PFP Replacement Building in an amount not to exceed \$218,419, as outlined in the Proposal.



Appledore Marine Engineering, LLC

600 State Street, Suite E | Portsmouth New Hampshire 03801

June 04, 2024 (REV)

Myles Greenway
PDA Division of Ports & Harbors (PDA)
555 Market Street
Portsmouth, New Hampshire 03801

Cc: Atlantic States Marine Fisheries Commission (ASMFC)

Re: Portsmouth Commercial Fish Facility Building - **Concept Study**

Dear Mr. Greenway

Appledore Marine Engineering, LLC (AME) is pleased to submit this concept study for the replacement of the Commercial Fish Facility Building on Pierce Island, Portsmouth, NH. Presented in this study are a narrative description with associated drawings and opinion of probable design, permit application, and construction costs.

During concept development, it was determined that replacement of the existing facility in kind would likely exceed the anticipated budget by a significant amount. It was jointly decided between PDA and AME that that most logical course of action for the study would be to focus on developing a base bid concept that satisfies the minimum core functions of the facility and bid options for opportunities to expand the scope of the project, should additional funding become available. The anticipated cost for the base bid concept exceeds the current anticipated budget, but it is our opinion that it represents the minimum scope required to maintain operations at the facility. The table below provides a summary of anticipated costs associated with the Base Bid and potential Bid Options:

Table 1: Summary of Anticipated Costs

TASK	AMOUNT
Engineering Studies / Design	\$99,400
Permit Application Development	\$14,200
Construction Engineering / Administration	\$106,500
Design / Engineering / Permitting Subtotal	\$220,100
Demolition / HAZMAT / Removals	\$239,980
Construction of New Facility	\$959,920
Demolition / Construction Subtotal	\$1,199,900
BASE BID TOTAL	\$1,420,000
BID OPTION 1 – Design / Construct Bait Storage Area (Lump Sum)	\$278,100
BID OPTION 2 – Design / Construct Ice Storage Area (Lump Sum)	\$290,100
BID OPTION 3 – Provide Temporary Dock Power (Lump Sum)	\$ 41,200
TOTAL POTENTIAL PROJECT COST	\$2,029,400

This effort represents the conceptual phase of design with the intent to provide a viable replacement concept for the building, general arrangement plan, and opinion of the probable costs. The next phase of this project would be to progress the concept development to the design of construction documents and develop/submit permit applications.

Thank you for the opportunity to work with you on this study. If you have any questions or require additional information, please do not hesitate to contact us.



Noah J. Elwood, PE, D.PE, D.OE
President

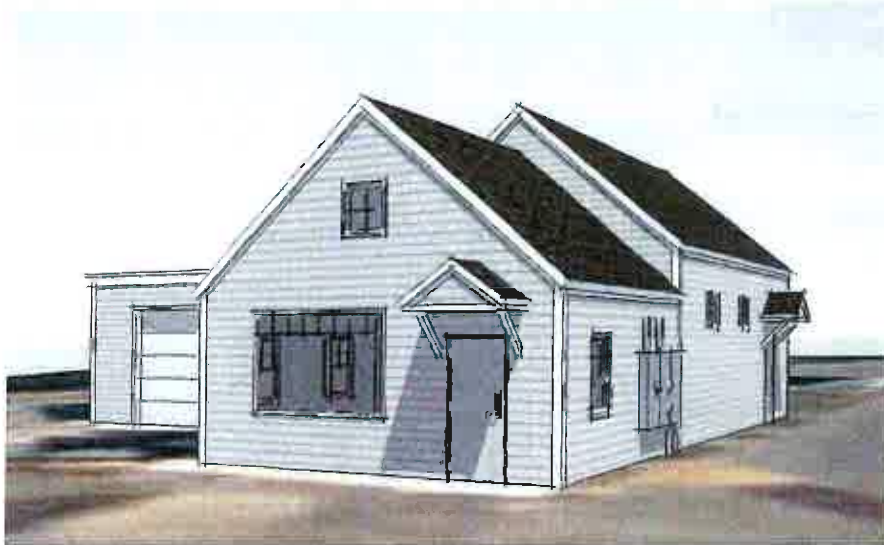


Travis Baker, PE
Project Manager

STUDY



BUILDING REPLACEMENT STUDY
Pease Development Authority Portsmouth Commercial Fish Pier
Piscataqua River, Portsmouth, New Hampshire



Prepared For:

Pease Development Authority
Division of Ports and Harbors

555 Market Street, PO Box 369
Portsmouth, New Hampshire
May 14, 2024

Prepared By:

 **Appledore Marine
Engineering, LLC**

Tel: 603-766-1870 | www.appledoremarine.com



OAK POINT
ASSOCIATES

architecture
engineering
planning

1 EXECUTIVE SUMMARY	1
1.1 Project Overview	
1.2 Recommendations	
1.3 Estimate of Project Costs	
2 INTRODUCTION	2
2.1 Study Objectives	
2.2 Site Investigations	
2.3 Coordination	
3 EXISTING CONDITIONS	3
3.1 Existing Building	
3.2 Site and Utilities	
4 PROGRAM REQUIREMENTS	9
4.1 Building	
5 RECOMMENDED SCOPE OF WORK	10
5.1 Base Bid	
5.1.1 Site and Utilities	
5.1.2 Structural	
5.1.3 Architectural	
5.1.4 Fire Protection/Life Safety	
5.1.5 Mechanical	
5.1.6 Plumbing	
5.1.7 Electrical	
5.1.8 Communications	
5.1.9 Security	
5.2 Reuse Existing Building Foundations	
5.3 Option 1 - Insulation and Cooling (Bait Storage)	
5.4 Option 2 - Insulation and Cooling (Ice Storage)	
5.5 Option 3 - Temporary Dock Power	
6 PERMITTING	16
6.1 Local Permit Requirements	
6.2 State Permit Requirements	
7 ESTIMATE OF PROBABLE COSTS	17
7.1 Methodology	
7.2 Mark-Up Factors	
7.3 Estimated Costs	

APPENDICES

Appendix A - Existing Conditions Reference Drawings

Appendix B - Concept Design Plans

Appendix C - Geotechnical Recommendations

Appendix D - Hazardous Materials Survey

Appendix E - Hydrant Flow Test

Appendix F - NHB Data Check

1 - Executive Summary

1.1 Project Overview

The New Hampshire Port Authority – Division of Ports and Harbors (PDA) is interested in replacing the existing building at the Commercial Fish Pier at Peirce Island Road in Portsmouth, New Hampshire. Built circa 1978 with two additions added in later years, the existing building is inefficient for its current needs and is in a state of disrepair, requiring either substantive repairs and improvements, or replacement.

Funding for the project was reportedly established by the PDA at \$1.0 million, which includes construction, design services, permitting services, construction period services, construction contingency, and miscellaneous PDA construction administration costs.

1.2 Recommendations

The PDA identified program requirements for the project include an office space with a bathroom, a utility room, and space for ice making and storage (5 containers). The office space needs to be located along the west side of the building and maintain views of the waterfront.

Due to funding limitations, it is recommended to remove the existing building in its entirety and replace the existing original 1978 portion of the building in the same location. Existing foundations should be reused, if determined feasible during the design process. The office, restroom, and utility room should be finished as a part of the base-bid contract, as well as all necessary demolition and paving. The following scope items should be provided as bid options:

1. Insulation and cooling for the bait storage area;
2. Insulation and cooling for the ice making/storage area; and
3. Temporary dock power.

1.3 Estimate of Project Costs

An Estimate of probable project costs has been prepared for the scope of work considered in this Study. These costs are considered preliminary, due to the limited level of site investigations and design and are intended to assist the PDA in determining the level of funding needed to provide the program defined herein.

Below are the estimated costs for the project, including mark-up factors:

<i>Item</i>	<i>Estimated Cost (\$)</i>
<i>Base Bid*</i>	<i>\$1,435,400</i>
<i>Reuse Existing Building Foundations (Savings)</i>	<i>(\$102,200)</i>
<i>Option 1 - Bait Storage</i>	<i>\$278,100</i>
<i>Option 2 - Ice Storage</i>	<i>\$290,400</i>
<i>Option 3 - Temporary Dock Power</i>	<i>\$41,200</i>

*includes the removal of the existing foundations for the original building, subgrade preparation and construction of new foundations for the new building.

2 - Introduction

2.1 Study Objectives

The objectives of this study include completing assessment of the existing building conditions, research, surveys, analysis and concept design to confirm the scope of work, and project costs for the replacement of the existing building.

2.2 Site Investigations

The following surveys and investigations were completed to verify existing conditions within the vicinity of the project area for the purposes of this study:

1. Field investigations, including measurement and inspection of the existing structures;
2. A partial topographic survey completed by Doucet Survey in March 2024 to supplement record survey information;
3. Utility location within the vicinity of the project area completed by Doucet Survey in March 2024 to confirm and supplement record information;
4. Review of available geotechnical data and field conditions, and development of preliminary recommendations by R.W. Gillespie and Associates;
5. Hazardous materials survey completed by RPF Environmental; and
6. Hydrant flow test completed by Utility Testing Services and witnessed by Oak Point Associates.

2.3 Coordination

To verify project requirements and constraints the following authorities and organizations were contacted:

- City of Portsmouth Department of Public Works; and
- New Hampshire Department of Environmental Services

3 - Existing Conditions

3.1 Existing Building

The existing Fish Pier building is a one-story, wood-framed building with a slab-on-grade ground floor. The original building was constructed circa 1978 and had two later additions on the east end of the original building. The building additions are a combination of wood framed and concrete masonry unit (cmu) block structures.

Structural

There are structural framing plans available for the original building, but there are no plans available for the additions.

A visual assessment of the existing building structure was conducted on March 29, 2024, which was limited due to the existing finishes in the building. The existing building structure shows no apparent signs of distress or damage. There are signs of deterioration of the existing exterior finishes along the roof eaves that are most likely allowing water to penetrate into the interior of the structure and there could be hidden deterioration of the existing wood framing that cannot be visually assessed. Based on soundings taken, the existing cmu walls in the addition do not appear to be reinforced (all cells appear to be hollow), which would have been a typical construction practice at the time the building was constructed.

An analysis of the existing framing and foundation systems was not conducted as part of this study. The existing roof framing system consists of pre-engineered metal-plate-connected wood trusses. Based on the age of the building, the existing wood trusses would not have been designed to support unbalanced snow loads, which is now required by the current building code for buildings

of this size and configuration. There is no indication of the loads the trusses were designed for in the record drawings. If constructed today, the current code mandated unbalanced snow load is 60 PSF for the original building. It is unlikely that the existing trusses are capable of supporting the code mandated unbalanced snow loads. Based on the age of the structure, it is also unlikely that the building wall and roof framing systems have a properly designed lateral force resisting system (shear walls and roof diaphragm) to resist seismic and wind forces.

Record drawings depict the configuration of the existing foundation system for the portion of the building constructed circa 1978. There is no apparent information for the foundations associated with other portions of the building.

Inspection of the existing building foundations did not find any visual signs of foundation settlement or movement. Due to the lack of subsurface information and documentation, the condition is unknown, but assumed to be in fair to good condition.

The record drawings indicate most of the original building floor consists of a 6-inch-thick concrete slab, but, in the bait storage area, the floor consists of a 4-inch-thick concrete slab underlain by 4 inches of rigid insulation placed over an 8-inch-thick concrete slab.

Architectural

Exterior finishes consist of painted wood shake siding, painted wood trim, and asphalt shingle roofing. Openings consist of double hung windows, single entry doors, louvers, and overhead doors. In general, exterior finishes show significant signs of deterioration.

Interior finishes consist of painted gypsum board walls and ceilings, painted CMU walls, FRP panels, VCT flooring, and poured concrete floors. Painted wood doors and painted wood trim are present throughout the interior space. Hazardous materials have also been documented in the building. Miscellaneous equipment and furniture are located throughout the interior spaces. In general, interior finishes show significant signs of deterioration.

Mechanical

HVAC

Heat throughout the occupied spaces is provided via electric baseboard heaters with wall mounted thermostats. The work room between the coolers has an electric unit heater that is in poor condition and not functional. All of the heating units are in poor condition. Some offices contain window mounted air conditioners in fair to poor condition. The only observed mechanical ventilation equipment was ceiling exhaust fans in the single user restrooms. Each had its own switch-activated ceiling exhaust fan. They are in poor condition. There is a louvered vent on the gable wall above the outside cooler door to the bait cooler. Record drawings indicate there was a wall exhaust fan in the work room. A wall patch observed on the exterior of the work room wall marks the apparent location where the fan was located.

Process Equipment

The facility has two coolers; a bait cooler and a cooler used to store fish and ice filled containers. Each cooler has its own functioning refrigeration system. The condensing unit for each cooler is located at the exterior on a ground-level pad. The enclosures are weathered, and in fair condition. The facility also has a functioning 5-ton ice making machine. The ice machine's refrigeration system has been changed out at least once, as the original R-22 refrigeration identification label has been

manually revised to reflect the use of R-404 refrigerant. The equipment is in fair condition. The air-cooled condenser unit is located on the gable roof where service access is very difficult.

Plumbing

A sanitary waste and vent piping system is present in the building that serves floor drains in the coolers and work room between the coolers, two single user restrooms, and a single-bowl counter mounted convenience sink in the office addition. Each fixture gravity drains to one of two sump pits. One is in the floor of the mechanical room, and the other is in the floor of an abandoned bathroom. The collected waste in the sumps is pumped out of the building to a force main in Peirce Island Road.

The 1-1/2-inch domestic water entrance piping is equipped with a water meter and backflow preventer. There is also another water meter located on a branch water service. The domestic water entrance equipment is in fair to poor condition. Domestic hot water needs are served by a 40-gallon electric water heater with a handwritten installation date of September 24, 2021. It is in good condition.

The facility's two single user restrooms are equipped with floor mounted toilets with manual flush valves and a wall mounted vitreous china lavatory with manual faucet. One restroom has had the fixtures updated and is in good condition. The other restroom does not appear to be actively used and is in poor condition.

There is also an abandoned bathroom. It contains a shower enclosure, a counter-mounted lavatory with half the counter cut off, and an empty resurfaced floor space where a toilet was once located. A sanitary sump pump pit with PVC

discharge and vent piping is located at the bathroom entrance.

A single bowl stainless steel counter sink in the office area is in poor condition.

Wall hydrants and hose bibbs for the building are varied in their condition with some being worn and at the end of their useful life.

Electrical

The existing electrical service is provided by Eversource via underground medium voltage conductors from a pad-mounted utility owned transformer, located at the southeast of the building, near Peirce Island Road. Secondary power extends underground from the pad mounted transformer to a 4-meter commercial electrical meter stack located on the building exterior. The underground electrical service was installed circa 2021 as part of the Bulkhead Rehabilitation project.

The electrical power distribution system within the building is over 20 years old and in fair to poor condition. The main panelboards and equipment are located in the utility room in the administration office area.

There is a 100-amp, 100 milli-amp (ma) ground fault protection circuit in the utility room, which serves the existing pier power distribution boxes.

Power from the main utility room serves the existing office area lighting and general-purpose receptacles. Power for on-site refrigeration equipment, ice making equipment, and warehouse/cooler/freezer lighting is provided from utility room panelboards.

Power wiring and disconnect equipment serving refrigeration and ice making equipment is in fair to poor condition. Open junction boxes and unsupported wiring were observed in several locations, including the ice machine equipment room.

The 120-volt power wiring and 120-volt duplex receptacles in the building are old and in fair to poor condition. Some receptacles were noted as broken and damaged. There are some ground fault (GF) receptacles in damp areas, however the location of ground fault protection does not comply with current National Electrical Code (NEC) requirements.

Power and control wiring serving the boat fuel dispenser equipment was new circa 2021 and is in good to excellent condition. Conduit seal fittings at the building and at the dispenser locations are in compliance with NEC. The on-site fuel storage monitoring system control panel is located in the existing electric room.

Lighting

Lighting systems within the office areas of the building include ceiling mounted fluorescent fixtures with magnetic ballasts and wrap around acrylic lenses. The fixtures are in fair to poor condition.

Light fixtures in the warehouse, coolers, and freezer areas are surface, ceiling mounted fluorescent fixtures with magnetic ballasts, fluorescent lamps, and damp location acrylic lenses. The fixtures are in fair to poor condition.

Light fixtures in support spaces, toilet rooms, and closets include fluorescent and incandescent fixtures. These fixtures are old and in poor condition.

Existing site lighting includes pole and building mounted LED fixtures. The fixtures are relatively new. The wiring appears to be older and in fair condition.

Telephone

Telephone service extends from a utility pole adjacent to Peirce Island Road to the building in an underground conduit provided circa 1978. This conduit is smaller than the phone company's current standards. Spare conduits intended for future telephone and internet service were provided from a utility pole near Peirce Island Road to the building alongside the power service constructed as a part of the Bulkhead Rehabilitation Project.

Telephone service into the building terminates at a terminal block in the Utility Room. The telephone wiring is limited to a few internal phone jacks for voice phone service and is in poor to fair condition.

Security Systems

The existing site closed circuit television (CCTV) system includes a series of exterior mounted, wet location, exterior cameras, which are hard-wired back to video equipment in the building Utility Room. The CCTV cameras were partially funded by homeland security funds and the coverage includes views of the adjacent Piscataqua River and surrounding areas.

Hazardous Materials

RPF Environmental completed a hazardous materials survey for the existing building. The survey included accessible asbestos containing material in accordance with the initial asbestos inspection requirements prior to renovation or demolition work as stated in the New Hampshire State regulations and applicable federal

regulations. In addition, the survey included screening for lead paint (LP) and other hazardous or regulated materials.

Several types of suspect asbestos containing material (ACM) were observed by RPF, including friable and nonfriable suspect material. Based on the testing performed by RPF, asbestos was detected in the following materials:

- 12-inch tan floor tile
- Tan vinyl sheet flooring and adhesive

Based on the year of construction and extent of renovation conducted over the years, it is reasonable to assume that some lead paint (LP) is present. RPF conducted limited spot testing of paint and LP was absent on various interior and exterior building components. The intent of the lead testing was for potential lead hazardous waste disposal screening purposes only.

Based on the RPF visual observations, potential polychlorinated biphenyl (PCB) containing light ballasts, mercury containing switches, and fluorescent light bulbs are present throughout the building.

The Hazardous Material Survey is included in Appendix D.

3.2 Site and Utilities

Existing site conditions in the vicinity of the Fish Pier Building are depicted on the Existing Conditions Site Plan (Sheet CX101), included in Appendix B. The existing site conditions for the project area are based on a limited topographic survey completed by Doucet Survey in March 2024, and record drawings. The location of underground utilities is based on utility location paint marks completed by Doucet Survey in March 2024, and record drawings.

Horizontal control for the project is based on the New Hampshire State Plane Coordinate System 2800, West Zone, North American Datum of 1983. The vertical datum is based on mean lower low water (MLLW), which is 4.62 feet above NAVD88.

Circulation and Accessibility

Vehicles gain access to the site from Peirce Island Road. The area surrounding the building and extending to the bulkhead is paved and allows for vehicle circulation around the building and access to the building and waterfront.

Subsurface Soil Conditions

Record boring logs indicate that subsurface conditions in the vicinity of the Fish Pier Building consist of granular fill (sand and gravel, some silt) over naturally deposited silt and sand over bedrock. The logs indicate that the fill extends to depths of about 15 feet below the ground surface and contains materials described as debris and wood. The fill thicknesses appear consistent with the record information for the original building. Record design drawings called for construction to follow New Hampshire Department of Public Works and Highways Standard Specifications dated 1974 and the use of gravel fill. The materials are consistent with gravel fill; however, it appears to contain deleterious material locally. Limited Standard Penetration Test N-values indicate consistent fill relative density, suggesting compactive effort was applied as the fill was placed.

Preliminary Geotechnical Recommendations for the project, prepared by R.W. Gillespie and Associates is included in Appendix C.

Pavements

Significant cracking is present throughout the parking lot, except at the west of the Fish Pier

Building, where pavements were replaced as a part of the Bulkhead Rehabilitation project.

Utilities

Storm Drainage

Stormwater runoff from site development generally sheet-flows over paved and vegetated areas, over the embankment, and into the Piscataqua River.

Sanitary Sewer

A duplex submersible sewer pump station is present within the building's Utility Room, which receives flow from the building's bathrooms and floor drains. A 2-inch sewer force main extends out the south side of the building, then turns to the east and runs parallel to the water main and connects to two force mains in Peirce Island Road (recently installed 24-inch diameter and an old force main). Installation of the 24-inch force main included partial replacement of the Fish Pier service pipe and valves within the limits of the road.

Water

A 6-inch water service extends from the City's distribution pipe within Peirce Island Road to the south side of the existing building where it terminates at a hydrant that was constructed circa 2021. A 2-inch water service extends to the building from the 6-inch line.

Fuel

A 3,000-gallon and a 15,000-gallon underground fuel storage tank are present at the east of the building. Underground fuel piping and controls extend along the north of the building to a fuel dispensing structure located at the west of the building. Gas and diesel storage tank high-level alarm panels are mounted to the west side of the cold-storage structure.

Flood Elevations

According to the current FEMA Flood Map, the project site is not within a flood hazard zone. The base flood elevation of the Piscataqua River, in the vicinity of the project site is 12.86 feet (MLLW). Pavement elevations around the existing building are approximately 14.50 feet.

4 - Program Requirements

4.1 Building

The PDA identified program requirements for the project include an office space with a bathroom, a utility room, and space for ice making and storage (5 containers). The office space needs to be located along the west side of the building and maintain views of the waterfront.

The existing structure will be demolished in its entirety and a new building will be constructed in the same location as the original 1978 structure. If possible, the existing foundations for the original building will be reused. Areas within the building that are not occupied by the identified program will be used to replicate the existing bait storage area and provide space for general storage.

5 - Recommended Scope of Work

5.1 Base Bid

The following narrative describes the recommended Base Bid scope of work to achieve the project objectives, considering the project budget constraints.

5.1.1 Site and Utilities

Removals

Removals will include existing asphalt pavement around the perimeter of foundations and utilities to support new utility services and connections.

Pavement Repairs

The bituminous pavement section used to restore disturbed areas will consist of 18 inches of base course and 4 inches of bituminous concrete pavement that conforms to New Hampshire Department of Transportation Standard Specifications placed on a prepared subgrade.

Site Facilities

Bollards will be provided at each overhead door, building corners, and to protect above-grade utility systems that could be damaged by vehicle circulation.

Utilities

Sanitary Sewer: A 4-inch gravity sanitary sewer service will be extended from the building to a submersible sewer pump station located at the exterior of the building. The discharge pipe will be connected to the existing 2-inch force main that extends to the City's sewer force mains in Peirce Island Road.

Water: The existing 2-inch water service will be replaced to 5 feet outside of the building and extended into the Utility Room.

Fuel System: The existing fuel system will be temporarily shut down during the construction of the building due to budget limitations.

5.1.2 Structural

Removals

Removals will include the entire existing building structure and foundation system. The existing foundation system, not within the area of the building construction, will only be removed to 12 inches below the existing ground surface for budgetary reasons.

If it is determined during the design process that the existing foundations for the 1978 portion of the building are sufficient to support the new structure, then removal of foundations will not be required.

Building Structure

The new structure's roof will consist of both sloped and flat metal-plate-connected wood trusses connected to the wall framing with truss connectors. Plywood roof sheathing will be provided for the roof diaphragm.

The new structure's wall framing will consist of wood stud walls connected to the foundation with shear wall hold-down anchors. Plywood wall sheathing will be provided for the shear walls.

Foundations

The new structure's foundation system will consist of reinforced concrete foundation footings and reinforced concrete foundation walls. A reinforced concrete slab-on-ground will be provided to support the imposed building occupant load and forklift vehicle loads.

Since there are record drawings of the original building's foundation system, it may be possible to reuse the existing foundation system to support the building structure. A structural analysis of the existing foundation will be necessary to determine if it has sufficient capacity to support the current code mandated loads. Also, geotechnical investigations will be necessary to prove that the existing site soil conditions are suitable for supporting the proposed new structure (refer to geotechnical report in Appendix C).

5.1.3 Architectural

Exterior

The proposed building will have an approximate footprint of 2,000 square feet. The characteristics of the building will aim to blend with the architectural style with the surrounding neighborhood while also relating to the original commercial fish pier building.

The new, single-story structure will be made up of several distinct building volumes with varying wall heights and roof styles. Wood or composite shake style siding will wrap the building envelope and be accented with wood or composite trim. Several window styles will be incorporated into the design to allow for sightlines, natural ventilation, and natural lighting. The gable roof surfaces will be finished with an asphalt shingle system and the low-sloped roof surface will have a membrane system. Entry doors and overhead doors will be located on various building elevations to allow for efficient building access and operation.

Interior

Interior spaces will be arranged in a similar manner to the existing building. The PDA office space, which will include a bathroom and utility room, will be located at the west end of the building adjacent to the waterfront. Interior access from the office space into the ice

production space and cold storage space will be provided. Interior finishes will be selected as the design is further developed.

5.1.4 Fire Protection/Life Safety

Requirements for Provision of a Sprinkler System

A sprinkler system is not required for the building due to the limited building size and occupancy classification. The 2018 NFPA 101 does not require sprinkler systems for Business or Storage occupancies without other extenuating circumstances that do not apply here (such as a high-rise or limited access building). This is per NFPA 101, Sections 42.3.8 and Chapter 38. The 2018 IBC does not require a sprinkler system for B occupancies, or S-1 occupancies that are single story or under 12,000 square feet per Sections 903 and 903.2.9. A sprinkler system is not required and will not be provided.

Requirements for Provision of a Fire Alarm System

A fire alarm system is not required for the building due to the limited building size and occupancy classification. Under the 2018 NFPA 101 Business occupancies are not required to have a fire alarm system unless they are three or more stories in height, have 50 or more occupants above or below the level of exit discharge, or have more than 300 total occupants (Section 38.3.4.1). Storage occupancies with ordinary hazard storage are not required to have a fire alarm system unless the area exceeds 100,000 SF per NFPA 101, Section 42.3.4.1.2. The 2018 IBC does not require a fire alarm system for B occupancies unless there is a combined occupant load of 500 or more, there are more than 100 people above or below the level of exit discharge, or there is an ambulatory care facility (Section 907.2.2). IBC, Section 907 does not require a fire alarm system for a typical S occupancy. The building is to be a single story with an area under 2,000 SF and a calculated occupant load of approximately 10 people. A fire alarm system is not required and will not be provided.

Required Fire Flow

The fire flow is to be in accordance with NFPA 1. For a building of combustibile construction that is not fire-resistance rated, and has an area below 3,600 square feet, NFPA 1, Table 18.4.5.2.1, requires a minimum fire flow of 1,500 gallons per minute (gpm) at 20 pounds per square inch (psi) for a duration of 2 hours.

A hydrant flow test was conducted on March 20, 2024, by Underground Testing & Services LLC, on hydrants in the vicinity of the planned building. The hydrant flow test indicated an available fire flow of 1,506 gpm at 20 psi.

The results of the hydrant flow test are included in Appendix E.

5.1.5 Mechanical

The heating, ventilation, and air conditioning systems installation will comply with 2018 International Mechanical Code, in accordance with New Hampshire Building Codes.

Heating, Cooling, and Ventilation

Office

Heating and Cooling: A single zone ductless split heat pump with electric resistance baseboard backup with a system remote controller/thermostat will be provided. The system will have low temperature heating with heat pump operation down to -13 degrees Fahrenheit. Wall mounted indoor and exterior wall mounted outdoor units will be provided. Condensate will drain via gravity out the wall to ground.

Ventilation: Required. Natural ventilation is permitted (International Mechanical Code 2018) with a minimum available total operable window opening of 4 percent of office floor area within the space. It is assumed that the total operable window opening area in the office will satisfy this

natural ventilation requirement. The mechanical ventilation alternative would be to provide a small energy recovery ventilator.

Restroom

Heating and Cooling: Heating only will be provided via an electric baseboard with a programmable thermostat.

Ventilation: Exhaust ventilation required. A light circuit activated ceiling exhaust fan with backdraft damper will be provided with a ducted sidewall exhaust hood outlet.

Mechanical Room

Heating and Cooling: Heating only will be provided via an electric unit heater with an integral thermostatic controller.

Ventilation: Not required.

Open Storage

Heating and Cooling: Heating and high temperature relieve systems will be provided under Option 2.

Ventilation: Not required if not heated or if heated below 50 degrees F setpoint.

Ice Storage

Heating and Cooling: Heating will not be provided. A cooler and refrigeration equipment package will be provided under Option 2.

Ventilation: A cooler and refrigeration equipment package will be provided under Option 2.

Ice Making Machine Room

Heating and Cooling: A heating system will be provided under Option 2.

Ventilation: Not required.

5.1.6 Plumbing

The plumbing installation will comply with the 2018 International Plumbing Code, in accordance with New Hampshire Building Codes.

Plumbing Utilities

The domestic water entrance will be provided with a water meter and RPZ type backflow preventer.

A separate domestic water feed rough-in with a backflow preventer and water filter will be provided for the ice machine. Heat trace water pipe freeze protection is not included in the scope; however, it should be provided when the filtered water piping rough-in is extended to the ice machine.

A 10-gallon electric domestic water heater with a thermostatic mixing valve assembly in Utility Room to serve hot water needs.

Sanitary/waste gravity piping will drain to a sanitary submersible pump station located outside the building. See Section 5.1.1 Site and Utilities for description.

Plumbing Fixtures

Toilet rooms fixtures will consist of a floor-mounted ADA height water closet with a 1.28 gpf manual flush valve and wall-hung ADA compliant vitreous china lavatory with a 0.5 gpm single handle manual faucet.

Other plumbing fixtures will include a mop receptor with a 1.5 gpm wall mounted manual faucet in the Utility Room; 3-Inch floor drains outside of Ice Room and outside of anticipated cooler locations in Open Storage; two 3/4-Inch non-freeze wall hydrants, one located at the exterior of the Utility Room and one located at the north exterior wall of the Restroom; and a non-

freeze utility hose connection at the north exterior wall of the Office.

Storm drainage from the roofs will be managed with roof gutters and downspouts to ground level.

5.1.7 Electrical

The existing underground electrical service and pad mounted transformer were located near the edge of the existing parking lot as a part of the Bulkhead Rehabilitation Project in order to facilitate the replacement of the existing building in the future. The system and equipment are new, in excellent condition, and will be maintained in their current locations.

Portions of the existing underground secondary power conduits near the building and wiring will be replaced.

Permanent power will be provided underground from the existing pad-mounted transformer to the new building. Electrical service will be 120/208 volts, 3 phase, 4 wire to match the existing Eversource pad transformer secondary voltage.

Site lighting will be maintained during construction.

Separate metering provisions will include a minimum of:

- House power for site lights, fuel tank inventory and leak detection systems, site fuel dispensing system, sewer pumps, administration office lights and receptacles, building security and fire alarm systems, site CCTV system, and pier power and lighting systems.
- Power for ice making equipment.
- Power for shared warehouse refrigeration areas including equipment, lights and general-purpose power.

- Provisions for separate metering for tenant/user owned on-site refrigeration structures. Provisions to include power from the transformer to a 3 phase 120/208-volt commercial meter stack with a variety of meter ampere ratings, and variety of feeder breaker sizes (to be determined) and feeder conduits from the meter stack to the vicinity of the proposed tenant/user owned refrigeration equipment. These feeders will terminate in a series of stainless steel, lockable, fused disconnect switches. Wiring beyond these disconnect switches will be tenant/user provided.

5.1.8 Communications

Communications services will be extended to the building via an existing spare conduit installed as a part of the Bulkhead Rehabilitation Project. Portions of the conduits near the building will be removed and extended to the building to accommodate construction.

5.1.9 Security

Temporary outage and modifications to the existing CCTV camera system will be necessary to accommodate construction. The recommended scope of work considers that portions of the system will be removed to accommodate construction and will be replaced/restored. Temporary facilities to support the operation of the system during construction are not included. The PDA will need to confirm constraints and requirements for the temporary outage and modifications to the CCTV camera system.

5.2 Reuse Existing Building Foundations

Based on apparent building performance and field observations, reusing the existing foundations to support the new structure appears technically feasible. However, additional subsurface

investigations and design is necessary to confirm reuse of the foundations.

Reuse of foundations would include the following:

- Removal of the existing structure to the top of the existing 1978 portion of the foundations. Existing floor slabs would be completely removed;
- Post-installed anchors installed in the top of the foundation every 6 feet to anchor sill plates and post-installed hold down anchors installed in the top of the foundation walls at the ends of each shear wall;
- Elimination of removal of existing pavement around the foundations being reused; and
- Elimination of removal and reuse of the existing concrete equipment pad at the west of the building.

5.3 Option 1 - Insulation and Cooling (Bait Storage)

Option 1 includes the following scope of work:

- Modular construction of 4-inch-thick insulated metal wall and ceiling panels with injected urethane on the walls and ceiling;
- Cooling equipment mounted on a concrete equipment pad;
- Fork truck access door air curtain; and
- Electrical connections.

5.4 Option 2 - Insulation and Cooling (Ice Storage)

Option 2 includes the following scope of work:

- Modular construction of 4-inch-thick insulated metal wall and ceiling panels with injected urethane on the walls and ceiling;
- Cooling equipment mounted on a concrete equipment pad;
- 5-ton ice machine, skid mounted;
- Ice making machine room heater;
- Open storage heater;
- Open storage high temperature exhaust fan;
- Fork truck access door air curtain;

- Water connections: filtered water to ice maker, hose bibb in open storage; and
- Electrical connections.

5.5 Option 3 – Temporary Dock Power

Option 3 includes providing temporary power from the existing pad mounted transformer, via a dedicated electrical meter, to serve the existing dock power distribution system during construction.

The existing dock power system is relatively new, in excellent condition, and includes corrosion resistant, stainless-steel enclosures and panelboards with corrosion resistant copper busses. Protection for personnel is provided by 6 milliamp (ma) GFC interruption breakers in compliance with the National Electrical Code (NEC).

The existing feeders are routed under the Pier/Dock and terminate at a stainless steel, lockable disconnect at the end of the pier.

Temporary power to the pier will be metered separately and include a weatherproof, lockable, stainless steel, dedicated circuit breaker equipped with 100 ma ground fault protection for marine facilities as per the NEC.

6 - Permitting

6.1 Local Permit Requirements

Since the project is located entirely on state property, local permitting is not required, except as required for environmental permitting.

6.2 State Permit Requirements

The majority of construction activities associated with the project will be within 100 feet of the Highest Observable Tideline (HAT). Since the area of removals will exceed 3,000 square feet, a New Hampshire Department of Environmental Services (NHDES) Standard Dredge and Fill Permit will be required. Additionally, a NHDES Shoreland Permit will be required to account for construction activities between 100 feet and 250 feet from the HAT.

7 - Estimate of Probable Project Costs

7.1 Methodology

The estimate of probable project costs prepared for this study is intended to reflect the opinion of Oak Point Associates relative to the financial support needed to implement the scope defined herein. Because the estimate is based on concept level design, limited site investigations, and limited discussion with review authorities, it is possible that the scope of the project will change as site investigations, design efforts, and consultations with permit authorities progress during the design phase of the project. Consequently, the estimate of probable costs should be considered preliminary.

The estimate considers an open, competitive bid solicitation and uses current published construction cost information, costs based on similar recent projects, and local cost information. Additionally, the estimate considers construction will begin during the fall of 2024 and will have a duration of 6 to 9 months.

7.2 Mark-Up Factors

The following factors have been accounted for in the estimate:

- General Conditions (7%)
- Design Contingency (15%)
- General Contractor Overhead and Profit (15%)
- General Contractor's Bond (2.5%)

Outlined below are other costs that will be incurred as a part of the project and accounted for in the estimate. These costs are included as a percentage of the total construction cost.

- Design and Permitting Services (8%)
- Construction Period Services (5%)
- Construction Contingency (6%)
- State Project Administration (2.5% assumed)

7.3 Estimated Costs

Funding for the project was reportedly established by the PDA at \$1.0 million, including construction, design services, permitting services, construction period services, construction contingency, and miscellaneous construction administration costs.

Below are the estimated costs for the project, including mark-up factors:

<i>Item</i>	<i>Estimated Cost (\$)</i>
<i>Base Bid*</i>	<i>\$1,435,400</i>
<i>Reuse Existing Building Foundations (Savings)</i>	<i>(\$102,200)</i>
<i>Option 1 - Bait Storage</i>	<i>\$278,100</i>
<i>Option 2 - Ice Storage</i>	<i>\$290,400</i>
<i>Option 3 - Temporary Dock Power</i>	<i>\$41,200</i>

*includes the removal of the existing foundations for the original building, subgrade preparation and construction of new foundations for the new building.

MOTION

Director Parker:

The Pease Development Authority Board of Directors authorizes the Executive Director to request an amendment to the FY26/27 Legislative Capital Budget submission related to increased funding for the Rye Harbor Marine Facility Revetment work; all in accordance with the memorandum of Myles Greenway, Interim Director of Ports and Harbors, dated June 6, 2024; attached hereto.

N:\RESOLVES\2024\DPH – Appledore Marine – Rye Harbor – Revetment Work (6-13-24).docx



PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

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

From: Myles Greenway, Interim Director of Ports and Harbors

BT for MG

Date: June 6, 2024

Subject: Revetment Improvements at Rye Harbor Marine Facility

At the June 3, 2024, PDA Port Committee meeting, the importance of revetment enhancements to restore and protect any future improvements at the Rye Harbor Marine Facility was discussed. During the meeting a 2019 cost estimate for revetment repair associated with a 2018 storm surge at the harbor was discussed. It was identified that \$345,000 was estimated at that time to restore and strengthen revetment at the harbor, see attached report. The Port Committee requested an updated cost estimate factoring in increased construction costs, the additional 2023 and 2024 storm damage, and consideration of increasing elevation at the facility. A new cost estimate was requested from Appledore Marine Engineering, and the scope of work has been identified at a revised estimated cost of \$691,412. Please see attached cost estimate from Appledore Marine Engineering.

As additional information, not covered at the June 3rd Port Committee meeting, in the current Division of Ports and Harbors Capital Improvement Plan ("CIP") presented to the Board at the April 2024, meeting, \$425,000 was allocated for Rye Harbor revetment improvement. This request was included in the recent FY26/27 Legislative Capital Budget submission to the State of NH. Now that the estimated cost for revetment improvements in Rye has been revised to present day numbers, the Division will work with the State of NH to amend the original submission for this important work.

At the June 13, 2024, PDA Board Meeting, please confirm the direction the Board would like the Division to take on funding Rye Harbor revetment improvements, and, if appropriate, authorize Executive Director Paul Brean to request an amendment to the FY26/27 Legislative Capital Budget submission.



Appledore Marine Engineering, LLC

600 State Street, Suite E | Portsmouth New Hampshire 03801

March 4, 2019

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

Re: Rye Harbor Revetment Repair to Pre-Storm Condition Outline
Rye, New Hampshire

Dear Capt. Marconi:

Appledore Marine Engineering, LLC (AME) has been tasked to quantify and define the limits of deterioration as a result of the spring 2018 storm. The outline includes project Background, Extents of Deterioration, Quantity of Revetment Loss, and Estimated Construction Cost.

BACKGROUND

The Rye Harbor facility is subject to erosion of the shoreline between the concrete and timber pier as well as north of the boat ramp. The shoreline along this portion of the facility is altered with riprap and the erosion typically occurs as a result of wave activity during periods of high water and storm surges. A spring storm in 2018 caused erosion of the revetment and displaced the facility fuel lines.

The purpose of this outline is to determine the extent of deterioration, quantify loss of material, and estimate construction cost.

EXTENTS OF DETERIORATION

A post-event inspection was completed to identify the extent of deterioration. The inspection determined that deterioration was limited to 122 feet between the concrete pier and timber pier and 386 feet of revetment north of the boat ramp. The figure below depicts the area of deterioration, shaded in red.



QUANTITY OF REVETMENT LOSS

To quantify the revetment loss from the spring 2018 storm AME had to first determine the "Pre-Storm" condition at the facility. The pre-storm condition was determined based on archive research, previous site surveys, and as-built measurements taken at the facility. To visually depict the pre-storm condition a three-dimensional rendering of the revetment was developed using computer software.

As a part of this project a site survey was completed by Doucet Survey as a sub-consultant to AME. The survey was completed in January 2019, using a Trimble S7 Total Station and a Trimble R10 Survey Grade GPS with a Trimble TSC3 Data Collector and Sokkia B21 Auto Level. The survey results were used to determine the existing, post-event, site condition and topography.

Utilizing three-dimensional civil site computer software the January 2019 site survey was compared directly to the pre-storm condition data to quantify of loss of revetment. Drawings were developed to visually depict the loss of fill and have been provided as an attachment to this document.

Comparing the pre-storm condition and the existing site survey the loss of revetment between the timber and concrete pier (122 feet) and 386 feet north of the boat ramp is approximately 1,075 CY.

ESTIMATED CONSTRUCTION COST

An estimated construction cost was developed to provide an approximate value to use for budgetary purposes. The estimate assumes that the project will be scheduled to optimize contractor mobilization and demobilization; that the project will be completed without major interruptions to schedule; and the contract will be awarded through a competitive bid process.

The following additional assumptions were made in the development of the estimate:

- All work will be completed from the shore
- No in-water work will be required
- Stone will comply with NHDOT Class III stone

The estimated construction cost to restore the Rye Harbor revetment to the pre-storm condition is \$345,000. Detailed back up has been provided as an attachment to this document.

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

Regards,



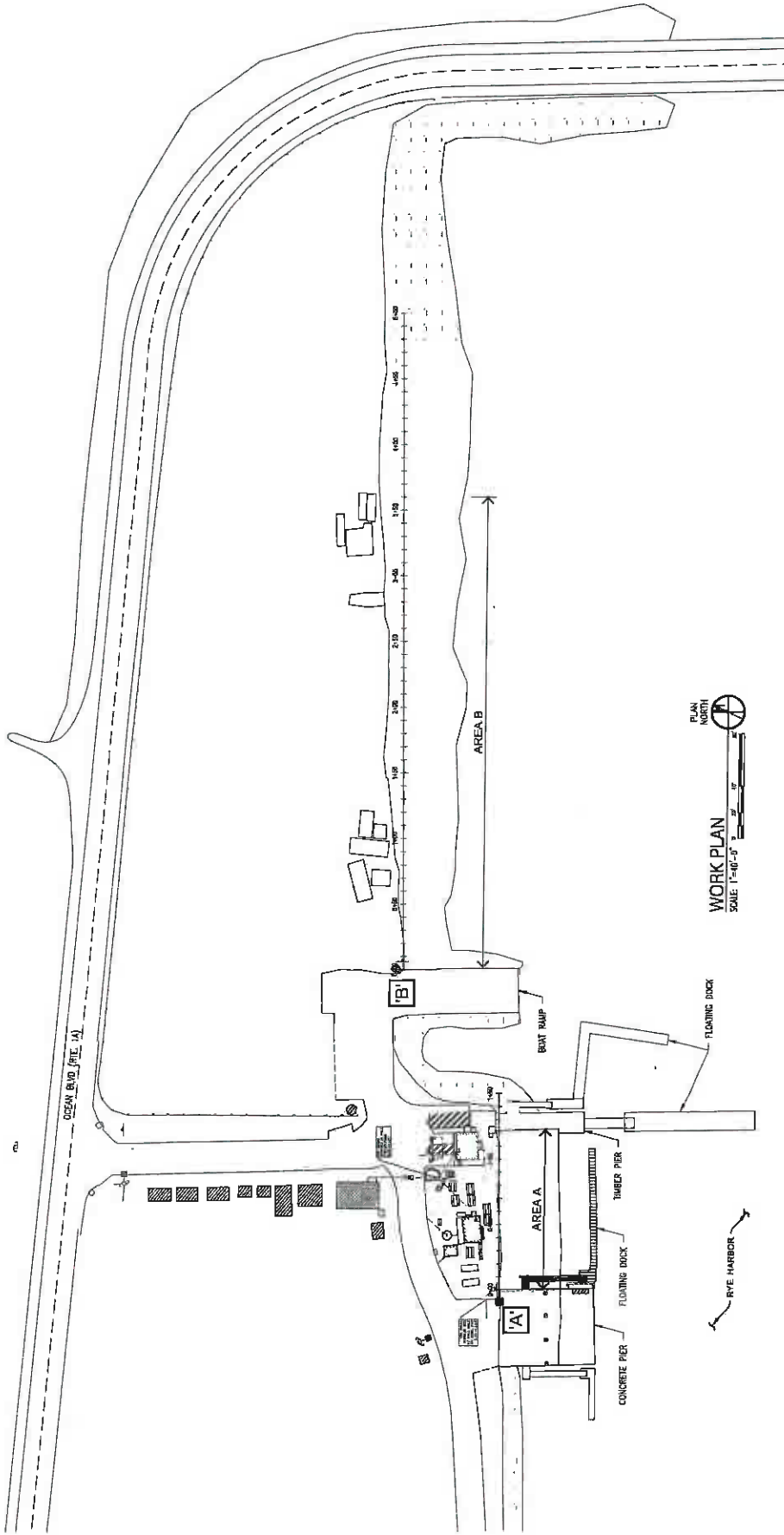
Kirk Riden, PE
Vice President



Kyle Vandemoer, PE
Project Engineer

Attachments:

1. Rye Harbor Revetment Deterioration Drawings
2. Detailed Cost Estimate



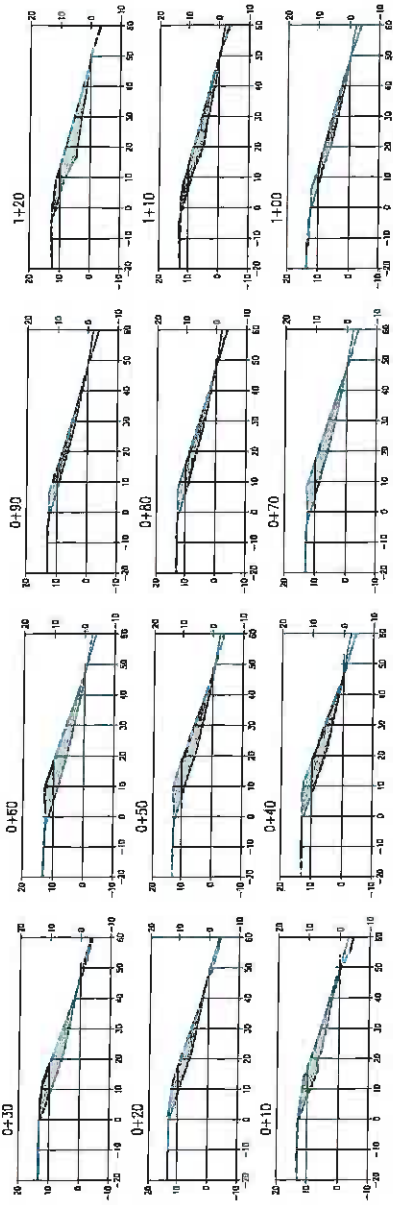
WORK PLAN
SCALE: 1"=100'-0"



WORK PLAN
PEASE DEVELOPMENT AUTHORITY
DIVISION OF PORTS AND HARBOR
RYE HARBOR FACILITY
RYE, NEW HAMPSHIRE

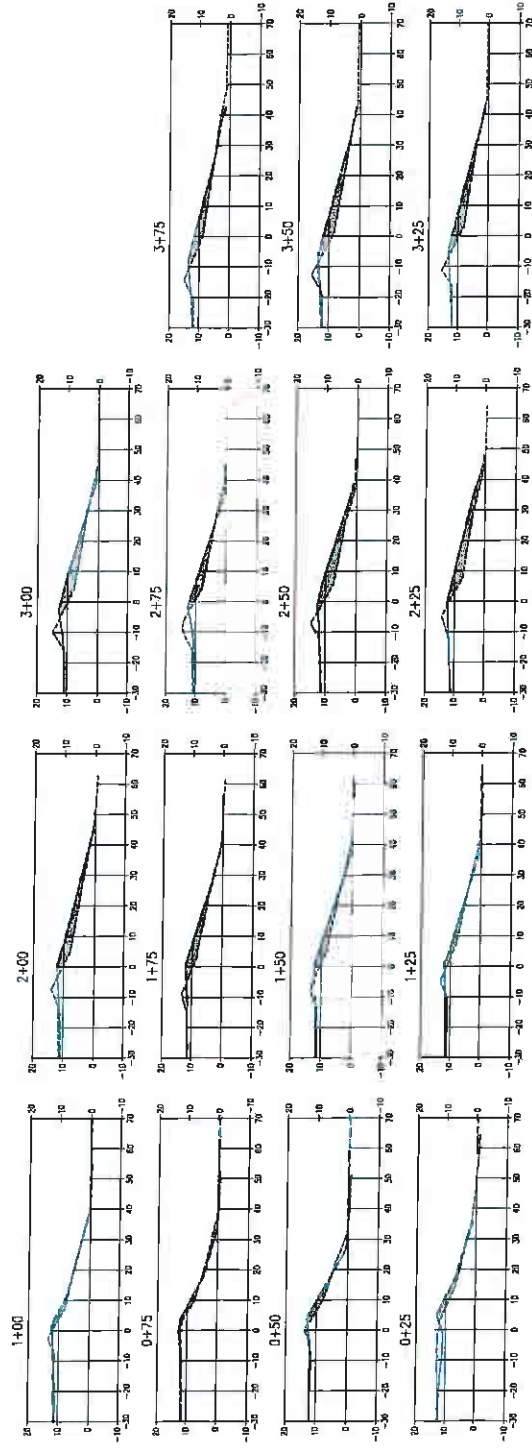
MARCH 2019

 **Appledore Marine Engineering, LLC**



DREDGING SECTIONS A-A

HORIZ. 1" = 20'
VERT. 1" = 20'



DREDGING SECTIONS B-B

HORIZ. 1" = 20'
VERT. 1" = 20'

ROCK VOLUME	
AREA A REDEMPTION REPAIR	475 CY
AREA B REDEMPTION REPAIR	800 CY
TOTAL	1,275 CY

LEGEND:
 - - - - - POST-STORM CONDITION
 - - - - - PRE-STORM CONDITION

POST-STORM EROSION SECTIONS
 PEASE DEVELOPMENT AUTHORITY
 DIVISION OF PORTS AND HARBOR
 RYE HARBOR FACILITY
 RYE, NEW HAMPSHIRE

MARCH 2019

Appledore Marine Engineering, LLC

Project: PDA Rye Harbor Rip. Rep. Repair
 Location: Rye, NH

Project Number: 5238
 Design Status: Preliminary
 Estimated by: C. Poisell
 Date: 28-Feb-19
 Reviewed by: K. Vandemoer

REVTMENT REPAIR - Direct Costs

Item #	Task Description	Quantity		Materials		Labor Cost		Equipment Cost		Engineering Estimate		Burdened Total
		Unit	Number	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	
1	Mob/Demob	LS	1	\$ -	\$ -	\$ -	\$ -	\$ 11,544	\$ 11,544	\$ 11,544	\$ 11,544	\$ 15,784
2	Rip rap repair	CY	1075	\$ 123	\$ 132,455	\$ 36.39	\$ 39,123	\$ 50.38	\$ 54,157	\$ 210	\$ 225,734	\$ 328,216
	Sales Tax										\$ 237,278	\$ 345,000
	Contractor Overhead										\$ 337,278	
	Contractor General Conditions										\$ 23,728	
	Contractor Profit										\$ 11,864	
	Bonds										\$ 23,728	
	Escalation to mid-point of construction										\$ 4,746	
	Construction Contingency										\$ 302,000	
											\$ 12,196	
											\$ 10,000	\$ 30,200
											\$ 42,996	\$ 42,996
											\$ 345,000	\$ 345,000



Appledore Marine Engineering, LLC

600 State Street, Suite E | Portsmouth New Hampshire 03801

June 4, 2024

Mr. Myles Greenway
Acting Director
PDA – Division of Ports & Harbors
555 Market Street
Portsmouth, NH 03801

RE: Rye Harbor Revetment

Dear Mr. Greenway

As request, we have reviewed the prior studies completed on Rye Harbor from 2018/2019 and offer the following for your consideration:

The spring 2018 storm damaged the existing shore protection and fuel system. A post-storm assessment identified two areas with more advanced damage including a 122-foot section between the commercial and recreational piers and a 386-foot section north of the boat ramp. It was estimated that 1,075 cubic yards of shore protection were lost due to the storm. It's important to note that this project's scope was limited to repairing damaged areas and did not involve increasing the elevation of the slope protection nor increasing the size of the armoring stone.

Following a similar approach to repairing damaged sections, we recommend a project budget of \$691,412. This includes project escalation, expansion for additional damage, field studies, engineering, and regulatory permitting. The estimated costs are broken down below.

2019 project estimate	\$345,000
Escalation to 2025 (midpoint of construction)	\$ 95,317
30% project increase accounting for added damage since 2019	\$132,095
Surveys, Engineering, Permitting, Construction Services	<u>\$119,000</u>
Total Estimate	\$691,412

Please let me know if you need any additional information.

Kind Regards,

Noah J. Elwood, PE, BC.PE, BC.OE
President

MOTION

Director Fournier:

The Pease Development Authority Board of Directors authorizes the Executive Director to finalize and execute a contract with the Division of Ports and Harbors contracted on-call marine engineering service provider, Appledore Marine Engineering, LLC, in an amount not to exceed \$243,260.00, for engineering services related to the Rye Harbor Marine Facility Retail Platform; all in accordance with the memorandum of Myles Greenway, Interim Director of Ports and Harbors, dated June 5, 2024; attached hereto.




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: June 5, 2024

SUBJECT: Rye Harbor Marine Facility, Retail Platform, Appledore Marine Engineering Services Proposal

Following the NH Fiscal Committee and NH Governor and Council’s recent approval of the \$1,000,000 ARPA award for retail improvements at the Rye Harbor Marine Facility, the Division of Ports and Harbors (the “Division”) requested and received a proposal from its on-call marine engineers, Appledore Marine Engineering, LLC (“AME”) for Engineering Services related to construction of a Retail Platform at the Facility (the “Proposal”). The Proposal is attached and includes the following Scope of Work:

Scope	Fee
Project Management, Meetings and QC Services	\$ 63,392
Site Investigations, Surveys and Program Analysis	\$ 40,270
Design Services and Preparation of Contract Documents	\$ 74,118
Permitting Services	\$ 35,384
Construction Period Services	\$ 30,096
Total Architectural and Engineering Services	\$243,260

ARPA funded projects are on a tight schedule for getting projects “under contract” and funds “expended”. Acceptance of the Proposal will help ensure that this time sensitive project will move forward and put the project “out to bid” for construction services as soon as possible.

As such, if the Board is interested in moving this project forward, the Division respectfully requests authorization from the PDA Board of Directors to accept AME’s Proposal and to provide AME with notification to proceed with Engineering Services for the Retail Platform in an amount not to exceed \$243,260, as outlined in the Proposal.

Appledore Marine Engineering, LLC

600 State Street, Suite E | Portsmouth New Hampshire 03801

May 23, 2024

Myles Greenway
Acting Director
Pease Development Authority – Division of Ports and Harbors
555 Market Street
Portsmouth NH 03801

M.Greenway@peasedev.org

Re: **Proposal for Engineering Services**
Rye Harbor – Retail Platform Design

Dear Mr. Greenway:

Appledore Marine Engineering, LLC (AME) is pleased to present this proposal for the referenced project. This proposal presents the Scope of Work, Assumptions, Schedule, and Fees for the services required to complete the work.

Background

The Rye Harbor facility has a section along the entrance drive dedicated to the retail sale of fish and light-prepared foods. These “fish shack” buildings allow the fishing industry to sell directly to the public fresh off the boat.



Figure 1 Area of the subject project fish shacks.

Rising water levels and an increase in the intensity of storms have resulted in periodic flooding of the fish shacks, causing severe damage and an interruption to operations. To improve the resiliency of the fish shacks, a project is being proposed to construct an elevated platform above the highest anticipated water level to support prefabricated buildings.



Figure 2 Flooding in early 2024. Note fish shacks on the top left.

We understand the State has authorized the use of ARPA SFRF funds under Section 602 (c)(1)(C) to fund the project up to \$1,000,000.

This project's scope is to provide the required services, including engineering, design, permitting, bidding, and construction observation, to support the construction of a retail platform and prefabricated buildings.

Scope of Work

The Scope of Work outlined below provides for site investigations, design, engineering, and preparation of contract documents to design a new platform and prefabricated buildings. The proposal includes the following:

1. Site Investigations and Surveys;
2. Design Services and Preparation of Contract Documents (Drawings, Specifications, and Opinion of Construction Estimate);
3. Permitting Services;
4. Submission and Deliverables; and
5. Construction Period Services.

1. Site Surveys and Investigations

The following site surveys and investigations are required to define existing conditions to support the progression of the design services.

1. A topographic survey of the project area, including the location of wetland flags by a Wetland Scientist, the location of the Highest Observable Tide Line outside and along the limit of the survey area, and the location of apparent property boundary monuments (boundary information to be provided by the PDA).
2. Geotechnical subsurface investigations include up to four (4) borings (the actual number of borings will depend on the progress of work during the time available (one drill-crew day). Samples will be taken from the borings and evaluated for geotechnical properties. Geotechnical recommendations will be provided for the project, including foundation type and requirements, subgrade preparation, and reuse of on-site materials; and
3. Identification and field delineation of jurisdictional wetlands and the highest observable tide line within 100 feet of the project area.

2. Design Services and Preparation of Contract Documents

We will provide professional services, including civil, structural, mechanical, and electrical engineering, as well as architectural, to support the platform design.

Professional services will include the following:

1. Removal drawings depicting selective demolition of components that will be removed;
2. Structural plans, elevations, and details following program requirements;
3. Design of foundation and structure;
4. Design of plumbing systems;
5. Design of electrical systems;
6. Design of site facilities, pavements, grading, and erosion control;
7. Design of utility services according to utility company standards and requirements;
8. Preparation of an opinion of probable construction costs;
9. Incorporate review comments and adjust drawings and specifications as necessary for the next submission and
10. Preparation of Contract Documents, including drawings and specifications. Division 00 and Division 01 specifications. We intend to leverage EJCDC bidding documents as provided on other PDA-DPH projects.

3. Permitting Services

We have reviewed the applicable regulations and determined that the following permits are required. We will complete the required regulatory applications, consult with regulators as necessary, and prepare a package for the Owner's signature. Once identified, PDA-DPH must provide a check for the applicable permitting fees before submission.

1. A NHDES Shoreland permit application due to work within 250 feet of the high-water line;
2. A NHDES Standard Dredge and Fill Permit application due to work within 100 feet of the high-water line.
 - a. Meetings include a site walk with NHDES wetlands and the Town of Rye Conservation Commission and attendance at the Town of Rye Conservation Commission public meetings.
 - b. The project site is expected to be considered "developed" by NHDES Wetlands. If the project impacts undeveloped areas, then a Coastal Functional Assessment may be required by NHDES Wetlands, which is not included in this fee proposal. A modification to the contract may be processed if this is required.
3. An NHDES Application for an individual sewage disposal system. This item is associated with replacing/modifying the existing sewage holding tank for the food preparation shack.

4. Meetings

We have included the following meetings to support collaboration with the PDA-DPH.

1. Pre-design (kick-off) meeting with Owner representatives to discuss project requirements;
2. Design review meeting with the Owner representatives following the Schematic Submission;
3. Design review meeting with the Owner representatives following the Pre-Final Submission and
4. A meeting arranged by the Owner for the purpose of sharing the project details with the public and gaining public input.

5. Construction Period Services

Services under this task involve consulting with and advising PDA during construction. The services under this phase are limited to the level of engagement and awareness that the engineer is only knowledgeable of the onsite construction work based on submittals and RFI's from the contractor and periodic site visits to assess the level of completion and become generally familiar with the quality of work. During this phase, the contractor is responsible for notifying the Owner of conflicts or issues with the construction that require engagement by the engineer, as well as the construction means, methods, techniques, sequences, or procedures and site safety.

This task includes the following activities as requested by PDA:

- Reviewing for compliance with overall design intent, shop drawings, material certifications, and other submittals by the contractor.
- Visiting the project site at appropriate intervals as construction proceeds to observe and report on the progress and the overall quality of the completed work. We have planned five (5) site visits during critical construction milestones. Complete inspection reports documenting work progress after the scheduled site visits, noting specific observations, deficiencies, and photographs.
- Respond to the contractor's request for information (RFI's). We have based our estimate on 20 RFI's.
- Prepare a final punch list after notification by the contractor of substantial completion.
- Reviewing the contractor's as-built drawings for completeness.

This proposal is premised on a qualified, experienced contractor; therefore, weekly construction inspections are deemed unnecessary. If it is determined during construction that the contractor is having challenges achieving the design intent or quality of work, additional inspection services may be added through a modification to this contract.

The presence or duties of AME's/OPA's personnel at a construction site, whether as onsite representatives or otherwise, do not make AME/OPA or AME's/OPA's personnel in any way responsible for those duties that belong to PDA and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, scheduling, and procedures necessary for coordinating and completing all portions of the construction work following the construction contract documents and any health or safety precautions required by such construction work.

AME/OPA and AME's/OPA's personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty to inspect, note, observe, correct, or report on health or safety deficiencies of the construction contractor(s) or other entity or any other persons at the site except AME's/OPA's personnel.

The presence of AME/OPA personnel at a construction site provides PDA with a greater degree of confidence that the completed construction work will conform generally to the construction documents and that the integrity of the design concept as reflected in the construction documents has been implemented and preserved by the construction contractor(s). AME/OPA neither guarantees the performance of the construction contractor(s) nor assumes responsibility for the construction contractor's failure to perform work following the construction documents.

DELIVERABLES

We have reviewed the project requirements and determined the following deliverables would be required. If additional submissions are required to allow further owner input, a modification to the contract would be required.

1. Schematic design submission (drawings and opinion of cost);
2. Pre-final design submission (drawings, specifications, and opinion of cost);
3. Final Design Submission (drawings, specifications, and opinion of cost).

Each submission will include two hard copies and one electronic copy.

SUBCONSULTANTS

We acknowledge that the project requires architectural and building design engineering services, which we will subcontract with OPA, a consultant in our master services agreement with the PDA-DPH.

EXCLUSIONS AND CLARIFICATIONS

The following services are not anticipated to be required and are therefore not included in this proposal. If, during the progression of the work, additional services are deemed necessary, a modification to our contract may be completed.

1. Hazardous material testing, survey, and abatement;
2. Special inspections (Chapter 17, IBC);
3. Evaluation of soil vapor, radon, asbestos, or other potential environmental concerns not included in the ASTM or All Appropriate Inquiries (AAI) standards;

4. Regulated building material survey or management;
5. Historical/cultural resources investigation;
6. Revisions of project development program as requested by client, state, or local agencies;
7. As-built plans, easement plans, construction survey and/or certification;
8. Construction materials testing;
9. Renderings;
10. LEED certification;
11. Permitting except as noted above; and
12. Commissioning.

SCHEDULE

We expect to proceed with the work immediately upon receipt of the signed acceptance of this proposal. We will work closely with the PDA-DPH to provide the Final Submission by October 1, 2024. To achieve this schedule, we would require notice to proceed within two weeks of proposal submission.

Permit applications will be developed and submitted to the review authorities as soon as the design development process and the PDA-DPH allow; however, the time required to complete the permitting process may extend beyond the Final Submission.

FEES FOR CONSULTING SERVICES

Fees for consulting services will be on a fixed fee basis per the fee schedule detailed in the table below:



Scope	Fee
Project Management, Meetings and QC Services	\$ 63,392
Site Investigations, Surveys and Program Analysis	\$ 40,270
Design Services and Preparation of Contract Documents	\$ 74,118
Permitting Services	\$ 35,384
Construction Period Services	\$ 30,096
Total Architectural and Engineering Services	\$243,260

The fixed fee includes all labor, reimbursable, and equipment expenses required to complete the work. Payment is due within thirty (30) days of the invoice date.

Please do not hesitate to contact me with any questions about this proposal.

Regards

Noah J Elwood, PE, BC. PE, BC. OE

President

Memorandum

To: Pease Development Authority Board of Directors
From: Anthony I. Blenkinsop, Deputy Director / General Counsel *ABB*
Date: June 5, 2024
Subj: Mooring Appeal of Richard Wickson

Before the Board at its June 13, 2024, meeting is the Appeal of Richard Wickson concerning the denial of a renewal of a mooring permit by the Director of the Division of Ports and Harbors ("DPH") due to a failure to file the renewal prior to the deadline earlier this year.

Mr. Wickson timely appealed the denial to the Pease Development Authority pursuant to New Hampshire Administrative Rules Pda 514. Per the administrative rules Board Chairman Duprey designated Director Fournier to review the appeal. Director Fournier received and reviewed the appeal material, and noticed and conducted a meeting with Mr. Wickson and DPH Interim Director Myles Greenway consistent with the applicable rules. Thereafter, Director Fournier issued his recommended decision to the PDA Board of Directors. The PDA provided Mr. Wickson with notice, pursuant to the requirements of Pda 514.09(a), that the Board would consider this matter at its June 13th meeting.

The appeal file prepared in accordance with Pda 514 has been provided for Board review.

At its meeting on June 13, 2024, the PDA Board of Directors shall consider and act on the appeal pursuant to Pda 514.09-11, which provides as follows (emphasis added):

Pda 514.09 Authority Action on Appeal.

(a) Within 10 business days of receipt of a recommendation from a board designate, the authority shall notify the appellant in writing:

- (1) That the authority will be reviewing the board designate's recommendation regarding the appeal;
- (2) Of the date, time, and location of the regularly scheduled board meeting at which the review is scheduled, provided that the meeting shall not be sooner than 20

calendar days from the receipt of the board designate's recommendation under Pda 514.08(e);

- (3) That he or she may bring counsel or a personal representative to the meeting; and
- (4) That the meeting with the board will be recorded.

(b) At the board meeting when the appeal is scheduled, the authority shall consider:

- (1) All information on file with the division concerning the matter;**
- (2) All information submitted to the authority or board designate under Pda 514.07 and Pda 514.08;**
- (3) Any additional written information not previously submitted under Pda 514.07 or Pda 514.08, provided the chair of the authority finds good cause for appellant's failure to comply with Pda 514.07 or Pda 514.08 and that late submission was not intended to delay the appeal or the meeting with the authority. For purposes of this paragraph, "good cause" means that the appellant did not discover or learn of the information in time to submit such information in accordance with Pda 514.07 or Pda 514.08 above and could not have discovered or learned of such information with reasonable diligence to comply with Pda 514.07 or Pda 514.08;**
- (4) Any oral statement or argument made by the appellant or his representative or division staff; and**
- (5) The recommendation of the board designate.**

(c) The following shall apply at the board meeting:

- (1) The appellant may bring counsel or a personal representative;**
- (2) The authority shall exclude any additional written information, testimony or argument that was not submitted in accordance with Pda 514.07 and Pda 514.08 unless the chair of the authority finds good cause for appellant's failure to comply with Pda 514.07 and Pda 514.08 and that late submission was not intended to delay the appeal. For purposes of this paragraph, "good cause" means that the appellant did not discover, learn of, or formulate the information, testimony, or argument in time to submit such information, testimony, or argument in accordance with Pda 514.07 or Pda 514.08 above and could not have discovered, learned of, or formulated such information, testimony, or argument with reasonable diligence to comply with Pda 514.07 or Pda 514.08; and**

- (3) Any oral information, testimony or argument may be received, but the chair or other presiding officer in the chair's absence shall exclude irrelevant, immaterial, or unduly repetitious information, testimony or argument, including without limitation, information, testimony or argument included in or with the division's file regarding the appellant or the written recommendation of the board designate.

Source. #9641, eff 2-1-10; ss by #9975, eff 8-20-11
(See Revision Note at chapter heading for Pda 500);
ss by #12958, eff 12-24-19

Pda 514.10 Decision by Authority on Appeal. The authority shall render a decision regarding the appeal no later than the next regularly scheduled board meeting following any board meeting held under Pda 514.09.

Source. #9641, eff 2-1-10; ss by #9975, eff 8-20-11
(See Revision Note at chapter heading for Pda 500);
ss by #12958, eff 12-24-19

Pda 514.11 When Matter Remanded to Division Director; Notification of Decision of Authority.

- (a) If the authority determines that the permit should be granted because the appellant has met its burden of proving by a preponderance of the evidence that the decision of the division director to deny the appellant's request to issue the permit sought after in the petition for reconsideration was based on an error of law or fact or there was a lack of facts that could reasonably sustain the division director's decision, the authority shall remand the matter to the division director for action in accordance with its decision.
- (b) The authority shall notify the appellant of its decision and provide a written copy thereof within 10 business days of issuing a decision pursuant to Pda 514.10.
- (c) If the authority determines, under (a) above, that the permit should be granted, the appellant shall return a completed application for the permit sought within 10 business days of receipt of notice from the authority under (b) above.

Source. #9641, eff 2-1-10; ss by #9975, eff 8-20-11
(See Revision Note at chapter heading for Pda 500);
ss by #12958, eff 12-24-19

MOTION

Director Ferrini:

Should the Board wish to take action on the appeal of Stephen Bailey at this meeting (2 options – 1. Deny Appeal or 2. Grant Appeal):

Deny Appeal

Having considered the record pursuant to Pda 514.09(b), the Pease Development Authority (“PDA”) Board of Directors hereby accepts the report of the PDA Board designee and determines that the appellant, Richard Wickson, has not met his burden of proof and denies his appeal pursuant to the provisions of New Hampshire administrative rules Pda 514.10 and Pda 514.11.

OR

Grant Appeal

Having considered the record pursuant to Pda 514.09(b), the Pease Development Authority Board (“PDA”) of Directors hereby determines that

the appellant, Richard Wickson, has met his burden of proof and grants his appeal pursuant to the provisions of New Hampshire administrative rules Pda 514.10 and Pda 514.11; Further the PDA Board remands this matter to the Director of the Division of Ports and Harbors for the purpose of issuing Richard Wickson his 2024 mooring permit contingent on the provisions of Pda 514.11(c) being satisfied.

Should the Board wish to instead postpone further action until its next regular meeting:

The Pease Development Authority Board of Directors moves to postpone further consideration of this matter until its next regular meeting.

May 14, 2024

Via E-Mail & First Class Mail: rwickson@wicksonconstruction.com

Richard Wickson
261 Central Road
Rye, NH 03870

RE: Wickson Mooring Appeal

Dear Mr. Wickson,

Pursuant to Pda 514.08, enclosed please find a copy of the written recommendation of Pease Development Authority Board Designate, Director Steve Fournier, regarding the captioned. Per Pda 514.09, this matter will be placed on the June 13, 2024, PDA Board meeting agenda. Please be advised that the meeting will be held at the above address and is scheduled to commence at 8:30 a.m. The meeting will be recorded. You may bring counsel or a personal representative to the meeting if you wish.

Let me know if you have any questions.

Sincerely,



Anthony I. Blenkinsop
Deputy Director / General Counsel

enclosure

cc: Paul E. Brean, Executive Director
Myles Greenway, Interim Director of Ports and Harbors Director

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

ADMINISTRATIVE APPEAL OF RICHARD WICKSON

REPORT AND RECOMMENDATION OF PDA BOARD DESIGNATE¹

Mr. Richard Wickson, 261 Central Road Rye New Hampshire, had a commercial use mooring (Mooring Permit #8008) at Rye Harbor. On April 1, 2024, the New Hampshire Division of Ports and Harbors notified him that his mooring permit expired on March 31, 2024, due to non-renewal. Mr. Wickson contacted the Division and requested reconsideration under the *New Hampshire Code of Administrative Rules Chapter PDA 500 Moorings and Anchorages*.

The basis for his request for reconsideration was:

Pda 514. 04 (d)(1) c, 3 - The late filing was caused by the failure of any state or governmental agency to timely provide the petitioner with documentation required/or an application under Pda 500.

Mr. Wickson stated that “he was slowed and misinformed” in timely providing the mooring application in several ways.

First, he stated that when he realized that the deadline was approaching, he called the Division of Ports and Harbors and talked to a young man. Mr. Wickson claims that this individual indicated that Mr. Wickson needed to get his application in by close of business and a late fee of \$50 would be charged. Mr. Wickson did not get the individual's name. Mr. Wickson feels that this is the first action where a government agency failed by not including specific reference to the permit expiration date.

Second, Mr. Wickson stated the NH Department of Motor Vehicles (“DMV”), Dover office, delayed his application because when he was registering his lobster boat and skiff, the DMV agent stated that he needed a 2290 form. The Dover DMV did not have any affidavit forms, which caused a delay in this process. Wrong information also affected the 2290 form that was required. The 2290 form is a highway fuel tax form that he printed and returned to the Dover DMV the following day, but the teller agreed that a boat should not need to complete a Highway Fuel Tax form.

¹ The factual information contained within this Report is based upon the written submissions of both parties (Richard Wickson and the Division of Ports and Harbors).

Finally, Mr. Wickson stated that he believed he could get all of his NH Fish and Game licenses online and would be immediately available. He said he was able to secure his resident saltwater and freshwater fishing licenses, as well as his residential clam license online. He was not able to secure his commercial lobster license this way and obtained it in person (issued on April 8, 2024). He believes this is another failure of a state agency.

The Division of Ports and Harbors reviewed his request for reconsideration. It determined that the state agencies did not fail to provide the documentation in time and denied his request for reconsideration via correspondence dated April 12, 2024. Mr. Wickson submitted an appeal of that decision to the Pease Development Authority Board of Directors on April 17, 2024. Chair Stephen Duprey designated me to review that appeal pursuant to Pda 514.08.

On April 30, 2024, I met with Mr. Wickson in accordance with the administrative rules. Prior to the meeting I reviewed Mr. Wickson's appeal, as well as the Division of Ports and Harbors file, which had been timely submitted by the Division. Also in attendance at the meeting were Myles Greenway, Interim Director of the New Hampshire Division of Ports and Harbors, and Anthony Blenkinsop, Deputy Director and General Counsel of the Pease Development Authority. The meeting was recorded as required by the administrative rules. Pursuant to the rules, I asked Mr. Wickson if he had any questions of the Division, and he stated that he did not. I then asked the Interim Director if the Division had any questions of Mr. Wickson and he indicated that it did not. I provided both parties the opportunity to summarize their positions. Mr. Wickson noted that his position was set forth in his appeal filing. The Interim Director stated the same and noted the Division was simply following the requirements of its administrative rules. I then closed the meeting.

Mr. Wickson's argument on appeal is consistent with his argument in his request for reconsideration (set forth above) that his late filing was caused by the failure of any state or governmental agency to timely provide the petitioner with documentation required/or an application under Pda 500. The standard of review applicable to my review is set forth in Pda 514.06. After reviewing Mr. Wickson's appeal and the Division's submittal, I agree with the Division's conclusion that there is no evidence to show that a state or governmental agency caused the delay in the filing of Mr. Wickson's renewal application.

The record demonstrates that the Division of Ports and Harbors sent Mr. Wickson his mooring renewal in early November 2023. The renewal material clearly set forth the March 1st deadline for submitting the renewal to the Division and provided instructions regarding renewal filing and the late filing period and process. Mr. Wickson's contention about his phone conversation with a Division staff member in early March concerning late filing does not alter that conclusion as nothing he claims to have been told during that conversation was inaccurate, nor did it contradict the renewal information sent in November.

The information from the DMV shows Mr. Wickson's boat and skiff registrations were issued on March 14th, after the March 1st filing date, but prior to the expiration of the late filing period on March 15th, therefore not preventing him from filing his renewal application with the Division prior to that date. Finally, the record shows that Mr. Wickson did not submit his lobster license

application to New Hampshire Fish and Game until March 20, 2024, and did obtain his lobster license on April 8, 2024, both past the Division's late filing deadline of March 15, 2024.

The failure to timely renew a mooring is a difficult situation, but mooring holders are given ample opportunity to submit a completed renewal application. In turn, the applicable administrative rules provide the Division of Ports and Harbors with rigid permit renewal framework to protect both the mooring permit holder, as well as those who may be on a mooring permit waitlist. Here, Mr. Wickson has not established that his failure to timely file his renewal application was caused by the failure of any state or governmental agency to timely provide him with documentation required or an application under Pda 500.

Based on the foregoing, no information has been provided that allows me to recommend any differently than the Division concluded. As such, I recommend that the Board affirm the Division's decision and deny Mr. Wickson's appeal.

Respectfully submitted this 13th day of May 2024.



Steve Fournier
PDA Board Designee

cc: Anthony I. Blenkinsop, Deputy Director / General Counsel
Myles Greenway, Interim Director of Ports and Harbors

April 18, 2024

Via E-Mail & First Class Mail: rwickson@wicksonconstruction.com

Richard Wickson
261 Central Road
Rye, NH 03870

RE: Wickson Mooring Appeal

Dear Mr. Wickson,

Please be advised that I have been designated by Pease Development Authority Board of Directors Chair Stephen Duprey to hear the above-referenced appeal pursuant to New Hampshire Administrative Rule Pda 514.08. Pursuant thereto, I will prepare a recommended decision regarding the appeal for consideration and action by the PDA Board of Directors.

In advance of that, I will provide you or your representative, if someone other than you, an opportunity to meet with me at the above address on **Tuesday, April 30, 2024, at 10:00 a.m.**, to present your information and argument regarding the appeal. A Division of Ports and Harbors representative will also be asked to attend this meeting. This meeting will be audio recorded.

Any written information, testimony, or argument not previously submitted during reconsideration by the Division Director shall be submitted to me not later than five (5) business days before the date of the meeting. I recommend that you familiarize yourself with the procedures under Pda 514 (see attached) in advance of the meeting.

Sincerely,

/s/

Steve Fournier

attachment

cc: Myles Greenway, Acting Director of Division of Ports and Harbors
Anthony I. Blenkinsop, Deputy Director / General Counsel

p\portauthority\moorings\wickson\ltr re meeting

PART Pda 514 RECONSIDERATION AND APPEAL

Pda 514.01 Definitions.

(a) "Application period" means the period of time between January 15 and 10 business days after March 1 of the year for which the mooring permit application was submitted.

(b) "Incapacitated" means a physical or mental condition that results in:

(1) The inability of an individual to:

a. Walk unassisted; or

b. Drive unassisted; or

(2) The confinement of an individual to a location(s) for the purpose of receiving medical or rehabilitative treatment or care.

Source. #7940, eff 8-23-03; ss by #9641, eff 2-1-10; ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Pda 514.02 Reconsideration; Who May Petition.

(a) Any holder of a mooring permit whose mooring permit was revoked after notice and an opportunity for a hearing by the division director pursuant to Pda 507.03, and any applicant for a mooring permit whose application was denied by the division director pursuant to Pda 506.06(f), Pda 506.07(h), Pda 506.08(h), Pda 506.10(f), or Pda 506.11(g), may petition the division director for reconsideration pursuant to Pda 514.

(b) The persons specified below may petition the authority for reconsideration pursuant to Pda 514 if the authority has denied:

(1) The issuance of a commercial mooring for hire mooring permit, and the person is the applicant for the commercial mooring for hire mooring permit pursuant to Pda 506.09 or its duly authorized officer or member;

(2) A request to transfer a commercial use mooring permit pursuant to Pda 508.01(a) or (b), and the person is either the proposed transferor or transferee; or

(3) A request to transfer a commercial mooring for hire mooring permit pursuant to Pda 508.02, and the person is either the proposed transferor or transferee.

Source. #7940, eff 8-23-03; amd by #8775, eff 12-16-06; renumbered by #9641 (formerly Pda 514.01); ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Pda 514.03 Requirements for Petition for Reconsideration. A petition for reconsideration shall:

(a) Specify the date of the challenged decision;

(b) Specify every reason that the action taken by the division director or authority was unlawful or unreasonable, including any error of law or error of fact;

(c) Include as an attachment a copy of the application or request that was denied or failed to receive approval;

(d) Include any new or additional information relevant to the matter proposed for reconsideration that was not available at the time the application was filed or the revocation was made;

(e) In the case of denial of a permit because of a late filing under Pda 506.04(d), state the reason for the late filing; and

(f) Shall bear the petitioners signature including the following certification:

“I certify under penalty of law that I have personally examined, and am familiar with, the information submitted in this petition for reconsideration and all of its attachments. I certify that the statements and information submitted therewith are to the best of my knowledge and belief true, accurate and complete.”

Source. #7940, eff 8-23-03; amd by #8184, eff 10-1-04; ss by #9641, eff 2-1-10 (formerly Pda 514.02); ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Pda 514.04 Reconsideration by Division Director; Granting of Permit under Certain Circumstances.

(a) A petition for reconsideration by the division director:

(1) For revocation of a permit pursuant to Pda 507.03, shall be filed with the division director within 10 business days from receipt of notice of the revocation; and

(2) For a permit denial pursuant to Pda 506.06(f), Pda 506.07(h), Pda 506.08(h), Pda 506.10(f), or Pda 506.11(g), shall be filed with the division director within 10 business days from receipt of notice of the permit denial.

(b) The division director shall:

(1) Reconsider a permit revocation or denial within 10 business days of receipt of the petition for reconsideration; and

(2) Notify the petitioner of his or her decision under (c) below within 10 business days of reconsideration.

(c) When reconsidering the decision to deny or revoke the permit, the division director shall consider all information on file with division relating to the denied or revoked permit and any new or additional information relevant to the matter under reconsideration that was not available regarding a permit:

(1) Denial, when the application in question was submitted; or

(2) Revocation, when the decision to revoke a permit was rendered.

(d) The division director shall issue the permit sought after in the petition for reconsideration if, after reconsideration, the division director finds:

(1) One or more of the following:

a. It is more likely than not that the decision to deny or revoke a permit was based on an error of law or fact;

b. That there was a lack of facts that could reasonably sustain the decision to deny or revoke the permit; or

c. In the case of denial of a permit because of a late filing under Pda 506.04(d), that:

1. The petitioner was temporarily incapacitated for:

(i) Fifty percent or more of the application period; or

(ii) One day or more during the final 10 days of the application period;

2. The petitioner was on active military service at any time during the application period;

3. The late filing was caused by the failure of any state or governmental agency to timely provide the petitioner with documentation required for an application under Pda 500; or

4. A death in the immediate family occurred during the final 10 days of the application period. For the purposes of this paragraph, "immediate family" means grandparents, parents, siblings, spouse, children, or grandchildren; and

(2) All of the following:

a. The petition for reconsideration was timely filed in accordance with (a) above;

b. The petition for reconsideration filed by the petitioner meets all of the requirements of Pda 514.03; and

c. The petitioner:

1. Meets all of the requirements under Pda 500 for the permit;

2. Has provided written documentation for any reason claimed under (1)c. above, including, but not limited to:

(i) In the case of temporary incapacitation:

i. A signed letter from a doctor, nurse, or other medical provider or caregiver attesting to the petitioner's incapacitation;

ii. A copy of a bill or invoice from an institution where the petitioner received medical or rehabilitative treatment or care; or

iii. A copy of a statement from an insurance company showing that costs for medical or rehabilitative treatment or care were submitted to the company for services for the petitioner;

(ii) In the case of military service, a signed letter from the petitioner's commanding officer or supervisor attesting to the petitioner's military service;

(iii) In the case of the failure of any state or federal agency to provide the petitioner with documentation needed for an application under Pda 500, a copy of correspondence between the petitioner and a state or governmental agency, showing that the petitioner timely sought documentation needed for an

application under Pda 500, but was not provided with the documentation in a timely manner; or

(iv) In the case of a death in the immediate family, to identify the name of the deceased, the relationship to the petitioner, and the date of death; and

3. Has paid the mooring permit reapplication late fee, in the case of petition granted under (1)c. above.

(e) The division director shall deny the request to issue or reinstate the permit if, after reconsideration, the division director finds that:

- (1) It is more likely than not that the decision was not based on any error of law;
- (2) There were facts reasonably sustaining the decision;
- (3) In the case of a late filing under Pda 506.04(d), the petitioner failed to meet the requirements under (d)(1)c. above;
- (4) The petition for reconsideration was not timely filed in accordance with (a) above;
- (5) The petition for reconsideration filed by the petitioner does not meet all of the requirements of Pda 514.03; or
- (6) The petitioner:
 - a. Does not meet all of the requirements under Pda 500 for the permit;
 - b. Has not provided written documentation for any reason claimed under (d)(1)c. above; or
 - c. Has not paid the mooring permit reapplication late fee, in the case of petition filed under (d)(1)c. above.

(f) If, after reconsideration, the division director grants the request to issue or reinstate the permit sought after in the petition for reconsideration, the petitioner shall return to the division a completed application for the permit sought within 10 business days of receipt of the division director's decision.

Source. #7940, eff 8-23-03; amd by #8184, eff 10-1-04; ss by #9641, eff 2-1-10 (formerly Pda 514.03); ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Pda 514.05 Reconsideration by Authority for Commercial Moorings for Hire and Commercial Moorings.

(a) A petition for reconsideration by the authority shall be filed by the petitioner with the authority within 10 business days from receipt of notice that the authority has denied:

- (1) The issuance of a commercial mooring for hire mooring permit pursuant to Pda 506.09(h);
- (2) A request to transfer a commercial use mooring permit pursuant to Pda 508.01(a) or (b); or
- (3) A request to transfer a commercial mooring for hire mooring permit pursuant to Pda 508.02.

(b) The authority shall review and make a decision on whether or not to grant a petition for reconsideration at its next regularly scheduled meeting, if the petition was received at least 10 business days before such meeting. If the petition was not received at least 10 business days before the authority's next regularly scheduled meeting, the authority shall review and make a decision on whether or not to grant the petition for reconsideration at the authority's following regularly scheduled meeting. The authority shall notify the petitioner of the authority's decision on whether to grant or deny the petition within 5 business days of the decision.

(c) When making a decision on a petition for reconsideration, the authority shall consider all information on file with the division concerning the authority's denial under Pda 514.02(b) and any new or additional information relevant to the matter under reconsideration that was not available regarding:

- (1) A permit denial, when the application in question was submitted; or
- (2) The transfer of a commercial mooring permit, when the decision to refuse the permit transfer was rendered.

(d) The authority shall remand the matter to the division director for issuance of the permit or for granting a request for a transfer sought after in the petition for reconsideration, if, after reconsideration, the authority finds:

- (1) One or more of the following:
 - a. It more likely than not that the authority's decision concerning the issuance or transfer of the mooring was based on an error of law or fact;
 - b. That there was a lack of facts that could reasonably sustain the decision to deny or revoke the permit; or
 - c. In the case of denial of a permit because of a late filing under Pda 506.04(d), that:
 1. The petitioner was temporarily incapacitated for:
 - (i) Fifty percent or more of the application period; or
 - (ii) One day or more during the final 10 days of the application period;
 2. The petitioner was on active military service at any time during the application period;
 3. The late filing was caused by the failure of any state or governmental agency to timely provide the petitioner with documentation required for an application by Pda 500; or
 4. A death in the immediate family occurred during the final 10 days of the application period. For the purposes of this paragraph, "immediate family" means grandparents, parents, siblings, spouse, children or grandchildren; and
- (2) All of the following:
 - a. The petition for reconsideration was timely filed in accordance with (a) above;
 - b. The petition for reconsideration filed by the petitioner meets all of the requirements of Pda 514.03; and

c. The petitioner:

1. Meets all of the requirements under Pda 500 for the permit or transfer;
2. Has provided written documentation for any reason claimed under (1)c. above, including, but not limited to:

(i) In the case of temporary incapacitation:

- i. A signed letter from a doctor, nurse, or other medical provider or caregiver attesting to the petitioner's incapacitation;
- ii. A copy of a bill or invoice from an institution where the petitioner received medical or rehabilitative treatment or care; or
- iii. A copy of a statement from an insurance company showing that costs for medical or rehabilitative treatment or care were submitted to the company for services for the petitioner;

(ii) In the case of military service, a signed letter from the petitioner's commanding officer or supervisor attesting to the petitioner's military service;

(iii) In the case of the failure of any state or federal agency to provide the petitioner with documentation needed for an application under Pda 500, a copy of correspondence between the petitioner and a state or governmental agency, showing that the petitioner timely sought documentation needed for an application under Pda 500, but was not provided with the documentation in a timely manner; or

(iv) In the case of a death in the immediate family, to identify the name of the deceased, the relationship to the petitioner, and the date of death; and

3. Has paid the mooring permit reapplication late fee, in the case of petition granted under (1)c. above.

(e) The authority shall deny the request to issue or transfer the permit specified in Pda 514.02(b) if, after reconsideration, the authority finds that:

- (1) It is more likely than not that the decision was not based on any error of law;
- (2) There were facts reasonably sustaining the decision;
- (3) In the case of a late filing under Pda 506.04(d), the petitioner failed to meet the requirements under (d)(1)c. above;
- (4) The petition for reconsideration was not timely filed in accordance with (a) above;
- (5) The petition for reconsideration filed by the petitioner does not meet all of the requirements of Pda 514.03; or
- (6) The petitioner:
 - a. Does not meet all of the requirements under Pda 500 for the permit or transfer;
 - b. Has not provided written documentation for any reason claimed under (d)(1)c. above; or

c. Has not paid the mooring permit reapplication late fee, in the case of petition filed under (d)(1)c. above.

(f) If, after reconsideration, the authority grants the request to issue or transfer the permit sought after in the petition for reconsideration, the petitioner shall return to the division a completed application for the permit sought within 10 business days of receipt of the authority's decision.

Source. #9641, eff 2-1-10 (formerly Pda 514.04); ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Pda 514.06 Appeal to Authority; Standard of Review.

(a) If the division director has denied a request to issue the permit sought after in a petition for reconsideration under Pda 514.04, the petitioner may appeal to the authority within 10 business days after receipt of written notice of denial by the division director.

(b) The appellant shall bear the burden of proving that the decision of the division director to deny appellant's request to issue the permit sought after in a petition for reconsideration under Pda 514.04 was based on an error of law or fact or there was a lack of facts that could reasonably sustain the division director's decision.

(c) The authority shall accept all determinations of the division director made under Pda 514.04 upon questions of fact as lawful and reasonable unless the appellant specifically rebuts such determination of fact as unlawful or unreasonable.

Source. #9641, eff 2-1-10; ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Pda 514.07 Requirements for Appeal. A request for appeal shall:

(a) Specify the date notice of the division director's denial of the request to issue the permit sought after in a petition for reconsideration was received by the appellant;

(b) Specify every reason that the action taken by the division director or authority was contrary to Pda 500 or otherwise unlawful or unreasonable, including any error of law or error of fact;

(c) Include as an attachment a copy of the application or request that was denied or failed to receive approval;

(d) Include any new or additional information relevant to the matter on appeal that was not available at the time the request for reconsideration was made to the director under Pda 514.01;

(e) Specify the reason for the late filing and include as an attachment written documentation supporting the reason specified for late filing; and

(f) Include the following certification:

"I certify under penalty of law that I have personally examined, and am familiar with, the information submitted in this appeal and all of its attachments. I certify that the statements and information submitted therewith are to the best of my knowledge and belief true, accurate and complete."

Source. #9641, eff 2-1-10; ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Pda 514.08 Referral of Matter to Board Member for Recommendation; Procedure for Board Member.

(a) The chair of the board shall designate a board member to review appeals to the authority under Pda 514.06.

(b) The board designate shall:

(1) Notify the appellant in writing that the board designate will be reviewing the matter on appeal on behalf of the board and preparing a recommended decision regarding the appeal for consideration and action by the board;

(2) Provide the appellant an opportunity, including date, time, and location, to meet with the board designate and present his or her information and argument regarding the appeal, provided that the meeting shall occur within 15 business days of the filing of the appeal with the authority;

(3) Notify the appellant that he or she may bring counsel or a personal representative to the meeting;

(4) Notify the appellant that any written information, testimony or argument not previously submitted during reconsideration by the division director shall be submitted to the board designate not later than 5 business days before the date of the meeting with the board designate; and

(5) Notify the appellant that the meeting with the board designate will be recorded.

(c) The division director shall provide the board designate a copy of all information concerning the matter in the possession of the division director.

(d) The following shall apply at the meeting with the board designate:

(1) The board designate shall exclude any additional written information, testimony or argument that was not submitted in accordance with (b)(4) above unless the board designate finds good cause for appellant's failure to comply with (b)(4) above and that late submission was not intended to delay the appeal or the meeting with the board designate. For purposes of this paragraph, "good cause" means that the appellant did not discover, learn of, or formulate the information, testimony, or argument in time to submit such information, testimony, or argument in accordance with (b)(4) above and could not have discovered, learned of, or formulated such information, testimony, or argument with reasonable diligence to comply with (b)(4) above;

(2) The appellant or his or her counsel or representative may direct questions to the board designate, including questions for a division representative(s) present at the meeting;

(3) The division staff may direct questions to the board designate, including questions for appellant or his or her counsel or representative present at the meeting;

(4) The appellant's questions for the division representative(s) and the division's questions to the appellant or appellant's representative shall be asked only by the board designate; and

(5) The board designate may exclude irrelevant, immaterial, or unduly repetitious information, testimony or argument.

(e) Within 10 business days after the meeting with the board designate under (d) above, the board designate, after reviewing the information provided by the division director and the appellant, and after meeting with division staff and the appellant, if the appellant requested such a meeting, shall make a written recommendation to the authority regarding the appeal. The board designate shall at the same time send to the appellant, by first class mail, a copy of the recommendation made to the authority.

Source. #9641, eff 2-1-10; ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Pda 514.09 Authority Action on Appeal.

(a) Within 10 business days of receipt of a recommendation from a board designate, the authority shall notify the appellant in writing:

- (1) That the authority will be reviewing the board designate's recommendation regarding the appeal;
- (2) Of the date, time, and location of the regularly scheduled board meeting at which the review is scheduled, provided that the meeting shall not be sooner than 20 calendar days from the receipt of the board designate's recommendation under Pda 514.08(e);
- (3) That he or she may bring counsel or a personal representative to the meeting; and
- (4) That the meeting with the board will be recorded.

(b) At the board meeting when the appeal is scheduled, the authority shall consider:

- (1) All information on file with the division concerning the matter;
- (2) All information submitted to the authority or board designate under Pda 514.07 and Pda 514.08;
- (3) Any additional written information not previously submitted under Pda 514.07 or Pda 514.08, provided the chair of the authority finds good cause for appellant's failure to comply with Pda 514.07 or Pda 514.08 and that late submission was not intended to delay the appeal or the meeting with the authority. For purposes of this paragraph, "good cause" means that the appellant did not discover or learn of the information in time to submit such information in accordance with Pda 514.07 or Pda 514.08 above and could not have discovered or learned of such information with reasonable diligence to comply with Pda 514.07 or Pda 514.08;
- (4) Any oral statement or argument made by the appellant or his representative or division staff; and
- (5) The recommendation of the board designate.

(c) The following shall apply at the board meeting:

- (1) The appellant may bring counsel or a personal representative;
- (2) The authority shall exclude any additional written information, testimony or argument that was not submitted in accordance with Pda 514.07 and Pda 514.08 unless the chair of the

authority finds good cause for appellant's failure to comply with Pda 514.07 and Pda 514.08 and that late submission was not intended to delay the appeal. For purposes of this paragraph, "good cause" means that the appellant did not discover, learn of, or formulate the information, testimony, or argument in time to submit such information, testimony, or argument in accordance with Pda 514.07 or Pda 514.08 above and could not have discovered, learned of, or formulated such information, testimony, or argument with reasonable diligence to comply with Pda 514.07 or Pda 514.08; and

(3) Any oral information, testimony or argument may be received, but the chair or other presiding officer in the chair's absence shall exclude irrelevant, immaterial, or unduly repetitious information, testimony or argument, including without limitation, information, testimony or argument included in or with the division's file regarding the appellant or the written recommendation of the board designate.

Source. #9641, eff 2-1-10; ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Pda 514.10 Decision by Authority on Appeal. The authority shall render a decision regarding the appeal no later than the next regularly scheduled board meeting following any board meeting held under Pda 514.09.

Source. #9641, eff 2-1-10; ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Pda 514.11 When Matter Remanded to Division Director; Notification of Decision of Authority.

(a) If the authority determines that the permit should be granted because the appellant has met its burden of proving by a preponderance of the evidence that the decision of the division director to deny the appellant's request to issue the permit sought after in the petition for reconsideration was based on an error of law or fact or there was a lack of facts that could reasonably sustain the division director's decision, the authority shall remand the matter to the division director for action in accordance with its decision.

(b) The authority shall notify the appellant of its decision and provide a written copy thereof within 10 business days of issuing a decision pursuant to Pda 514.10.

(c) If the authority determines, under (a) above, that the permit should be granted, the appellant shall return a completed application for the permit sought within 10 business days of receipt of notice from the authority under (b) above.

Source. #9641, eff 2-1-10; ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Pda 514.12 Removal of Representatives.

(a) Upon making a finding of misconduct on the part of any representative appearing before the director, authority or board designate, as applicable, the director, authority or board designate shall prohibit that individual from acting as a representative for the pending matter.

(b) For purposes of this section, misconduct means:

(1) Behavior that is disruptive to the orderly conduct of the reconsideration or appeal; or

(2) A consistent or recurring failure to:

- a. Meet deadlines; or
- b. Comply with the provisions of Pda 514.

(c) Prior to making a finding of misconduct so as to warrant the imposition of such prohibition, the director, authority or board designate, as applicable, shall:

- (1) Inform the representative and the party represented by the representative to the proceeding of the proposed prohibition; and
- (2) Provide an opportunity for the representative and the party represented by the representative to address the director, authority or board designate, as applicable, regarding why the prohibition should or should not be imposed.

Source. #9641, eff 2-1-10; ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Pda 514.13 Requests to Extend Time.

(a) Any person seeking reconsideration or appellant may ask the director, authority, or board designate, as applicable, to extend any time limit established by Pda 514.

(b) A request for an extension of time shall be made in writing to the director, authority, or board designate, as applicable, before the expiration of the prescribed period.

(c) Division staff shall be given an opportunity to object within 5 business days of receiving a request to extend time.

(d) The director, authority or board designate, as applicable, shall grant the requested extension if it determines that:

- (1) The time period is not mandated by statute;
- (2) One of the following applies:
 - a. An extension is necessary to conduct a more effective reconsideration or appeal; or
 - b. The person seeking reconsideration, the appellant, or their representative(s) is incapacitated, has suffered a death in the family, or has otherwise been delayed or prevented from meeting the applicable deadline by unforeseeable circumstances beyond the party's control; and
- (3) No person objects to the extension or, if a person does object, the reason(s) for granting the extension outweigh the reason(s) for denying the extension.

Source. #9641, eff 2-1-10; ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Pda 514.14 Continuance.

(a) Any appellant or person seeking reconsideration may request that a meeting conducted pursuant to Pda 514 be continued for reasonable cause and reconvened or rescheduled.

(b) Prior to filing a request for a continuance of any scheduled meeting regarding a pending reconsideration or appeal made in advance of the meeting, the appellant or person seeking reconsideration seeking the continuance shall seek concurrence with the request from division staff.

(c) A request for a continuance of a meeting with the director, authority or board designate, as applicable, made in advance of such meeting shall:

- (1) Be in writing;
- (2) State the reason(s) for the request;
- (3) Be delivered or received filed at least 5 calendar days before the scheduled meeting date; and
- (4) State whether the division staff agree or disagree with the request or did not respond to the request for concurrence.

(d) A request for a continuance made at a scheduled meeting may be made orally provided notice of such request is recorded by the division director, authority or board designate, as applicable.

(e) The division director, authority or board designate shall grant the request if he or she determines that reasonable cause exists and that no person will be materially prejudiced by the delay.

(f) For purposes of this section, reasonable cause shall include:

- (1) Unavailability of an individual appellant or person seeking reconsideration, or representative, or witness;
- (2) The participants believe that an informal resolution is possible and need more time to resolve the matter; or
- (3) The appellant or person seeking reconsideration or the division are awaiting information, reports, data, or a related court decision which is material to the reconsideration or appeal.

(g) Any grant of a continuance shall specify the time and place at which the meeting shall be rescheduled. The division director, authority or board designate, as applicable, shall provide notice of a rescheduled meeting regarding the reconsideration or appeal in such a manner as is appropriate to ensure that reasonable notice of at least 10 calendar days shall be given of the time and place of the continued meeting.

Source. #9641, eff 2-1-10; ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Mooring #8008 Renewal

April 17, 2024

RECEIVED

514.06 Appeal to Authority: Standard of Review

APR 17 2024

Subject: Division Director has denied a request to issue the permit sought. (renewal)

Mooring Permit #8008, commercial mooring, Rye Harbor

Reason for denial, late filing. Denial letter dated April 12, 2024 (attached)

I (Richard Wickson) acquired mooring 8008 in the year 2000. Being new to the fishing industry and the harbor I was unaware that I could lose my right to renew my mooring.

Realizing that the renewal date was nearing I called the Port Authority in late March to find out what were the consequences of filing late and I was informed of a late filing fee, an address where to bring the documents and a description of the building and specifically nothing else.

I went about gathering the required documents to renew without any haste.

This is the reason for the late filing for the renewal and is backed up with the attached documents. I used standard mail to send the Fish and Game my commercial lobster license renewal which I would have never done had known there was a date at which I would lose my right to renew. When I realized that I may lose my rights, I took care of the license renewal within a few hours. The required documents could have been gathered in a twenty four hour period had I known that my right to renew my mooring would expire.

I'm a good citizen of the harbor and I would like to continue to keep my mooring. I am now aware of the ability to have my rights to the mooring revoked for late filing and this will not happen again.

The late filing was caused by the failure of any state or governmental agency to timely provide the petitioner with documentation required for an application by Pda 500.

- I was only partially informed by a government agency of the consequences of a late filing, no date of revocation was ever mentioned.

I certify under penalty of law that I personally examined, and am familiar with the information submitted in this appeal and all of its attachments. I certify that the statements and information submitted therewith are to the best of my knowledge and belief true, accurate and complete.

Richard Wickson

384.⁰⁰ Mooring fee
50.⁰⁰ Late fee
50.⁰⁰ Skiff

484.⁰⁰

4911

Wickson Construction
261 Central Road
Rye, NH 03870

DATE 4-8-24

63-7150/2113

PAY TO THE ORDER OF

PDH - OPH

\$ 484.⁰⁰

four hundred and eighty four

00/100

DOLLARS



Check on back
Security Features

FOR _____

[Signature]



PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

April 12, 2024

Mr. Richard Wickson
261 Central Road
Rye, NH 03870

Subject: Mooring Permit #8008, Request for Reconsideration

Dear Mr. Wickson,

The Division of Ports and Harbors is in receipt of your Request for Reconsideration, received April 8, 2024, for your mooring permit application that was not accepted because it was received after the initial application period of March 1, 2024, or before the ten business day late application period of March 15, 2024, all in accordance with the New Hampshire Code of Administrative Rules (Rules) CHAPTER Pda 500 MOORINGS AND ANCHORAGES.

The basis for this request for reconsideration is set forth in section:

Pda 514.04 (d)(1) c, 3 – The late filing was caused by the failure of any state or governmental agency to timely provide the petitioner with documentation required for an application under Pda 500

The Rules also set the requirements for documentation to support the reconsideration request in section:

Pda 514.04 (d)(2) c, 2 (iii) – In the case of the failure of any state or federal agency to provide the petitioner with documentation needed for the application under Pda 500, a copy of correspondence between the petitioner and a state or governmental agency, showing that the petitioner timely sought documentation needed for an application under Pda 500, but was not provided the documentation in a timely manner

The following information was provided to the Division by New Hampshire Fish and Game (F&G), indicating the following:

- March 20, 2024, Application for Licenses to take Lobster and Crab was received at F&G
- March 26, 2024 F&G received your required 2023 Annual Lobster Report
- April 8, 2024 F&G received the required Lobster Dealer Report
- April 8, 2024, F&G issued the license, #LB242365

The Division has determined that the New Hampshire Fish and Game Department, an agency of the State, did not fail to timely provide you with the documentation required for your mooring application. And therefore, your request for reconsideration is denied.

Regarding your assertion that you were misinformed regarding the deadline to submit the application, please note the following:

- Commercial mooring applications were post marked November 9, 2023
- Envelope clearly labeled,
Mooring Application Enclosed
Due March 1st
- Envelope clearly had notice of the annual
Commercial Marine Licensing Event
Dover Division of Motor Vehicles
50 Boston Rd., Dover, NH 03820
December 09, 2023
8:00 – 1:00
- The permit application is clearly marked:
Due by March 1st
- Attached to the application form is a section:
INSTRUCTIONS FOR REAPPLICANTS
Payment of all fees owed to the division, the permit application fee and completed application along with all required documentation are due no later than March 1st. Reapplications received after March 1st during the late filing period must be received within 10 business days from the close of business on March 1st and shall include the late filing fee (\$50), in addition to the required documentation and payment. If the reapplicant fee and the late filing fee is not paid and/or the application is not completed and received with proper documentation by the Division of Ports and Harbors by the end of the late filing period, the mooring permit application will not be accepted and the location will be reassigned by the harbormaster.
- Interview with staff indicates that final date and time are always provided.

The Code of Administrative Rules provides another option.

Pda 514.06 Appeal to Authority; Standard of Review.

(a) If the division director has denied a request to issue the permit sought after in a petition for reconsideration under Pda 514.04, the petitioner may appeal to the authority within 10 business days after receipt of written notice of denial by the division director.

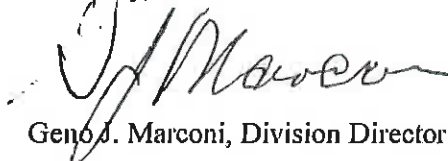
You should review the complete language of Pda 514.06 as well as;

Pda 514.07 Requirements for Appeal and other pertinent sections of the rules. A copy of Pda 514 is included with this letter.

The "Authority" referenced in PDA 514.06 is the Pease Development Authority, 55 International Drive Portsmouth, NH 03801.

Additionally, the original Request for Reconsideration, supplemental documents, and check are being returned, copies have been retained at the Division office. If you have any questions regarding the process, please contact me.

Sincerely,



Geno J. Marconi, Division Director

Reference: Letter Received April 1, 2024 mooring permit has expired.
Today's Date: April 8, 2024



555 Market Street, Suite 3, Portsmouth, NH 03801

APR 8 2024

Dear Mr. Wickson,

April 1, 2024

As of March 31, 2024, your mooring permit(s) have expired. Please arrange to remove the mooring equipment immediately.

Pda 503.01 Mooring Permit Required. No person shall erect, install, maintain, use, have control over, or set a mooring within the state tidal waters unless a complete mooring permit application has been submitted to the division in accordance with Pda 500 and a mooring permit has been issued by the division.

Thank you for your cooperation and attention to this matter.
If you have any questions, please call the office at the number below.

Pease Development Authority
Division of Ports & Harbors
555 Market Street
Portsmouth NH 03801
(603) 436-8500

○○○○ TAKING YOU THERE

1000 Lakeside Drive, Portsmouth, NH 03801

514.03 Petition for Reconsideration

This mooring application has been turned in late due to several factors. NH Port Authority lists four acceptable reasons for tardy applications.

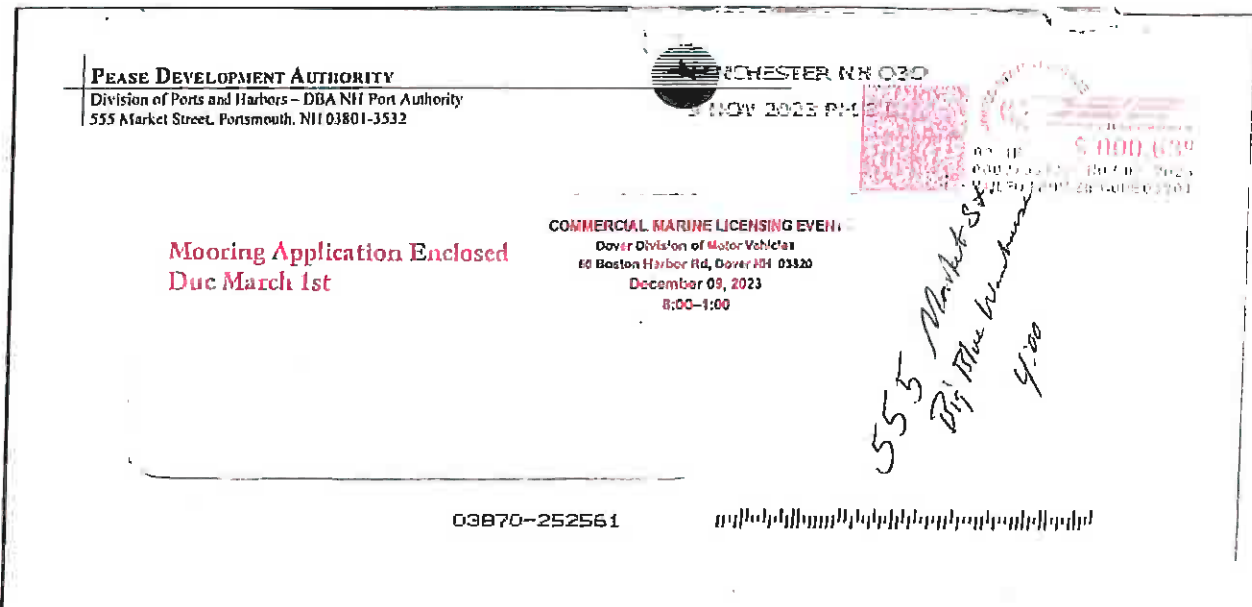
I did not lose a family member; I was not deployed and I was not physically incapacitated. Leaving the last acceptable reason for this tardy application.

Pda 514.04

The late filing was caused by the failure of any state or governmental agency to timely provide the petitioner with documentation required for an application under Pda 500.

I see that I was slowed and misinformed in my pursuit to furnish this mooring application on time.

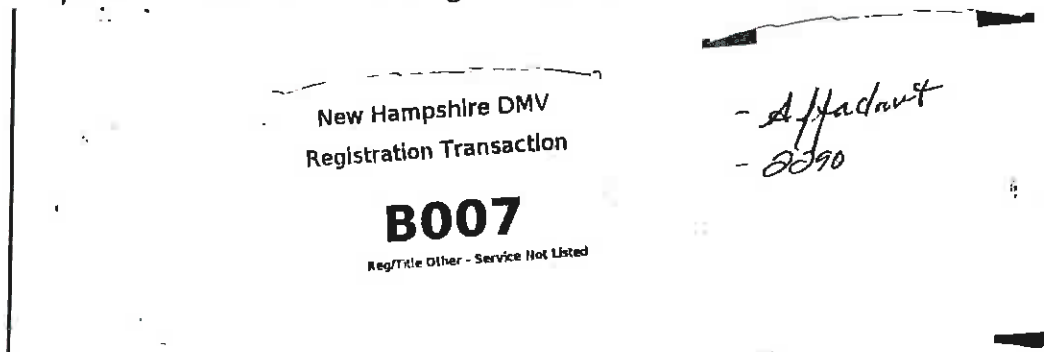
Upon the realization that the deadline was fast approaching, I placed a call to the NH Port Authority located at 555 Market Street in Portsmouth. The phone call was answered by a young man. I did not jot down his name because I was not aware of any dates or times where my rights to renew my mooring would expire. In hindsight, I wish I had recorded the phone call. The message I received was a fairly laid back answer to my concerns of the late filing. The answer was that "I would incur a late fee charge of fifty dollars and that I would need to bring my completed package to 555 Market Street, a large blue industrial building and that the building closes at 4PM." Please see the attached envelope that I made the notes on. No mention of an expiration date.



This is the first action where I see a failure by a government agency to fully communicate the requirements of a late mooring application.

Had this conversation included the expiration date details; I would have expedited all required documents within the ten day period that I had to submit my application. I instead worked towards gathering my required documents using methodology that set pace to gather the required paperwork but did not include any haste. Specific methods that prove my theory; I used the US mail for my commercial lobster license application and landings paperwork. This added nearly twenty days, if I had known of the deadline I would have drove myself to Concord as I did today.

The second way the State inhibited my pursuit to furnish this application on time was that at the Registry of Motor Vehicles in Dover, while attempting to register the Lobster Boat and Skiff I was turned away in lane six because I was missing an Affidavit and a 2290 form.



The Dover DMV did not have any Affidavit forms, this added an additional day to this process as I had to leave the DMV. The misinformation again shows up with the required 2290 form. The 2290 form is highway fuel tax form which I printed and brought back to the Dover DMV the next day, upon review of the document the teller agreed a boat should have to fill out a Highway Fuel Tax form.

This failure added time to the duration it took to complete the required mooring application.

Lastly, As a reminder, I was not aggressively gathering this information, as at this point I was still unaware of an expiration date.

Fish and Game licenses are available immediately online. Or show up in person and obtain them on the spot. I gained my resi saltwater, resi clam and resi freshwater licenses all online instantly. And spent time reviewing the other options with some confusion. The option to renew my commercial lobster license was not available online. I believe this failure to have the option for renewal online is the last acceptable reason why my application is late. Once aware of the expiration date and the slow process of renewing with mail ins, I drove myself to Fish and Game took care of these last missing documents.

March 20 24

- Received 2023 Annual Report on March 26, 2024 ✓
- Came into office (Durham, NH) April 8, 2024 to fill out 2022 Annual Report + Dealer ✓

Report

→ All set to purchase 2024 license!

Laura Skypus

Jane A. Skypus 4/8/23



N.H. FISH GAME DEPARTMENT
11 Hazen Drive
Concord, New Hampshire 03301

No: LB242365

LICENSES TO TAKE LOBSTER AND CRAB

Name: RICHARD L WICKSON
Address: 261 CENTRAL RD, RYE, NH 03870
Height: 6' 10" Hair: BRO Eyes: BLU

License	Fees
PART-TIME COMM LOBS-100	\$125.00
LOBSTER HELPERS	\$20.00
TOTAL LICENSE FEES	\$145.00

Vessel Name or No.: NH 8754 BJ
Barrel Colors: WHITE
Spindle Colors: BLUE

Date issued: 4/8/2024 Time issued 09:37AM FEDERAL LOBSTER PERMIT

EXACT COLORS MUST BE DISPLAYED ON BOAT RSA 211:33.
Reports required by selected lobstermen by the 10th of each month for the previous month. (FS 609 G) RSA 211:10 RSA 211:20) Licensee subject to penalties for making untrue false statements under RSA 641:3
Sportsperson statement. I certify that my privileges to fish, hunt, trap, guide, take or land lobsters, or engage in commercial marine fishing activities are not under suspension or revocation in any state or province (RSA 214:1E) and further certify that I am aware that any conviction of certain felonies in any state or province prohibits the possession of a firearm or other dangerous weapon

Signature of Licensee

Scott R. Wilson
Executive Director

THIS LICENSE EXPIRES DECEMBER 31, 2024

In a few sentences I would like to point out that I have been a respectful and good citizen of the harbor and the people who work there.

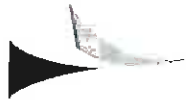
I was able to rescue a drowning woman who was entangled in the skiffs. She was a large fully clothed woman and she had attempted to step onto a skiff and lost her footing. After noticing the flailing, I was able to grab her belt and pull her up onto the commercial dock. All without making a fuss and offering a towel and some hot coffee.

I have been respectful of Judy and Leo and will continue to be as I view them as mentors and stewards of the Harbor. I have stayed out of any trouble as it pertains to lobster grounds and territories and I have avoided all of the drama that stems from the shack businesses.

As lobster prices fluctuate, I have also provided other options for income for some of the other men in the harbor. Boat work, engine repair and even help finding employment outside of the harbor.

Thank you for taking the time to reconsider.

Rick Wickson.



PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

Richard Wickson
Revolver
261 Central Rd.
Rye, NH 03870

November 14, 2023

Dear Mr. Wickson,

Enclosed please find an application form for a 2024 Annual Pier Use Permit at the Rye Harbor Commercial Pier. Also enclosed is a safety use document which needs to be signed and returned. Please make sure to print your name on the safety document as well as your signature.

A Pier Use Permit, which is valid from January 1st to December 31st, is required for all vessels ***PRIOR*** to use of the facility beginning January 1. Skiff permit applications have also been enclosed if applicable. ***NOTE: On Dec 9, 2023, NH Fish & Game Licenses & Vessel Registrations can be obtained at the Dover DMV Office from 8:00 to 1:00. No appointment is necessary. Mooring permits, pier use permits & berthing permits can be completed while there with the 2024 vessel registration and F&G license. Please bring the applications that have been mailed to you on that day. You may contact the Port Authority at (603) 436-8500 with questions.***

The Pier Use Application **requires the following documentation**. Please complete all information requested on the form, check for accuracy and sign the document. Along with the application and fee, the required documentation is as follows:

- A photocopy of the 2024 NH (or other state) Registration for the vessel
- A photocopy of the 2024 NH Fish & Game Saltwater, Lobster/Crab or Multi-Species license
- A photocopy of a valid vehicle registration & owner name of any vehicle associated with your vessel that will be utilizing the parking area at the Portsmouth, Rye or Hampton facilities
- Annual Hoist Safety Acknowledgement Sheet.

Once your completed application and documentation has been received, you will be sent a copy of your approved permit, a Pier Use decal for your vessel, skiff permit decal (if applicable) and vehicle parking decals. Pier Use also allows you use of Hampton & Portsmouth. **Please note that an approved permit for Pier Use cannot be issued without the required documentation or signed application.** The fee for the Annual Pier Use Permit application is \$12 per LOA (length overall). Your check should be made payable to: PDA-DPH. Mail to 555 Market Street, Portsmouth, NH 03801.

Pier Use Permits need to be obtained ***prior to use of the pier including a single pier use permit which is good for a one-time use of the pier, now at \$6 per LOA.*** Please feel free to call the Rye Harbor office at (603) 319-8246 with any questions or email m.huff@peasedev.org.

Sincerely


Mandy Huff

NH Port Authority
Rye Harbor

○○○○ TAKING YOU THERE

ph. 603-436-8500

fax: 603-436-2780

www.peasedev.org

ANNUAL HOIST SAFETY ACKNOWLEDGEMENT SHEET



PORTS AND HARBORS

Vessel Name Revolver
Location RYE HAMPTON PFP
(CIRCLE ALL APPLICABLE LOCATIONS)

555 Market Street, Suite 1 Portsmouth, NH 03801

January 1, 2024

Dear Commercial Pier User,

The following are excerpts from the **OPERATING INSTRUCTIONS AND SAFETY PROCEDURES MANUAL** for the hydraulic line hoists at the Portsmouth Commercial Fish Pier and the electric chain hoist at the Rye and Hampton Marine Facilities. Please read these basic **SAFETY PROCEDURES**, sign below that you understand the **SAFETY PROCEDURES**, and agree that you and your crew will execute these basic **SAFETY PROCEDURES** when using the hoists.

- Before picking up a load, check to see that the hoist is **DIRECTLY OVERHEAD**.
- **WHEN APPLYING A LOAD, IT SHOULD BE DIRECTLY UNDER THE HOIST. AVOID OFF CENTER LOADING OF ANY KIND.**
- Take up a slack load chain/line carefully and start load easily to avoid shock and jerking of hoist load chain/line. If there is any evidence of overloading, immediately lower the load and remove the excess load.
- **DO NOT** allow the load to swing or twist while hoisting. **USE A TAG LINE** to control the load.
- **DO NOT** use the control handle and the control wire as a tag line.
- **DO NOT** allow the load to bear against the hook latch. Apply the load to the hook bowl or saddle **ONLY**.
- When preparing to lift a load, be sure that the attachments to the hook are firmly seated.
- Continue to lift **ONLY** after you are assured the load is free of all obstructions.
- **DO NOT** wrap the load chain/line around the load and hook onto itself as a choker.
- **DO NOT** load the hoist beyond the rated capacity.
- Stand clear of the load and avoid moving the load over the heads of other personnel. Warn personnel of your intentions to move a load in their area.
- **DO NOT** use the lift for lifting persons.
- **NEVER** operate the hoist when flammable materials or vapors are present. Electrical devices produce arcs or sparks that can cause fire or explosion.
- **STAY ALERT!** Watch what you are doing and use common sense. Do not use the hoist when you are tired, distracted or under the influence of drugs, alcohol or medication causing diminished control.
- Report any operating problems to the Port Authority immediately.

I have read and understand the **OPERATING AND SAFETY INSTRUCTIONS** as listed above, and agree to exercise all caution and safety practices when operating the electric chain/line hoists or any hoist at the commercial piers under the management of the Division of Ports and Harbors (Port Authority) and failure to comply with the **OPERATING AND SAFETY INSTRUCTIONS** may result in revocation of permits.

Rick Wickes
PRINT NAME

Revolver
PRINT VESSEL NAME

Signature: [Signature]

Date: 4.5.24

**Return to any Port Authority office, or by mail to:
NH Port Authority, 555 Market St. Portsmouth, NH 03801.
This notice must be on file with the NH Port Authority prior to using the hoists at the
Rye or Hampton Marine Facilities and Portsmouth Commercial Fish Pier**

FOR DIVISION USE ONLY

CUSTOMER NO. 584

CHECK NO. Rec'd By

Date Application Received

DECAL NO.

PIER USE PERMIT NO.

Time Application Received

STATE AGENCY

DUE BEFORE USE OF PIER IN 2024

PEASE DEVELOPMENT AUTHORITY DIVISION OF PORTS AND HARBORS 555 Market St., Portsmouth, NH 03801 (603) 436-8500

2023 ANNUAL PIER USE PERMIT APPLICATION AND PERMIT

Mailing Address:

Business/Permanent Address (if different):

Richard Wickson 261 Central Road Rye, NH 03870

SECTION I - APPLICATION FOR ANNUAL PIER USE PERMIT

Applicant's Full Legal Name: Richard Wickson

Business Name (if applicable):

Type of Activity (Commercial Fishing/Commercial Cargo Vessel/Charter Boat/Off-Site Business):

Type of Entity (Sole Proprietorship/Partnership/Corporation/LLC/Trust/Association/State Agency/Other):

Telephone Number(s) (Including Area Code)

Send Mail To: Permanent Address Mailing Address

Business: Fax:

E-mail Address (if applicable):

Home:

Pier Use Location (Hampton/Portsmouth/Rye): Rye

Emergency phone: Cell: (978) 423-4521

Skiff Permit Required (Yes/No):

SECTION II - VESSEL INFORMATION AND PERMIT FEE

Table with 7 columns: VESSEL NAME, NH or OTHER STATE REGISTRATION #, LENGTH OVERALL, DRAFT, WIDTH, COLOR, TYPE OF VESSEL. Row 1: Revolver, NH8861BJ, 32.0

FEDERAL DOCUMENTATION NO. (if applicable):

PERMIT FEE \$ 384.00

SECTION III - VEHICLE REGISTRATION(S)

List license plate number for each vehicle for which a business-pier vehicle use sticker is being requested.

Applicant's Vehicle: WXN-04

Crew or Employee Vehicles (maximum of 10, if needed):

- 1. WXN-04 6. 2. 7. 3. 8. 4. 9. 5. 10.

SECTION IV - CERTIFICATION AND SIGNATURE

I certify that the statements and information in the enclosed documents are to the best of my knowledge and belief true, accurate and complete. I am aware that my pier use permit may be withdrawn by the Pease Development Authority for submitting false statements or information or omitting required statements or information.

Signature of Applicant (Sole Proprietorship or Partnership)

Date: 3-14-24

Or Signature and Title of duly authorized officer or member of Applicant

SECTION V - PIER USE PERMIT (to be completed by Division)

Vehicle Sticker #(s)

This permit is valid from Jan 1, 2023 to December 31, 2023

Approved by:

Date:

Division Director (or Designee)

SECTION VI - REQUIRED DOCUMENTS

All applicants shall provide the pier use permit fee at time of application.

- I. If applicant is engaged in commercial fishing, applicant shall provide:
 - A. A photocopy of the applicant's New Hampshire or other state registration for a commercial vessel.
 - B. A photocopy of the New Hampshire fish and game saltwater fishing license or New Hampshire fish and game commercial lobster license, if any, of the applicant or, if the applicant is a business entity, of at least one officer or one member of the business entity;
 - C. A photocopy of applicant's New Hampshire marine species wholesale license, if applicable;
 - D. Photocopy of vehicle registration for each vehicle applicant seeks to obtain business-use pier vehicle stickers(s).
- II. If the applicant is a commercial cargo vessel, applicant shall provide:
 - A. A photocopy of vehicle registration for each vehicle for which applicant seeks to obtain business-use pier vehicle sticker(s).
- III. If applicant operates a charter boat, applicant shall provide:
 - A. A photocopy of the vessel's New Hampshire or other state registration;
 - B. A photocopy of US Coast Guard Captain's merchant mariner's license for operator;
 - C. A photocopy of vehicle registration for each vehicle for which applicant seeks to obtain business-use pier vehicle sticker(s).
- IV. If applicant is an off-site business applicant, applicant shall provide:
 - A. An explanation of:
 1. Why applicant needs to use the pier(s); and
 2. Which pier(s) applicant needs to use.
 - B. A photocopy of vehicle registration for each vehicle for which applicant seeks to obtain business-use pier vehicle sticker(s).
- V. If Applicant is a Government Agency, then Applicant shall:
 - A. Identify the government agency that he or she is representing;
 - B. Identify the nature of the official business of the government agency that he or she will be conducting at the commercial pier or associated facilities;
 - C. Provide:
 1. A government-issued photo identification card that identifies the person as an employee or agent of the government agency; or
 2. A government issued identification card that identifies the person as an employee or agent of the government agency and a photo identification card

SECTION VII - APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS:

1. Please print or type all information.
2. All information must be completed. Incomplete applications will not be accepted.
3. Make check or money order payable to: "Pease Development Authority, Division of Ports and Harbors" or "PDA - DPH".
4. Return completed Annual Pier Use Application with documentation and payment to:

Deliver To:

Pease Development Authority
Division of Ports and Harbors
555 Market Street
Portsmouth, NH 03801

Mail To:

Pease Development Authority
Division of Ports and Harbors
555 Market St
Portsmouth, NH 03801

5. Upon approval of the pier use application by the Division Director or designee, a fully executed copy of the pier use application/permit and applicable stickers will be sent to you.

SECTION VII - PIER USE REQUIREMENTS

1. Annual Pier Use Permit holder shall be permitted to remain secured to the pier to conduct its business that requires use of the pier only as long as necessary to complete its business, provided that the time period shall not exceed 12 hours (Pda 604.02(e)).
2. No person shall operate or park a vehicle on a business-use pier or in a business-use parking area unless the vehicle displays a valid, numbered business-use pier vehicle sticker, except as provided in Pda 603.03 (d).
3. If a vehicle is in violation of Pda 603.03 - 603.04, the vehicle may be towed at the owner's expense.
4. Use of the piers and associated facilities is at the user's own risk. The Division shall not be responsible for any loss or damage to persons or property not owned by the Division (Pda 603.10 (a)).
5. Camping or sleeping on commercial piers is forbidden.
6. Storage of a vessel, trailer, equipment or other property is not allowed unless the Applicant has entered into a storage agreement with the Division.
7. Lobster bait shall not be stored on the commercial piers and associated facilities for more than 24 hours.
8. Annual pier use permits are non-transferable.
9. Business-use pier vehicle stickers are non-transferable.
10. The conditions of Pda 604.02(h) must be met before the permit holder substitutes a modified or replacement vessel for the vessel identified in the pier use permit.
11. The permit holder must notify the Division in writing within 30 days of any changes to information required under Pda 609.01(b)(1)-(10).
The information in Section VII does not include all pier use requirements. You may obtain the Division rules relating to pier use requirements (Pda600) from the Division office for a fee or at no charge on the website of Pease Development Authority, Division of Ports and Harbors: www.portofnh.org.

FOR DIVISION USE ONLY

CUSTOMER NO. 584

CHECK NO. Rec'd By

Date Application Received

DECAL NO.

SKIFF PERMIT NO.

Time Application Received

MOORING PERMIT NO.

STATE AGENCY

PEASE DEVELOPMENT AUTHORITY
DIVISION OF PORTS AND HARBORS
555 Market St, Portsmouth, NH 03801
(603) 436-8500
2024 SKIFF PERMIT AND APPLICATION

Mailing Address:

Business/Permanent Address (if different):

Richard Wickson
261 Central Road
Rye, NH 03870

SECTION I - APPLICATION FOR SKIFF PERMIT

Applicant's Full Legal Name: Richard Wickson
State Agency Name (if applicable):
Telephone Number(s) (Including Area Code)
Business:
Home:
Emergency phone: Cell:

SECTION II - PERMIT FEE

PERMIT FEE \$ 50.00

SECTION III - CERTIFICATION AND SIGNATURE

I certify that the statements and information in the enclosed documents are to the best of my knowledge and belief true, accurate and complete. I am aware that my skiff permit may be withdrawn by the Pease Development Authority for submitting false statements or information or omitting required statements or information.

Signature of Applicant (handwritten signature)

Date: 3.14.24

Or Signature and Title of duly authorized officer or member of Applicant

SECTION IV - PIER USE PERMIT (to be completed by Divison)

Skiff Dock Location: Hamplon Portsmouth Rye

This permit is valid from January 2023 to December 31, 2023

Approved by: Division Director (or Designee)

Date:

SECTION V - REQUIRED DOCUMENTS

- I. If Applicant is not a State Agency, then Applicant shall provide:
A. A photocopy of current Mooring Permit;
B. Skiff Permit Fee
II. If Applicant is a Government Agency, then Applicant shall:
A. Identify the government agency that he or she is representing;
B. Identify the nature of the official business of the government agency that he or she will be conducting at the commercial pier or associated facilities;
C. Provide:
1. A government-issued photo identification card that identifies the person as an employee or agent of the government agency; or
2. A government issued identification card that identifies the person as an employee or agent of the government agency and a photo identification card

SECTION VI - APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS:

For New Applicants:

1. Please print or type all information.
2. All information must be completed. Incomplete applications will not be accepted.
3. Make check or money order payable to: "Pease Development Authority, Division of Ports and Harbors" or "PDA - DPH".
4. Return completed Skiff Permit Application with documentation and payment to:

Deliver To:

Pease Development Authority
Division of Ports and Harbors
555 Market Street
Portsmouth, NH 03801

Mail To:

Pease Development Authority
Division of Ports and Harbors
555 Market Street
Portsmouth, NH 03801

5. Upon approval of the Skiff Permit by the Division Director or designee, a fully executed copy of the skiff permit and skiff sticker will be sent to you.

SECTION VII - SKIFF PERMIT REQUIREMENTS

1. This Skiff Permit is valid for use on a space available basis.
2. The Skiff Permit is non-transferable.
3. The permit holder must notify the Division in writing within 30 days of any changes to name, address or telephone information.
4. Use of the piers and associated facilities is at the user's own risk. The Division shall not be responsible for any loss or damage to persons or property not owned by the Division (Pda 603.10 (a)).
5. Camping or sleeping on commercial piers is forbidden.

The information in Section VII does not include all skiff use requirements. You may obtain the Division rules relating to pier use requirements (Pda600) from the Division office for a fee or at no charge on the website of Pease Development Authority, Division of Ports and Harbors: www.portofnh.org.

(2) The authority shall exclude any additional written information, testimony or argument that was not submitted in accordance with Pda 514.07 and Pda 514.08 unless the chair of the authority finds good cause for appellant's failure to comply with Pda 514.07 and Pda 514.08 and that late submission was not intended to delay the appeal. For purposes of this paragraph, "good cause" means that the appellant did not discover, learn of, or formulate the information, testimony, or argument in time to submit such information, testimony, or argument in accordance with Pda 514.07 or Pda 514.08 above and could not have discovered, learned of, or formulated such information, testimony, or argument with reasonable diligence to comply with Pda 514.07 or Pda 514.08; and

(3) Any oral information, testimony or argument may be received, but the chair or other presiding officer in the chair's absence shall exclude irrelevant, immaterial, or unduly repetitious information, testimony or argument, including without limitation, information, testimony or argument included in or with the division's file regarding the appellant or the written recommendation of the board designate.

Source. #9641, eff 2-1-10; ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Pda 514.10 Decision by Authority on Appeal. The authority shall render a decision regarding the appeal no later than the next regularly scheduled board meeting following any board meeting held under Pda 514.09.

Source. #9641, eff 2-1-10; ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Pda 514.11 When Matter Remanded to Division Director; Notification of Decision of Authority.

(a) If the authority determines that the permit should be granted because the appellant has met its burden of proving by a preponderance of the evidence that the decision of the division director to deny the appellant's request to issue the permit sought after in the petition for reconsideration was based on an error of law or fact or there was a lack of facts that could reasonably sustain the division director's decision, the authority shall remand the matter to the division director for action in accordance with its decision.

(b) The authority shall notify the appellant of its decision and provide a written copy thereof within 10 business days of issuing a decision pursuant to Pda 514.10.

(c) If the authority determines, under (a) above, that the permit should be granted, the appellant shall return a completed application for the permit sought within 10 business days of receipt of notice from the authority under (b) above.

Source. #9641, eff 2-1-10; ss by #9975, eff 8-20-11 (See Revision Note at chapter heading for Pda 500); ss by #12958, eff 12-24-19

Mooring Appeal – Richard Wickson

Recommendation of Board Designate (Steve Fournier) dated May 13, 2024

PDA Board Review is governed by NH Administrative Rule Pda 514.09 – 11 (emphasis added)

Pda 514.09 Authority Action on Appeal.

(a) Within 10 business days of receipt of a recommendation from a board designate, the authority shall notify the appellant in writing:

- (1) That the authority will be reviewing the board designate's recommendation regarding the appeal;
- (2) Of the date, time, and location of the regularly scheduled board meeting at which the review is scheduled, provided that the meeting shall not be sooner than 20 calendar days from the receipt of the board designate's recommendation under Pda 514.08(e);
- (3) That he or she may bring counsel or a personal representative to the meeting; and
- (4) That the meeting with the board will be recorded.

(b) At the board meeting when the appeal is scheduled, the authority shall consider:

- (1) All information on file with the division concerning the matter;
- (2) All information submitted to the authority or board designate under Pda 514.07 and Pda 514.08;
- (3) Any additional written information not previously submitted under Pda 514.07 or Pda 514.08, provided the chair of the authority finds good cause for appellant's failure to comply with Pda 514.07 or Pda 514.08 and that late submission was not intended to delay the appeal or the meeting with the authority. For purposes of this paragraph, "good cause" means that the appellant did not discover or learn of the information in time to submit such information in accordance with Pda 514.07 or Pda 514.08 above and could not have discovered or learned of such information with reasonable diligence to comply with Pda 514.07 or Pda 514.08;
- (4) Any oral statement or argument made by the appellant or his representative or division staff; and
- (5) The recommendation of the board designate.

(c) The following shall apply at the board meeting:

- (1) The appellant may bring counsel or a personal representative;

7425

Customer Number	7425	Mooring Field	Rye	Date/Time Received	_____
Permit Number	8008	Permit Fee	\$384.00	Check/Receipt No.	_____



PEASE DEVELOPMENT AUTHORITY; DIVISION OF PORTS AND HARBORS

555 Market Street, Portsmouth, NH 03801-3532
 (603) 436-8500 Office (603) 436-2780 Fax
 www.portofnh.org

Due By March 1st

2024 - 2025

COMMERCIAL USE MOORING APPLICATION AND PERMIT

Mailing Address:

RICHARD L WICKSON REVOLVER LLC
 261 CENTRAL ROAD
 RYE, NH 03870-2525

Permanent Address:

(If different than mailing address)

261 CENTRAL ROAD
 RYE, NH 03870-2525

SECTION I - APPLICANT INFORMATION

IF PRE-ENTERED INFORMATION IS INCORRECT, SEE SECTION I INSTRUCTIONS ON REVERSE SIDE OF FORM.

Applicant's Full Legal Name: RICHARD L WICKSON

Business Name (if applicable): REVOLVER LLC

Contact Name/Phone Number: _____

E-mail Address: rwickson@wicksonconstruction.com

Telephone Number (Area Code): Permanent/Home _____ Cell: _____

Business: _____ Fax: _____ Emergency: _____

Send Mail To: _____ Permanent Address Mailing Address _____ Type of Activity: Commercial Fishing

Type of Entity: Sole Proprietorship Partnership Corporation LLC Trust Association Other

SECTION II - VESSEL INFORMATION, FEES AND MOORING EQUIPMENT

DO NOT CHANGE ANY PRE-ENTERED INFORMATION, SEE SECTION II INSTRUCTIONS ON REVERSE SIDE OF FORM.

VESSEL NAME	STATE REGISTRATION NO.	LENGTH OVERALL*	PERMIT FEE	DRAFT	COLOR	TYPE OF VESSEL (ex: sail/power)
Revolver	NH8861BJ	32.0	\$384.00	2.0	whi/gry	Power

*Length Overall is defined in NH Code of Administrative Rules Pda 502.13 as the distance in feet of the vessel from stem to stern plus the length of any pulpits, anchors, davits, swim platforms, dinghies, or other attachments to the vessel. **Mooring Fee Schedule effective 4/1/19; \$12.00 per foot length overall (LOA), a minimum of \$200 for all commercial use permitted mooringss, ad an \$50 Initial Application fee when applicable.

Location: _____

SECTION III - CERTIFICATION AND SIGNATURE

(1) If the vessel owner is other than an individual: "I hereby certify that the applicant uses the vessel described in this application primarily for commercial purposes and that such vessel is not used for noncommercial use for more than 14 days cumulatively during the period from April 1 to March 31. I also certify that I am duly authorized on behalf of the applicant to make the foregoing certification;" (2) If the vessel owner is an individual: "I hereby certify that I use the vessel described in this application primarily for commercial purposes and that such vessel is not used for noncommercial use for more than 14 days cumulatively during the period from April 1 to March 31;" (3) "I hereby certify that I, or the business organization that I represent, release and indemnify Pease Development Authority and hold Pease Development Authority harmless from any and all claims or liability which may arise on account of the use of the mooring;" (4) If the application is for a temporary seasonal mooring permit: "I hereby certify that I, or the business organization that I represent, enters into an agreement with the mooring permit holder to use the mooring equipment presently located at the mooring site, I acknowledge that the mooring equipment is not owned or maintained by the Pease Development Authority and that the Pease Development Authority makes no representation as to the condition of the mooring equipment or its suitability for my intended use;" (5) "I hereby certify that the statements and information in the enclosed documents are to the best of my knowledge and belief true, accurate and complete. I am aware that my mooring permit or placement on a mooring wait list may be withdrawn by the Pease Development Authority for submitting false statements or information or omitting required statements or information."

Pursuant to Pda 510.02, all mooring balls must be marked with the last name of the permit holder, if an individual, or the name of the business organization, trust or not-for-profit entity, as applicable and permit number. Failure to comply with the requirements of Pda 510.02 may result in revocation of your mooring permit.

SIGNATURE OF APPLICANT [Signature] DATE 3-14-24

PERMIT WILL NOT BE ACCEPTED UNLESS SIGNED AND RETURNED WITH APPLICABLE DOCUMENT(S) AND FEE(S).

SECTION IV - COMMERCIAL USE MOORING PERMIT

This permit once approved by the Harbor Master is valid from April 1, 2024 until March 31, 2025.

Approved by Harbormaster: _____

Date: _____

SECTION V - REQUIRED ATTACHMENTS

I. Commercial Use Mooring Permit Applicant shall attach the following documents;

- A. Copy of the current New Hampshire state registration for the vessel listed on the mooring permit application, unless the vessel is not required to be registered under New Hampshire law; or
- B. If the vessel is not required to be registered under New Hampshire law, a photograph of the vessel; and
- C. If not previously submitted, each applicant shall provide:
 - 1. A statement stating whether the applicant is:
 - a). A partnership, including the type of partnership;
 - b). A corporation;
 - c). A limited liability company
 - d). A trust, including type of trust;
 - e). An association;
 - f). Sole Proprietorship
 - g). Another entity, including a description of such entity's organizational structure
 - 2. A list of applicant's directors, officers, managers, trustees, or members, as applicable; and
- D. Each applicant, except a sole proprietorship or general partnership, shall provide proof of authorization from the New Hampshire Secretary of State to do business in New Hampshire.
- E. Each applicant that is a trust and unincorporated business organization, including, but not limited to, partnership and unincorporated associations shall provide a copy of its governing instruments.
- F. The mooring permit fee, provided that fees paid in the form of a check or a money order shall be made payable to "Pease Development Authority, Division of Ports and Harbors" or "PDA/DPH."

II. If applicant is a sole proprietorship, doing business in New Hampshire under any other name than his/her own, a partnership, association, or any other entity required to register a trade name with the New Hampshire Secretary of State pursuant to RSA 349.1, applicant shall also provide:

- A. Copy of the certificate of trade name issued by the Secretary of State;

III. If applicant is engaged in commercial fishing, applicant shall also provide:

- A. A photocopy of the New Hampshire fish and game saltwater fishing license or New Hampshire fish and game commercial lobster license of the applicant or, if the applicant is a business entity, of a least one officer or one member of the business entity; and
- B. Documentary evidence of commercial sales of marine species for the prior calendar year, unless the business is starting up the year of application;

IV. If applicant operates a charter boat, applicant shall also provide:

- A. A photocopy of the US Coast Guard Captain's license of the applicant, or, if the applicant is a business entity, or at least one officer, member, or employee of the business entity, for the type and size of vessel of the applicant;
- B. A minimum of 2 items of business identification from the following list:
 - 1. Business brochure;
 - 2. Photocopy of the passenger manifest or log book for the most recent month prior to the application;
 - 3. Photocopy of receipt(s) for business advertisement(s) commissioned within the most recent 12 months prior to this application, and
 - 4. Evidence of membership in a business or marine-related trade association, including, but not limited to:
 - (i) A current membership card; or
 - (ii) A letter from an officer of the association attesting to the current membership of the applicant in the association;

V. If applicant is a water dependent business, applicant shall also provide:

- A. A minimum of 2 items of business identification from the following list:
 - 1. Business brochure;
 - 2. Photocopy of receipt(s) for business advertisement(s) commissioned within the most recent 12 months prior to this application; and
 - 3. Evidence of membership in a business or marine-related trade association, including, but not limited to:
 - (i) A current membership card; or
 - (ii) A letter from an officer of the association attesting to the current membership of the applicant in the association;

SECTION VI - APPLICATION INSTRUCTIONS

1. Please clearly print or type all information.
2. All information must be completed. Incomplete applications will not be accepted.
3. Make check or money order payable to: Pease Development Authority; Division of Ports and Harbors (or PDA/DPH).
4. Return completed Commercial Use Mooring Application and Permit with documentation and payment to:
Pease Development Authority; Division of Ports and Harbors (or PDA/DPH) 555 Market Street Portsmouth, NH 03801-3532
5. Upon approval of the mooring permit application by the Harbor Master, a fully executed copy of the mooring application and permit will be sent to you.

SECTION I INSTRUCTIONS:

1. For business applicants, the person authorized to sign and certify the application on behalf of the business should insert his or her name in the line marked "Applicant's Full Legal Name".
2. Write in any corrections to incorrect pre-entered information in Section 1.
3. If you plan to modify or replace the vessel listed in the Section II during the term of this permit, contact the Division for a determination of whether the new vessel will fit on the mooring and the mooring location.

SECTION II INSTRUCTIONS:

1. Do not change any pre-entered information in Section II. Altered applications will not be accepted.
2. If the vessel for which a mooring permit is requested is different from the vessel pre-entered in Section II, Applicant should immediately notify the Division in writing of the change of vessel for a determination of whether the existing mooring and mooring location may be used for the vessel as provided in Pda 505.03. All vessel information must be finalized by March 1.
3. If you plan to modify or replace the vessel listed in Section II during the term of this permit, contact the Division for a determination of whether the new vessel will fit on the mooring and the mooring location.

INSTRUCTIONS FOR REAPPLICANTS:

Payment of all fees owed to the division, the permit reapplication fee and completed application along with all required documentation are due no later than March 1st. Reapplications received after March 1st during the late filing period must be received within 10 business days from the close of business on March 1st and shall include the late filing fee (\$50), in addition to the required documentation and payment. If the reapplication fee and late filing fee is not paid and/or the application is not completed and received with proper documentation by the Division of Ports and Harbors by the end of the late filing period, the mooring permit application will not be accepted and the mooring location will be reassigned by the harbormaster.

SECTION VII - COMMERCIAL USE MOORING REQUIREMENTS

1. The mooring permit holder shall write in permanent ink his or her last name and the mooring permit number on the mooring buoy letters and numbers at least 2 inches in size above the water line, to ensure visibility.
2. Only one vessel shall be attached to a mooring.
3. The Mooring tackle must be placed within 30 days from the date of issuance of the mooring permit if issued between April 1 and September 30. If the mooring permit is issued between October 1 and March 31, the mooring equipment shall be set on or before May 1.
4. Make no changes to your mooring. If the mooring shifts in location, notify the Harbormaster for your mooring field.
5. If a mooring permit holder acquires a replacement vessel or modifies an existing vessel, the mooring permit holder is required to:
 - a) Send the division a copy of the replacement vessel registration
 - b) Obtain written approval from the division for replacement or modification of existing vessel.
6. No person other than the mooring permit holder for a specific mooring may use that mooring.
7. Your mooring permit will become invalid if you cease to be an owner of the vessel described in this permit.
8. If you no longer require the mooring, or if you sell or otherwise dispose of the vessel described in this permit, you must notify the Division within 15 days.

The information in Section VII does not include all mooring requirements. You may obtain the Division rules relating to mooring requirements (Pda 500) from the Division office for a fee or at no charge on the website of Pease Development Authority, Division of Ports and Harbors: www.portofnh.org/moorings.html

- TB 86 project

Namadaid

Suzie Dymovici

Gravel

- Labels of samples

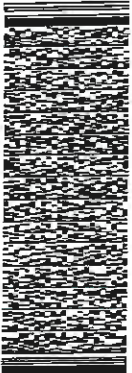
- TB 86 email

- Royal Acad

- 8/19/9

- PFA Harvey

w/105910



LEGAL ADDRESS
261 CENTRAL RD
RYE NH
03870

State of New Hampshire

REGISTRATION CERTIFICATE 0862A0122870

Registration certificate not valid for title purposes. All resident taxes for which I am liable have been paid.

PLATE **WXN-04** TYPE **IPASS** CD **2** VSN **1265298** GVW **7000**
 MAKE **GMC** MODEL **1500** BDY **STL PKUP** CLR **WHI**
 YEAR **2008** FG **AXLES 2** LP **NEW 33200** VIN **1GTHK23628F163850**

E
X
P 12/31/2024

PPN PP TYPE SPN
 DOB/ID LAST NAME SUFFIX FIRST NAME M
 NHB19112327 WICKSON CONSTRUCTION NH LLC



N.H.S.D. - M.V.
OFFICIAL DIRECTOR
VALIDATION # 2433

NEW REGISTRATION
CTA: 080200006141
08JAN2024 5010.0002 0862 8833 1 \$70.20

WICKSON CONSTRUCTION NH LLC
261 CENTRAL RD
RYE NH 03870

X

(THIS APPLICATION IS SIGNED AND ANY ADDITIONAL INFORMATION IS OFFERED UNDER PENALTY OF UNSWORN FALSIFICATION PURSUANT TO RSA 641:3)

NOT VALID WITHOUT DIRECTOR'S SEAL

ATTENTION:
RSA 266:1 IV provides that newly registered vehicles and vehicles of which the ownership has been transferred must be inspected within 10 consecutive days of the registration date stamped on the registration certificate. If a new vehicle is purchased at retail from a licensed dealer the vehicle must be inspected no later than 20 days after the date of transfer.

RDV 344 (REV 08/18)

OWNER'S COPY

RETAIN FOR TAX PURPOSES

STATE FEES

REGISTRATION \$95.2
 STATE PARK PLATE \$0.0
 TITLE \$25.0
 TOTAL FEES \$120.2

MUNICIPAL FEES

MOS/MILLS 12 3 \$100.00
 MOS/MILLS 0 0 \$0.00
 PERMIT FEE \$100.0
 AGENT \$3.0
 CLERK \$2.0
 LOCAL TITLE \$2.0
 TRANSFER \$0.0
 TRANSFER CREDIT \$0.0

TOTAL FEES \$107.0

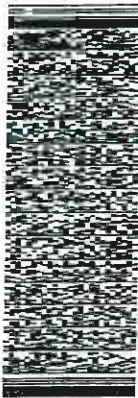
GRAND TOTAL FEES

\$ 227.20

MUNICIPAL COMMENT:
Receipt: 212654;

Pursuant to RSA 261:55, the Director must be notified in writing within 10 days when moving from the address printed on the registration certificate.

For Commercial Motor Vehicles Only:
by signing this form, I certify knowledge of applicable
Federal and state motor carrier safety regulations and
laws as required by the State of New Hampshire.



State of New Hampshire

BOAT REGISTRATION CERTIFICATE

ISSUE DATE 03/14/2024
EXPIRES 12/31/2024

BOW# NH8754BJ USE CP ST NH VSN 045756 HP 10.00
MAKE HMAD FUEL E STYLE RWCN PROP OB ENGINE T
YEAR 2003 LEN 12 0 CLR WHI HIN NHZ250210107
HULL WD TOILET N SINK N SHOWER N INLAND/TIDAL T WB 07
DOB/ID LAST NAME SUFFIX FIRST NAME M
11/10/1977 WICKSON RICHARD LIBBEY

OWNER



N.H.S.D. - M.V.
OFFICIAL DIRECTOR
VALIDATION # 3325

STATE FEES
MILFOIL FEE
PUBLIC ACC FEE
REGISTRATION FEE
EXTC AQTC PLANTS
SRCH RESC FEE
HRBR DREGGING

TOTAL FEES
BOAT FEES

RENEW REGISTRATION

14MAR2024 5005.0002 3919 1469 1 \$41.50

NOT VALID WITHOUT DIRECTOR'S SEAL

THE BOAT DESCRIBED HEREIN IS EQUIPPED SO AS TO PRECLUDE THE DISCHARGE OF SEWAGE OR WASTEWATER TO THE WATERS OF THE STATE IN COMPLIANCE WITH RSA 437

LEGAL ADDRESS
261 CENTRAL RD
RYE NH 038702525
SEASONAL ADDRESS

RICHARD LIBBEY WICKSON
261 CENTRAL RD
RYE NH 038702525

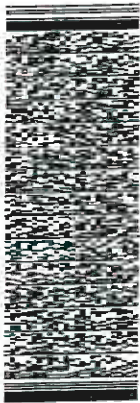
[Signature]

(THIS APPLICATION IS SIGNED AND ANY ADDITIONAL INFORMATION IS OFFERED UNDER PENALTY OF UNLAWFUL SWORN STATEMENT PURSUANT TO RSA 641:2)

CHANGE ADDRESS IN SPACE ABOVE

MUNICIPAL COMMENT:

Pursuant to RSA 26 Director must be notified within 30 days when moving if address printed on this certificate



State of New Hampshire

BOAT REGISTRATION CERTIFICATE

ISSUE DATE 03/14/2024
EXPIRES 12/31/2024

BOW# NH8861BJ USE CP ST NH VSN 045755 HP 350.00
MAKE HOLL FUEL G STYLE RNBT PROP IB ENGINE S
YEAR 1980 LEN 32 0 CLR WHI/GRY HIN HG3200201280
HULL PL TOILET N SINK N SHOWER N INLAND/TIDAL T WB 07
DOB/ID LAST NAME SUFFIX FIRST NAME M
11/10/1977 WICKSON RICHARD LIBBEY

OWNER



N.H.S.D. - M.V.
OFFICIAL DIRECTOR
VALIDATION # 3325

STATE FEES
MILFOIL FEE
PUBLIC ACC FEE
REGISTRATION FEE
EXTC AQTC PLANTS
SRCH RESC FEE
HRBR DREGGING

TOTAL FEES
BOAT FEES

RENEW REGISTRATION

14MAR2024 5005.0001 3919 1469 1 \$89.50

NOT VALID WITHOUT DIRECTOR'S SEAL

THE BOAT DESCRIBED HEREIN IS EQUIPPED SO AS TO PRECLUDE THE DISCHARGE OF SEWAGE OR WASTEWATER TO THE WATERS OF THE STATE IN COMPLIANCE WITH RSA 437

LEGAL ADDRESS
261 CENTRAL RD
RYE NH 038702525
SEASONAL ADDRESS

RICHARD LIBBEY WICKSON
261 CENTRAL RD
RYE NH 038702525

[Signature]

(THIS APPLICATION IS SIGNED AND ANY ADDITIONAL INFORMATION IS OFFERED UNDER PENALTY OF UNLAWFUL SWORN STATEMENT PURSUANT TO RSA 641:2)

CHANGE ADDRESS IN SPACE ABOVE

MUNICIPAL COMMENT:

Pursuant to RSA 261.5 Director must be notified within 30 days when moving if address printed on this certificate



N.H. FISH GAME DEPARTMENT
 11 Hazen Drive
 Concord, New Hampshire 03301

No: LB242365

LICENSES TO TAKE LOBSTER AND CRAB

Name: RICHARD L WICKSON DOB
 Address: 261 CENTRAL RD, RYE, NH 03870
 Height: 5' 10" Hair: BRO Eyes: BLU

License	Fees	
PART-TIME COMM LOBS -100	\$125.00	Vessel Name or No.: NH 8754 BJ
LOBSTER HELPERS	\$20.00	Barrel Colors: WHITE
TOTAL LICENSE FEES	\$145.00	Spindle Colors: BLUE

Date Issued: 4/8/2024 Time Issued 09:37AM FEDERAL LOBSTER PERMIT

EXACT COLORS MUST BE DISPLAYED ON BOAT RSA 211:33.
 Reports required by selected lobstermen by the 10th of each month for the previous month. (FIS 600.01)(RSA 211:18 RSA 211:20) Licensee subject to penalties for making unsworn false statements under RSA 641:3.

Sportsperson statement: I certify that my privileges to fish, hunt, trap, guide, take or land lobsters, or engage in commercial marine fishing activities are not under suspension or revocation in any state or province (RSA 214:18b) and further certify that I am aware that any conviction of certain felonies in any state or province prohibits the possession of a firearm or other dangerous weapon


 Signature of Licensee

Justin R. Mason

 Executive Director

THIS LICENSE EXPIRES DECEMBER 31, 2024

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Paul E. Brean, Executive Director 
Date: June 3, 2024
Re: Special Event

I am pleased to report on the following special event:

- A. July 20, 2024 – Yellowfin Events LLC held a Bikes & Beers Road Race utilizing a portion of the road network situated on the Pease International Tradeport; its PDA venue partner was Cisco Brewers.