

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 June 13, 2024 * **(Conard)**
- III. Public Comment:**
- IV. Board Recognition - Public Safety and Security:**
 - 1. Airport Security
- V. Committees:**
 - A. Report:**
 - 1. Airport Committee *
 - 2. Port Committee Agenda of 7-15-2024 *
 - 3. Port Committee Agenda of 7-22-2024 *
- VI. Consent Agenda Items:**
 - A. Consent Agenda Approvals * (Fournier):**
 - 1. Legal Services * **(Ferrini)**
 - 2. Unutil Special Exception - 16 Pease Boulevard * **(Levesque)**
 - 3. ProCon – Flightline Road and Kilo Taxiway Apron and Ramp Area – Right of Entry * **(Semprini)**
 - 4. Fuel Flowage Fee Increase * **(Parker)**
 - 5. Pease Golf Course – 300 Gallon Sprayer * **(Fournier)**
 - 6. Prestige Services, Inc. –Vending Machine Concession Agreement * **(Conard)**
 - 7. Harriman Associates, Inc. - Air Traffic Control Tower - Renovation Design * **(Ferrini)**
 - 8. Lonza Biologics, Inc. – Quality Control Laboratory Exhaust Duct Work Concept Approval – 101 International Drive * **(Parker)**
 - 9. Port City Air – Concept Approval - 62 Durham Street Improvements * **(Levesque)**

- B. Consent Agenda Approval with Waiver * (Parker):**
1. HID – CrossMatch Software and Supporting Hardware * **(Ferrini)**
 2. Higgins – Badge Printer Service Agreement * **(Semprini)**
 3. AT&T Wireless Service Agreement * **(Conard)**
 4. Mobile Smart City – Airport Terminal Vehicle Parking Upgrades * **(Fournier)**

VII. Finance:

A. Executive Summary *

B. Reports:

1. FY2024 Financial Report for the Twelve-Month Period Ending June 30, 2024 *
2. Cash Flow Projections for the Nine Month Period Ending April 30, 2025 *

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

A. Report *:

1. EA Engineering, Science, and Technology, Inc., PRC and Sage Environmental, Inc. - Right of Entry – Off Arboretum Drive
2. International Association of Privacy Professionals – Right of Entry – Old Pan Am Parking Lot at 14 Aviation Avenue

IX. Leases:

A. Report *:

1. Sublease between One New Hampshire Avenue, LLC and McLane Middleton PA – 1 New Hampshire Avenue
2. Next Level Now, Inc. – 16 Pease Boulevard - Exercise the First of Two (2) One (1) Year Options
3. Sublease between 25, 29 Retail, LLC and U.S. Senator Margaret Wood Hassan – 14 Manchester Square (Suite #281)

X. Contracts:

A. Report *:

1. Honeywell – Portsmouth International Airport at Pease - 10 DVM Licenses
2. Hoyle, Tanner & Associates, Inc. – Study for General Aviation Area Vicinity of Durham Street
3. Everbridge Inc. – Portsmouth International Airport at Pease - Mass Communications Software Platform
4. Sunbelt Rental - Portsmouth International Airport at Pease – Rental of vertical mast lighting
5. FinQuery (fka LeaseQuery) – Subscription Renewal of Financial Software Pertaining to Pease Development Authority Leases
6. Alliance Group – Pease Development Authority - Replacement of Ductless Split System
7. Vogel Vending, Inc. – Pease International Tradeport – Exercise the First of Two (2) One (1) Year Options
8. Hoyle, Tanner & Associates, Inc. – Research and Calculation Conversion of PSM’s Pavement Classification Number to Pavement Classification Rating per FAA requirement

9. Aero Display Systems, LLC – Portsmouth International Airport at Pease – Flight Information Display System and Gate Information Display System

XI. Executive Director:

A. Reports:

1. 2025 Meeting Schedule *
2. Committee List Update *
3. Golf Course Operations *
4. Airport Operations *
 - a) Portsmouth International Airport at Pease (PSM)
 - b) Skyhaven Airport (DAW)
 - c) Noise Line Report
 - (i) June 2024 *

XII. Division of Ports and Harbors:

A. Reports:

1. Division of Ports and Harbors Facilities Report *
2. Charter Boats Right of Entry Report *
 - a. 30 Fathom Charters, LLC – Hampton Harbor – Right of Entry
3. Biennial Report FYE 2022 and 2023 *

B. DPH Consent Agenda Approvals * (Levesque):

1. Star Island Corporation - Right of Entry – 315 Market Street - Burge Wharf * **(Semprini)**
2. Cornell University / Shoals Marine Lab - Right of Entry – 315 Market Street – Burge Wharf * **(Parker)**
3. Acceptance of the ARPA Application and Expenditure of Grant Funds regarding the Hampton / Seabrook 107 Feasibility Study * **(Conard)**

C. Approval with Waiver:

1. Second Nature Pit - Emergency Remediation Work at Hampton Harbor and Rye Harbor Marine Facilities – FEMA Eligible * **(Fournier)**

XIII. New Business:

A. Grant Applications Filed in June and July:

1. Division of Ports and Harbors – Application for FEMA Post Storm Funding regarding January 2024 for the Seacoast Regional Area
2. Pease Development Authority - Air Traffic Control Tower Renovations

XIV. Special Event:

A. Report *:

1. Sabine Strong Foundation 3.3-mile Road Race to be held on August 11, 2024
2. Seacoast Veterans Count Pack & Boots 5K Road Race to be held on September 22, 2024
3. Newington School Supporters – Fox Point Sunset Road Race to be held on September 28, 2024

XV. Upcoming Meetings:

Golf Committee	September 9, 2024 @ 8:30 a.m.
Finance Committee	September 9, 2024 @ 9:00 a.m.
Board of Directors	September 12, 2024 @ 8:30 a.m.

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

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 Conard:

I make a motion to accept the meeting minutes of the Board of Directors' meeting held on June 13, 2024.

N:\RESOLVES\2024\Approve Minutes 6-13-24 (8-8-2024).docx

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

Thursday, June 13, 2024

Presiding: Stephen M. Duprey, Chairman
 Present: Neil Levesque, Vice Chair; Thomas G. Ferrini, Treasurer; Susan B. Parker, Karen Conard, and Brian Semprini
 Absent: Steve Fournier
 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 **8:34 a.m.**

II. Acceptance of Meeting Minutes: Board of Directors' Meeting of May 23, 2024

Director Semprini **moved** the **motion** and Director Levesque **seconded** to **accept the meeting minutes of the Board of Directors' meeting held on May 23, 2024.**

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

III. Public Comment:

Douglas Berry – Ethos Veterinary (didn't speak)

Brad Cook ("Cook") – spoke to the proposed Appledore Marine Engineering ("AME") materials regarding Rye Harbor ("RH"), shacks' history via Right of Entry ("ROE") and displacement of shacks due to storms. Cook indicated shacks required to be linked to passenger vessels, mooring permits, and pier use permits, not the sale of fish. Spoke to the ARPA funding and indicated a raised platform is not necessary. Spoke to a better use of the funds at the Portsmouth Fish Pier ("PFP") or replacement of the Rye Harbor DPH office, as alternatives.

Executive Director Brean ("Brean") exited at 8:42 a.m. and returned at 8:43 a.m.

Pete Reynolds (“Reynolds”) – Granite State Whale Watch - Spoke to the AME study and that storm surges have not caused interruptions to businesses as they do not necessarily occur during summer months. Understands the need to utilize ARPA funding but there are other shellfish projects that could benefit; the PFP. Spoke to issues with Rye Parking Lot and how the funds could be utilized elsewhere for the benefit of everyone.

Duprey stated DPH has been run at a deficit and the facilities need capital improvements. The purpose of Rye, Hampton and Portsmouth locations being to first support the fishing communities, but also the greater purpose (harbors belonging to a group of fishermen, people in the area; and the State). Questions have been presented on what is going on in the harbors (i.e., use for the few fishermen, commercial vessels, recreational boaters or use by the average citizen); the harbors belong to all the citizens. Generating money would help to offset costs associated with maintaining the harbor. The Board is charged with developing overall policies for both Tradeport and DPH. Does not believe the [Rye] ARPA funding could be reallocated for use of the PFP project. Duprey spoke to the need for consistency and the necessity to be fair to all, not one group.

Adam Baker (“Baker”) – Vintage Fish Company – Baker indicated the harbor is for everyone, but it also a working harbor (one of the last in NH). Baker spoke to patrons’ interests in the various boats and concerns regarding the parking lot.

Baker stated he has a mooring permit, commercial use pier permit, and a ROE (with associated yearly fees), spoke to equality and asked if Hampton Harbor, would face this reality. Duprey affirmed. Baker spoke to the shacks / buildings originally built as small kiosks for ticket sales and over time businesses have expanded and should be grandfathered. Understands the need to increase income and revenue but there needs to be a balance.

Daniel Salerno (“Salerno”) – Manager of NE Fisheries Sector – Groundfish component of the NH Fishing Industry based out of Portsmouth, spoke to rebuilding PFP building, the anticipated future of fisheries, and inclusion of a bait cooler / ice facilities, etc.

Duprey asked Salerno how many groundfishermen PFP supports; Salerno indicated between 5 to 10 range. Salerno further stated the interchange between ground fishing and lobster as neither are year-round opportunities (some fulltime lobstermen but not many fulltime ground fishermen). Duprey followed-up asking if it were known how many lobstermen working out of PFP, Hampton and Rye; Salerno did not know.

Damon Frampton (“Frampton”) – Frampton spoke to users from the previous discussion at the harbors and will continue to participate in the process going forward.

Dwight Tuttle (“Tuttle”) – Black Dog Charters (Rye Harbor) – agreed with what has been stated; reiterated the cost of the study is high.

Pat Dennehy (“Dennehy”) – Tontine – Any money for Rye Harbor is a waste; buildings move, fixes are made, and businesses move forward.

Duprey asked if the shacks were moved into the parking lot; Dennehy indicated if they were placed against the guardrail they wouldn't float away.

Duprey spoke to a long-term study to improve the whole harbor; Dennehy asked how the money would be recouped. Duprey indicated having a few additional businesses at the harbor paying rent to generate funds for improvements to the harbor.

Mike Donahue ("Donahue") – spoke to Rye Harbor in 1962, the deposit of dredge spoils and a public benefit being the extension of the sewer to the harbor or fixing of the parking lot. Suggested working with Parks and Rec to place food trucks along the point and/or a concession stand. Funds should be considered by all, so they are utilized in a more constructive and well thought out manner.

Joshua Ford ("Ford") – spoke to the Co-op ("PFP") building being in need as it is important to all; feels the Board is fair to all. The character of Rye is why people move there and if start changing things, the character will get lost.

Duprey stated the Board understands the need to rebuild the PFP, the fees associated with the studies and appreciates the valuable information received.

IV. Consent Agenda Items:

A. Consent Agenda Approvals:

Director Conard **moved** the **motion** and Director Parker **seconded** that **the Pease Development Authority Board of Directors hereby moves that item numbers 1-4 and 6-7 from the consent agenda list below be approved as a single consent agenda item, and that the proposed motions included for each be incorporated into such approval as the operative motion for each item.**

1. Security Utility Vehicle – 4X4 John Deere
2. Legal Services
3. 231 Corporate Drive LLC – 231 Corporate Drive - Variance Request
4. Lonza – 101 International Drive – Equalization Tanks Concept Approval
6. Port City Air, Inc. (Great Circle Catering) – 282 Corporate Drive – Concept Plan
7. US Department of State – 31 and 32 Rochester Avenue - Lease Amendment No. 2

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

5. Vanasse, Hangen, Brustlin, Inc. – Update Implementation Plan – Tradeport Intersection Improvement Implementation Plan

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

Discussion: Parker commended PDA regarding the updated implementation plan and asked when it would begin; Michael Mates (“Mates”), Director of Engineering, indicated if approved, he would reach out to VHB to schedule a kickoff meeting in the next week or so.

Parker asked if there would be any kind of public hearing on some of the work VHB is anticipating; Mates indicated the study could be brought to the Transportation Committee once it has been completed.

Parker spoke to the review of the frequency of turnings etc. and inquired if this were a single time per day or rush hour (a.m. / p.m.; Mates confirmed VHB would establish when the peak hours are (a.m. / p.m.) which will be compared to the warrants to find out if additional turn lane / signal / some other improvement(s) may be warranted.

Parker asked how far in the scope will the study look, specifically traffic overloads and chock points on Route 33 which passes through Greenland. Mates indicated Route 33 is jurisdiction of NH DOT and while the implementation plan will look at [turning movements at] the intersection of Grafton Drive and Route 33, it won’t go beyond that. However, DOT has real time Route 33 counts on its website which can be utilized [to further evaluate Route 33]. Parker indicated it would be wise for the Transportation Committee to encourage the public to collaborate with DOT.

Ferrini indicated the extent to which this would connect to the communities (State / Newington / Portsmouth / Greenland) with connections on Route 33 are important and if they are not integrated from decision-making areas and they need input to a fully integrated system. Brean indicated looking off-site would be considered revenue diversion but is confident VHB will tie into existing data available from DOT. The VHB focus is on the Tradeport and Airport and would harvest information NH DOT has available. Ferrini spoke of the representatives from the different towns and asked to what extent is the impact integration provided.

Parker wondered if it would be under regional impact planning and thinking ahead; it makes sense for the consideration of a wider impact.

Duprey indicated Pease is restricted in what it can utilize its funds on, cannot be off-site / off airport, but the report can be made available to surrounding towns.

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

V. Committees:

A. Report:

1. Port Committee

Levesque spoke to the meeting held on June 4, 2024, and discussions regarding both the PFP and Rye Harbor; received great input regarding the fishing community from public speakers.

2. Finance Committee

Ferrini spoke to the meeting held on June 10, 2024, and Suzy Anzalone (“Anzalone”), Director of Finance, presented various aspects of the reports current in the Board materials as well as the upcoming operating budget and forecast. There was a review of capital improvements at the Airport / Tradeport / DPH, of great interest when provided with an understanding of planning and funding of various projects.

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**

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

Anzalone spoke to a strong year and consolidated operating revenues being on budget, with operating expenses on a year-to-date (“YTD”) basis under budget by 8.8%. Each business unit is performing favorable to budget; the exception being Skyhaven, due to the onboarding of staff.

Anzalone spoke to a strong balance sheet as well as PDA assets and liabilities; YTD capital expenditures of \$12.2 million with main projects being main pier at Market Street (almost complete) with \$6.4 million representing what was spent in the current fiscal year. To date, \$4.9 million has been invested in the Arrival’s Hall project.

Further, Anzalone spoke to cash inflows of \$20.4 million, including just under \$6 million in grant funding just for PDA; \$24.5 million in outflows which include \$11.3 million in grant / non-grant related capital expenditures. Over the next nine months, it is expected that unrestricted cash balances will decrease to \$6.6 million.

Director Levesque (“Levesque”) exited the room at 9:39 a.m., and returned at 9:41 a.m.

Duprey asked of capital expenditures and how much was spent on the decking and bracing at the PFP; Myles Greenway (“Greenway”) Interim Director of Ports and Harbors indicated it had just started and believes it is \$1.2 million; the remaining funds of approximately \$110,000 from a recent Hampton Harbor project had been shifted to PFP for use on this project. Greenway indicated the current work at the PFP is for bracing and on top deck. Duprey asked when this project is complete, would the pier be in good shape from \$4.2 million spent on various projects; Greenway affirmed.

Duprey also spoke to DPH revenue (Wharfage / Dockage / Fuel fees) being down; Greenway spoke to the schedule of deep-water vessels, of which one was supposed to have arrived in May with salt but was delayed. Further, smaller vessels do not require heavy lift like larger vessels do and fuel pump work (being up or coming online except for the fuel at Rye) which should be operational next week. Therefore, the anticipated proceeds from those items have been lost. Anzalone indicated when [last year’s] budget was being prepared, an estimate of fuel purchase and sale price were higher and pricing came down, also wharfage/dockage can vary significantly as historical information is utilized for budgeting purposes.

Parker appreciated Duprey’s questioning concerning the wharfage / dockage concerns. By bringing this to the attention it points out the role the weather / mother nature has on deep draft long boats which can prohibit / delay anticipated arrivals. Greenway affirmed and further spoke to an extension of arrival by at least 30 days when the Panama Canal is not able to be utilized. Greenway indicated usually, container vessels pay for use of the canal and salt vessels opt to go around adding approximately 30 days to its transit.

Duprey asked if the Market Street project was complete; Anthony I. Blenkinsop (“Blenkinsop”), Deputy Director / General counsel indicated there are a couple of remaining items being addressed, but it is close.

C. Approval:

1. Proposed FY 2025 Operating and Maintenance Budget and FY 2026 - FY2028 Forecast

Anzalone indicated for the 2025 budget, consolidated operating revenues increasing by 4.5% over the prior year; some of the line items contributing to the increase being facilities rentals and fuel flowage fees (anticipating an increase in fuel flowage fee by two cents and an increase in volume). “Miscellaneous Other” represents a reduction in fuel sales as the pricing has decreased, but the volume is anticipated to increase. Further, Anzalone spoke to a 4.6% increase in expenses; “Miscellaneous Other” represents the decrease in cost of fuel purchased.

Anzalone stated that staffing includes a yearly Cost of Living Adjustment, and a salary increase capped at 2%. Included is the potential onboarding of a staff attorney; this position has always been on the organizational chart but was not budgeted in previous years.

Anzalone indicated the State had not provided information regarding benefits prior to the budget preparation; therefore, estimated a 7% increase. Duprey asked if any guidance had been provided; Anzalone indicated no information had been received and this estimate is on the conservative side, being mindful of insurance costs etc.

Anzalone mentioned a decrease in utilities due to the lower cost; Duprey asked if this was based off utility broker information. Anzalone stated last year's budget did not anticipate a decrease in utility costs and for this year the budget is the same which incorporates the lower cost, conservatively. Also, PDA continues to work on obtaining a contract for the supply portion of utility's cost.

Pertaining to State of NH personnel costs, Parker asked if surrounding states' costs were considered when estimating increases; Anzalone affirmed a review of New England states. Further, Anzalone indicated PDA has more control over salaries but not its benefits, which are received from the State.

Lastly, Anzalone indicated there are no required covenants when preparing the budget; however, she does a calculation for "days cash on hand" ("DCOH"). DCOH means if PDA / DPH were to stop receiving any kind of revenue, it could last approximately 8.5 months.

Anzalone spoke to the executive overview providing potential impacts to the budget, operational initiatives (efficiency, safe, long-term success etc.) and determination of some budget assumptions. Further, the summary provides information on expenses, revenues and the anticipated budgeted performance of both PDA and DPH.

Anzalone indicated continued work going forward working towards decreasing DPH's deficit; has not budgeted anything not in place at this time.

Anzalone spoke to the cash flow analysis provided for both PDA and DPH over the next four years, showing a decrease in cash, being carefully managed.

Duprey indicated that Director Conard needed to depart the meeting for an outside meeting; therefore, moved to vote on the budget and forecast.

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

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

Director Conard ("Conard") had to leave the meeting early due to required attendance at another meeting, she departed the meeting at 9:45 a.m.

Ferrini stated looking at the proposed DPH deficit over the years and the Board's vote in favor of the budget with a deficit, doesn't mean moving forward it is a good idea. With today's public comments received, he spoke to the interaction with stakeholders being helpful to PDA's decision-making. With a vote of approval, on a budget which contains a deficit, it doesn't mean the deficit is being condoned, rather there is work necessary toward stopping a deficit and

options need to be considered. Analysis of options needs to occur while being responsive to the legislature and State of NH on how this is going to work.

Levesque stated there is money in the budget for an additional fire truck if the Executive Director needs that stream of funding.

Duprey spoke of \$86,000 for equipment lease; Anzalone indicated the fire truck portion from that amount was approximately \$70,000 and the balance was for other operational items.

Parker asked if the fire truck discussions were those which resulted in the very brief shut down of the airport last year; Duprey affirmed.

Duprey asked Brean to speak to the fire truck issue further. Brean stated Portsmouth International Airport at Pease (“PSM”) is currently at Index D and working towards Index C. The NH ANG has reported making great gains in obtaining parts to get the fleet of vehicle(s) online when engines go down. Brean informed the Board that ANG is scheduled to receive a new fire truck in 2025. Currently, ANG is waiting on a part, to be received month end, for repairs to one of its fire trucks. Also, ANG keeps in contact with PDA, daily / weekly, on the status of the various fire apparatus located at the airport. Spoke to discussions of PDA facilitating a fire vehicle for use at the airport; however, this is not how the ANG operates. PDA could look to lease a vehicle, should it become necessary.

Paker inquired if the Department of Defense refused to pay for the necessary equipment; Brean indicated funding has been appropriated. That said, the supply chain, due to the pandemic, created a setback; these are highly specialized units made to order. Parker further inquired into the timing of the vehicle; Brean stated the apparatus will be received by the ANG in 2025.

Chairman Duprey moved items XII. A. 1. & 2. up in the meeting.

VII. New Business:

A. Report:

1. Thermo Fisher Scientific, Inc. – 23 Hampton Street – Presentation to Board

Christine Emery (“Emery”) of Thermo Fisher Scientific (“TFS”) is part of its corporate real estate team. TFS is a Fortune 500 company in the life science sector who has been on the Tradeport for close to thirty (30) years; the hangar it currently utilizes is over sixty (60) years old. TFS is looking to build a new hangar and it would like to remain at the Tradeport. Currently have one jet in the hangar and would be adding a second jet; the new location would plan for that growth. Emery indicated TFS has been working with ProCon who has provided design schematics.

Duprey stated PDA appreciates having TFS at the Tradeport as it is a great corporate citizen of NH. Duprey asked of the timing moving forward. ProCon has been working with PDA staff on the location of a hangar; currently looking at the end of Flightline Road. Anticipate bringing this to the Airport Committee in July, with a return to the Board in August

for conceptual approval.

2. Delos, LLC (PlaneSense) – 115 Flightline Road - Presentation to the Board

Josh Howard of Hoyle Tanner presented, and in attendance were representatives of PlaneSense and Mike Lawrence with ProCon. The project would be an expansion of the existing PlaneSense building located at 115 Flightline Road with the existing facility being 63,000 sq.ft. and new expansion being approximately 67,000 sq.ft. for a total footprint of 130,000 sq.ft. The main entrance would be shifted slightly north with the addition of parking to bring the total number of parking spaces to 255. The building will contain office and hangar space.

Duprey indicated the PlaneSense expansion would be a great addition, its business is great for the Tradeport and State of NH; and the Board looks forward to seeing more detail in the future regarding the proposed project.

VIII. 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**

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 for General Aviation T Hangars
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 for the removal of the fuel line
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.

Duprey inquired of item #3; Blenkinsop indicated this was for survey work in anticipation of the following item on the agenda which is the approval of the pipeline removal.

B. Approval:

1. CDM Constructors Inc. –Defense Fuel Support Point Pipeline Removal – Right of Entry

Director Levesque **moved** the **motion** and Director Semprini **seconded** the motion that **the Pease Development Authority Board of Directors approves of issuing a Right of Entry (“ROE”) to CDM Constructors Inc. for the removal of two inactive Defense Logistics Agency fuel pipelines located on PDA property, substantially in accordance with the memorandum of Jared Sheehan, Environmental Compliance Manager, dated June 11, 2024, and draft ROE.**

Discussion: Blenkinsop indicated these are old fuel lines that ran from the river through Newington onto the Tradeport to the former Air Force fuel tanks. The removal of the pipelines has been discussed for years and the project is moving forward; work has started in Newington on Shattuck Way. This ROE is necessary to allow CDM to access Pease property to remove the pipeline. It is anticipated that the removal on Pease would commence in July and be completed by the end of December. DES permits and approvals have been received; should there be any issues along the way, none are anticipated, they will be addressed. There will be a short area of the North Apron Access Road which will be temporarily closed and dug up, associated with the pipeline removal, anticipated during August.

Duprey spoke to previous discussions with Two International regarding leasing the 165 Arboretum property and the pipeline issue resulting in the project not moving forward. Also indicated the clear understanding that the primary concern regarding the pipeline had been making sure nothing that was done could in any way be construed by the AF as an assumption that PDA assumed the liability for any PFAS etc. Blenkinsop indicated the issue triggered by the potential development was the desire of getting ahead of the AF in the pipeline removal to advance the project. An agreement was reached by the developer and the Air Force during those discussions to waive the developer’s indemnification rights under federal law, but when the project went away so did that agreement. The federal protections are still in place, within the ROE the contractor has insurance and indemnification obligations to the PDA.

Ferrini asked if the development project could return, with this resolution, at a lesser cost. Blenkinsop could not speak for Two International, but once the pipeline has been removed from

165 Arboretum Drive it does open the possibility of development as the pipeline impediment would be removed.

Parker stated this would be considered an investment; Blenkinsop agreed and stated it will be good to get the old AF jet fuel lines out of the ground.

Disposition: Resolved **unanimous** vote (5-0) for; motion **carried**.

VIII. Leases:

A. Report:

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

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.

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**

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

X. Executive Director:

A. Reports:

1. Updated Committee Assignments

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.

2. Golf Course Operations

Scott DeVito (“DeVito”), Pease Golf Course (“PGC”) General Manager, spoke to its operations and informed the Board that despite 8 rain days in May, PGC came close to matching rounds of golf played in a single month (385 rounds per day). Since the beginning of June have averaged 405 rounds per day.

DeVito indicated the major storm last Wednesday came in around 3 p.m. and had to get players off the course. That Thursday, maintenance worked on the PGC facility so the league could play that evening.

Grill 28 has thirteen (13) separate events aside from the golf events. Today, PGC is hosting Great Bay Community College, as well as another event on Friday and a large Memorial event on Monday.

3. Airport Operations

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

Brean spoke to the load factor being good on Allegiant and PSM being currently above last year’s passenger enplanements. Anticipates an uptick next month with civil reserve air fleet service with D-day Anniversary, work being performed at Bangor airport and NATO events.

Duprey inquired into the work being done at Bangor; Brean stated PSM closed its runway for two weeks when work was being done, but Bangor has required the contractor restore the runway daily to meet its commercial air service demands which may extend out the work timeframe an additional six (6) months.

Revenue parking is strong and anticipate an uptick in fuel flowage next month with the anticipated increase in activity at PSM.

Brean spoke to an Airport Committee in July; stated the Board requested an FBO Airport Study and staff has prepared a draft report (stormwater / spill capacity) for discussion at the Airport Committee meeting (this includes a comparison of fee structures in the region).

Duprey spoke of the need for a study to understand the various stormwater restrictions, what can go into the ground / separators, and overall capacity prior to advancing with next step(s).

Brean spoke to significant ramp improvements at Skyhaven being federally funded and through State Block Grant Program. Skyhaven also had a very successful community outreach program, Wings and Wheels, with approximately 5,000 to 6,000 people in attendance.

**c) Noise Line Report
(i) May 2024**

Brean stated for the month of May, PSM received one (1) noise inquiry that involved two separate aircrafts: one aircraft at 6:00 a.m. and another at 7:00 a.m. One was most likely an Atlas flight departing with troops and the other being a business aircraft.

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**

Greenway provided an update at the facilities:

1. **Market Street Terminal**: Continues working with MAS on punch list items for the project. There will be a call later today to go over some information for the terminal project.

Planning continues regarding the Coast Guard Cutter “EAGLE” arrival and ride in.

Regarding working to rebid for the Functional Replacement project, an Administrative Closing letter (permitting for the project) has been received from the Army Corp of Engineers, placing DPH in a hold status at this time. DPH is working with DOT on funding an analysis of the dredge spoils before moving forward with the project.

2. **Portsmouth Fish Pier (“PFP”)**: On May 23, 2024, attended a construction (decking and bracing) meeting; nothing significant to report. DPH and contractors are working with vessel owners / operators to shift vessels as they continue to work down the pier.

3. **Rye Harbor**: Gasoline / Diesel fuel is available at commercial pumps only, with installation of the new pumps on the recreational side being worked on; anticipate the pumps open on Monday.

4. **Hampton Harbor**: Gas and diesel pumps are up and running.

5. **General**: Operations Manager and Deputy Chief Harbormaster met with FEMA and the Dept. of Homeland Security Emergency Management regarding the ongoing FEMA applications from the winter storms; the next step will be site visits.

Parker asked if this were State or Regional; Greenway indicated he would follow-up, but Homeland staff were in attendance, FEMA for the actual government as well as state representatives (outgoing and incoming).

Duprey asked for an update of the process for Rye and Hampton; Greenway indicated reimbursement was more for Rye than Hampton (the fuel system at Hampton). Duprey asked of the estimate request for each facility; Greenway does not know the numbers at this time and is hoping to break even.

Greenway spoke to attending a North Atlantic Ports Association meeting last week and the discussions held, and there being a guest speak at the meeting.

On the 25th, a meet and greet will be held with the Northern Sector Captain of the Port who is retiring, will be introduced to her replacement.

Will be attending a Capital Budget meeting in Concord on Tuesday with Anzalone.

Director Levesque ("Levesque") exited the room at 10:24 a.m., and returned at 10:25 a.m.

B. Approvals:

1. Portsmouth Fish Pier - Replacement Building - Appledore Marine Engineering Services

Director Levesque **moved** the **motion** and Director Semprini **seconded** that **the 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.**

Discussion: Duprey asked the size of the existing building; Greenway stated approximately 4,000 sq. ft. (not metal, it is a stick-built building). Duprey indicated Appledore Marine Engineering ("AME") provided options from \$1.4 million to \$2 million, being approximately \$700/ft.; seemed high with nominal amenities. Greenway stated that Noah from Appledore was in attendance and asked for his comments on the project.

Brean asked if Noah Elwood ("Elwood"), President of AME, would provide some of the breakdown, previously provided at the Port Committee meeting. Elwood indicated the smaller size of the building could play a role in the difference in pricing against a larger building.

Duprey stated the Governor listened to the fishermen's concerns and indicated he would find \$1 million to put toward the building; asked if there were a cheaper way to provide the fishermen with an appropriate building. Elwood indicated that once all professional services were removed from the \$1 million, \$780,000.00 remained available. Many options were reviewed and

AME's consultant and architectural firm (OakPoint) provided a professional opinion of the anticipated cost based on other similar projects. Elwood indicated by going in with unrealistic expectations, the project could be under water once bids are received. Duprey indicated there isn't an option to move ARPA funds from Rye to the PFP as this started by speaking with the Governor regarding the disrepair of the building and the fishermen's needs; doesn't want to lose any forward moving progress on either project as well as the possibility of losing all funding.

Parker spoke to the cost concern too and asked where comparative data was obtained; Elwood indicated OakPoint Associates is a Portsmouth business (approximately 30 years) with experience in this type of project.

Ferrini asked the percentage of work of OakPoint, government versus private; Elwood did not know that information. Ferrini asked if the current building could be repaired to make it operational; Elwood did not think it was a possibility. AME did go through different alternatives. Ferrini asked if the alternatives were presented so the Board would have an opportunity to know what they are; Elwood indicated a concept study had previously submitted to the Board. Brean indicated that Fish and Game had extra ARPA money that it provided for the concept study.

Brean spoke to compromises that may be able to be made as well as discussions / review by PDA engineering and DPH to discuss alternatives etc. Brean indicated that with the funding, PDA / DPH needs to be in contract by December and expended. Parker indicated expending on contract; Brean affirmed and further indicated the need to keep the GOFFER office informed on the status.

Ferrini spoke to the rendering provided and a desire to keep with history for the function versus aesthetics on its looks.

Semprini reiterated Ferrini's reference and how the funding is related to functionality and timing.

Duprey asked if there was an ability to do components to the building so PDA / DPH can do as much as it can for the fishermen. PDA wants to utilize the money in the most productive manner providing the greatest benefit to the fishermen's needs / wants. Duprey indicated he does not believe there would be an ability to reallocate the Rye ARPA funding to the PFP project.

Elwood indicated the next step does include value engineering, without the options it was \$1.4 million, so the first step would be to figure out how to cut it to the bone so when it goes out to bid it would be a successful project. There had been some discussions of the needs to stay within the character of the neighborhood and if those are not requirements there may be options available for savings.

Levesque spoke to the City of Portsmouth provision of the land for the PFP and that requirements were incorporated into the transfer; Greenway stated the need for the property to be utilized for fishing and if it does not, it goes back to the City.

Ferrini asked if this meant the expenditure would be approved, but what if the expenditure comes back and response received is not what is wanted. Parker indicated the need for more consideration.

Levesque suggested voting for the motion and getting the ball rolling and to work with the engineering firm to make this work for the fishermen; if there isn't a vote today then we loss the timing on moving forward.

Duprey spoke to working hard at a resolution, if get to the end and it is determined nothing can be accomplished with the remaining \$800,000, maybe could convince them to utilize the funds towards future use resulting in a \$200,000+ deficiency if ARPA doesn't allow use of the funds because nothing would be built.

Levesque further stated there is always the option that the Legislature indicates this is an important thing and they close the gap. If the Board does not vote today those things won't happen.

Duprey stated it being a risk but need to do the most to benefit the fishermen.

Parker asked if there were other options aside from a "Cape Cod" look and were there other alternatives; likes Ferrini's idea / discussion on real basics. Elwood indicated a metal building may be less expensive, so long as it worked with deed to property (could be reviewed).

Ferrini spoke to minimal aesthetic requirements being part of the waterfront history.

Disposition: Resolved **unanimous** vote (5-0) for; motion **carried**.

2. Rye Harbor Marine Facility
a. Revetment Work

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

Discussion: Duprey stated presentation to the Governor by next Tuesday; Greenway affirmed.

Disposition: Resolved **unanimous** vote (5-0) for; motion **carried**.

b. Retail Platform - Appledore Marine Engineering Services

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

Discussion: Duprey spoke to the various comments made earlier in the meeting.

Brean indicated the PFP concept study had been paid for by Fish & Game ARPA funding, but a concept study had not been done on this project; pricing includes a concept study as well.

Duprey indicated there would be a discussion later in the meeting on a concept and expanding the uses at the harbors. At the end of the meeting, he will request PDA staff to take a step back to review how ROEs are done and how leases are priced etc. During public comment equality had been mentioned (i.e., leases at Pease are multiyear) and some DPH tenants don't know how long they will be at the facility. Reviewing changes to the harbors to make them self-supporting with revenue streams. During COVID, permission was provided to one vendor for the provision of ready-made food items and there have been efforts made (intentional / unintentional) to end that and the Board does not endorse that concept. Duprey spoke to the ARPA funding and spending of funds if nothing were built. With respect to PAC, his understanding of the charter is that PAC is more technical, not broad matters; the Board is charged with setting the policy for the use of harbors.

Ferrini spoke to taking into consideration problems heard from the public, this is one piece of the bigger picture with a deadline. Comments regarding mother nature taking "it" back (i.e., global warming) things will and can be maintained / considered (i.e., raising parking lot). This may be a stop gap and if mother nature is going to take it back can get rid of everything and keep it simpler. If he votes on this and a grant to do this work is received... he doesn't want to lose money, but don't know how it fits with everything else.

Levesque spoke to the need to look at the fact that there are commercial fishermen at Rye Harbor who are trying to do their job(s); feels the need to do everything possible to protect that. Can create a secondary opportunity to sell their lobsters caught (i.e., opportunity to sell lobsters for a five-year period) to provide them a spot to increase value of product caught, currently not providing that opportunity. Statements were made earlier that shacks get hurt by storms; currently there is a large shack, in the wetland, as it was pushed off by the storm which occurred six months ago. The charter fishermen need to be protected; now understand the revenue that can be made from the restaurant food sold... there are many different opportunities to be considered. He is sympathetic to those who purchased a shack, but there is no deed or grant from the Legislature for those shacks. Welcomes hearing constructive information from different groups of individuals so can work together, rather than with animosity.

Duprey spoke to further discussions on the use of the property (i.e., multi-use to encompass all aspects) being a policy decision for the Board to make. The constituents can be brought into the conversation for input, so the best solution works for all. There is a perception that the harbors are closed with a select group allowed to play and get the benefit. Need to find the optimal mix so the harbors benefit all.

Semprini spoke to the study needing to include what would be built on (i.e., soil) as well as the business owners who have been there and should they choose to be involved, it should be available to them at not an exorbitant cost. He would be for this so long as it is all encompassing; benefits long-term for those with current businesses and other people.

Duprey reiterated asking staff for a review / evaluation to outline the ROEs in Hampton and Rye for 2023 as there are ROEs which expire next spring. A number of items for review would be existing ROEs / Concession Agreements; history or ROEs (bid process or not); nature of ROEs; degree of consistency of the Division mission; with the Board making recommendations (i.e., private / commercial services available for fishermen; should any privately owned structures be allowed on state owned piers; rights and privileges to existing holders). All work should be conducted consistently with the DPH policy decision that all harbors are assets that belong to all and can be multipurpose harbors. By voting and taking the money it may be that we do nothing but that is the risk to be taken.

Disposition: Resolved **unanimous** vote (5-0) for; motion **carried**.

Chairman Duprey requested a brief recess which commenced at 10:51 a.m., with the meeting resuming at 10:55 a.m.

Duprey exited the room at 10:51 a.m., and returned at 10:53 a.m.

Brean exited the room at 10:53 a.m. and returned at 10:55 a.m., and again exited at 10:57 a.m. and returned at 10:58 a.m.

C. Board Action on Mooring Permit Appeal:

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

Ferrini spoke to the decision rendered in accordance with Director Fournier's hearing and the decision written. Therefore, regarding Mr. Wickson's appeal, the Board has the option of 1.) denial of the appeal, determining Mr. Wickson did not meet his burden of proof; 2.) granting of the appeal; or 3.) postpone to the next regularly scheduled meeting. As Ferrini stated, Mr. Wickson understood it was his right to be present and speak at the meeting. Therefore, Ferrini asked the Chair to afford Mr. Wickson that opportunity and if not, to proceed with a motion.

Duprey asked if Mr. Wickson was present, no one stepped forward.

Ferrini indicated the appeal could be denied; he proposed to deny the appeal as Mr. Wickson's rights were considered by Director Fournier's recommendation.

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

Discussion: Duprey indicated it was a thorough report and he felt badly when there is a situation such as this. Further, Fournier's report indicates there was no evidence to the contrary shown to overturn the decision of DPH.

Disposition: Resolved **unanimous** (5-0) vote for; motion **carried**.

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**

These presentations were moved to earlier in the meeting.

B. Grant Applications Filed in May:
None.

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 @ 8:30 a.m.
Board of Directors	August 8, 2024 @ 8:30 a.m.

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

Levesque indicated the Port Committee meeting scheduled for July 11, 2024, may be rescheduled with respect to the vote taken today in order to collect better public input.

Duprey asked about the Airport Committee; Brean stated the meeting is scheduled to provide the Airport Committee information concerning today's two presentations (PlaneSense and Fisher Scientific) discussed, as well as information concerning the FBO study.

XV. Board Discussion:

1. Future Use of Harbors

Duprey indicated this item has been added as the Board typically sets policy from information received from staff. Moving forward, any Director seeking to discuss an item should contact staff to have an item for discussion placed on agenda allowing the public advance notification of a specific topic for discussion.

Ferrini suggested another method which may be utilized would be a work session that are not motion driven.

Duprey again spoke to the letter he will be forwarding to staff to provide a clearer understanding with items such as ROEs provided at the Tradeport and DPH. The statute indicates that every decision is supposed to benefit and consider the issues and problems of three constituents (local, Seacoast; and State). The harbors are a tourism driver and not just an asset for fishermen; looking at money spent on harbors for direct constituents, is a high cost to benefit. The harbors should be reviewed on how to be utilized in a holistic sense, so we are doing the best for the most people. Duprey reiterated Levesque's comments of protecting the interests of those lobstermen / fishermen and it is worthwhile to charge staff with looking at how to make this a real asset for all and not just some.

Ferrini agreed with Duprey's comments and further indicated a Marina is allowed to obtain State mooring licenses and then provide moorings at an upcharge. Spoke of fee opportunities available, the need for those who operate through ROEs etc. with certainty while having economic parity with others for fee structures, and calculations and escalators in rent. Obtaining an overview will provide pertinent information for equitable provisions and fairness.

Duprey spoke to the revenue report which indicated the payment by Grill 28 of 17% in comparison to the concession fee at the harbor of 10%; funds raised from the fee paid by the concessionaire selling lobster rolls for the season in the amount of \$49,000.00. Further, shacks with ROEs who sell t-shirts / souvenirs paid a fee in the amount of \$1,250.00 for the season; Blenkinsop indicated it had been \$1,000.00 for the past ten (10) or fifteen (15) years. Duprey reiterated that all issues need to be reviewed so a plan can be devised that is equitable; the view of the harbors needs to be broadened and more encompassing without harming the current tenants.

Parker agreed with these statements as well as the need to underscore equitable and transparency (business, decision-making and fair play).

XVI. Directors' Comments:

Brean thanked Greenway and DPH staff for working towards getting the fuel systems functional and operational at the harbors.

Duprey commended all staff (DPH, Airport, Tradeport / Real Estate and Golf) as the entire picture is complicated; there is a great team behind it all.

XVII. Adjournment:

Director Levesque **moved** the **motion** and Director Semprini **seconded** to **adjourn the Board meeting. Meeting adjourned at 11:12 a.m.**

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

XVIII. Press Questions:

None.

XIX. Consultation with Counsel:

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul E. Brean". The signature is fluid and cursive, with a large initial "P" and "B".

Paul E. Brean
Executive Director

**PEASE DEVELOPMENT AUTHORITY
AIRPORT COMMITTEE**

AGENDA

Date: Monday, July 15, 2024

Time: 8:30 a.m.

Place: 55 International Drive, Pease International Tradeport
Portsmouth, New Hampshire

AGENDA

- I. Call to Order (Chairman Duprey)
- II. Acceptance of Meeting Minutes: January 6, 2022 * (Fournier)
- III. Public Comment
- IV. New Business
 - a. Development Proposals
 - i. Delos, LLC (aka PlaneSense) – 115 Flightline Road * (Semprini)
 - ii. Thermo - Fisher Scientific, Inc. - 85 Flightline Road * (Fournier)
 - b. FBO Study Update
 - c. Airport Planner RFQ Update
 - d. Fuel Flowage Fee
 - e. Rates and Charges Review
- V. Old Business
 - a. Air Traffic Control Tower – Study Update *
- VI. Director Comments
- VII. Adjournment
- VIII. Press Questions

* Related Materials Attached

** Related Materials Previously Sent

*** Related Materials will be provided under separate cover

+ Materials to be distributed at Meeting



PEASE DEVELOPMENT AUTHORITY
PORT COMMITTEE AGENDA

MONDAY, JULY 15, 2024, at 9:30 AM

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

1. CALL TO ORDER
2. PRESENTATION – PORTSMOUTH FISH PIER BUILDING REPLACEMENT
 - i. Appledore Marine Engineering /Oak Point Associates to present schematics for building replacement ***
 - ii. Proposed Schedule, up to and including contract award *
3. NEW BUSINESS
4. OLD BUSINESS
5. PUBLIC COMMENT
6. PRESS QUESTIONS
7. ADJOURNMENT

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



PEASE DEVELOPMENT AUTHORITY
PORT COMMITTEE AGENDA

MONDAY, JULY 22, 2024, at 8:30 AM

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

1. CALL TO ORDER
2. PRESENTATION – RYE HARBOR MARINE FACILITY-RETAIL PLATFORM
 - i. Appledore Marine Engineering /Oak Point Associates to present schematics for what is included in the budget
 - ii. Proposed Schedule, up to and including contract award *
3. NEW BUSINESS
 - i. Star Island Corporation: Proposed terms for Right of Entry, 315 Market St. Burge Dock *
 - ii. Cornell/Shoals Marine Lab: Proposed terms for Right of Entry, 315 Market St., Burge Dock *
4. OLD BUSINESS
5. PUBLIC COMMENT
6. PRESS QUESTIONS
7. ADJOURNMENT

- * 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 Fournier:

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

1. Legal Services (**Ferrini**)
2. Unutil Special Exception – 16 Pease Boulevard (**Levesque**)
3. ProCon – Flightline Road and Kilo Taxiway Apron and Ramp Area – Right of Entry (**Semprini**)
4. Fuel Flowage Fee Increase (**Parker**)
5. Pease Golf Course – 300 Gallon Sprayer (Fournier)
6. Prestige Services, Inc. –Vending Machine Concession Agreement (**Conard**)
7. Harriman Associates, Inc. – Air Traffic Control Tower – Renovation Design (**Ferrini**)
8. Lonza Biologics, Inc. – Quality Control Laboratory Exhaust Duct Work Concept Approval – 101 International Drive (**Parker**)
9. Port City Air – Concept Approval – 62 Durham Street Improvements * (**Levesque**)

MOTION

Director Ferrini:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to expend funds in the amount of \$35,250.00 for payment of legal services provided by Sheehan Phinney Bass & Green; all in accordance with the memorandum from Anthony I. Blenkinsop, Deputy Director / General Counsel, dated July 22, 2024; attached hereto.

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Anthony I. Blenkinsop, Deputy Director / General Counsel *AIB*
Date: July 22, 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 **\$35,250.00**, as follows:

May 1, 2024 – May 31, 2024	
(for Tradeport General Representation)	\$24,300.00
(Permit Implementation)	\$ 150.00
(Division of Ports and Harbors)	<u>\$ 1,762.50</u>
	\$26,212.50
June 1, 2024 – June 30, 2024	
(for Tradeport General Representation)	\$ 8,212.50
(Permit Implementation)	\$ 187.50
(Division of Ports and Harbors)	<u>\$ 637.50</u>
	\$ 9,037.50

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 **\$35,250.00**.

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: General Representation - Trade Port

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

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$24,300.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$24,300.00

BALANCE DUE:	\$24,300.00

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

AMOUNT PAID... \$ _____

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

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Permit Implementation

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

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$150.00
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$150.00

BALANCE DUE:	\$150.00

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

AMOUNT PAID... \$ _____

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

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Division of Ports & Harbors

CLIENT/CASE NO. 14713-9621

BILLING ATTORNEY: Lynn J. Preston

TOTAL FOR PROFESSIONAL SERVICES RENDERED: \$1,762.50

TOTAL EXPENSES: \$0.00

TOTAL THIS BILL: \$1,762.50

BALANCE DUE: \$1,762.50

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.

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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: 405520

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$8,212.50
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$8,212.50

PREVIOUS BALANCE:	\$24,300.00

TOTAL BALANCE DUE:	\$32,512.50

PAYMENT DUE 30 DAYS FROM INVOICE DATE

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Permit Implementation

CLIENT/CASE NO. 14713-19658

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$187.50
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$187.50

BALANCE DUE:	\$187.50

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

AMOUNT PAID... \$ _____

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

SERVICE AND EXPENSE MAILBACK SUMMARY

RE: Market Street Terminal Reconstruction

CLIENT/CASE NO. 14713-17464
BILLING ATTORNEY: Lynn J. Preston
Invoice Number: 405454

TOTAL FOR PROFESSIONAL SERVICES RENDERED:	\$637.50
TOTAL EXPENSES:	\$0.00

TOTAL THIS BILL:	\$637.50

PREVIOUS BALANCE:	\$0.00

TOTAL BALANCE DUE:	\$637.50

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... \$ _____


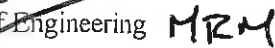
To pay by CREDIT CARD, please visit www.sheehan.com, scroll to the bottom and click " ClientPay " or contact our office directly.

MOTION

Director Levesque:

The Pease Development Authority (“PDA”) Board of Directors hereby approves of Unutil’s concept plan to construct a meter and regulator station along Pease Boulevard and authorizes the Executive Director to negotiate and finalize a lease agreement for this project; all in accordance with the memorandum of Michael R. Mates, Director of Engineering, dated July 31, 2024; attached hereto.

Memorandum

To: Paul E. Brean, Executive Director 
From: Michael R. Mates, P.E., Director of Engineering 
Date: July 31, 2024
Subject: Unitil Meter and Regulator Station – Pease Boulevard

Unitil provides natural gas services to the region including to customers on the Tradeport. Unitil maintains a transmission line that runs along the Tradeport perimeter that borders the Spaulding Turnpike, including a lateral pipeline that terminates at a meter and regulator (“M&R”) station on New Hampshire Avenue. In recent months, the company has made improvements to the line by adding pipeline inspection appurtenances at locations near the ballfields and the Portsmouth water tank, all within the existing utility right of way. Unitil is now seeking approval to relocate the New Hampshire Avenue M&R station to a location adjacent to its existing valve station near the Pease Boulevard entrance to the Tradeport. The relocated M&R station is necessary for the safe and efficient operation of the Unitil system. The station would be outside the existing right of way necessitating a lease agreement with the PDA.

The improvements would be located on a 23,837± square foot (.55± acre) parcel situated between the right of way and the building located at 16 Pease Boulevard, and would consist of piping coming into the new M&R station building (including above ground pipes and valves that allow access for pipeline inspection), a heater to maintain optimal temperature as pressures in the line change, a generator, and a regulator building. The M&R station would be accessed through the existing parking lot serving 16 Pease Boulevard and would be secured behind an ornamental 7’-8” high fence. The building is proposed to be constructed of a brick exterior finish to match the neighboring building at 16 Pease Boulevard.

In reviewing the preliminary plans submitted by Unitil, staff has noted the following:

Stormwater – The project will result in an overall decrease of impervious surface and a decrease in the volume of stormwater runoff. Remaining runoff generated from the development will be treated in conformance with current regulations.

Parking & Traffic – The M&R station is an unoccupied facility with only occasional visits to the site for inspection and maintenance activities (typically one vehicle once or twice per week). There is ample space within the fenced area to accommodate Unitil vehicles during these visits. Unitil will also re-pave and re-stripe the remainder of the parking lot.

Wetlands and Wetland Buffers – The M&R station would have no impact on wetlands. Unitil is designing the site to avoid the wetland in this area, however the M&R station would lie within the buffer. Part 304-A.07(8) of the Zoning Ordinance permits this type of public utility in a wetland buffer, therefore, a conditional use permit is not required.

Excess Soils – The project will generate approximately 15 cubic yards of excess soil. By adjusting grades, this amount of soil can be kept on site.

Screening – As mentioned above, the entire site will be enclosed with decorative fencing to screen the facility. Staff also expressed a desire to maintain the stand of pines that delineate the Pease Boulevard entrance. Unutil adjusted the site to minimize the removal of these trees so that all the trees facing Pease Boulevard will remain and only a few facing the Turnpike will be removed to accommodate the tie-in.

Parcel Boundary – Part 503.01(d) of the Subdivision Regulations allows for leases that do not exceed five years to proceed without requiring subdivision approval. This parcel, which lies in the Industrial Zone, would not meet the minimum lot size requirement for a subdivision. This identical situation was encountered with the erection of the cell tower at 163 International Drive. Staff recommends modeling the Unutil lease after the cell tower lease, which includes a five-year term with nine five-year extension options. The lease rate would be based on the then current annual lease rate in the Pease Industrial and Business/Commercial Zones¹. That rate would be held for the first five-year term. The rate would be adjusted annually equal to the lesser of CPI or 3%, not to exceed 12% in any five-year period.

Special Exception - Also similar to the cell tower use referenced above, a public utility is allowed in the Industrial Zone as a Special Exception (Part 303-A03(g)). Staff believes the M&R station meets the requirements to be granted a Special Exception and recommends that the Board allow an application for Special Exception to be filed with the Newington Board of Adjustment.

Site Review – Should the Board approve Unutil's proposed project, site review will be conducted by the Newington Planning Board.

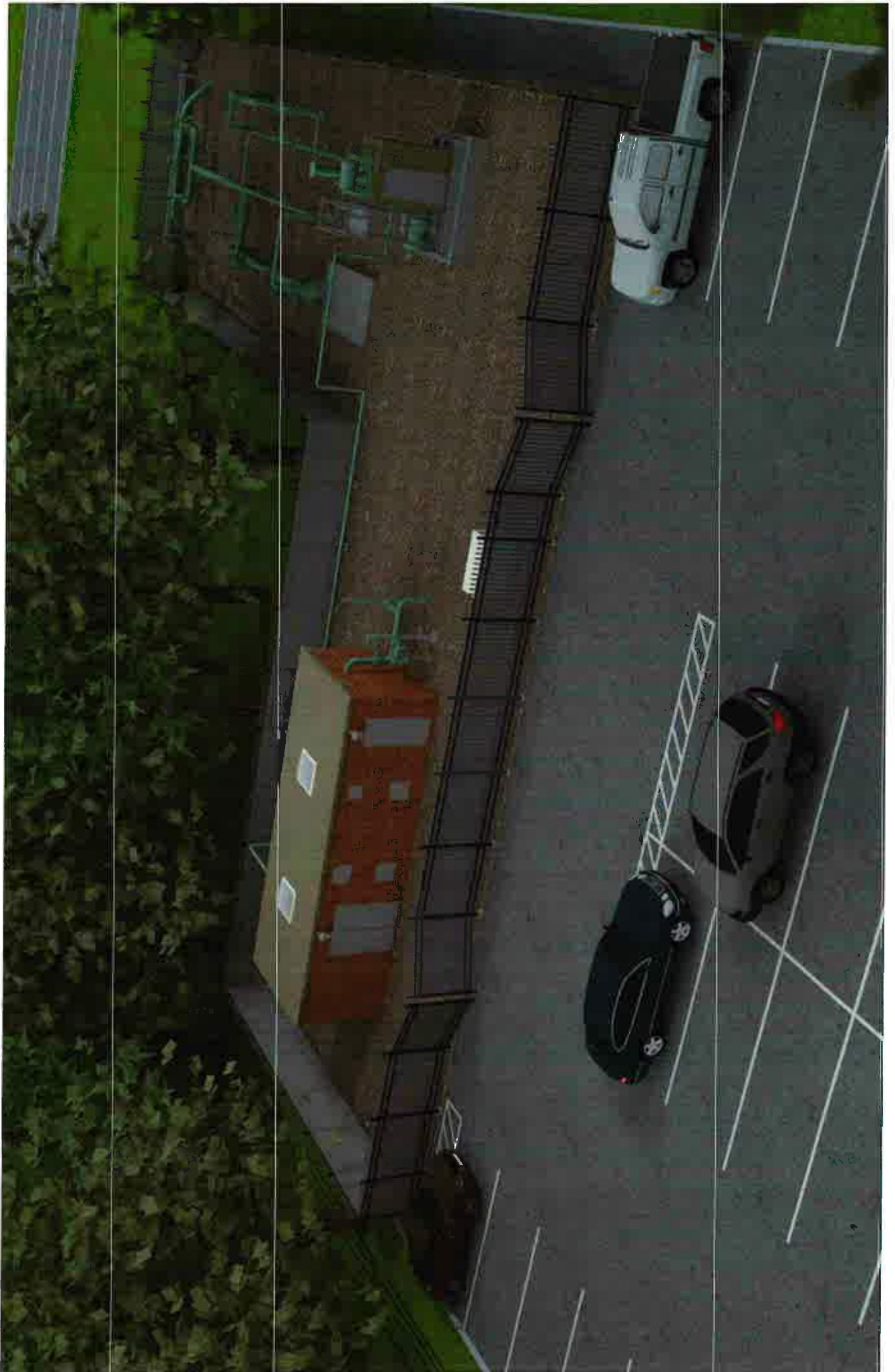
A portion of the proposed improvements would lie within the existing parking lot serving the building at 16 Pease Boulevard, which is under lease to Next Level Now, Inc. ("Next Level") Because the Next Level lease grants to PDA the right to locate utility lines through the leased premises and allows only non-exclusive use of the parking area, PDA can adjust the parking lot as needed to accommodate the Unutil proposal. We have begun these discussions with Next Level.

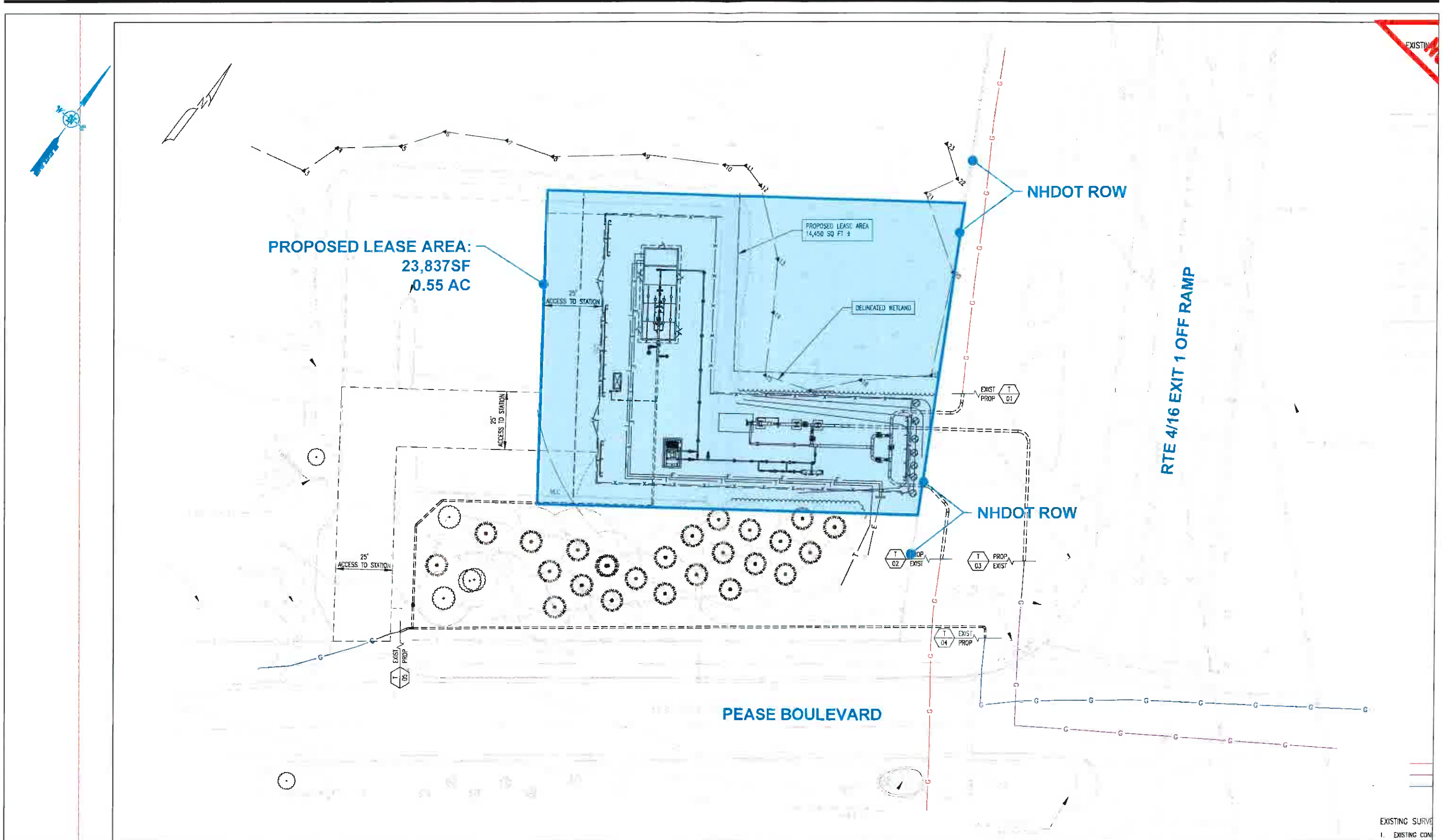
Conceptual plans and renderings that illustrate the project and adjusted parcel boundaries are attached.

Staff believes that the M&R station as proposed by Unutil is important to the utility's mission to provide safe reliable service to its customers, especially those on the Tradeport, and the use is appropriate for this site. If received favorably by the PDA Board, Unutil will continue with design work and, with staff concurrence, submit applications for a special exception and site review to the Town of Newington.

At the August meeting, please ask the Board to approve Unutil's concept plan to construct a meter and regulator station at Pease Boulevard and authorize the Executive Director to negotiate and finalize a lease agreement with Unutil. Representatives from Unutil will be at the meeting to answer questions.

¹The 2024 annual rate is \$19,753 per acre. The 2025 rate will be set in January 2025.





PROPOSED LEASE ARE FOR UNITIL, 16 PEASE BOULEVARD, PORTSMOUTH, NH 03801

DESIGNED BY: MCR DATE: 07/19/24 SCALE: 1"=40'

MOTION

Director Semprini:

The Pease Development Authority Board of Directors approves of issuing a Right of Entry ("ROE") to PROCON LLC for survey / site inspection purposes located on Flightline Road and Hilo Taxiway Apron and Ramp Area, substantially in accordance with the draft Right of Entry attached hereto, dated July 9, 2024; attached hereto.

N:\RESOLVES\2024\ProCon - Flightline Road, Hilo Taxiway Apron and Ramp Area (8-8-2024).docx

July 9, 2024

Paul Roy
Director of Business Development
PROCON LLC
1359 Hooksett Road
Hooksett, NH 03106

**Re: Right of Entry — Flightline Road and Hilo Taxiway Apron and Ramp
Area, Pease International Tradeport, Portsmouth, NH**

Dear Mr. Roy:

This letter, when fully executed, will authorize PROCON LLC ("PROCON") and/or its agents and contractors to enter the premises at 23 Hampton Street, Portsmouth, NH a/k/a Building 215 area as shown on the attached **Exhibit A** (the "Premises") for the period beginning August 1, 2024, through January 17, 2025, for survey / site inspection purposes. Such inspection may include a review of environmental matters, including soils testing, adequacy of utility services, general site conditions, and any other similar inspection or evaluation of the Premises you deem reasonably necessary. This Right of Entry will expire at the close of business on January 17, 2025, unless otherwise extended an additional thirty (30) days by written agreement of PROCON and the Pease Development Authority ("PDA").

This Right of Entry is conditioned upon the following:

1. PROCON providing PDA, upon execution of this letter of authorization or promptly upon completion of its inspection, with a copy of any report, letter, plan, or summary with respect to conditions found at the Premises.
2. PROCON's agreement herein that any use of the Premises is at its sole risk and that its signature below constitutes its agreement to assume full responsibility for any and all risks of loss or damage to property and injury or death to persons by reason of or incident to its entry or the entry by any of its employees, agents or contractors upon the premises and/or the exercise of any of the authorities granted herein. PROCON expressly waives all claims against the PDA for any such loss, damage, personal injury or death caused by or occurring as a consequence of PROCON's use of the Premises or the conduct of activities or the performance of responsibilities under this authorization. PROCON further agrees to indemnify, save, hold harmless, and defend the PDA, its officers, board members, agents and employees, from and against all suits, claims, demands or actions, liabilities,

Page Two
July 9, 2024

**Re: Right of Entry — Flightline Road and Hilo Taxiway Apron and Ramp Area,
Pease International Tradeport, Portsmouth, NH**

judgments, costs and attorney's fees arising out of PROCON's use of the Premises or any activities conducted or undertaken in connection with or pursuant to this authorization.

3. PROCON and any agent or contractor of PROCON providing PDA with satisfactory evidence of Commercial General Liability insurance to a limit of not less than Two Million Dollars (\$2,000,000), and Environmental Pollution Liability insurance to a limit of not less than Two Million Dollars (\$2,000,000), both naming the PDA as an additional insured as its interests may appear. PROCON and any agent or contractor of PROCON shall provide PDA with satisfactory evidence of automobile liability insurance coverage in the amount of One Million Dollars (\$1,000,000) and workers' compensation coverage to statutory limits.

Each such policy or certificate therefor issued by the insurer shall contain: (i) a provision that the insurer shall have no right of subrogation against PDA; (ii) a provision that any liability insurance coverage required to be carried shall be primary and non-contributory with respect to any insurance carried by PDA; and, to the extent obtainable, (iii) an agreement by the insurer that such policy shall not be canceled without at least thirty (30) days prior written notice by registered mail to PDA.

4. PROCON obtaining the prior written consent of the Engineering Department of the PDA before conducting any drilling, testpitting, borings, or other soil/ground disturbing activities on the Premises, and thereafter complying with all terms and conditions of said consent. No geo-technical exploration shall be done on the Site without proper clearance from PDA Engineering Department. No trees or vegetation may be cut without written permission from the PDA. PDA shall make available information it has related to any existing conditions at the site including the location and type of utilities, underground tanks or structures, and any hazardous substances. The information is approximate and not guaranteed. PROCON shall have no liability or responsibility to the PDA for environmental impacts and damage caused by the prior use of hazardous substances on the Premises by the United States of America - Department of the Air Force ("Air Force" or "Government"), and/or the PDA. PROCON and PDA acknowledge the potential obligation of the Air Force to indemnify PDA and PROCON to the extent required by the provisions of Public Law No. 101-511 Section 8056 and/or Public Law 102-484, as amended. PROCON understands that the Premises is in an Area of Special Notice ("ASN"), as identified by the U.S. Air Force, EPA and NHDES, and that any future construction plans which may be authorized under a potential Lease agreement requiring excavation are subject to Air Force approval prior to the excavation(s) being initiated, and construction work may also involve Air Force conducted environmental remediation.

Flightline Road and Kilo Taxiway is part of the Airport Security Identification Display Area ("SIDA"). Designated representatives of PROCON will be required to obtain security badges and qualify as escorts in order for representatives, employees and agents of the PROCON to gain access to and remain on Flightline Road and Kilo Taxiway. While in the SIDA, escort procedures per the requirements of the Pease International Airport Security Program must be met. Prior to

**Re: Right of Entry — Flightline Road and Hilo Taxiway Apron and Ramp Area,
Pease International Tradeport, Portsmouth, NH**

accessing Flightline Road and Kilo Taxiway, all persons providing SIDA escort must undergo verification of their criminal history for the past ten (10) years, attend a training class that is offered no more than once every two weeks and pay any applicable fees. Information regarding escort requirements can be obtained by calling the Airport Management Department at (603) 433-6536, Monday through Friday, 8:00 a.m. to 5:00 p.m. No representative, employee or agent of PROCON will be allowed in the SIDA without escorts meeting the requirements of the Pease International Airport Security Program.

5. PROCON's agreement to restore said Premises to its condition as the same existed prior to the commencement of any work undertaken pursuant to this Right of Entry.

6. PROCON's agreement herein that this Right of Entry does not constitute a grant of an exclusive interest in the Premises, an option to lease the Premises, or an offer to lease the Premises. PROCON acknowledges and agrees that, except as otherwise set forth herein, no legal obligations shall arise with respect to the Premises or lease thereof until a Lease Agreement is executed by the parties, subject to the approval of the PDA Board of Directors.

Please indicate by your signature below PROCON's consent and return the same to me with evidence of insurance as required.

Very truly yours,

Paul E. Brean
Executive Director

Agreed and accepted this _____ day of _____, 2024.

PROCON LLC

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

Page Four
July 9, 2024

Re: **Right of Entry — Flightline Road and Hilo Taxiway Apron and Ramp Area,
Pease International Tradeport, Portsmouth, NH**

EXHIBIT "A"
PREMISES



EXHIBIT A RIGHT OF ENTRY

DESIGNED BY: MCR DATE: 02/07/2024 SCALE: 1"=200'



PEASE TRADEPORT

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

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MOTION

Director Parker:

The Pease Development Authority Board of Directors approves of and authorizes the Executive Director to take such action as may be required or appropriate to increase the current aviation fuel flowage fee rate by \$0.02, from \$0.06 to \$0.08 per gallon, on 100 low lead fuel and Jet A fuel, commencing September 1, 2024; all in accordance with the memorandum of Chasen Congreves, Director of Operations, dated July 18, 2024; attached hereto.

Memorandum

To: Paul E. Brean, Executive Director 

From: Chasen Congreves, Director of Operations 

Date: 7/18/2024

Re: Aviation Fuel Flowage Increase

On July 1, 2018, Portsmouth International Airport at Pease ("PSM") implemented an aviation fuel flowage fee of 2 cents per gallon on Jet A and 100LL fuel sales. That amount increased to 3 cents in July 2020 and 1 cent each year thereafter.

PSM continues to recognize a significant increase in operating expenses associated with maintenance and security requirements to maintain airport certification. Additionally, capital expenditures have also been committed to address increased aviation activity, to include the funding of environmental protection initiatives and the deterioration of primary airfield asphalts. It is my recommendation the fuel flowage fee for both Jet A and 100LL fuel be increased to 8 cents per gallon effective September 1, 2024, to provide additional aeronautical revenue to support the continued increase in airport operational expenses.

Fuel flowage fees are one of the few Federal Aviation Administration ("FAA") approved revenue sources for airports throughout the country with a national average of 10-11 cents per gallon. The table below is a survey of similar airports in the Northeast, comparing fuel prices and associated fuel flowage fees. Neighboring airports average 12 cents per gallon for a flowage fee.

With a proposed 2 cent increase, PSM will continue to remain extremely competitive with surrounding airports. Considerable attention should be given to the fact PSM is the only airport in the survey that does not also charge landing fees to aircraft operators. A minimal increase to the fuel flowage fee will safeguard operators seeking better value at alternative airports.

At the August 8, 2024, Board of Directors' meeting, please request authority from the Board of Directors to increase the fuel flowage fee 2 cents per gallon to 8 cents on both 100 low lead fuel and Jet A fuel, effective September 1, 2024. The fuel flowage fee will be collected on a monthly basis directly from our Fixed Based Operator and authorized self-fueling tenants.


Airport	Fee	Fee
PSM	AvGas - \$0.06 / gal	Jet A - \$0.06 / gal
MHT	AvGas - \$0.05 / gal + 2.5% gross receipts	Jet A - \$0.05 / gal + 2.5% gross receipts
BAF	Avgas - \$0.08 / gal	Jet A - \$0.08 / gal
BED	AvGas - \$0.11 / gal	Jet A - \$0.16 / gal
ORH	AvGas - \$0.05 / gal	Jet A - \$0.11 / gal
PVD	10% FBO Sales	10% FBO Sales
BVY	AvGas - \$0.12 / gal	Jet A - \$0.12 / gal


MOTION

Director Fournier:

The Pease Development Authority Board of Directors authorizes the Executive Director to enter into a contract with Turf Products Inc., of 157 Moody Road, Enfield, CT 06082 for the purchase of a 300-Gallon Sprayer for the Pease Golf Course in an amount not to exceed \$77,576.05 with a cap on the quoted price not to exceed fifteen percent (15%); all in accordance with the memorandum from Scott DeVito, PGA General Manager dated July 25, 2024; attached hereto.

MEMORANDUM

To: Paul Brean, Executive Director 

From: Scott DeVito, General Manager – Pease Golf Course 

Date: July 25, 2024

Subject: Request to purchase a 300-Gallon Sprayer

Pease Golf Course (“Golf Course”) requests authority to pre-order and purchase a Toro 300-Gallon Multi Pro 5800-G Sprayer from Turf Products Inc., of 157 Moody Road, Enfield, CT 06082, for a purchase price of \$77,576.05. The estimated ship date is 14 to 18 months from date of approval with pricing not to exceed a 15% increase. The extended ship date and potential price increase are due to ongoing issues surrounding the supply chain and inflation, resulting in delays and uncertainty in the market for this piece of equipment. The Golf Course’s objective is to lock in its order in hopes of receiving this piece of equipment during the 2025 season, within a known price range.

Bid documents were advertised in June, with one bid being received on Thursday July 25, as follows:

- Turf Products Inc. \$77,576.05

Turf Products Inc. quoted a Multi Pro 5800-G which has interchangeable parts matching our 2012 Toro Sprayer currently being used by the Pease Golf Course maintenance department. PDA Golf Maintenance staff are certified and trained in operating and maintaining this equipment due to its similarity with existing fleet models. Funds for the 300-Gallon Sprayer have been scheduled in the Golf Course FY2025/FY2026 capital budget. By way of additional background concerning the purchase price, in June of 2022, the PDA ordered a piece of equipment from Turf Products, Inc., which was received in fall of 2023; Turf Products, Inc. honored the original quoted price on that order.

At the August 8, 2024, Board meeting, please seek authorization to enter into an agreement with Turf Products Inc. to purchase a Multi Pro 5800-G 300-Gallon Sprayer at a price of \$77,576.05, with a cap on the quoted price not to exceed 15%.


Thank you in advance for your consideration.

MOTION

Director Conard:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations and execute a Vending Machine Concession Agreement with Prestige Services, Inc. at the Portsmouth International Airport for a period of three (3) years retroactive to July 1, 2024; all in accordance with the memorandum of Chasen Congreves, Director of Operations, dated July 19, 2024; attached hereto.

Memorandum

To: Paul E. Brean, C.M., Executive Director 

From: Chasen Congreves, C.M., Director of Operations *GGC*

Date: 7/19/2024

Re: Vending Concession Agreement

Prestige Services ("Prestige"), formerly known as A&B Vending Company, currently provides vending machine concession services in the airport terminal at Portsmouth International Airport at Pease ("PSM"). Prestige has been providing snacks and beverages to the travelling public over the past several years, even when airport passenger activity was idle, generating minimal concession business.

Prestige currently pays the Pease Development Authority ("PDA") 20% of its gross revenues each month. While passenger enplanements continue to grow, vending concession activity is still limited due to the full-service airport café which supports scheduled airline activity. It is important, however, that in the rare case of the airport café being unstaffed or unavailable, passengers have a way of purchasing food and drink.

In 2021, PDA issued a formal request for proposals for vending services, but did not receive any prospective bids due to the PSM airline schedule and requirement for security screening to place product in the secured area during specific timeframes. This requirement precludes most entities requiring a consistent schedule for inventory and drop-offs from participating in this business at Pease. Therefore, it is my recommendation to continue to work with our existing contractor who is willing to adhere to these requirements and maintain their existing equipment in support of the airport customer.


At the August 8, 2024, Board of Directors' meeting, please request authority from the Board of Directors to approve entry into a Concession Agreement with Prestige retroactive to July 1, 2024 for a period of three (3) years, to provide beverage and snack vending concessions pursuant to Prestige's agreement to pay PDA 20% of its gross monthly revenues.


MOTION

Director Ferrini:

The Pease Development Authority (“PDA”) Board of Directors authorizes the Executive Director to finalize and enter into a contract addendum with Harriman Associates, one of PDA’s on-call architectural services providers, to add the Air Traffic Control Tower- Renovation Design Project at the Portsmouth International Airport at Pease in a total amount not to exceed \$481,495.00; all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering, dated July 25, 2024; attached hereto.

Memorandum

To: Paul E. Brean, Executive Director 

From: Michael R. Mates, P.E., Director of Engineering 

Date: July 25, 2024

Subject: Air Traffic Control Tower Renovations Design – Architectural Contract

Earlier this year, the Board authorized the engagement of Harriman Associates (“Harriman”), PDA’s on-call architectural consultant, to evaluate the condition of the air traffic control tower (“ATCT”) and its building systems. The work included, but was not limited to, an assessment of safety, code compliance, and energy efficiency.

Harriman recently submitted its report and conducted a follow-up meeting to present the findings to staff. As expected, some of the building systems show signs of deterioration as they approach the end of their design life spans. The building envelope also exhibits the effects of 45 years of exposure to the elements. Improvements including the replacement of the fire alarm panel, the addition of a fire pump and sprinkler system, installation of a new roof, reconstruction of the catwalk, and the installation of a new water service for the fire protection system are just some of the priorities Harriman identified in its study.

In addition to identifying the renovations required to increase safety, bring the building up to code, and obtain an additional 20 years of life, Harriman took a high-level look at the construction of a new tower and what that might cost. Harriman estimated the construction cost for a new tower to be \$9,430,000. Compared to the cost to renovate at \$2,270,000 to \$3,330,000, it is significantly more expensive to build new.

At the July 15th Airport Committee meeting, staff reported its preference was tending toward the renovation alternative. At this time, we are recommending that the project proceed as a renovation project. Considering all factors – structural integrity, operating systems, coordination with users, continuity of operations, costs, schedule, available funds, and potential funding sources – we believe the renovation is the best value and can take advantage of grant opportunities.

Toward this end, Harriman has provided a scope and fee for designing and developing bid documents to be used to secure costs for constructing the renovations. Harriman is requesting a fee of \$481,495. If the Board approves this expenditure, Harriman will immediately begin work in order to have bid prices in April of next year.

FAA's Airport Terminal Program ("ATP") has allocated money over a five-year period (Fiscal Years 2022-2026) for airport terminal and tower projects. Among the criteria FAA will consider in awarding ATP funds are these: replacing aging infrastructure, achieving compliance with the Americans with Disabilities Act, and improving energy efficiency – a very good match for this project. The process for applying for the current round of funds (FY2025) began in July, as explained in the Notice of Funding Opportunity ("NOFO") issued on July 1st.

To comply with the NOFO stated deadline, PDA submitted required documentation briefly describing the project and stating our preliminary cost estimate of \$5,000,000 (construction plus soft costs and contingencies). Based on these initial filings, FAA intends to notify applicants of which projects have been selected for award in early fiscal year 2025. Should the PSM ATCT be selected, a final application, with actual costs, would be needed on or about June 1 to satisfy statutory requirements for grant award by July 2025. This schedule dictates the need to start design work now.

If the ATCT project is not selected for FY 2025 funding, we expect to know in advance of advertising for bids. In this event, we would postpone bidding and re-apply next year, the final year of ATP funding.

The ATP process is competitive, and it is impossible to predict the outcome. It may be that the project is funded to the fullest extent (95% FAA, 2.5% NHDOT, and 2.5% PDA). Alternatively, PDA may get partial funding or no funding. You and the Board should be aware that there is no guarantee that the Harriman design dollars will be reimbursed through a grant.

Given the age of the ATCT and its need to operate into the foreseeable future, staff recommends proceeding with renovation design in order to take advantage of the ATP funding opportunity.

At the August Board Meeting, please seek approval to amend the on-call contract with Harriman in an amount not to exceed \$481,495 to provide professional architectural and engineering design and bidding services for the renovation of the Portsmouth air traffic control tower.


MOTION


Director Parker:

The Pease Development Authority Board of Directors hereby approves of Lonza Biologics, Inc.'s ("Lonza") concept plan to construct exterior Exhaust Duct Work 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 July 19, 2024; attached hereto.

N:\RESOLVES\2024\Lonza Concept Plan - QC Exhaust Duct Work (8-8-24).docx

Memorandum

To: Paul E. Brean, Executive Director 

From: Michael R. Mates, P.E., Director of Engineering 

Date: July 19, 2024

Subject: Lonza Quality Control Lab Concept Approval

Lonza is proposing to fit up a portion of unused space in the 101C portion of their building at 101 International Drive for a quality control laboratory expansion. Associated with this fit up is the construction of HVAC exhaust ductwork on the exterior of the building. As this proposed duct work is visible from International Drive, the practice is to bring the proposal to the Board of Directors for concept approval. The new ductwork is depicted and described on the attached rendering and in Lonza's cover letter. As you can see, the ductwork is boxed in and painted to blend in with the Lonza aesthetic. Lonza's proposed addition meets the requirements within PDA's Land Use Controls.

At the August Board of Director's meeting please ask the Board to approve Lonza's concept plan for exhaust ducts on the exterior of their building at 101 International Drive. If concept approval is granted, site review approval will be done administratively. Staff has determined that the proposed installation does not impact traffic, safety, or intensity of use and can therefore be limited to an in-house review.

N:\ENGINEER\Board Memos\2024\Lonza QC Lab.docx

July 24, 2024

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

Re: **PDA Conceptual Approval Submission
Lonza Biologics, QC Lab Expansion**

Dear Mike:

Lonza Biologics Inc. (Lonza) is pleased to submit this project overview and enclosed conceptual site plan and rendering for the construction of a QC Lab Expansion that will be located inside the existing lower level 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 new QC labs in existing unused space in the first floor of building 101C to allow for expansion of lab operations. The project will need to have HVAC supply and exhaust ductwork exit the building exterior on the front (International Drive) side of the building and travel to the building roof to new exhaust fans to also be located on the roof. The new duct will be located in what is now a notch between what is the interface between buildings 101B and 101C. This duct will be covered with fascia painted to complement the current exterior. A new emergency exit door will also be located on the front ground level of the area of construction with likely a small concrete landing. The proposed project will not require grading or paving of exterior areas.

Wetlands

The proposed project will not impact any wetlands.

Excess Soils

The proposed project will not generate any excess soils.

Stormwater

The proposed project is not anticipated to add any impervious surface.

Utilities

No new utilities connected to public infrastructure are proposed as part of this project. Sanitary waste will flow into Lonza's existing sanitary drain inside the building. Chemical Wastewater will flow into Lonza's existing pre-treatment.

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. Additional temporary parking for contractors will be procured from across International Drive during the construction phase 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 no increase in impervious space, which will have no increase to the total open space.

We respectfully request to be placed on the PDA Board meeting agenda for August 8, 2024. Please feel free to contact us if you have any questions or need any additional information.

Sincerely,
LONZA BIOLOGICS, INC.



George Combes, PE
Sr. Project Manager
Lonza Biologics, Inc.
164 Corporate Drive
Portsmouth, NH 03801

Copy: Francois Bioul
Kristopher Tiernan
Kurt Kimball

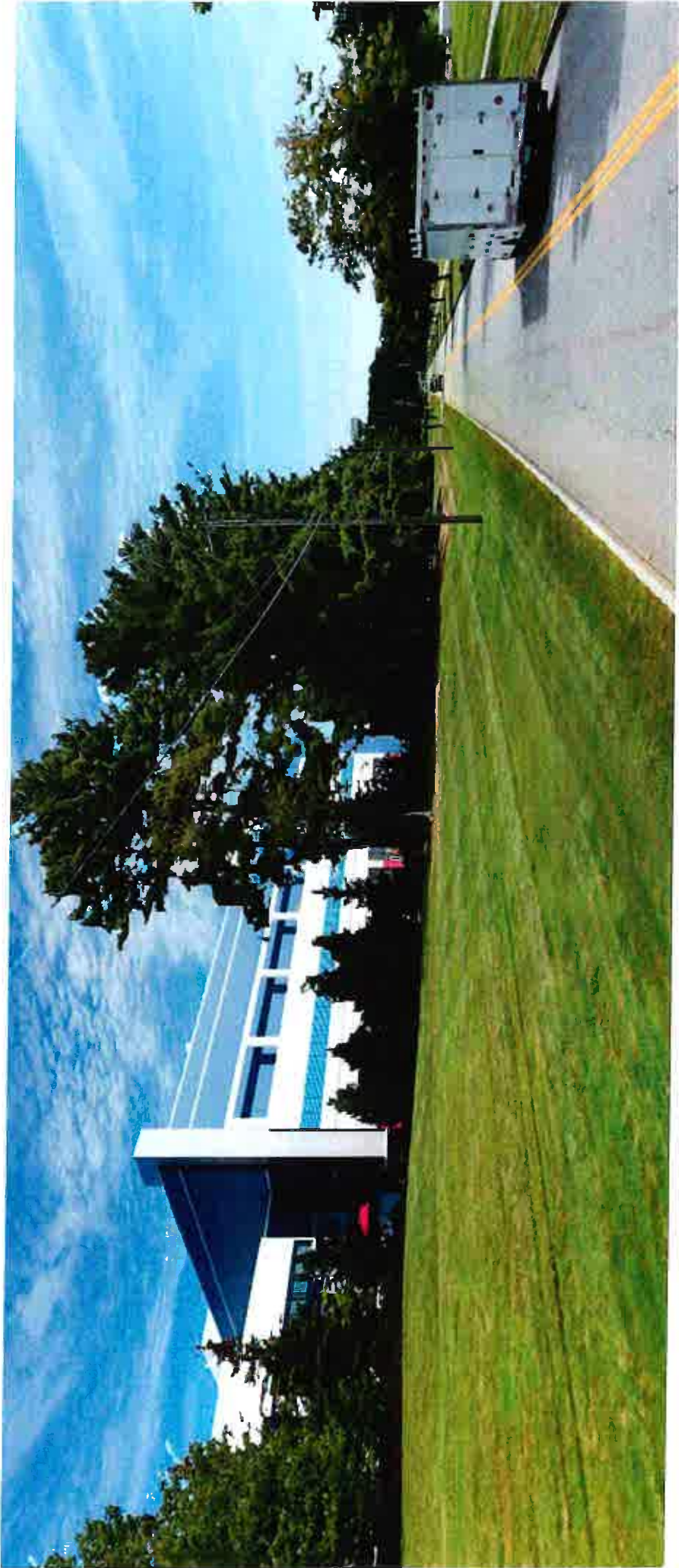


LONGZA



EXISTING

LONZA



PROPOSED



MOTION

Director Levesque:

The Pease Development Authority Board of Directors hereby approves of Port City Air 's concept plan to construct an exterior landing on the north end of the building located at 62 Durham Street; all in accordance with the terms and conditions set forth in the memorandum of Michael R. Mates, P.E., Director of Engineering, dated July 24, 2024; attached hereto.

N:\RESOLVES\2024\PCA Concept Plan – 62 Durham Street (8-8-24).docx

Memorandum

To: Paul E. Brean, Executive Director 
From: Michael R. Mates, P.E., Director of Engineering 
Date: July 24, 2024
Subject: 62 Durham Street Improvements – Concept Approval

Port City Air (“PCA”), PDA’s tenant at 62 Durham Street, is proposing to fit up a portion of the interior mezzanine with private offices. Associated with this fit up is the construction of an exterior landing on the north end of the building which will serve as an emergency exit. As this proposed stair is visible from Durham Street, the practice is to bring the proposal to the Board of Directors for concept approval. The attached cover letter and renderings describe and depict the proposed improvements. Staff will work with PCA to ensure stormwater runoff from this new impervious surface will be treated per the PDA Land Use Control regulations. PCA’s proposed addition meets the requirements of PDA’s Land Use Controls.

At the August Board meeting, please request concept approval for PCA to construct an exterior landing and stairway at 62 Durham Street. If concept approval is granted, site review approval will be done administratively. Staff has determined that the proposed installation does not impact traffic, safety, or intensity of use and can therefore be limited to an in-house review.

N:\ENGINEER\Board Memos\2024\62 Durham Street Concept Approval.docx

July 23, 2024

Michael Mates, PE
Director of Engineering
Pease Development Authority
55 International Drive
Portsmouth, NH

Re: Port City Air - Hangar 205
62 Durham St.
Portsmouth, NH

PROJECT MEMORANDUM

Dear Mr. Mates,

Port One Architects, Inc. is submitting this memorandum on behalf of Port City Air for the proposed project at existing Hangar 205. This narrative describes the conceptual design of exterior alterations to accommodate interior alterations to a portion of the existing building utilized for Business occupancy.

Project Overview

The proposed project consists of interior Level II Alterations to approximately 1,800 sf of existing mezzanine floor area currently used for Business type occupancy. Alterations consist of creating additional private offices where open work areas currently exist. No additional occupancy loads are anticipated due to the continued use of the space as Business Group B (private offices) with an equivalent occupant density to that of open office area.

Exterior alterations consist of adding (8) window openings on the northwest façade of the mezzanine level where (4) smaller windows currently exist. Additionally, the conceptual design proposes an exterior metal passage door, stair and enlarged landing of approximately 10' x 26' or 260 sf.

Stormwater Management

In response to 260 sf of added impermeable surfaces resulting from the addition of an exterior steel stair, a storm water management strategy that meets the requirements of the PDA will be implemented. The proposed system involves the construction of a shallow trench (designed by Civil Engineer), strategically placed to intercept runoff from the first flush of a rain event. The trench is filled with stone, which serves to temporarily store the initial volume of stormwater, allowing runoff to settle and be filtered out.

Parking Areas & Other Proposed Work

No additional parking is anticipated under the proposed alteration. No other work outside the building footprint is anticipated under the proposed alteration.

Sincerely,

Evan Mullen – President
Port One Architects, Inc.
emullen@portonearchitects.com
603-436-8891, ext. 11

EXISTING VIEW



PROPOSED VIEW



MOTION

Director Parker:

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

1. HID – CrossMatch Software and Supporting Hardware (**Ferrini**)
2. Higgins – Badge Printer Service Agreement (**Semprini**)
3. AT&T Wireless Service Agreement (**Conard**)
4. Mobile Smart City – Airport Terminal Vehicle Parking Upgrades (**Fournier**)

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

MOTION



Director Ferrini:

The Pease Development Authority Board of Directors authorizes the Executive Director to enter into an agreement with HID in a total amount not to exceed \$22,975.00 for the purpose of upgrading software and hardware related to the Airport Badging System at Portsmouth International Airport at Pease ("PSM"); all in accordance with the memorandum of Ed F. Pottberg, Airport Security Administrator, dated July 25, 2024; attached hereto.

In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement as HID is the sole provider of PSM's badging system CrossMatch software and hardware.

**NOTE: This motion requires 5 affirmative votes.
Roll Call vote required.**

Memorandum

To: Paul E. Brean, Executive Director 
From: Ed F. Pottberg, Airport Security Administrator, C.M., ACE, ASC 
Date: July 25, 2024
Subject: Airport Badging Software & Hardware Upgrade Purchase

The Pease Development Authority (“PDA”) must upgrade its airport badging system fingerprinting software and hardware to the current version. PDA’s badging system is integrated to work only with CrossMatch software and hardware. CrossMatch is owned by HID. As such, only HID can provide the necessary CrossMatch software and hardware upgrades. HID has provided a quote for the purchase of the software and hardware in the amount of \$22,975.00, which includes a five (5) year service agreement.

At the August 8, 2024, meeting of the Board of Directors please seek approval to enter an agreement with HID for the purchase of the CrossMatch badging system software and hardware upgrades, with a five (5) year service agreement, in an amount not to exceed \$22,975.00. Additionally, please seek authorization to waive the RFP requirement as the airport’s badging system software and hardware are proprietary CrossMatch systems and the upgrades can only be completed by HID.

MOTION

Director Semprini:



The Pease Development Authority Board of Directors hereby waives the RFP requirement regarding the agreement with Higgins Corporation (“Higgins”) for the purchase of an airport badge printer and onsite service, to be utilized at the Portsmouth International Airport at Pease, in an amount not to exceed \$12,786.00.

In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement due to the airport security related encryption technology required in order to be compatible with the airport’s badging technology and the attempt to secure three quotes from vendors in the field; all in accordance with the memorandum of Ed Pottberg, Airport Security Administrator, dated June 24, 2024, attached hereto.

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

N:\RESOLVES\2024\Higgins – Badge Printer and Onsite Service (8-8-2024).docx

Memorandum

To: Paul E. Brean, Executive Director 
From: Ed F. Pottberg, Airport Security Administrator, C.M., ACE, ASCO 
Date: June 24, 2024
Subject: Badge Printer Purchase

At the Pease Development Authority (“PDA”) Board meeting of May 23, 2024, the Board approved a waiver of the RFP requirement for the purchase of a new security badge printer from Higgins Corporation of South Portland, Maine. The April 11, 2024, Board memo in support of that action is attached hereto. The Board meeting material indicated a purchase price of \$10,819.00 for the printer and on-site service. However, after the approval it was discovered that the quote from Higgins did not include on-site service. Higgins has informed the PDA that a 3-year on-site service would be an additional \$1,895.00, for the total cost of the badge printer and a service agreement of \$12,786.00.

At the August 8, 2024, meeting of the Board of Directors, please approve the waiver of the RFP requirement for the purchase of the badge printer and 3-year on-site service agreement from Higgins Corporation in the amount of \$12,786.00.



PEASE
INTERNATIONAL
DEVELOPMENT
AUTHORITY

55 International Drive Portsmouth, NH 03801

Memorandum

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

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

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

MOTION

Director Conard:



The PDA Board of Directors hereby authorizes the Executive Director to execute a service agreement with AT&T FirstNet and Government Carrier Services upon terms and conditions substantially similar to those set forth in the memorandum of Greg Siegenthaler, Director of Information Technology, dated July 26, 2024; attached hereto.

In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement as AT&T FirstNet and Government Carrier Services is an approved service provider for the State of New Hampshire, Vendor #177839.

**Note: This motion requires 5 affirmative votes.
Roll Call vote required.**

N:\RESOLVES\2024\AT&T Wireless Service (8-8-2024).docx

MEMORANDUM

TO: Paul Brean, Executive Director 
FROM: Greg Siegenthaler, IT Director 
RE: AT&T FirstNet Cellular Service
DATE: July 26, 2024

The PDA currently subscribes to Verizon Wireless to provide its cellular services through mobile phones and other devices. We recently conducted an in-house evaluation of cellular services to determine the best cellular provider for the PDA moving forward, considering quality of service, priority calling, and cost.

The PDA requires the ability to quickly and reliably communicate internally, as well as with EMS and Law Enforcement in the event of an emergency at the Airport, Tradeport, or Division of Ports and Harbors facilities. Additionally, PDA needs the best possible signal coverage at its facilities, all at a competitive cost.

We found that the FirstNet service, exclusively available through AT&T, offers the best way to meet the priority service requirement. FirstNet is a nationwide First Responder Network that offers priority services for all communications using the service. For quality of service, we conducted a study of call quality and data speeds and found that AT&T had equal or better results in 53 of 57 locations tested. One area where current coverage is a major concern is the PSM Airfield, and AT&T performed notably better in that space. The NH Air National Guard already uses AT&T FirstNet and has reported that it is very satisfied with the service and coverage on the PSM Airfield as well.

The State of New Hampshire recently negotiated and signed a contract with AT&T FirstNet, State Vendor# 177839, and the PDA would be included in the State's service and pricing tiers. We obtained a Proposal for Service from AT&T to replace all our current cellular services and devices which came to \$2001.89/month for the first two years, and \$2293.44/month thereafter. This would be an average savings of about \$850/month for the first two years, compared to PDA's current carrier.

At its meeting on August 8, 2024, please ask the Board to waive the RFP process and approve the migration of PDA's Cellular services to AT&T FirstNet and Government Carrier Services.

MOTION



Director Fournier:

The Pease Development Authority (“PDA”) Board of Directors approves of and authorizes the Executive Director to enter into a contract with Mobile Smart City (“MSC”) to upgrade its existing PDA airport parking system hardware and software in an amount not to exceed \$84,300.00; all in accordance with the memorandum of Chasen Congreves, Director of Operations, dated July 25, 2024, attached hereto.

In accordance with the provisions of RSA 12-G:8, VIII, the Board justifies the waiver of the RFP requirement as MSC is the current provider of PDA’s existing pay for parking services and infrastructure.

**NOTE: This motion requires 5 affirmative votes.
Roll Call vote required.**

Memorandum

To: Paul E. Brean, Executive Director 
From: Chasen Congreves, Director of Operations 
Date: 7/25/2024
Re: Airport Parking Revenue Upgrade

The Pease Development Authority ("PDA") introduced an airport revenue parking program supported by Mobile Smart City Corporation ("MSC") in 2017. PDA's current program relies heavily on a partnership with Hectronics regarding the ticketing/payment machines at the airport parking lot entrances and exits. Unfortunately, Hectronics no longer manufactures or distributes parts for its machines.

As a result, PDA began working with MSC on potential modifications to the parking system. MSC provided options to increase efficiency and customer satisfaction with the revenue parking program. MSC also proposed upgrades to its program to provide improved maneuverability to enter / exit PDA's revenue lots with a cloud or application-based program. This also included the ability to inform airport users of existing concessions at the airport / Tradeport, marketing promotions, loyalty or special event options, and increased options to pay (i.e., from the gate or license plate) should the option be agreed to. In May of 2023, the Board approved an expenditure of \$34,205.00 to upgrade C lot to this new MSC platform. The plan to introduce this new portion of the program prioritized C lot to introduce an express parking lot, ensuring the new equipment would meet PDA's expectations. Despite approval, the upgrade to C lot has not been implemented while PDA engaged in further discussions with MSC.

PDA's equipment for the larger A/B lot has begun to see end-of-life issues given it is no longer being manufactured. Three (3) quotes were requested for the potential replacement of this equipment and supporting software (A, B, & C lots):

MSC: \$84,300.00 (able to rely on some existing infrastructure)
HUB Parking Technology: \$197,744.69
Parking Express: \$310,000.00

With the foregoing in mind, PDA desires to move forward with MSC for the necessary upgrades and improvements to the parking lot management hardware and software. With these improvements, PDA hopes to increase customer satisfaction by providing multiple options for payment.

While three (3) quotes were obtained, and MSC was the lowest quote, given MSC can rely on some existing infrastructure to implement its improvements, the prices are not directly comparable. As such,

out of an abundance of caution, the PDA seeks sole-source justification to work directly with its existing partner, MSC. With PDA continuing to work with its existing partner, PDA would save money by not having to replace: 1) the existing pre-pay equipment that provides an alternative to paying at the exit machine; and 2) the existing wired connections and other related proprietary equipment.

The PDA has reserved \$35,000.00 in its Capital Improvement Plan (CIP) for upgrades to C lot revenue parking from FY24 and \$70,000 for A/B lot in FY25. This is to request authorization to increase the approved expenditure of \$34,205.00 from the June 15, 2023, Board of Directors' meeting to \$84,300.00, in order to replace the outdated hardware and software supporting the PDA's entire revenue parking program.

At the August 8, 2024, PDA Board of Director's meeting, please request authority from the Board to waive the formal RFP process and to partner with MSC to upgrade the existing parking hardware and software at the airport terminal parking lots in an amount not to exceed \$84,300.00.

Memorandum

To: Paul Brean, Executive Director

From: Suzy Anzalone, Director of Finance *Suzy*

Date: July 30, 2024

Subject: Executive Summary – Financial Reports

In anticipation of the upcoming August 8th, Pease Development Authority Board meeting, the following is an Executive Summary of the draft financial results for the twelve months ended June 30, 2024:

Consolidated Results- DRAFT

Pease Development Authority - Consolidated			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	19,848	19,704	145
Operating Expenses	15,709	17,195	1,486
Operating Income	4,140	2,509	1,631
Depreciation	7,153	7,403	250
Non Oper. (Inc)/Exp	(594)	(83)	511
Net Operating Income (Loss)	(2,420)	(4,811)	2,391

Consolidated operating revenues for FY24 totaled \$19.8 million, favorable to budget by \$145,000 (0.7%). Revenue line items trending higher than budget for the year include fuel flowage fees (\$269,000 favorable), golf fees (\$128,000 favorable), facility fees (\$121,000 favorable) and concession revenue for both the DPH and PDA (40,000 favorable). Alternatively, line items trending under budget for the year include DPH fuel sales-due to lower volume and pricing, and wharfage and dockage fees resulting from fewer incoming vessels.

FY24 operating expenses totaled \$15.7 million, trending favorably by \$1.5 million (8.6%). Cost underruns for FY24 include full-time wages and benefits (due to open positions), outside contractor services, snow-related expenses, utilities (lower supply and delivery costs), professional services, and fuel purchases (due to lower volume and pricing). The FY24 budget also included a \$300,000 expenditure for the demolition of a building at 65 Aviation Avenue, which will be carried over to FY25. Expense line items trending over budget include part-time wages-mainly due to additional staffing hours at Skyhaven, and to a lesser extent, bonus payments to Airport seasonal over-hires which were not budgeted (bonus payments approved after completion of operating budget). Other line items trending over budget include overtime pay for full-time employees, badging media (bulk purchase), computer hardware expenses, airfield maintenance (lighting, paving, painting), equipment parts, advertising (prior year Allegiant advertising costs paid in FY24), and golf merchandise cost of goods sold.

Non-operating income includes year-to-date interest income of \$561,000 and COVID related grant funding for Skyhaven in the amount of \$32,000. Year-to-date Net Operating Loss (which includes depreciation) is negative (\$2.4) million performing favorably against the budgeted loss of negative (\$4.8) million.

Business Unit Performance-DRAFT

Portsmouth Airport

Portsmouth Airport (PSM) incl Security			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	2,860	2,541	319
Operating Expenses	4,039	4,085	46
Operating Income	(1,179)	(1,544)	365
Depreciation	4,231	4,659	428
Non Oper. (Inc)/Exp	(0)	0	0
Net Operating Income (Loss)	(5,410)	(6,203)	793

FY24 operating revenues for Portsmouth Airport are favorable to budget by \$319,000 (12.6%) mainly driven by higher fuel flowage fees (16.4M gallons sold vs.12M budgeted). Operating expenses are favorable by \$46,000 (1.1%). 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	239	246	(7)
Operating Expenses	344	278	(66)
Operating Income	(105)	(32)	(73)
Depreciation	417	411	(6)
Non Oper. (Inc)/Exp	(32)	0	32
Net Operating Income (Loss)	(490)	(443)	(47)

Skyhaven operating revenues for FY24 are under budget by \$7,000 (2.9%) mainly driven by lower fuel sales during FY24. Fuel sales for the fiscal year totaled \$82,253 representing 13,234 gallons sold, which is trending 5.6% lower than prior year. Operating expenses are over budget by \$66,000, mainly driven by part-time wages and payroll taxes (FICA) as staffing levels are higher than budgeted assumptions. Non-operating Income includes \$32,000 in grant funds received for COVID related expenses in prior years.

Tradeport

Tradeport			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	10,195	10,082	112
Operating Expenses	500	976	476
Operating Income	9,695	9,107	588
Depreciation	763	812	49
Non Oper. (Inc)/Exp	(321)	0	321
Net Operating Income (Loss)	9,253	8,295	958

FY24 Tradeport revenues are \$112,000 favorable to budget largely due to higher facility rental revenue. Expenses are trending under budget by \$476,000 (48.8%) year-to-date, mainly driven by cost underruns in building and facilities expenditures which included a \$300,000 budgeted expenditure for the demolition of a building at 65 Aviation Ave. This has been carried over to FY25. Other line item trending lower include environmental testing, utilities, landscaping and engineering services.

Golf Course

Pease Golf Course			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	3,944	3,770	174
Operating Expenses	2,712	2,640	(72)
Operating Income	1,232	1,130	102
Depreciation	368	380	12
Non Oper. (Inc)/Exp	(153)	(0)	153
Net Operating Income (Loss)	1,017	750	267

Golf course revenues for the fiscal year are favorable \$174,000 (4.6%) resulting from higher public play golf fees and merchandise sales-both driven by higher volume. Expenses are over budget by \$72,000 (2.7%) driven by cost overruns in wages (due to seasonal golf lesson income included in wages), turf maintenance, operating equipment parts and golf merchandise cost of goods sold.

Division of Ports and Harbors (DPH)-Unrestricted

Division of Ports and Harbors (Unrestricted)			
(\$ 000's)	YTD Actual	YTD Budget	Variance Fav (unfav)
Operating Revenues	2,434	2,888	(454)
Operating Expenses	2,818	3,142	323
Operating Income	(384)	(253)	(131)
Depreciation	1,193	975	(218)
Non Oper. (Inc)/Exp	(78)	(2)	76
Net Operating Income (Loss)	(1,499)	(1,226)	(273)

FY24 unrestricted operating revenues for the DPH are under budget by \$454,000 (15.7%). Revenue line items trending unfavorably include fuel sales (lower volume and pricing) and wharfage and dockage fees (fewer vessels). Year-to-date operating expenses are under budget by \$323,000 (10.3%) and are attributable to lower fuel purchases, full-time wages and benefits (open positions), contractor services and utilities expenses. Cost overruns include snow removal, parking lot repairs and environmental testing.

Balance Sheet/Statement of Net Position (Consolidated)

(\$ 000's)	As of 6/30/2024	As of 6/30/2023
Assets		
Current Assets	20,665	21,343
Restricted Assets	1,506	1,472
Non-Current Assets	321,601	311,512
Total Assets	343,772	334,327
Deferred Outflows of Resources	3,049	3,049
Liabilities		
Current Liabilities	5,120	5,219
Non-Current Liabilities	11,480	11,467
Total Liabilities	16,600	16,686
Deferred Inflows of Resources	213,258	213,258
Net Position		
Net Invest. in Cap Assets	108,470	98,380
Restricted	1,380	1,336
Unrestricted	7,113	7,716
Total Net Position	116,963	107,432

The June balance sheet consists of \$20.7 million in current assets which include \$13.0 million in unrestricted cash (both PDA and DPH), \$6.7 million in trade and lease receivables, and \$1 million in inventory and prepaid expenses.

Restricted assets total \$1.6 million and consist primarily of the Revolving Loan Fund which currently has 20 loans outstanding totaling \$1.1 million in loans receivable.

Capital expenditures for FY24 total \$16.6 million with most costs incurred for the rehabilitation of the Main Pier at Market Street (\$6.4 million) and the PSM Arrivals Hall (\$6.3 million). Other projects include grant-funded snow removal equipment, Alpha North taxiway reconstruction (PSM), decking and bracing replacement at the Portsmouth Fish Pier and other various internally funded equipment purchases.

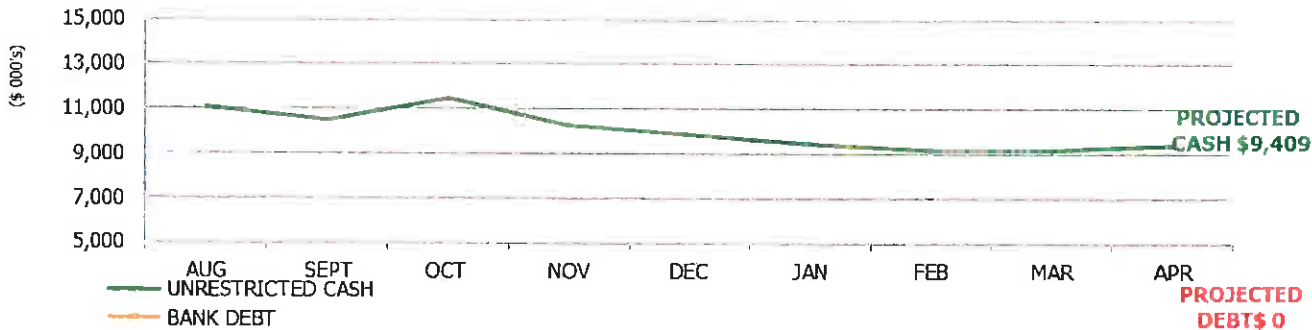
Current liabilities of \$5.1 million represent trade accounts payable, retainage and various accrued expenses.

Cash Flow Projections for the Nine Month Period Ending April 30, 2025 (Excl. Division of Ports and Harbors)

During the next nine-month period, cash inflows are projected at \$18.8 million, mainly provided by operating revenues as well as \$4.8 million in grant funding.

Cash outflows of \$20.9 million during this same period include \$9.2 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 \$9.4 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 TWELVE-MONTH PERIOD
ENDING JUNE 30, 2024 - DRAFT



BOARD OF DIRECTORS MEETING
AUGUST 8, 2024

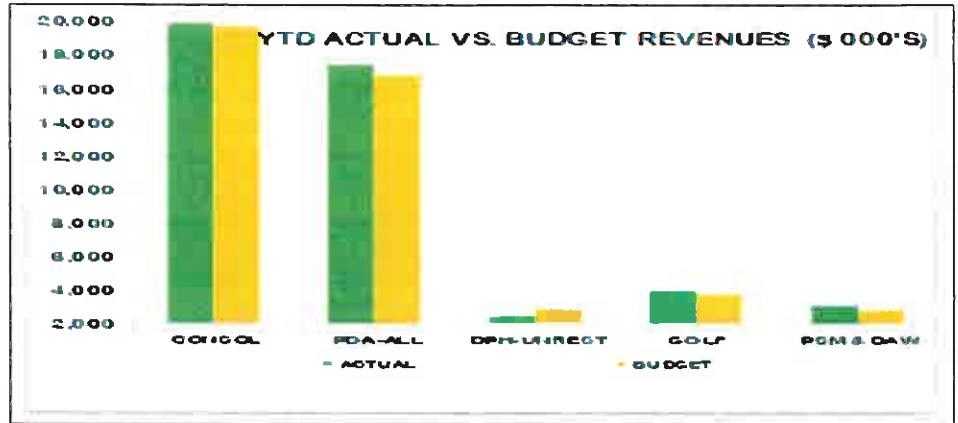
PEASE DEVELOPMENT AUTHORITY

Revenues and Expenditures –Twelve Months Ended June 30, 2024- DRAFT

Trends:

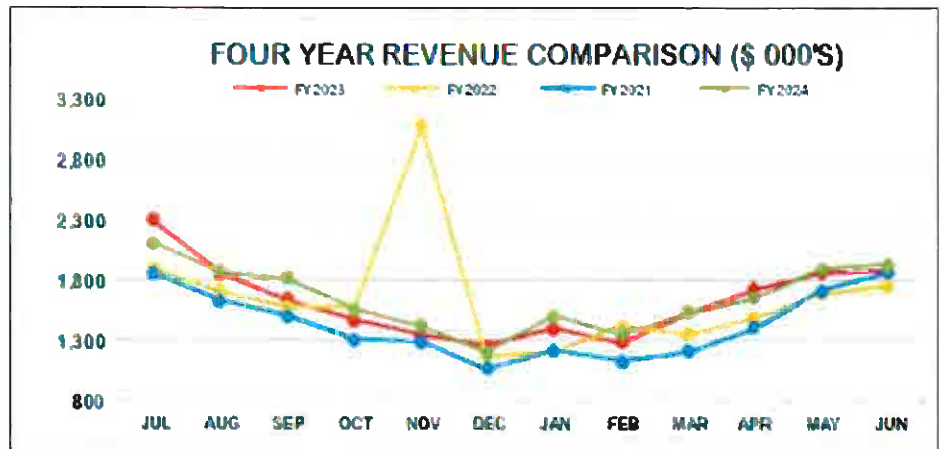
YTD revenue budget higher by 0.7%

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



Trends:

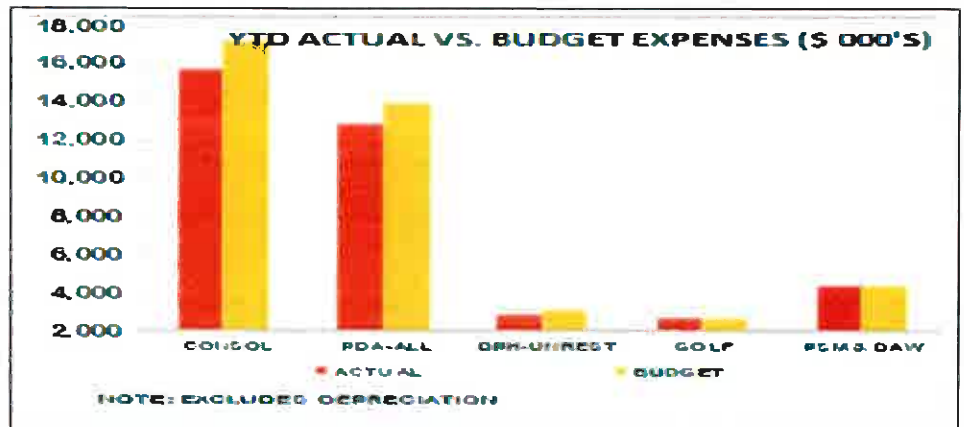
- November 2021 includes sale of 30 NH Ave
- July revenues include annual rent payment-Great Bay Comm. College
- June revenues include increase in Golf fee revenue



Trends:

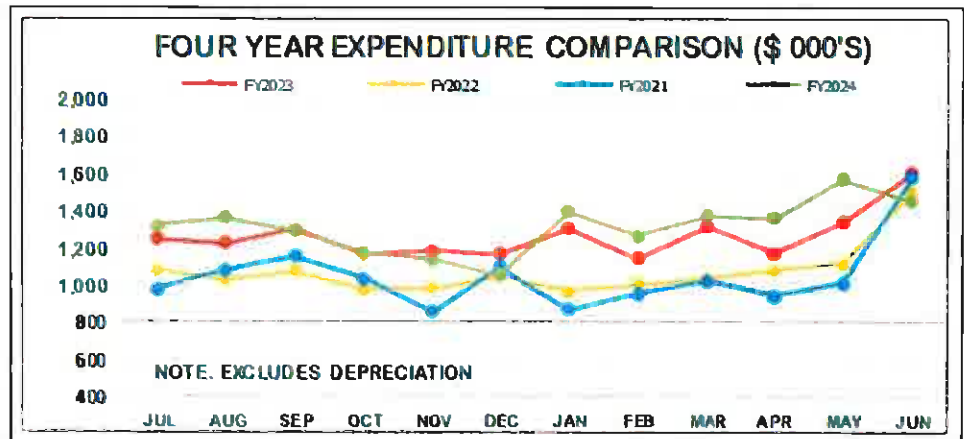
YTD Operating Expenses lower by 8.6%:

- FT wages, Employee Benefits, Facilities, Utilities, Professional Svcs. and Fuel Purchases trending lower than budget.
- Offset by cost overruns in Advertising, FT 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 Twelve Months Ending June 30, 2024 - DRAFT

	Actual Jun FY 2024	Budget Jun 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	\$943,580	\$892,152	\$51,428	5.8%	\$11,491,568	\$11,370,826	\$120,742	1.1%
CARGO AND HANGARS	14,898	14,658	240	1.6%	180,938	176,415	4,523	2.6%
	<u>958,478</u>	<u>906,811</u>	<u>51,668</u>	<u>5.7%</u>	<u>11,672,507</u>	<u>11,547,241</u>	<u>125,265</u>	<u>1.1%</u>
CONCESSION REVENUE	66,634	83,137	(16,503)	(19.9%)	631,810	593,372	38,438	6.5%
FEE REVENUE								
AMATION FEES	0	0	0	-	120,444	112,300	8,144	7.3%
FUEL FLOWAGE	100,830	63,049	37,781	59.9%	1,005,956	736,600	269,356	36.6%
PSM TSALEO REVENUE	0	1,833	(1,833)	(100.0%)	34,371	22,000	12,371	56.2%
PSM SECURITY REVENUE	2,205	1,917	288	15.0%	24,945	23,000	1,945	8.5%
GOLF FEES	419,666	408,397	11,268	2.8%	2,414,770	2,285,000	129,770	5.7%
GOLF SIMULATORS	240	2,267	(2,027)	(89.4%)	127,154	135,000	(7,846)	(5.8%)
GOLF MEMBERSHIPS	50,689	50,625	64	0.1%	405,511	405,000	511	0.1%
GOLF LESSONS	9,435	12,561	(3,126)	(24.9%)	55,683	50,000	5,683	11.4%
MOORING FEES	37,677	39,583	(1,907)	(4.8%)	452,121	475,000	(22,879)	(4.8%)
PARKING	43,616	47,041	(3,426)	(7.3%)	636,143	649,178	(13,035)	(2.0%)
PIER USAGE FEES	10,715	9,167	1,548	16.9%	108,046	110,000	(1,954)	(1.8%)
REGISTRATIONS	29,796	18,917	10,879	57.5%	229,629	227,000	2,629	1.2%
TERMINAL FEES	-	-	-	-	-	-	-	-
WHARFAGE AND DOCKAGE	11,382	51,663	(40,281)	(78.0%)	402,894	633,700	(230,806)	(36.4%)
	<u>716,250</u>	<u>707,020</u>	<u>9,230</u>	<u>1.3%</u>	<u>6,017,667</u>	<u>5,863,778</u>	<u>153,888</u>	<u>2.6%</u>
FUEL SALES	78,239	120,753	(42,513)	(35.2%)	610,283	946,083	(335,800)	(35.5%)
INTEREST INCOME								
LOAN INTEREST	3,057	3,000	57	1.9%	33,556	36,000	(2,444)	(6.8%)
OTHER REVENUES								
MERCHANDISE	58,118	49,531	8,587	17.3%	408,231	350,000	58,231	16.6%
ALL OTHER	47,112	30,555	16,557	54.2%	474,331	367,307	107,024	29.1%
	<u>105,230</u>	<u>80,086</u>	<u>(25,144)</u>	<u>(31.4%)</u>	<u>882,562</u>	<u>717,307</u>	<u>(165,255)</u>	<u>(23.0%)</u>
TOTAL OPERATING REVENUE	1,927,889	1,900,807	27,082	1.4%	19,848,384	19,703,782	144,602	0.7%
OPERATING EXPENSES								
WAGES AND FRINGE BENEFITS								
WAGES								
BENEFITED REGULAR	393,563	457,030	63,468	13.9%	4,918,296	5,129,851	211,555	4.1%
BENEFITED OVERTIME	25,334	15,209	(10,125)	(66.6%)	323,354	247,579	(75,775)	(30.6%)
NON-BENEFITED REGULAR	115,782	147,070	31,288	21.3%	1,171,843	1,116,529	(55,314)	(5.0%)
NON-BENEFITED OVERTIME	7,626	6,296	(1,329)	(21.1%)	38,548	45,286	6,738	14.9%
ACCRUED VACATION BENEFITS	4,980	250	(4,730)	(1892.2%)	30,753	3,000	(27,753)	(925.1%)
ACCRUED SICK TIME BENEFITS	75	333	258	77.4%	13,129	4,000	(9,129)	(228.2%)
	<u>547,360</u>	<u>626,189</u>	<u>78,829</u>	<u>12.6%</u>	<u>6,495,922</u>	<u>6,546,245</u>	<u>50,322</u>	<u>0.8%</u>
WAGE TRANSFERS OUT	(100,097)	0	100,097	-	(100,097)	0	100,097	-
	<u>447,263</u>	<u>626,189</u>	<u>178,926</u>	<u>28.6%</u>	<u>6,395,825</u>	<u>6,546,245</u>	<u>150,420</u>	<u>2.3%</u>
BENEFITS								
DENTAL INSURANCE	5,730	6,971	1,242	17.8%	65,996	83,658	17,662	21.1%
HEALTH INSURANCE	121,617	115,305	(6,313)	(5.5%)	1,361,654	1,383,657	22,003	1.6%
LIFE INSURANCE	2,397	2,987	590	19.7%	24,121	35,846	11,725	32.7%
NEW HAMPSHIRE RETIREMENT	55,665	65,342	9,677	14.8%	750,484	784,108	33,623	4.3%
POST RETIREMENT BENEFITS	11,167	12,015	848	7.1%	132,384	144,175	11,791	8.2%
EMPLOYEE DRUG TEST	220	170	(50)	(29.4%)	1,721	2,040	319	15.6%
OPEB EXPENSE	-	-	-	-	-	-	-	-
EMPLOYER FICA	40,505	47,145	6,640	14.1%	475,303	500,145	24,842	5.0%
UNEMPLOYMENT INS	0	-	0	-	1,337	-	(1,337)	-
	<u>237,301</u>	<u>249,935</u>	<u>12,635</u>	<u>5.1%</u>	<u>2,813,000</u>	<u>2,933,628</u>	<u>120,628</u>	<u>4.1%</u>
BENEFIT TRANSFERS OUT	(30,029)	0	30,029	-	(30,029)	0	30,029	-
	<u>207,271</u>	<u>249,935</u>	<u>42,664</u>	<u>17.1%</u>	<u>2,782,971</u>	<u>2,933,628</u>	<u>150,657</u>	<u>5.1%</u>
TOTAL WAGES & BENEFITS	654,534	876,124	221,590	25.3%	9,178,796	9,479,873	301,077	3.2%

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Revenues and Expenses
For the Twelve Months Ending June 30, 2024 - DRAFT

	Actual Jun FY 2024	Budget Jun 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	(46,591)	4,875	51,466	1055.7%	170,906	58,500	(112,406)	(192.1%)
COVID-19	-	-	-	-	-	-	-	-
SOIL & VEGETATION CONTROL	17,763	10,588	(7,175)	(67.8%)	142,633	127,050	(15,583)	(12.3%)
ENVIRONMENTAL TESTING	25,656	14,398	(11,258)	(78.2%)	147,742	172,776	25,034	14.5%
EQUIPMENT MAINTENANCE	47,825	34,846	(12,980)	(37.2%)	456,014	475,800	19,786	4.2%
FACILITIES MAINTENANCE	137,707	90,739	(46,968)	(51.8%)	878,892	998,869	119,977	12.0%
LANDSCAPING	1,144	2,216	1,072	48.4%	19,956	39,590	19,634	49.6%
NAVIGATION MAINTENANCE	3	4,792	4,789	99.9%	2,977	57,500	54,523	94.8%
OTHER EXPENSES	0	30,000	30,000	100.0%	1,500	330,000	328,500	99.5%
SECURITY	51,474	20,018	(31,456)	(157.1%)	212,436	203,406	(9,030)	(4.4%)
SNOW REMOVAL	0	0	0	-	165,979	229,350	63,371	27.6%
EXPENSE TRANSFERS	-	-	-	-	-	-	-	-
	234,981	212,472	(22,511)	(10.6%)	2,199,035	2,692,841	493,806	18.3%
WAGE & BENEFIT TRANSFER IN	130,126	0	(130,126)	-	130,126	0	(130,126)	-
	365,107	212,472	(152,637)	(71.8%)	2,329,161	2,692,841	363,679	13.5%
GENERAL AND ADMINISTRATIVE								
BAD DEBT EXPENSE	-	-	-	-	-	-	-	-
BANK FEES	13,975	21,837	7,862	36.0%	134,752	156,656	21,904	14.0%
COMPUTER EXPENSES	3,500	9,167	5,667	61.8%	124,771	110,000	(14,771)	(13.4%)
DISCOUNTS AND LATE FEES	(593)	(189)	404	(213.3%)	(4,128)	(2,270)	1,858	(81.8%)
EQUIPMENT UNDER \$5,000	22,718	8,348	(14,370)	(172.1%)	92,585	99,835	7,250	7.3%
FEES AND LICENSES	(1,907)	7,142	9,049	126.7%	47,457	77,125	29,667	38.5%
INSURANCE	37,716	39,395	1,679	4.3%	436,698	452,113	15,415	3.4%
OFFICE EQUIPMENT	1,871	1,922	50	2.6%	27,871	23,060	(4,811)	(20.9%)
PROFESSIONAL DEVELOPMENT	1,600	4,393	2,792	63.6%	23,034	52,711	29,676	56.3%
SUPPLIES	7,612	7,092	(519)	(7.3%)	87,710	85,108	(2,602)	(3.1%)
TELEPHONES AND COMMUNICATIONS	19,982	17,075	(2,907)	(17.0%)	212,941	204,900	(8,041)	(3.9%)
TRAVEL AND MILEAGE	4,647	3,192	(1,455)	(45.6%)	42,137	38,300	(3,837)	(10.0%)
OTHER EXPENSES	6,040	5,777	(263)	(4.6%)	80,677	69,325	(11,352)	(16.4%)
	117,161	125,151	7,989	6.4%	1,305,505	1,366,863	60,356	4.4%
UTILITIES								
ELECTRICITY	31,195	71,274	40,078	56.2%	607,254	926,767	319,513	34.5%
ELECTRICITY TRANSFERS	-	-	-	-	-	-	-	-
HEATING OIL	0	0	0	-	4,172	2,200	(1,972)	(89.6%)
NATURAL GAS	1,479	2,217	738	33.3%	58,924	88,090	29,167	33.1%
NATURAL GAS TRANSFERS	-	-	-	-	-	-	-	-
PROPANE	2,441	3,275	834	25.5%	46,377	61,246	14,869	24.3%
WASTE REMOVAL	10,175	10,492	317	3.0%	58,861	95,986	37,126	38.7%
WASTE REMOVAL TRANSFERS	-	-	-	-	-	-	-	-
WATER	3,994	11,199	7,205	64.3%	30,202	108,462	78,260	72.2%
WATER TRANSFERS	-	-	-	-	-	-	-	-
	49,284	98,457	49,172	49.9%	805,790	1,282,751	476,963	37.2%
PROFESSIONAL SERVICES								
AUDIT	9,223	9,692	469	4.8%	118,800	123,300	4,501	3.7%
INFORMATION TECHNOLOGY	33,355	13,790	(19,565)	(141.9%)	174,383	165,481	(8,902)	(5.4%)
LEGAL	18,563	15,600	(2,963)	(19.0%)	180,438	187,200	6,762	3.6%
LEGAL PERMIT IMPLEMENT	0	14,583	14,583	100.0%	43,463	175,000	131,537	75.2%
ADMINISTRATIVE SERVICES	43,233	16,617	(26,615)	(160.2%)	213,339	199,409	(13,931)	(7.0%)
	104,374	70,282	(34,091)	(48.5%)	730,423	850,390	119,967	14.1%
MARKETING AND PROMOTION								
ADVERTISING	2,749	3,242	493	15.2%	193,784	38,906	(154,878)	(398.1%)
OTHER MARKETING	17,849	20,783	2,934	14.1%	163,603	249,392	85,789	34.4%
FLIGHT INCENTIVES	-	-	-	-	-	-	-	-
	20,598	24,025	3,427	14.3%	357,387	288,298	(69,089)	(24.0%)
OTHER OPERATING EXPENSES								
COAST TROLLEY	10,000	10,000	-	-	120,000	120,000	-	-
FUEL	58,675	92,286	33,611	36.4%	443,678	726,826	283,148	39.0%
GOLF CART LEASE	20,717	20,717	0	0.0%	126,434	124,302	(2,132)	(1.7%)
MERCHANDISE	48,161	37,147	(11,014)	(29.6%)	310,484	262,500	(47,984)	(18.3%)
	137,553	160,150	22,597	14.1%	1,000,596	1,233,628	233,032	18.9%
TOTAL OPERATING EXPENSES	1,448,612	1,566,660	118,047	7.5%	15,708,659	17,194,645	1,485,986	8.6%
OPERATING INCOME/(LOSS)	479,277	334,146	145,128	43.4%	4,139,725	2,509,136	1,630,588	65.0%
DEPRECIATION	602,958	608,714	5,756	0.9%	7,153,430	7,403,000	249,570	3.4%
AMORTIZATION	-	-	-	-	-	-	-	-
NON-OPERATING (INCOME)/EXPENSES								
INTEREST EXPENSE	-	833	833	100.0%	-	10,000	10,000	100.0%
INTEREST INCOME	(38,006)	(7,735)	30,270	(391.3%)	(561,524)	(92,824)	468,700	(504.9%)
NON-OPERATING GRANT FUNDING	-	-	-	-	(32,000)	-	32,000	-
GAIN/LOSS ON ASSETS	-	-	-	-	-	-	-	-
OTHER NON-OPERATING	-	-	-	-	-	-	-	-
	(38,006)	(6,902)	31,104	(450.6%)	(593,524)	(82,824)	760,270	(616.6%)
NET OPERATING INCOME/(LOSS)	(86,675)	(267,666)	181,991	(68.0%)	(2,420,181)	(4,811,040)	2,390,859	(49.7%)

PEASE DEVELOPMENT AUTHORITY
Consolidated Statement of Net Position
For the Twelve Months Ending June 30, 2024 - DRAFT

	2024	2023
	Ending	Ending
ASSETS		
Cash and Investments	\$13,052,434	\$11,985,639
Accounts Receivable - Net	6,684,358	8,465,549
Inventories	434,076	471,832
Prepays	367,399	302,244
	<u>20,538,266</u>	<u>21,225,265</u>
RESTRICTED ASSETS		
Cash and Investments	571,706	456,469
Current Receivables	0	61,562
Loans Receivable - NHFL		
Due within 1 Year	126,250	117,494
Due in more than 1 Year	934,282	954,121
TOTAL RESTRICTED ASSETS	<u>1,632,239</u>	<u>1,589,647</u>
NON-CURRENT ASSETS		
Leases Receivable-Net of Current Portion	213,131,431	213,131,431
Land	7,520,786	7,520,786
Construction-in-Process	9,708,583	4,226,007
Other Capital Assets - Net	91,240,460	86,633,652
TOTAL NON-CURRENT ASSETS	<u>321,601,261</u>	<u>311,511,876</u>
TOTAL ASSETS	<u>343,771,766</u>	<u>334,326,788</u>
DEFERRED OUTFLOWS OF RESOURCES		
Pension	1,426,696	1,426,696
OPEB	1,621,805	1,621,805
	<u>1,426,696</u>	<u>1,426,696</u>
LIABILITIES		
ACCOUNTS PAYABLE AND ACCRUED EXPENSES		
Retainage	3,794,948	4,055,557
Unearned Revenues	733,064	438,055
Long-Term Liabilities	591,902	723,956
Net Pension Liability	5,286,773	5,286,773
Net OPEB Liability	5,835,603	5,835,603
Due in more than 1 Year	357,356	344,227
	<u>16,599,645</u>	<u>16,684,171</u>
RESTRICTED LIABILITIES		
Current Liabilities	0	1,698
Long-Term Liabilities	0	0
Due within 1 Year	0	0
Due in more than 1 Year	0	0
	<u>0</u>	<u>1,698</u>
TOTAL LIABILITIES	<u>16,599,645</u>	<u>16,685,869</u>
DEFERRED INFLOWS OF RESOURCES		
Pension	228,607	228,607
OPEB	2,087,794	2,087,794
Lease Revenue	210,941,329	210,941,329
	<u>213,257,730</u>	<u>213,257,730</u>
NET POSITION		
Net Investment in Capital Assets	108,469,830	98,380,445
Restricted For:		
Revolving Loan Fishery Fund	1,287,109	1,266,572
Harbor Dredging and Pier Maintenance	75,893	55,694
Foreign Trade Zone	16,987	13,433
Unrestricted	7,113,072	7,715,545
TOTAL NET POSITION	<u>116,962,891</u>	<u>107,431,689</u>

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - PORTSMOUTH AIRPORT *incl Security*
For the Twelve Months Ending June 30, 2024 - DRAFT

	Actual Jun FY 2024	Budget Jun 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%	\$876,742	\$853,464	\$23,278	2.7%
CARGO AND HANGARS	2,748	2,729	19	0.7%	32,834	32,565	269	0.8%
CONCESSION REVENUE	3,414	8,023	(4,609)	(57.4%)	107,278	92,862	14,416	15.5%
FEE REVENUE	120,989	91,644	29,345	32.0%	1,622,265	1,367,178	255,087	18.7%
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE	19,212	16,250	2,962	18.2%	220,910	195,000	25,910	13.3%
TOTAL OPERATING REVENUES	205,291	176,498	28,793	16.3%	2,860,029	2,541,069	318,960	12.6%
EXPENSES								
WAGES AND FRINGE BENEFITS	123,664	130,776	7,112	5.4%	1,579,783	1,474,283	(105,500)	(7.2%)
BUILDING AND FACILITIES	144,808	91,378	(53,430)	(58.5%)	1,035,010	1,171,675	136,665	11.7%
GENERAL AND ADMINISTRATIVE	49,265	47,603	(1,662)	(3.5%)	541,247	552,784	11,537	2.1%
UTILITIES	15,241	51,654	36,413	70.5%	426,452	686,917	260,465	37.9%
PROFESSIONAL SERVICES	47,573	9,316	(38,257)	(410.7%)	219,899	111,802	(108,097)	(96.7%)
MARKETING AND PROMOTION	6,020	7,292	1,272	17.4%	236,569	87,500	(149,069)	(170.4%)
OTHER OPERATING EXPENSES								
TOTAL OPERATING EXPENSES	386,571	338,019	(48,552)	(14.4%)	4,038,960	4,084,961	46,001	1.1%
OPERATING INCOME	(181,280)	(161,521)	(19,759)	(12.2%)	(1,178,931)	(1,543,892)	364,961	23.6%
NON-OPERATING (INCOME) EXPENSE	0	0	0	-	(11)	0	11	-
DEPRECIATION	356,351	383,334	26,983	7.0%	4,231,286	4,659,000	427,714	9.2%
NET OPERATING INCOME	(537,631)	(544,855)	7,224	(1.3%)	(5,410,206)	(6,202,892)	792,686	(12.8%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - SKYHAVEN AIRPORT
For the Twelve Months Ending June 30, 2024 - DRAFT

	Actual Jun FY 2024	Budget Jun FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	12,150	11,930	220	1.8%	148,104	143,850	4,254	3.0%
CONCESSION REVENUE	0	267	(267)	(100.0%)	2,770	3,200	(430)	(13.4%)
FEE REVENUE	0	0	0	-	5,054	5,300	(246)	(4.6%)
FUEL SALES	9,096	13,414	(4,318)	(32.2%)	82,204	92,800	(10,596)	(11.4%)
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	0	92	(92)	(100.0%)	975	1,100	(125)	(11.4%)
TOTAL OPERATING REVENUES	21,246	25,703	(4,456)	(17.3%)	239,107	246,250	(7,143)	(2.9%)
EXPENSES								
WAGES AND FRINGE BENEFITS	9,575	6,069	(3,506)	(57.8%)	124,178	57,662	(66,516)	(115.4%)
BUILDING AND FACILITIES	39,858	3,595	(36,263)	(1008.7%)	71,107	47,140	(23,967)	(50.8%)
GENERAL AND ADMINISTRATIVE	1,840	4,076	2,237	54.9%	36,897	48,574	9,677	20.8%
UTILITIES	1,892	2,281	389	17.1%	31,527	38,710	7,182	18.6%
PROFESSIONAL SERVICES	2,186	1,028	(1,158)	(112.6%)	8,834	12,339	3,505	28.4%
MARKETING AND PROMOTION	-	125	125	100.0%	669	1,500	831	55.4%
OTHER OPERATING EXPENSES	5,067	10,731	5,664	52.8%	70,945	74,240	3,295	4.4%
TOTAL OPERATING EXPENSES	60,418	27,905	(32,512)	(116.5%)	344,157	278,165	(65,993)	(23.7%)
OPERATING INCOME	(39,172)	(2,202)	(36,968)	1677.6%	(105,050)	(31,915)	(73,136)	229.2%
NON-OPERATING (INCOME) EXPENSE	-	-	-	-	(32,000)	-	32,000	-
DEPRECIATION	35,419	30,693	(4,726)	(15.4%)	416,925	411,000	(5,925)	(1.4%)
NET OPERATING INCOME	(74,591)	(32,895)	(41,696)	126.8%	(489,975)	(442,915)	(47,060)	10.6%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - TRADEPORT OPERATIONS
For the Twelve Months Ending June 30, 2024 - DRAFT

	Actual Jun FY 2024	Budget Jun FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$849,887	\$807,326	\$42,561	5.3%	\$10,144,924	\$10,057,489	\$87,435	0.9%
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	-	-	-	-	-	-	-	-
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	4,095	2,083	2,011	96.5%	50,063	25,000	25,063	100.3%
TOTAL OPERATING REVENUES	853,982	809,409	44,572	5.5%	10,194,987	10,082,489	112,498	1.1%
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	21,351	25,570	4,218	16.5%	214,395	625,987	411,592	65.8%
GENERAL AND ADMINISTRATIVE	6,572	8,514	1,941	22.8%	78,820	98,500	19,680	20.0%
UTILITIES	5,440	8,064	2,624	32.5%	82,149	127,297	45,148	35.5%
PROFESSIONAL SERVICES	93	247	153	62.2%	559	2,959	2,400	81.1%
MARKETING AND PROMOTION	0	83	83	100.0%	3,879	1,000	(2,879)	(288.0%)
OTHER OPERATING EXPENSES	10,000	10,000	-	-	120,000	120,000	-	-
TOTAL OPERATING EXPENSES	43,456	52,478	9,020	17.2%	499,802	975,743	475,940	48.8%
OPERATING INCOME	810,526	756,931	53,592	7.1%	9,695,185	9,106,746	588,439	6.5%
NON-OPERATING (INCOME) EXPENSE	(31,707)	-	31,707	-	(321,008)	-	321,008	-
DEPRECIATION	62,593	66,787	4,194	6.3%	763,471	812,000	48,529	6.0%
NET OPERATING INCOME	779,540	690,144	89,496	13.0%	9,252,722	8,294,746	957,976	11.5%

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - GOLF COURSE
For the Twelve Months Ending June 30, 2024 - DRAFT

	Actual Jun FY 2024	Budget Jun 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	53,597	74,848	(21,251)	(28.4%)	460,437	491,310	(30,873)	(6.3%)
FEE REVENUE	480,029	473,850	6,179	1.3%	3,003,118	2,875,000	128,118	4.5%
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	58,118	49,531	8,587	17.3%	408,231	350,000	58,231	16.6%
OTHER REVENUE	9,101	4,442	4,659	104.9%	71,978	53,307	18,671	35.0%
TOTAL OPERATING REVENUES	600,845	602,671	(1,826)	(0.3%)	3,943,764	3,769,617	174,147	4.6%
EXPENSES								
WAGES AND FRINGE BENEFITS	144,331	150,365	6,034	4.0%	1,320,216	1,279,964	(40,252)	(3.1%)
BUILDING AND FACILITIES	78,656	28,209	(50,447)	(178.8%)	462,858	375,409	(87,449)	(23.3%)
GENERAL AND ADMINISTRATIVE	23,008	29,192	6,184	21.2%	269,372	265,966	(3,406)	(1.3%)
UTILITIES	14,063	22,952	8,889	38.7%	140,842	242,152	101,310	41.8%
PROFESSIONAL SERVICES	3,837	3,301	(537)	(16.3%)	35,897	39,609	3,712	9.4%
MARKETING AND PROMOTION	5,829	4,142	(1,687)	(40.7%)	45,763	49,698	3,935	7.9%
OTHER OPERATING EXPENSES	68,878	57,864	(11,014)	(19.0%)	436,919	386,802	(50,117)	(13.0%)
TOTAL OPERATING EXPENSES	338,602	296,025	(42,578)	(14.4%)	2,711,867	2,639,600	(72,267)	(2.7%)
OPERATING INCOME	262,243	306,646	(44,403)	(14.5%)	1,231,897	1,130,017	101,880	9.0%
NON-OPERATING (INCOME) EXPENSE	-	(17)	(17)	100.0%	(152,970)	(200)	152,770	(76369.6%)
DEPRECIATION	31,556	32,614	1,058	3.2%	367,924	380,000	12,076	3.2%
NET OPERATING INCOME	230,687	274,049	(43,362)	(15.8%)	1,016,943	750,217	266,726	35.6%

BUSINESS UNIT ANALYSIS	PRO SHOP	COURSE OPERATIONS	FOOD/BEV	SIMULATOR	TOTAL
OPERATING REVENUES	439,407	2,886,619	490,584	127,154	3,943,764
OPERATING EXPENSES* *Excluding Depreciation	373,019	2,055,552	216,400	66,896	2,711,867
OPERATING INCOME	66,388	831,067	274,184	60,258	1,231,897

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

	Actual Jun FY 2024	Budget Jun FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	\$34,766	\$26,974	\$7,791	28.9%	\$455,903	\$447,874	\$8,029	1.8%
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	9,622	0	9,622	-	61,324	6,000	55,324	922.1%
FEE REVENUE	100,808	127,776	(26,968)	(21.1%)	1,209,106	1,451,300	(242,194)	(16.7%)
FUEL SALES	69,143	107,339	(38,196)	(35.6%)	528,079	853,283	(325,204)	(38.1%)
INTEREST	-	-	-	-	-	-	-	-
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	15,859	10,780	5,080	47.1%	180,073	130,000	50,073	38.5%
TOTAL OPERATING REVENUES	230,198	272,869	(42,671)	(15.6%)	2,434,485	2,888,457	(453,972)	(15.7%)
EXPENSES								
WAGES AND FRINGE BENEFITS	151,683	174,812	23,129	13.2%	1,653,639	1,763,489	109,850	6.2%
BUILDING AND FACILITIES	73,112	19,385	(53,727)	(277.2%)	451,759	266,623	(185,137)	(69.4%)
GENERAL AND ADMINISTRATIVE	15,871	43,484	27,613	63.5%	141,841	175,032	33,191	19.0%
UTILITIES	11,872	13,102	1,230	9.4%	116,316	182,828	66,512	36.4%
PROFESSIONAL SERVICES	3,166	7,829	4,463	58.5%	80,661	98,543	17,882	18.1%
MARKETING AND PROMOTION	0	217	217	100.0%	1,286	2,600	1,315	50.6%
OTHER OPERATING EXPENSES	53,608	81,555	27,947	34.3%	372,732	652,586	279,854	42.9%
TOTAL OPERATING EXPENSES	309,312	340,184	30,871	9.1%	2,818,234	3,141,701	323,467	10.3%
OPERATING INCOME	(79,114)	(67,315)	(11,800)	17.5%	(383,749)	(253,244)	(130,505)	51.5%
NON-OPERATING (INCOME) EXPENSE	(5,541)	(183)	5,358	(2922.5%)	(77,783)	(2,200)	75,583	(3435.7%)
DEPRECIATION	100,151	80,393	(19,758)	(24.6%)	1,192,598	975,000	(217,598)	(22.3%)
NET OPERATING INCOME	(173,724)	(147,525)	(26,199)	17.8%	(1,498,564)	(1,226,044)	(272,520)	22.2%

BUSINESS UNIT ANALYSIS	RYE HARBOR	HAMPTON HARBOR	PORTS. FISH PIER	MARKET ST.	HARBOR MGMT	ADMIN	TOTAL
OPERATING REVENUES	346,560	309,249	266,020	833,692	670,904	8,060	2,434,485
OPERATING EXPENSES* *Excluding Depreciation	417,723	470,766	330,095	486,137	524,815	588,698	2,818,234
OPERATING INCOME	(71,163)	(161,517)	(64,075)	347,555	146,089	(580,638)	(383,749)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - FOREIGN TRADE ZONE
For the Twelve Months Ending June 30, 2024 - DRAFT

	Actual Jun FY 2024	Budget Jun FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	\$0	\$0	-	\$14,000	\$12,000	\$2,000	16.7%
CARGO AND HANGARS								
CONCESSION REVENUE								
FEE REVENUE								
FUEL SALES								
INTEREST								
MERCHANDISE								
OTHER REVENUE								
TOTAL OPERATING REVENUES	-	0	0	-	14,000	12,000	2,000	16.7%
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES								
GENERAL AND ADMINISTRATIVE	-	104	104	100.0%	1,250	1,250	0	0.0%
UTILITIES								
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	1,624	708	(916)	(129.3%)	10,827	8,500	(2,327)	(27.4%)
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	1,624	813	(812)	(99.9%)	12,077	9,750	(2,327)	(23.9%)
OPERATING INCOME	(1,624)	(813)	(812)	99.9%	1,923	2,250	(327)	(14.5%)
NON-OPERATING (INCOME) EXPENSE	(1)	-	-	(103.0%)	(7)	(4)	300.0%	(69.2%)
DEPRECIATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	(1,623)	(812)	(811)	99.9%	1,930	2,254	(324)	(14.4%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - HARBOR DREDGING
For the Twelve Months Ending June 30, 2024 - DRAFT

	Actual Jun FY 2024	Budget Jun 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	12,219	10,000	2,219	22.2%	118,808	120,000	(1,192)	(1.0%)
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST								
MERCHANDISE								
OTHER REVENUE	1,050	583	467	80.0%	9,200	7,000	2,200	31.4%
TOTAL OPERATING REVENUES	13,269	10,583	2,685	25.4%	128,008	127,000	1,008	0.8%
EXPENSES								
WAGES AND FRINGE BENEFITS								
BUILDING AND FACILITIES	-	5,917	5,917	100.0%	-	71,000	71,000	100.0%
GENERAL AND ADMINISTRATIVE	25	1,000	975	97.5%	332	12,000	11,668	97.2%
UTILITIES								
PROFESSIONAL SERVICES	-	-	-	-	-	-	-	-
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	25	6,917	6,892	99.6%	332	83,000	82,668	99.6%
OPERATING INCOME	13,244	3,666	9,577	261.2%	127,676	44,000	83,676	190.2%
NON-OPERATING (INCOME) EXPENSE	(721)	(35)	686	(1959.7%)	(7,542)	(420)	7,122	(1695.6%)
DEPRECIATION	5,986	5,917	(69)	(1.2%)	72,107	71,000	(1,107)	(1.6%)
NET OPERATING INCOME	7,979	(2,216)	10,195	(460.1%)	63,111	(26,580)	89,691	(337.4%)

PEASE DEVELOPMENT AUTHORITY
Statement of Revenues and Expenses - REVOLVING LOAN FUND
For the Twelve Months Ending June 30, 2024 - DRAFT

	Actual Jun FY 2024	Budget Jun FY 2024	Variance From Monthly Budget	% Variance	Actual YTD FY 2024	Budget YTD FY 2024	Variance From YTD Budget	% Variance
OPERATING REVENUES								
FACILITY RENTAL	-	-	-	-	-	-	-	-
CARGO AND HANGARS	-	-	-	-	-	-	-	-
CONCESSION REVENUE	-	-	-	-	-	-	-	-
FEE REVENUE	-	-	-	-	-	-	-	-
FUEL SALES	-	-	-	-	-	-	-	-
INTEREST	3,057	3,000	57	1.9%	33,556	36,000	(2,444)	(6.8%)
MERCHANDISE	-	-	-	-	-	-	-	-
OTHER REVENUE	-	75	(75)	(100.0%)	448	900	(452)	(50.2%)
TOTAL OPERATING REVENUES	3,057	3,075	(18)	(0.6%)	34,004	36,900	(2,896)	(7.8%)
EXPENSES								
WAGES AND FRINGE BENEFITS	-	-	-	-	-	-	-	-
BUILDING AND FACILITIES	-	-	-	-	-	-	-	-
GENERAL AND ADMINISTRATIVE UTILITIES	0	42	42	100.0%	218	500	282	56.4%
PROFESSIONAL SERVICES	734	1,250	516	41.3%	14,199	15,000	801	5.3%
MARKETING AND PROMOTION	-	-	-	-	-	-	-	-
OTHER OPERATING EXPENSES	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	734	1,292	558	43.2%	14,417	15,500	1,083	7.0%
OPERATING INCOME	2,323	1,783	540	30.3%	19,587	21,400	(1,813)	(8.5%)
NON-OPERATING (INCOME) EXPENSE	(17)	-	17	-	(216)	-	216	-
DEPRECIATION	-	-	-	-	-	-	-	-
NET OPERATING INCOME	2,341	1,783	557	31.2%	19,803	21,400	(1,597)	(7.5%)

REVOLVING LOAN FUND (\$ 000's)	BALANCE AT 06-30-2024	BALANCE AT 06-30-2023
CASH BALANCES		
GENERAL FUNDS	227	194
SEQUESTERED FUNDS	-	-
	<u>227</u>	<u>194</u>
LOANS OUTSTANDING (20)		
CURRENT	129	117
LONG TERM	931	954
	<u>1,060</u>	<u>1,071</u>
TOTAL CAPITAL BASE	<u>1,287</u>	<u>1,265</u>
CAPITAL UTILIZATION RATE -% *	82.4%	84.7%

*EXCLUDES SEQUESTERED FUNDS

SUMMARY OF INTERGOVERNMENTAL RECEIVABLES
AS OF JUNE 30, 2024 - DRAFT

(\$000's)

BUSINESS UNIT	TOTAL PROJECT	GRANT AWARD	EXPENDED TO DATE	PDA /DPH SHARE	RECEIVED TO DATE	BAL. DUE PDA/DPH	AMOUNT SUBMITTED
PORTSMOUTH AIRPORT & TRADEPORT	12,091	11,647	7,879	(1,079)	3,952	2,347	1,126
SKYHAVEN AIRPORT	2,079	1,867	63	(3)	0	22	0
DIVISION OF PORTS AND HARBORS	25,028	25,028	21,957	0	21,271	442	442
	39,198	38,542	29,899	(1,082)	25,223	2,811	1,568

**SUMMARY OF CONSTRUCTION WORK IN PROCESS
AS OF JUNE 30, 2024 - DRAFT**

(\$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	685	(696)	(11)	-
SNOW REMOVAL EQUIPMENT (AIP 69)	-	526	(526)	-	-
TERMINAL EXPANSION PROJECT	46	8	(54)	(46)	-
ALPHA NORTH TAXIWAY RECONSTRUCTION	79	243	-	243	322
NH AVE RIGHT HAND TURN LANE	49	66	-	66	115
BADGE TRAINING & SOFTWARE	45	160	-	160	205
TERMINAL/GATE 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	5,477	-	5,477	5,580
ARRIVALS HALL (NON-GRANT)	726	1,173	-	1,173	1,899
PSM FENCE REPAIR	-	35	-	35	35
BLADES FOR SNOW PLOWS	-	20	(20)	-	-
SRE MTE & LIQUID DE-ICE TRUCK	-	15	-	15	15
PSM CHILLER REPLACEMENT	-	43	(39)	4	4
2024 CHEVY TRUCK VIN#4154	-	49	-	49	49
GATES 13,26,26 ACCESS CONTROL	-	44	-	44	44
HAUL TRUCKS CONVERSION	-	7	-	7	7
PSM VIDEO SURVEILLANCE STORAGE	-	29	(29)	-	-
	<u>1,059</u>	<u>8,774</u>	<u>(1,471)</u>	<u>7,303</u>	<u>8,362</u>
SKYHAVEN AIRPORT					
JOHN DEERE PULL ROTARY CUTTER	11	-	(11)	(11)	0
FORK LIFT FORKS	-	7	(7)	0	0
TERMINAL APRON RECONSTRUCT	-	15	-	15	15
WILDLIFE PERIMETER FENCE	-	25	-	25	25
TERMINAL PARKING LOT RECONSTRUCT	-	13	-	13	13
SRE CARRIER VEHICLE WITH PLOW	-	8	-	8	8
	<u>11</u>	<u>68</u>	<u>-18</u>	<u>50</u>	<u>61</u>
GOLF COURSE					
WATER FILLING STATION	4	-	(4)	(4)	-
GOLF WATER HEATER	-	8	(8)	-	-
GOLF UTILITY VEHICLE	-	37	(37)	-	-
TORO GREENS MOWER	-	18	(18)	-	-
CHEF REFRIGERATOR (GRILL 28)	-	7	-	7	7
GRILL 28 EXPANSION	-	29	-	29	29
PROCORE AERATOR	-	34	(34)	-	-
	<u>4</u>	<u>133</u>	<u>(101)</u>	<u>32</u>	<u>36</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
SIGN MAKING PRINTER	-	28	-	28	28
PHANTON CNC SYTEM	-	47	-	47	47
JOHN DEERE Z997R TRACTOR	22	-	(22)	(22)	0
	<u>151</u>	<u>102</u>	<u>(178)</u>	<u>(76)</u>	<u>75</u>
DIVISION OF PORTS AND HARBORS (DPH)					
MAIN PIER (BUILD GRANT)	2,653	6,362	(9,015)	(2,653)	-
FUNCTIONAL REPLACEMENT - BARGE DOCK	-	75	-	75	75
HAMPTON DOCK REPLACEMENT (ARPA)	131	-	-	-	131
PPP BRACING & DECKING (ARPA)	123	492	-	492	615
RYE GATE HOUSE	-	21	(21)	-	-
PPP HOIST	-	5	(5)	-	-
RYE HARBOR POST STORM IMPROVEMENTS	-	219	-	219	219
HAMPTON HARBOR POST STORM IMPROVEMENTS	-	98	-	98	98
RYE GANGWAY REPLACEMENT	-	8	-	8	8
RYE HARBOR DEVELOPMENT (ARPA)	-	16	-	16	16
PPP BUILDING REPLACEMENT (ARPA)	-	14	-	14	14
RYE FUEL DISPENSER	13	80	(93)	(13)	-
	<u>2,920</u>	<u>7,390</u>	<u>(9,134)</u>	<u>(1,744)</u>	<u>1,176</u>
TOTAL	<u>4,225</u>	<u>16,640</u>	<u>(11,155)</u>	<u>5,485</u>	<u>9,710</u>

PEASE DEVELOPMENT AUTHORITY CASH FLOW PROJECTIONS FOR THE NINE MONTH PERIOD ENDING APRIL 30, 2025



PEASE DEVELOPMENT AUTHORITY CASH FLOW SUMMARY OVERVIEW AUGUST 1, 2024 TO APRIL 30, 2025

(EXCLUDING DIVISION OF PORTS AND HARBORS)

(\$ 000's)

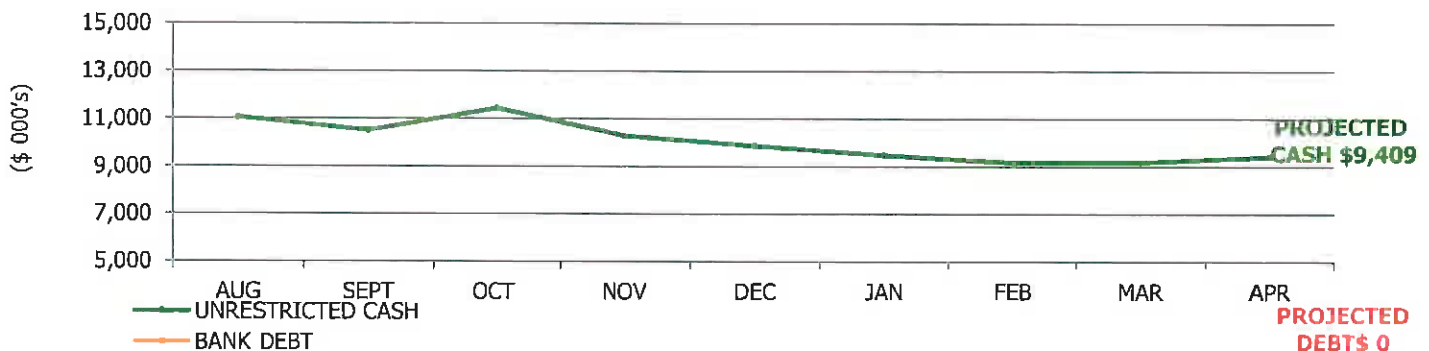
(\$000's)	AMOUNT
OPENING FUND BALANCE	<u>11,585</u>
SOURCES OF FUNDS	
GRANT AWARDS (SEE PAGE 4)	4,815
TRADEPORT TENANTS	8,231
MUNICIPAL SERVICE FEE (COP)	2,241
GOLF COURSE FEE AND CONCESSION REVENUES	1,767
REVOLVING LINE OF CREDIT (PROVIDENT BANK)	0
PSM AIRPORT- LEASES, FUEL FLOWAGE FEES AND PARKING	1,506
SKY HAVEN AIRPORT HANGAR AND FUEL REVENUES	194
	<u>18,754</u>
USES OF FUNDS	
OPERATING EXPENSES	10,352
CAPITAL EXPENDITURES- NON-GRANT (SEE PAGE 5)	4,977
CAPITAL EXPENDITURES- GRANT (SEE PAGE 4)	4,201
MUNICIPAL SERVICE FEE (COP)	1,400
	<u>20,930</u>
NET CASH FLOW	<u>(2,176)</u>
CLOSING FUND BALANCE	<u>9,409</u>

TOTAL FUND BALANCES	BALANCE AT 07-31-2024	BALANCE AT 6-30-2024
UNRESTRICTED	11,585	12,082
DESIGNATED	14	14
TOTAL	<u>11,599</u>	<u>12,096</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	Jul-24	Jul-23
CURRENT INTEREST RATE	8.04%	7.09%

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

(\$000's)

CASH FLOW - PDA	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
OPENING FUND BALANCE	11,585	11,055	10,501	11,450	10,280	9,861	9,474	9,166	9,180	11,585
SOURCES OF FUNDS										
GRANT AWARDS (SEE PAGE #4)	376	1,170	1,486	37	1,498	37	27	184	-	4,815
TRADEPORT TENANTS	935	891	916	937	895	910	947	884	916	8,231
MUNICIPAL SERVICE FEE	147	147	453	147	147	453	147	147	453	2,241
GOLF COURSE	444	362	284	157	61	30	65	90	274	1,767
PORTSMOUTH AIRPORT- (PSM)	79	55	74	32	35	36	33	153	39	536
PSM PAY FOR PARKING	27	18	24	36	37	32	51	88	105	418
PSM FLOWAGE FEES	65	70	75	46	61	34	66	47	88	552
SKYHAVEN AIRPORT	22	23	23	23	20	18	19	24	22	194
EXTERNAL FINANCING- NET	-	-	-	-	-	-	-	-	-	-
	<u>2,095</u>	<u>2,736</u>	<u>3,335</u>	<u>1,415</u>	<u>2,754</u>	<u>1,550</u>	<u>1,355</u>	<u>1,617</u>	<u>1,897</u>	<u>18,754</u>
USE OF FUNDS										
CAPITAL- GRANT RELATED (SEE PAGE #4)	840	1,381	850	850	50	180	30	10	10	4,201
CAPITAL- NONGRANT (SEE PAGE 5)	648	755	440	627	530	624	485	380	488	4,977
OPERATING EXPENSES	1,137	1,154	1,096	1,108	1,193	1,133	1,148	1,213	1,170	10,352
MUNICIPAL SERVICE FEE	-	-	-	-	1,400	-	-	-	-	1,400
	<u>2,625</u>	<u>3,290</u>	<u>2,386</u>	<u>2,585</u>	<u>3,173</u>	<u>1,937</u>	<u>1,663</u>	<u>1,603</u>	<u>1,868</u>	<u>20,930</u>
NET CASH FLOW	(530)	(554)	949	(1,170)	(419)	(387)	(308)	14	229	(2,176)
CLOSING FUND BALANCE	11,055	10,501	11,450	10,280	9,861	9,474	9,166	9,180	9,409	9,409

PEASE DEVELOPMENT AUTHORITY

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

GRANT FUNDED PROJECTS	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
PORTSMOUTH AIRPORT										
ARRIVALS HALL (AIP 76)	800	800	800	800	-	-	-	-	-	3,200
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	10	10	10	10	10	10	10	10	10	90
ALPHA NORTH TAXIWAY DESIGN (AIP 75)	10	-	-	-	-	-	-	-	-	10
SRE- LIQUID DEICING/MTE	-	-	-	-	-	-	-	-	-	-
SNOW REMOVAL EQUIPMENT (AIP 74)	-	526	-	-	-	-	-	-	-	526
	820	1,336	810	810	10	10	10	10	10	3,826
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
	20	45	40	40	40	170	20	-	-	375
TRADEPORT										
TOTAL GRANT REIMBURSEMENT PROJECTS	840	1,381	850	850	50	180	30	10	10	4,201

PEASE DEVELOPMENT AUTHORITY

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

GRANT AWARDS	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
PORTSMOUTH AIRPORT										
ARRIVALS HALL	-	-	1,440	-	1,440	-	-	-	-	2,880
PEASE BOULEVARD-ARBORETUM DR RT TURN LN	-	20	-	-	21	-	-	21	-	62
ALPHA NORTH TAXIWAY DESIGN (AIP 75)	-	-	-	-	-	-	-	-	-	-
SNOW REMOVAL EQUIPMENT (AIP 69)	376	-	-	-	-	-	-	-	-	376
SRE- LIQUID DEICING/MTE	-	-	-	-	-	-	-	-	-	-
SRE CARRIER VEHICLE (AIP 74)	-	1,150	-	-	-	-	-	-	-	1,150
	376	1,170	1,440	-	1,461	-	-	21	-	4,468
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	376	1,170	1,486	37	1,498	37	27	184	-	4,815

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

(\$ 000's)

NON-GRANT CAPITAL PROJECTS	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
<u>TECHNOLOGY AND OTHER</u>										
PAYCHEX PAYROLL KIOSKS **	-	-	-	-	5	-	-	-	-	5
FINANCE SOFTWARE	-	-	-	50	-	-	-	-	-	50
	-	-	-	50	5	-	-	-	-	55
<u>GOLF COURSE</u>										
COURSE EQUIPMENT	20	-	-	-	-	-	-	-	168	188
GOLF COURSE TEE AREA RESURFACE**	-	-	-	10	-	-	-	-	-	10
EVENTS CENTER STUDY	20	40	40	40	40	40	-	-	-	220
VIDEO SURVEILLANCE SYSTEM	-	-	-	-	-	-	-	20	20	40
IRRIGATION REPAIRS**	-	-	-	-	-	-	-	-	-	-
	40	40	40	50	40	40	-	20	188	458
<u>PORTSMOUTH AIRPORT</u>										
FENCE CONSTRUCTION	-	-	-	40	-	-	-	-	-	40
GENERATOR UPGRADE **	-	-	10	-	-	-	-	-	-	10
JETBRIDGE REHAB	106	-	-	-	-	-	-	-	-	106
PAY FOR PARKING UPGRADES	-	80	-	-	-	-	-	-	-	80
ARRIVALS HALL-CONSTRUCTION	60	60	60	60	60	60	60	60	-	480
PDA HANGAR DESIGN & CONSTRUCTION**	-	300	300	400	400	400	400	300	300	2,800
	166	440	370	500	460	460	460	360	300	3,516
<u>SKYHAVEN AIRPORT</u>										
SRE DOOR REPLACEMENT**	-	20	-	-	-	-	-	-	-	20
FUEL SYSTEM CREDIT CARD **	-	-	5	-	-	-	-	-	-	5
RENOVATION WORK-TERMINAL BLDG	15	-	-	-	25	-	-	-	-	40
EQUIPMENT FORKS	-	-	-	-	-	-	-	-	-	-
	15	20	5	-	25	-	-	-	-	65
<u>SECURITY - PORTSMOUTH AIRPORT</u>										
CCTV SECURITY GATES	50	-	-	-	-	-	-	-	-	50
BADGE PRINTER REPLACEMENT	-	10	-	-	-	-	-	-	-	10
REPLACE BADGING WORKSTATIONS	-	-	-	27	-	-	-	-	-	27
ACCESS CONTROL SYSTEM**	-	-	-	-	-	124	-	-	-	124
	50	10	-	27	-	124	-	-	-	211
<u>SECURITY - SKYHAVEN AIRPORT</u>										
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
<u>TRADEPORT</u>										
STORMWATER UPGRADES	-	-	25	-	-	-	25	-	-	50
	-	-	25	-	-	-	25	-	-	50
<u>MAINTENANCE</u>										
VEHICLE FLEET REPLACEMENT -MAINT**	-	-	-	-	-	-	-	-	-	-
VEHICLE FLEET REPLACEMENT -AIRPORT OPS/ADMIN**	165	45	-	-	-	-	-	-	-	210
BUILDING INFRASTRUCTURE **	-	50	-	-	-	-	-	-	-	50
UTILITY VEHICLE - SECURITY**	-	-	-	-	-	-	-	-	-	-
JD DIESEL TRACTORW/TOW BEHIND MOWER	130	-	-	-	-	-	-	-	-	130
SIGN ROUTER/PRINTER	60	-	-	-	-	-	-	-	-	60
MOWER REPLACEMENT**	22	-	-	-	-	-	-	-	-	22
SNOW MELTER/HAUL	-	150	-	-	-	-	-	-	-	150
	377	245	-	-	-	-	-	-	-	622
TOTAL NON-GRANT CAPITAL PROJECTS	648	755	440	627	530	624	485	380	488	4,977

NOTE: **PENDING BOARD APPROVAL

DIVISION OF PORTS AND HARBORS (UNRESTRICTED FUNDS)
CASH FLOW SUMMARY OVERVIEW
AUGUST 1, 2024 TO APRIL 30, 2025

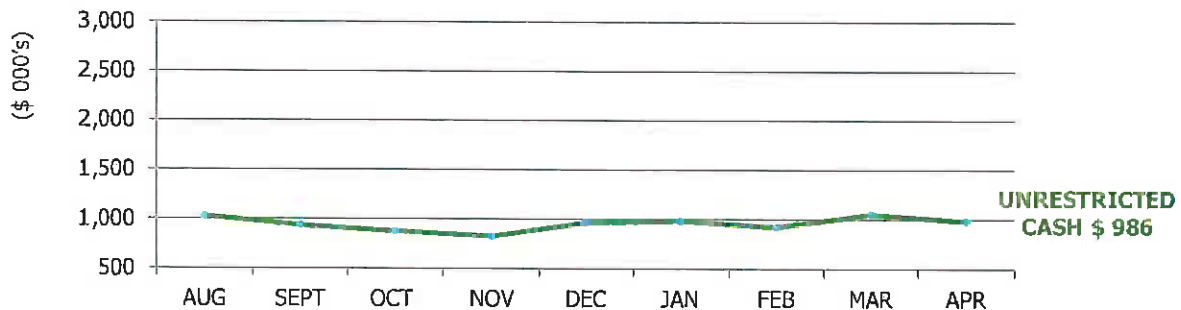
(\$ 000's)

(\$000'S)	AMOUNT
OPENING FUND BALANCE	<u>1,342</u>
SOURCES OF FUNDS	
FACILITY RENTALS AND CONCESSIONS	432
FUEL SALES	472
GRAND AWARD (SEE PAGE 8)	2,443
REGISTRATIONS / WHARFAGE	630
MOORING FEES	500
PARKING FEES	<u>52</u>
	<u>4,529</u>
USES OF FUNDS	
PERSONNEL SERVICES AND BENEFITS	1,284
FUEL PROCUREMENT	390
OPERATING EXPENSES	517
CAPITAL EXPENDITURES -GRANT (SEE PAGE 8)	2,516
CAPITAL EXPENDITURES -NON-GRANT (SEE PAGE 8)	178
	<u>4,885</u>
NET CASH FLOW	<u>(356)</u>
CLOSING FUND BALANCE	<u>986</u>

TOTAL FUND BALANCES	BALANCE AT 07/31/24	BALANCE AT 06/30/24
UNRESTRICTED FUNDS	1,342	1,519
DESIGNATED FUNDS	<u>173</u>	<u>173</u>
	<u>1,515</u>	<u>1,692</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	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
OPENING FUND BALANCE	1,342	1,029	936	878	826	966	985	923	1,054	1,342
SOURCES OF FUNDS										
FACILITY RENTALS AND CONCESSIONS	45	48	51	48	44	38	41	61	56	432
FUEL SALES	140	95	86	46	29	12	6	21	37	472
MOORING FEES	-	-	-	-	-	100	200	200	-	500
PARKING FEES	32	14	6	-	-	-	-	-	-	52
GRANTS FUNDS RECEIVED & OTHER (SEE PAGE #8)	498	425	300	-	220	-	200	200	600	2,443
REGISTRATIONS / WHARFAGE	70	70	70	70	70	70	70	70	70	630
	785	652	513	164	363	220	517	552	763	4,529
USE OF FUNDS										
PERSONNEL SERVICES AND BENEFITS	154	147	152	134	146	131	130	144	146	1,284
FUEL PROCUREMENT	129	84	64	34	21	9	4	16	29	390
UTILITIES	16	13	10	10	13	13	18	17	17	127
GENERAL AND ADMINISTRATIVE	15	13	12	11	10	10	11	11	12	105
BUILDINGS AND FACILITIES	20	20	19	19	25	30	30	25	19	207
PROFESSIONAL SERVICES	8	8	14	8	8	8	8	8	8	78
CAPITAL- GRANT RELATED (SEE PAGE #8)	756	460	300	-	-	-	200	200	600	2,516
CAPITAL- NONGRANT (SEE PAGE#5)	-	-	-	-	-	-	178	-	-	178
	1,098	745	571	216	223	201	579	421	831	4,885
NET CASH FLOW	(313)	(93)	(58)	(52)	140	19	(62)	131	(68)	(356)
CLOSING FUND BALANCE	1,029	936	878	826	966	985	923	1,054	986	986

DIVISION OF PORTS AND HARBORS
CAPITAL EXPENDITURES (GRANT AND NON-GRANT)

(\$ 000's)

GRANT FUNDED PROJECTS	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
MARKET STREET TERMINAL										
FUNCTIONAL REPLACEMENT-BARGE DOCK	-	-	-	-	-	-	200	200	200	600
BUILD GRANT-MAIN WHARF REHAB	78	-	-	-	-	-	-	-	-	78
	<u>78</u>	-	-	-	-	-	<u>200</u>	<u>200</u>	<u>200</u>	<u>678</u>
HARBORS										
HARBOR DEVELOPMENT - RYE ARPA	100	100	-	-	-	-	-	-	200	400
FEASIBILITY STUDY - HAMPTON ARPA	-	-	-	-	-	-	-	-	-	-
GANGWAY REPLACEMENT - RYE (POSSIBLE 75% FEMA REIMB)	-	35	-	-	-	-	-	-	-	35
STORM REPAIR - HAMPTON (POSSIBLE 75% FEMA REIMB)	98	-	-	-	-	-	-	-	-	98
STORM REPAIR - RYE (POSSIBLE 75% FEMA REIMB)	160	-	-	-	-	-	-	-	-	160
	<u>358</u>	<u>135</u>	-	-	-	-	-	-	<u>200</u>	<u>693</u>
PORTSMOUTH FISH PIER										
BRACING & DECKING - ARPA	220	225	300	-	-	-	-	-	-	745
BUILDING REPLACEMENT - ARPA	100	100	-	-	-	-	-	-	200	400
	<u>320</u>	<u>325</u>	<u>300</u>	-	-	-	-	-	<u>200</u>	<u>1,145</u>
TOTAL GRANT FUNDED PROJECTS	<u>756</u>	<u>460</u>	<u>300</u>	-	-	-	<u>200</u>	<u>200</u>	<u>600</u>	<u>2,516</u>

INTERNALLY FUNDED	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
MARKET STREET TERMINAL										
TRUCK SCALE	-	-	-	-	-	-	178	-	-	178
	-	-	-	-	-	-	<u>178</u>	-	-	<u>178</u>
HARBORS										
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
PORTSMOUTH FISH PIER										
	-	-	-	-	-	-	-	-	-	-
	-	-	-	-	-	-	-	-	-	-
TOTAL INTERALLY FUNDED PROJECTS	-	-	-	-	-	-	<u>178</u>	-	-	<u>178</u>

DIVISION OF PORTS AND HARBORS
GRANT RECEIPT AWARDS

(\$ 000's)

GRANT AWARDS	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	TOTAL
MARKET STREET TERMINAL										
FUNCTIONAL REPLACEMENT-BARGE DOCK	-	-	-	-	-	-	200	200	200	600
BUILD GRANT-MAIN WHARF REHAB	78	-	-	-	-	-	-	-	-	78
	<u>78</u>	-	-	-	-	-	<u>200</u>	<u>200</u>	<u>200</u>	<u>678</u>
HARBORS										
GANGWAY REPLACEMENT - RYE (POSSIBLE 75% FEMA REIMB)	-	-	-	-	26	-	-	-	-	26
STORM REPAIR - HAMPTON (POSSIBLE 75% FEMA REIMB)	-	-	-	-	74	-	-	-	-	74
STORM REPAIR - RYE (POSSIBLE 75% FEMA REIMB)	-	-	-	-	120	-	-	-	-	120
HARBOR DEVELOPMENT - RYE	100	100	-	-	-	-	-	-	200	400
	<u>100</u>	<u>100</u>	-	-	<u>220</u>	-	-	-	<u>200</u>	<u>620</u>
PORTSMOUTH FISH PIER										
BRACING & DECKING	220	225	300	-	-	-	-	-	-	745
BUILDING REPLACEMENT	100	100	-	-	-	-	-	-	200	400
	<u>320</u>	<u>325</u>	<u>300</u>	-	-	-	-	-	<u>200</u>	<u>1,145</u>
TOTAL GRANT RECEIPT AWARDS	<u>498</u>	<u>425</u>	<u>300</u>	-	<u>220</u>	-	<u>200</u>	<u>200</u>	<u>600</u>	<u>2,443</u>

DIVISION OF PORTS AND HARBORS (RESTRICTED FUNDS)

CASH FLOW SUMMARY OVERVIEW

AUGUST 1, 2024 TO APRIL 30, 2025

(\$ 000's)

HARBOR DREDGING FUND

(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	335
<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)	50
	<u>110</u>
NET CASH FLOW	<u>(20)</u>
CLOSING FUND BALANCE	<u>315</u>

REVOLVING LOAN FUND

(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	305
<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>313</u>


FOREIGN TRADE ZONE

(\$ 000's)	<u>AMOUNT</u>
OPENING FUND BALANCE	17
<u>SOURCES OF FUNDS</u>	
FACILITY RENTALS	15
ALL OTHER	-
	-
	<u>15</u>
 <u>USES OF FUNDS</u>	
GENERAL AND ADMINISTRATIVE	3
PROFESSIONAL SERVICES	-
OTHER	7
	<u>10</u>
NET CASH FLOW	<u>5</u>
CLOSING FUND BALANCE	<u>22</u>

TOTAL FUND BALANCES	BALANCE AT 7/31/24	BALANCE AT 06/30/24
HARBOR DREDGING	335	297
REVOLVING LOAN FUND	305	225
FOREIGN TRADE ZONE	17	17
	<u>657</u>	<u>539</u>

MEMORANDUM

TO: Pease Development Authority Board of Directors

FROM: Paul E. Brean, Executive Director 

DATE: July 25, 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: EA Engineering, Science, and Technology, Inc., PRC and Sage Environmental, Inc.
License: Right of Entry
Location: Off Arboretum Drive
Purpose: Investigating soil and surface water within the pipeline corridor
Term: June 24, 2024, through July 3, 2024

2. Name: International Association of Privacy Professionals
License: Right of Entry
Location: Old Pan Am Hangar Lot at 14 Aviation Avenue
Purpose: Vehicle parking during company event
Term: August 22, 2024

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

MEMORANDUM

TO: Pease Development Authority Board of Directors
FROM: Paul E. Brean, Executive Director *PEB*
DATE: July 25, 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: McLane Middleton PA
Space: 1 New Hampshire Avenue
Use: General Office Use
Term: Seven (7) years and Three (3) months with the lease commencing upon the later of 1) Certificate of Occupancy from the City of Portsmouth; or 2) November 1, 2024 (Term Commencement Date)


2. Tenant: Next Level Now
Space: 16 Pease Boulevard
Use: General Office Use
Term: Exercise first of two (2) one-year options

3. Tenant: Honorable Maggie Hassan
Space: 14 Manchester Square, Suite 281
Use: General Office Use and Related Activities
Term: November 1, 2024, through January 2, 2029

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: July 25, 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: Honeywell
Board Authority: Director Ferrini
Cost: \$4,870.12
Summary: 10 DVM Licenses – Portsmouth International Airport at Pease

2. Project Name: Hoyle, Tanner & Associates, Inc.
Board Authority: Chairman Duprey
Cost: \$22,675.00
Summary: Study for General Aviation Area Vicinity of Durham Street

3. Project Name: Everbridge Inc.
Board Authority: Director Ferrini
Cost: \$12,972.15
Summary: Portsmouth International Airport at Pease - Mass Communications Software Platform

4. Project Name: Sunbelt Rental
Board Authority: Director Ferrini
Cost: \$461.95
Summary: Portsmouth International Airport at Pease – Rental of vertical mast lighting

5. Project Name: FinQuery (fka LeaseQuery)
Board Authority: Director Ferrini
Cost: \$11,592.00
Summary: Yearly Renewal of Financial Platform for Leases


6. Project Name: Alliance Group
Board Authority: Director Ferrini
Cost: \$6,570.00
Summary: Replacement of the 10+ year old Ductless Split System in the Server Room at PDA located at 55 International Drive

7. Project Name: Vogel Vending, Inc.
Board Authority: Authorized vote of Board of Directors on August 17, 2023
Summary: For the provision and operation of two ATM vending machines located at Pease (Airport Terminal and Golf Course) – exercise the First of Two (2) One (1) year option

8. Project Name: Hoyle, Tanner & Associates, Inc.
Board Authority: Director Ferrini
Cost: \$8,964.00
Summary: For research and calculations to convert PSM's Pavement Classification Number to Pavement Classification Rating ahead of FAA deadline of September 30, 2024

9. Project Name: Aero Display Systems, LLC
Board Authority: Director Ferrini
Cost: \$7,560.00
Summary: Portsmouth International Airport at Pease – Flight Information Display System and Gate Information Display System

Memorandum

To: Board of Directors
From: Paul E. Brean, Executive Director 
Date: July 29, 2024
Subject: 2025 Board and Committee Meeting Schedule

Attached, please find the 2025 Meeting Schedule. Historically, the meeting schedule was provided at the December meeting. This year, due to some changes in the Board meeting schedule, and to give Board members more time to plan, it is being provided at the August Board meeting (a draft was provided in the June meeting packet).

Traditionally, PDA Board meetings were held on the third Thursday of the month with no meetings held during the months of February and July. In 2024, a modification was made to the schedule resulting in moving most Board meetings to the second Thursday of the month, with an occasional exception. There has been some discussion that Tuesdays are a preferable meeting day to Thursdays for some Board members. As such, in 2025 Board meetings will be moved to the third Tuesday of the month, with exceptions in January and March where meetings will be the second Tuesday of the month. There will continue to be no meetings in February and July.

2025 BOARD MEETINGS

THIRD TUESDAY OF MONTH AND COMMITTEE MEETINGS MONDAY PRECEDING BOARD MEETINGS

Month	BOARD		FINANCE		GOLF		AUDIT		PORT		Noise Compatibility	
	Meetings at 8:30 am	Day	Meetings at 9:00 am	Day	Meetings at 8:30 am	Day	Meetings at 8:30 am	Day	Meetings at 8:00 am	Day	Meetings at 6:30 pm	Day
January	01/07/25	Tues.										
February		None										
March	03/11/25	Tues.	03/10/25	Mon.	03/10/25	Mon.		Thurs.	03/06/25			
April	04/15/25	Tues.					Mon.	04/14/25				
May	05/20/25	Tues.									Tues.	04/15/25
June	06/17/25	Tues.	06/16/25	Mon.	6/16/2025	Mon.		Thurs.	06/05/25			
July		None										
August	08/19/25	Tues.										
September	09/16/25	Tues.	09/15/25	Mon.	09/15/25	Mon.		Thurs.	09/04/25			
October	10/21/25	Tues.					Tues.	10/14/25			Tues.	10/21/25
November	11/18/25	Tues.										
December	12/16/25	Tues.	12/15/25	Mon.	12/15/25	Mon.		Thurs.	12/04/25			
Annual	NOTE: ALL MEETINGS BEGIN AT 8:30 A.M. UNLESS OTHERWISE POSTED.											
Legend												
Board	Third Tuesday of Month											
Finance	Quarterly - Monday before Board											
Golf	Quarterly - Monday before Board											
Audit	Semi-Annually-Monday before Board (April/Oct)											
Port	Quarterly - 1st Thursday											
Noise	Semi-Annually - 3rd Tuesday (April and October)											
P:\Boardmtg\2024\2025 Proposed Mtgs												

No Meetings in February and July

PDA COMMITTEE LISTING – EFFECTIVE August 8, 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

Karen Conard, **Chair**
Steve Fournier
Brian Semprini
Staff Contact: Brean/Mates

Ad Hoc Advisory Committees

**Capital Improvement and
Land Planning Committee**

Karen Conard, **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

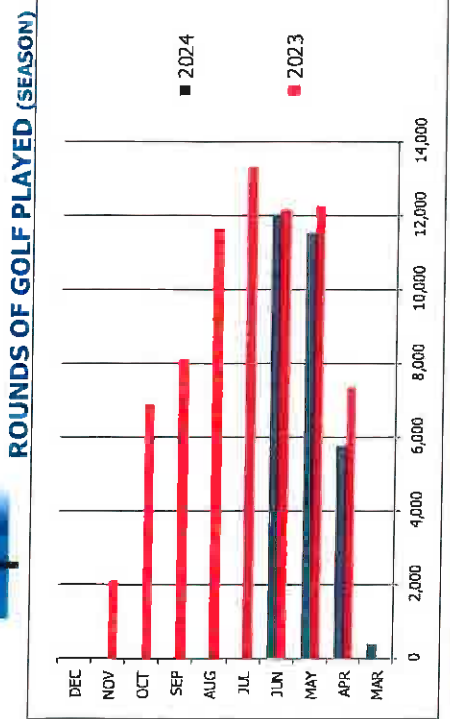
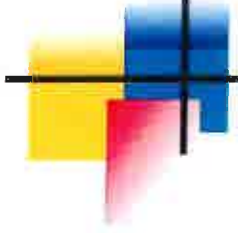
Thomas G. Ferrini, **Chair**
Stephen M. Duprey
Karen Conard
Staff Contact: Anzalone

Legal Bill Review

Susan Parker, **Chair**
Thomas G. Ferrini
Karen Conard
Staff Contact: Blenkinsop

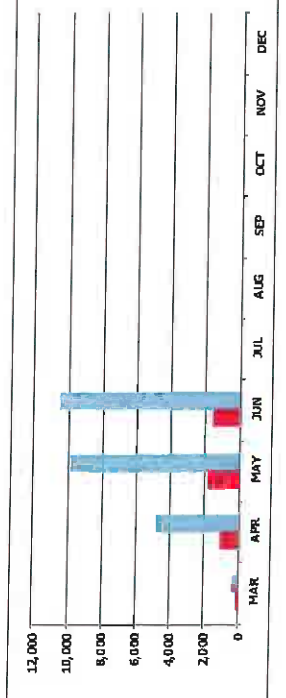
Notes: Executive Committee must have Board Chairman as Executive Committee Chair and Board Vice-Chair as Executive Committee Vice-Chair. Finance Committee must have Board Treasurer as Chairman of Finance Committee. Other than that, each Committee must have a minimum of three Directors appointed to each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

KEY GOLF COURSE BENCHMARKING DATA – JUNE 2024



2024	2023	2022	
SEASON	SEASON	SEASON	
ROUNDS PLAYED	29,668	73,897	71,985
RAIN DAYS	30	58	51

2023 MEMBER / NONMEMBER ROUNDS (SEASON)

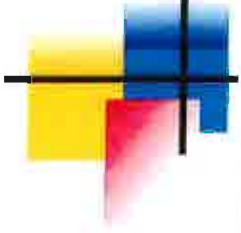


GRILL 28 GROSS SALES	GOLF SIMULATOR REVENUES		CONCESSION FEES EARNED (17%)		CONCESSION FEES EARNED (17%)	
	FY 2024	FY 2023	FY 2024	FY 2023	FY 2024	FY 2023
JULY	\$1,799	\$495	327,065	296,042		
AUGUST	\$1,107	\$827	348,564	360,829		
SEPTEMBER	\$280	\$1,509	307,833	297,268		
OCTOBER	\$3,403	\$4,441	243,213	227,600		
NOVEMBER	\$15,547	\$13,652	142,063	147,784		
DECEMBER	\$20,789	\$21,235	166,385	171,720		
JANUARY	\$26,413	\$27,493	125,329	144,384		
FEBRUARY	\$27,234	\$26,027	128,748	141,590		
MARCH	\$23,756	\$27,745	148,462	156,867		
APRIL	\$2,924	\$5,099	177,109	229,175		
MAY	\$1,015	\$280	278,408	329,489		
JUNE	\$240	\$1,255	315,276	347,121		
TOTAL	\$124,507	\$130,058	\$2,708,455	\$2,849,869		

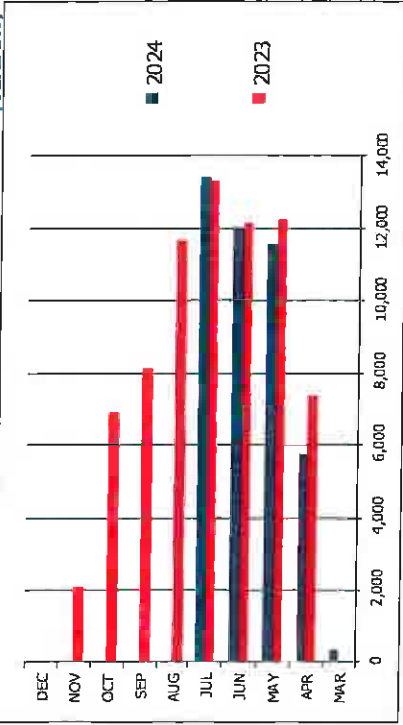
2024 ROUNDS- SEASON		2023 ROUNDS- SEASON	
MEMBER	4,309	MEMBER	15,805
NONMEMBER	25,359	NONMEMBER	58,092
TOTAL	29,668	TOTAL	73,897

CLUB/ COURSE FUNCTIONS	FY 2024 YTD	FY 2023 YTD
GROUPS 20-59	52,960	63,148
TOURNAMENT PLAY	278,135	275,218
LEAGUES	90,689	100,458
FOOD AND ROOM FEES	363,418	389,405

KEY GOLF COURSE BENCHMARKING DATA – JULY 2024



ROUNDS OF GOLF PLAYED (SEASON)

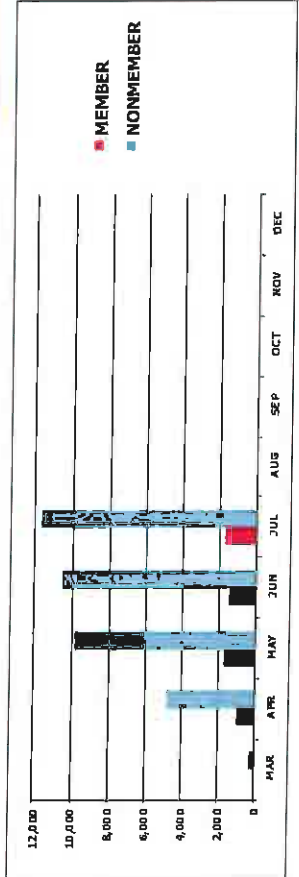


2024 SEASON 2023 SEASON

ROUNDS PLAYED 43,077 73,897

RAIN DAYS 34 51

2023 MEMBER / NONMEMBER ROUNDS (SEASON)



MONTH	GOLF SIMULATOR REVENUES		GRILL 28 GROSS SALES		CONCESSION FEES EARNED (17%)		CONCESSION FEES EARNED (17%)	
	FY 2024	FY 2023	FY 2024	FY 2023	FY 2024	FY 2023	FY 2024	FY 2023
JULY	\$120	\$1,799	282,315	47,994	327,065	55,601	327,065	55,601
AUGUST	\$0	\$1,107	0	0	348,564	59,256	348,564	59,256
SEPTEMBER	\$0	\$280	0	0	307,833	52,332	307,833	52,332
OCTOBER	\$0	\$3,403	0	0	243,213	41,346	243,213	41,346
NOVEMBER	\$0	\$15,547	0	0	142,063	24,151	142,063	24,151
DECEMBER	\$0	\$20,789	0	0	166,385	28,285	166,385	28,285
JANUARY	\$0	\$25,413	0	0	125,329	21,306	125,329	21,306
FEBRUARY	\$0	\$27,234	0	0	128,748	21,887	128,748	21,887
MARCH	\$0	\$23,756	0	0	148,462	25,239	148,462	25,239
APRIL	\$0	\$2,924	0	0	177,109	30,109	177,109	30,109
MAY	\$0	\$1,015	0	0	278,408	47,329	278,408	47,329
JUNE	\$0	\$240	0	0	315,276	53,597	315,276	53,597
TOTAL	\$120	\$124,507	\$282,315	\$47,994	\$2,708,455	\$460,437	\$2,708,455	\$460,437

2024 ROUNDS- SEASON MEMBER 6,053
NONMEMBER 37,024
TOTAL 43,077

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

CLUB/ COURSE FUNCTIONS	FY 2025 YTD	FY 2024 YTD
GROUPS 20-59	5,210	5,860
TOURNAMENT PLAY	35,820	34,385
LEAGUES	19,341	14,729
FOOD AND ROOM FEES	27,969	41,967

AIRPORT REPORT PERIOD ENDING JUNE 2024



JUNE ENPLANEMENTS	2024
Scheduled Enplanements	3,675
Chartered Enplanements	5,786

Total Enplanements 9,461

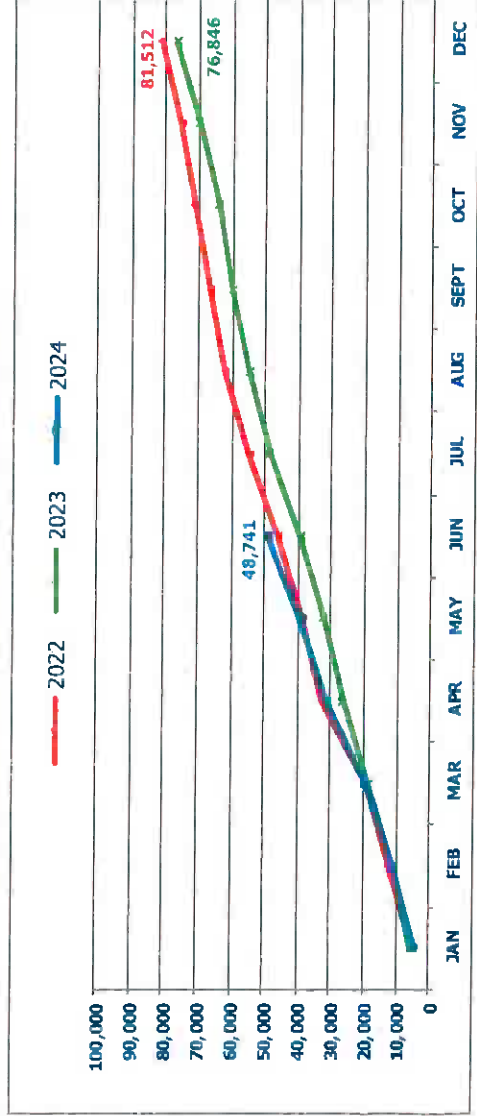
2024 Enplanements YTD 48,741

REVENUE PARKING \$27,965

622 Transactions @ \$44.96

JUNE FUEL FLOWAGE FEES \$94,799

- Total Gallons 579,979
- CRAF and DOD 89%
- Commercial 5%
- General Aviation 6%



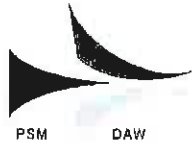
Fuel Pricing

- Port City Air Retail; \$6.25 Jet A
- Port City Air Retail; \$6.95 100LL
- Northeast Avg; \$7.13 Jet A, \$7.92 100LL

Grant Projects

- Domestic Arrivals Hall Upgrades
- Taxiway Alpha



- AAY Sarasota, FL Service
- MX RSW and MCO Service
- Enterprise Concession Fees: April, May, June - \$17,337.74



PEASE
AIRPORT
MANAGEMENT

36 Airline Ave., Portsmouth, NH 03801
603.433.6536

Memorandum

To: John Meehan, Airport Operations Manager 
From: Sandy McDonough, Airport Community Liaison 
Date: July 1, 2024
Re: Noise Report for June, 2024

Portsmouth International Airport at Pease ("PSM") received one (1) noise inquiry in June 2024.

- June 25, 2024: A caller from Newmarket, NH expressed concerns that a non-based KC46 tanker was flying low. After speaking with Air Traffic Control, the altitude could not be confirmed for this specific flight.

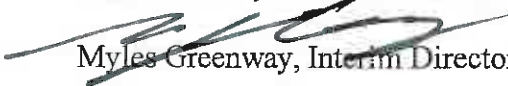


PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

TO: Paul E. Brean, Executive Director
FROM:  Myles Greenway, Interim Director Ports and Harbors
DATE: July 30, 2024
SUBJECT: **PORTS AND HARBORS PDA BOARD NOTES**

The following is an update on DPH activities for the upcoming board meeting on August 8, 2024. These include key discussion points, decisions to be made, and proposed action items.

Market Street Terminal:

- **MAS finished with punch list items for Main Wharf Rehabilitation Project:**
 - Monday, August 5, 2024 (low tide 6:51am) - Strip Formwork.
 - Tuesday, August 6, 2024 (low tide 7:29am) – AME inspection, MAS place rip rap at repair locations, De-Mobe Work Boat.
- **USCGC EAGLE (July 26-29, 2024)** – Three-day Sail Portsmouth event was a success.

Portsmouth Fish Pier:

- **Commercial Fish Pier - Fish Pier Bracing and Decking project:** Nothing significant to report - our crew is working with contractors and vessel owner/operators to shift vessels as needed - construction continues.

Rye Harbor:

- **Recreational Fuel Pumps**
 - Fuel enclosure completed
 - Martineau Electric on site July 29, 2024
 - Lakes Region Environmental on standby until electric work completed.

Hampton Harbor:

- Lakes Region Environmental was performing the Annual Fuel Tank Inspection with Triennial Containment Sump Integrity Testing at the Hampton Harbor State Pier UST# 0113862/ DES# 200105020 on Friday June 21, 2024. During their visual inspection and testing of the (Tank #2) “Tank Sump” they notice that the piping (fuel & electrical) had considerable corrosion, including the entry boots mounting hardware. During the hydro sump testing the tank sump lost 6-inches of water within an hour, failing the testing.

- Investigate the cause of the failure and determine if the system has leaked within 30 days of the initial test failure; and either,
 - Repair or replace the containment sump or spill containment in accordance with Env- Or 408.03; or
 - Temporarily close the UST system within 30 days of the initial failure.
- **Sink Hole:** Met with Appledore Marine to discuss sinkholes aboard facility – determined way forward.
- **Hampton Harbor / Rescue:** BRAVO ZULU to Paul Kelley, one of our Hampton Staff members as well as Dale Blatchford, Captain of the F/V “Patty-B”!

At approximately 6:00 AM on (date), Kevin Hanlon, Hampton Harbormaster, and Paul Kelley, a Hampton staff member, worked with Dale Blatchford, Captain of the F/V “Patty-B” to rescue two men from the water whose skiff capsized.

General:

- **FEMA Post Storm Application / Meeting** – 17 July 2024 - final Ports & Harbors - Site Inspection aboard Rye.
- **Port Committee Meeting(s):**
 - On 15 July 2024 - Port Committee conducted Portsmouth Commercial Fish Pier building meeting.
 - On 22 July 2024 - Port Committee conducted Rye Harbor commercial platform meeting.
- **American Cruise Line** – (8th and 22nd July 2024): Port call(s) aboard Market Street facility
- SAT.

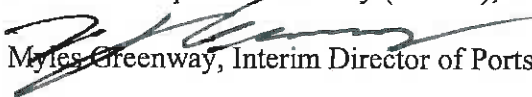


PEASE

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 26, 2024
Subject: Report of new Charter Boat Rights of Entry, Hampton Harbor Marine Facility

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

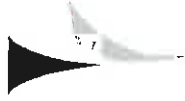
PREMISES: Hampton Harbor Marine Facility, 1 Ocean Blvd., Hampton, NH
1. 30 Fathom Charters, LLC, Kristian Zoeller and Anna Marcus
o Term: June 21 , 2024-October 31, 2024

PURPOSE OF ROE: Charter Boat Operations & Customer Parking

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

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

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





PEASE

INTERNATIONAL

555 Market Street, Suite 1 Portsmouth, NH 03801

PORTS AND HARBORS

TO: Paul Brean, Executive Director, Pease Development Authority 

FROM:  Myles Greenway, Interim Director Ports and Harbor

DATE: June 27, 2024

RE: Biennial Report FYE 2022 and 2023

In accordance with NH-RSA 12-G:43-a, please accept this biennial report on the status of development at the Pease Development Authority ("PDA"), Division of Ports and Harbors for distribution to the PDA Board of Directors. As required, this report is for the period beginning July 1, 2021 and ending June 30, 2023.

The report includes descriptions of:

- The financial status of the Division of the period including the Revolving Loan Fund;
- Contracts involving use of Division property;
- Programs and informational meetings;
- Environmental reports, investigations and permits received by, prepared by or on behalf of the Division; and
- Any proposals for the sale of Division property.

This document is representative of the required subject matter. However, complete file documentation of any of the subject matter is available for review at the Pease Development Authority, the Division of Ports and Harbors and from contracted consultants. Additional information is also available on the Division's website www.portofnh.org.



**BIENNIAL REPORT ON THE
DIVISION OF PORTS AND HARBORS
FOR THE FISCAL YEAR PERIODS ENDING
JUNE 30, 2022 and June 30, 2023**



Myles Greenway
Interim Division Director

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<u>CONTRACTS FOR USE OF DIVISION PROPERTY</u>	4
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BIENNIAL REPORT

This report, prepared in accordance with RSA 12-G:43-a, is required to provide specific information for the biennium ending June 30, 2023, regarding:

- The financial status of the Division including the Revolving Loan Fund.
- Contracts involving the use of Division property.
- The status and scope of ongoing port development projects.
- Programs and informational meetings.
- Environmental report and investigations; and
- Any proposals to sell Division property.

Due to the extent of the documentation of the subject matter, this report is a summary of existing financial records, contracts, engineering reports, public informational programs, and environmental reports. Additional information and documentation is available from the Pease Development Authority, Division of Ports and Harbors, and on the Division's web site: www.portofnh.org.

1 – INTRODUCTION

The Pease Development Authority Division of Ports and Harbors (the “Division”) is responsible for the management, maintenance, operation, and maritime security of:

- The only State–owned deep water, public access, general cargo, and general use marine terminal for large ocean-going ships, known as the Market Street Marine Terminal in Portsmouth,
- Small boat facilities in Portsmouth, Rye, and Hampton Harbors for commercial fishing vessels, passenger, and recreational vessels,
- The permitting of mooring locations and maintaining waitlists for mooring locations, and the permitting and replacement of Aids to Navigation in the state’s tidal waters,
- The licensing of harbor, river, and docking pilots,
- Maintaining and dredging channels, harbors, and anchorages,
- Establishing and maintaining Foreign-Trade Zones in New Hampshire, and
- Management of a Revolving Loan Fund for commercial fishermen.

MARKET STREET MARINE TERMINAL

The Market Street Marine Terminal is an eleven (11) acre general cargo, general use facility on the Piscataqua River in Portsmouth where diverse marine related activities were conducted on various docks at the terminal during the reporting period.

- The Main Wharf is the largest ship berth at the terminal and can accommodate ocean freighters up to seven hundred feet (700’) in length. The major commodities handled at the terminal for the reporting period is road salt, which is imported. The facility also handles project cargos such as machinery, construction materials, power plant components, off-shore wind components and serves as a support facility for the other terminals along the Piscataqua River and the vessels frequenting those terminals. The facility is a major component of maritime security, safety, and environmental response in the region and is included in the State of New Hampshire’s and the Coast Guard’s emergency plans. During this reporting period the “Main Pier Rehabilitation Project” began, which is also referred to as the BUILD Project as this project is 60% funded by a National Infrastructure Investments Discretionary Grant Program called “Better Utilizing Investments to Leverage Development”. The BUILD Project consists of rehabilitating approximately 17,500 sq. ft. of the Main Wharf by replacing the deteriorating wharf access bridge and decking the area between the shoreline and the back of the Main Wharf. Cianbro Corporation, the contractor for a portion of the Portsmouth Naval

Shipyard Super Flood Basin project, continued to use the Terminal for staging and loading equipment and materials (for the manufacture of concrete), loading of structural components (i.e. steel sheets and beams), and the discharge of clean blasted rock from the project area. Additionally, substantial landings of Atlantic Menhaden, a fish in the herring family important for use as lobster bait, were landed at the dock which helps ensure the local New Hampshire lobster industry is able to obtain enough bait for its needs and to ensure the menhaden quota is met and thus secure future quotas to be allocated to New Hampshire.

- The “Barge Dock” was a second berth for cargo vessels, coastal cruise ships, and tug/barge operations which accommodates vessels up to three hundred fifty feet (350’) in length. The dock had also been used for smaller vessels to avoid berthing conflicts at the Main Wharf. As previously reported, with the construction of the Sarah Long Bridge (beginning in January 2015), the Barge Dock lost its functionality and in May of 2017 the Division entered into an agreement with the New Hampshire Department of Transportation (NH-DOT) for a Functional Replacement of the Barge Dock, which is 100% reimbursable by Federal Highway funds. However, due to an increase in cost of materials and construction (brought on by inflation and further exacerbated by complications arising from the Covid-19 pandemic), lack of funding prohibited the project from moving forward during the prior reporting period. A Notice to Proceed to Final Design was finally issued in March of 2021. Final design was completed during this reporting period and the preparation of bid documents and permit applications began.
- The “Barker Wharf” located at 315 Market St., is a small boat dock utilized by the Isles of Shoals Steamship Company (ISSCo). The M/V Thomas Leighton and the M/V Challenger are passenger vessels which provide ferry service to the Oceanic Hotel on Star Island, along with harbor tours, dinner cruises, weddings, and corporate cruises.
- The “Burge Wharf”, also located at 315 Market St., is a floating dock for small boats and has provided a mainland base for the Shoals Marine Laboratory and Star Island Corporation, which are located at the Isles of Shoals. The Shoals Marine Laboratory vessels transport students, staff, and supplies to Appledore Island from the “Burge Dock”. Star Island Corporation, which operates a hotel/conference center on Star Island, also transports staff and supplies to the island from the “Burge Dock” aboard their vessels the P/V Shining Star and Almeda.
- The “Security Dock” and launch ramp, adjacent to the “Barge Dock” at the Market St. Terminal, provides access to the harbor for emergency assets and is where the Division’s vessels are berthed. The floating dock and launch ramp area provide stable platforms

from which emergency response activities are performed. Active users of the facility include: New Hampshire Department of Environmental Services, New Hampshire Fish & Game (NH F&G), NH-DOT Bridge Maintenance, New Hampshire Marine Patrol, the United States Coast Guard, and the Portsmouth Fire Department.

COMMERCIAL PIERS AND ASSOCIATED FACILITIES

The Division manages and operates three (3) marine facilities located in Portsmouth, Rye Harbor, and Hampton Harbor.

- The Portsmouth Commercial Fish Pier on Pierce Island is utilized by commercial fishermen and provides a location to off load catch, load equipment, and service approximately fifty-five (55) commercial fishing vessels. The facility has accommodations for twenty-five (25) overnight berths. Diesel and gasoline are sold at the Portsmouth Commercial Fish Pier (24-hour service). Bulk ice is also available at the Portsmouth location. The building on Peirce Island had been utilized by NH F&G and Northeast Fishery Sector IX. Currently, tenants include users of the “Bait Cooler” and a local commercial fishing entity for processing its catch.
- The Rye Harbor and Hampton Harbor Marine Facilities are mixed use facilities offering services to both the commercial fishing industry as well as the general public for recreational use and access to the ocean. Commercial fishermen can off load their catch at either commercial pier. Both facilities, through individual business entities that have a Right of Entry agreement to use the facility in association with their charter operations, offer charter fishing, lobster tours, harbor cruises, and whale watch tours. In addition, kayak rentals and parasailing are offered at the Hampton facility. Food concessions are available at the Rye facility. Retail sales of fresh lobster are available at both locations. Fresh oysters are available at the Hampton facility. For the general public’s recreational boating needs, vehicle and trailer parking and launch ramps are available and provide access to the water and floating docks for boat owners to launch and board their vessels. 24-hour diesel and gasoline fuel sales are available at both facilities. Limited winter and summer boat storage is available at the Rye location and winter storage is available at the Hampton location. During this reporting period, the self-fueling system on the recreational side of the facility at Rye Harbor failed and was not available for use.

HARBOR MANAGEMENT

The Chief and Deputy Chief Harbor Masters, along with support staff, oversee the permitting and placement of up to one thousand five hundred (1,500) mooring locations in NH tidal waters,

which run from the Massachusetts border to the Maine border, more specifically, from the Isles of Shoals inland, including the Great Bay Estuary and its tributaries. In addition to permitting mooring locations, the Division maintains waitlists for those locations. The Division, acting through its Harbor Masters, places Aids to Navigation in channels and areas not marked by the United States Coast Guard. The Chief and Deputy Chief Harbor Masters are required, by statute, to maintain their certified police officer credentials and are charged with enforcement of the Division's Code of Administrative Rules and New Hampshire Criminal Laws on Division property.

PILOTAGE

A federal pilot is a licensed merchant mariner who, by qualification and experience, is licensed by the US Coast Guard to act as a pilot (guide) aboard vessels transiting local waters designated as the "Pilotage Area". The Pease Development Authority, acting through the Division, is responsible for setting the criteria for Licensed State Pilots operating within the pilotage boundaries of the Piscataqua River and Portsmouth Harbor.

DREDGING

The Division is the sponsoring agency for public dredging projects in the tidal waters of New Hampshire. As the "local sponsor," the Division works cooperatively with the US Army Corps of Engineers, state and federal agencies, and municipalities in order to maintain and develop the navigable tidal waters of the state, including anchorages, to insure the flow of commercial and recreational boat traffic. During active dredging projects it is statutorily required for the Division to incur the cost of removing and replacing any moorings in the dredge area. During the reporting period, beginning in November 2021, approximately 680,000 cubic yards of clean sandy material was removed from the Piscataqua River Turning Basin, along with 20,000 cubic yards of ledge.

FOREIGN-TRADE ZONES

Foreign-Trade Zones (FTZ) are areas designated by the United States Department of Commerce Foreign-Trade Zones Board and are under the supervision of the Department of Homeland Security, Customs and Border Protection. For the purposes of duty assessment, merchandise in a FTZ is considered not to have entered the commerce of the United States and therefore duties are not payable on that merchandise while in the Zone. Foreign-Trade Zones were established to provide tax incentives for manufacturing and warehousing companies to locate their operations in the continental United States. The Division is the Grantee for FTZ #81 in New Hampshire and is responsible for establishing and maintaining the Zone Project.

There are currently four (4) active FTZ users in NH, employing approximately 2000 people between the 4 of them:

- Millipore Corporation, Jaffrey,
- Textile Coated International, Manchester,
- Rochester Electronics, LLC., Portsmouth, and
- Seacoast Aviation, LLC., Portsmouth.

REVOLVING LOAN FUND

In 2008, the Division received a grant of Eight hundred and ten thousand dollars (\$810,000.00) from the US Department of Commerce, Economic Development Administration (EDA) to establish a Revolving Loan Fund (RLF). The RLF provides long-term, low interest loans to New Hampshire's commercial fishing industry to assist the industry in sustaining itself as the it experiences more restrictive fishing regulations and reduced landings. Working with Provident Bank, which provides 25% of matching funds, the RLF has provided funds for fishermen to purchase:

- Modern safety equipment,
- Electronics,
- Gear,
- Vessels, and
- Permits.

2 – REVISED STATUTE ANNOTATED

Section 12-G:43-a

12-G:43-a Report on the Division of Ports and Harbors. –

I. The division director shall submit a biennial report on the status of development at the division to the governor and council, the board, the mayor and the city council in the city of Portsmouth, the selectmen in the towns of Rye, Newington, Hampton, North Hampton, New Castle, and Seabrook, the chairmen of the house and senate executive departments and administration committees, and the commissioner of the department of business and economic affairs. Such report shall be submitted and made available to the public biennially beginning on June 30, 2010. The first report issued on June 30, 2010 shall be for the 2-year period ending on June 30, 2009.

II. The report shall include descriptions of:

- (a) The financial status of the division, including a report on the activities of the Pease development authority ports and harbors fund and a recommendation on whether to continue the fund as a nonlapsing fund and an accounting of the activities of the division of ports and harbors revolving loan fund.
- (b) Any contracts involving use of division property that have been executed in the previous 24-month period and the status and scope of all ongoing port development projects.
- (c) Programs and informational meetings held to permit and encourage communication between the division and the communities it serves.
- (d) Environmental reports, investigations, and permits received by, prepared by or on behalf of the division with respect to division property and activities on division property.
- (e) Any proposals for the sale of division property.

Source. 2008, 356:4, eff. July 11, 2008. 2017, 156:14, II, eff. July 1, 2017.

3 –FINANCIAL REPORT

FISCAL YEAR PERIODS ENDING

JUNE 30, 2022 AND JUNE 30, 2023



DIVISION OF PORTS AND HARBORS

BIENNIAL FINANCIAL REPORT

FOR THE FISCAL YEAR PERIODS ENDING

JUNE 30, 2023 AND 2022

BUSINESS UNIT ANALYSIS TWELVE MONTHS ENDING JUNE 30, 2023

(\$ 000's)

	UNRESTRICTED OPERATIONS	HARBOR DREDGING	FOREIGN TRADE ZONE	REVOLVING LOAN FUND	TOTAL
OPERATING REVENUES (SEE PAGE #4)	<u>2,954</u>	<u>146</u>	<u>12</u>	<u>35</u>	<u>3,147</u>
OPERATING EXPENSES					
WAGES AND FRINGE BENEFITS (SEE PAGE #5)	1,414	-	-	-	1,414
BUILDINGS AND FACILITIES MAINTENANCE (SEE PAGE #6)	360	94	-	-	454
GENERAL AND ADMINISTRATIVE (SEE PAGE #6)	220	-	1	-	221
UTILITIES (SEE PAGE #6)	137	-	-	-	137
PROFESSIONAL SERVICES (SEE PAGE #6)	44	-	-	17	61
MARKETING AND PROMOTION (SEE PAGE #6)	4	-	8	-	12
FUEL PROCUREMENT	<u>654</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>654</u>
	<u>2,833</u>	<u>94</u>	<u>9</u>	<u>17</u>	<u>2,953</u>
OPERATING INCOME	121	52	3	18	194
NONOPERATING (INCOME) AND EXPENSE	(18)	(2)	-	-	(20)
DEPRECIATION AND AMORTIZATION	<u>676</u>	<u>71</u>	<u>-</u>	<u>-</u>	<u>747</u>
NET OPERATING INCOME	<u>(537)</u>	<u>(17)</u>	<u>3</u>	<u>18</u>	<u>(533)</u>



BUSINESS UNIT ANALYSIS TWELVE MONTHS ENDING JUNE 30, 2022

(\$ 000's)

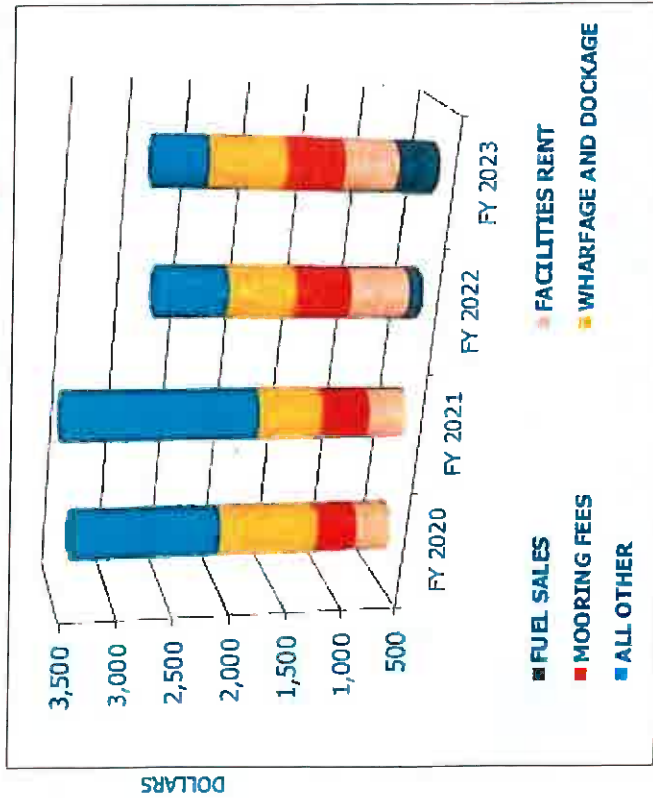
	UNRESTRICTED OPERATIONS	HARBOR DREDGING	FOREIGN TRADE ZONE	REVOLVING LOAN FUND	TOTAL
OPERATING REVENUES (SEE PAGE #4)	2,619	111	12	32	2,774
OPERATING EXPENSES					
WAGES AND FRINGE BENEFITS (SEE PAGE #5)	876	-	-	-	876
BUILDINGS AND FACILITIES MAINTENANCE (SEE PAGE #6)	443	91	-	-	534
GENERAL AND ADMINISTRATIVE (SEE PAGE #6)	179	12	1	-	192
UTILITIES (SEE PAGE #6)	138	-	-	-	138
PROFESSIONAL SERVICES (SEE PAGE #6)	21	-	-	26	47
MARKETING AND PROMOTION (SEE PAGE #6)	3	-	8	-	11
FUEL PROCUREMENT	463	-	-	-	463
	<u>2,123</u>	<u>103</u>	<u>9</u>	<u>26</u>	<u>2,261</u>
OPERATING INCOME	496	8	3	6	513
NONOPERATING (INCOME) AND EXPENSE	(3)	-	-	-	(3)
DEPRECIATION AND AMORTIZATION	614	71	-	-	685
NET OPERATING INCOME	<u>(115)</u>	<u>(63)</u>	<u>3</u>	<u>6</u>	<u>(169)</u>

OPERATING REVENUES FOR THE FISCAL YEAR PERIODS ENDING JUNE 30, 2023 AND 2022



(\$ 000's)

HISTORICAL ANALYSIS- OPERATING REVENUES



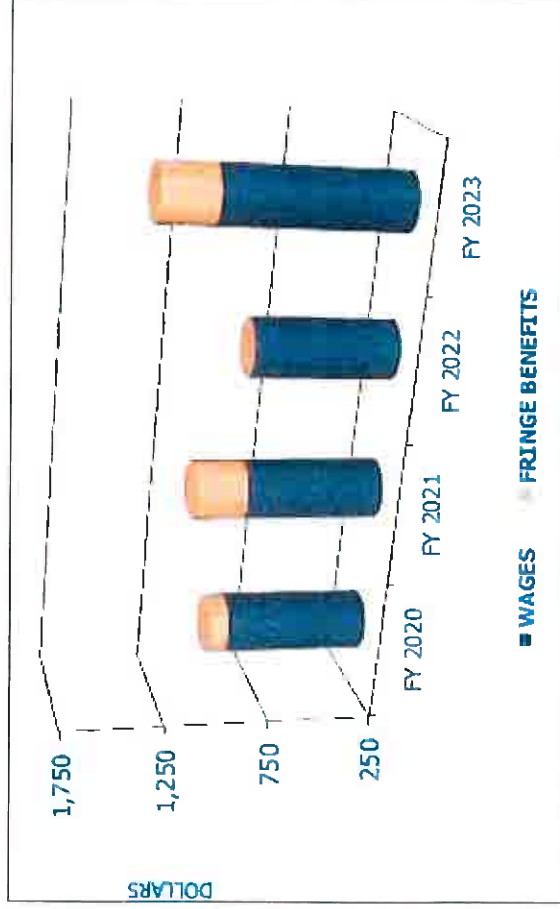
REVENUE SOURCES	FY 2023 ACTUAL	FY 2022 ACTUAL
FUEL SALES	873	639
WHARFAGE AND DOCKAGE	637	569
FACILITIES RENT	461	510
MOORING FEES	476	467
COASTAL VESSEL REGISTRATIONS	273	222
PARKING FEES	111	97
PIER USAGE FEES	123	92
INTEREST INCOME	34	30
ALL OTHER	159	148
	<u>3,147</u>	<u>2,774</u>

WAGES AND FRINGE BENEFIT EXPENSE FOR THE FISCAL YEAR PERIODS ENDING JUNE 30, 2023 AND 2022

(\$ 000's)

HISTORICAL ANALYSIS- WAGES AND FRINGE BENEFITS

	FY 2023 ACTUAL	FY 2022 ACTUAL
WAGES		
BENEFITED	751	641
NONBENEFITED	285	222
OVERTIME	113	70
	<u>1,149</u>	<u>933</u>
FRINGE BENEFITS		
RETIREMENT / OPEB (SEE NOTE #1)	47	(246)
HEALTH CARE	204	177
DENTAL AND LIFE	14	12
	<u>265</u>	<u>57</u>
	<u>1,414</u>	<u>976</u>



NOTE:
1. YEAR TO YEAR INCREASE REFLECTIVE OF ADJUSTMENT TO ACTUARIALLY DETERMINED ANNUAL PENSION EXPENSE AND INITIAL RECOGNITION OF OTHER POSTEMPLOYMENT BENEFIT (OPEB) COSTS AS DEFINED BY RSA 21-1:30.

ANALYSIS OF OTHER OPERATING EXPENSES FOR THE FISCAL YEAR PERIODS ENDING JUNE 30, 2023 AND 2022

(\$ 000's)

	FY 2023 ACTUAL	FY 2022 ACTUAL	GENERAL AND ADMINISTRATIVE	FY 2023 ACTUAL	FY 2022 ACTUAL	UTILITIES	FY 2023 ACTUAL	FY 2022 ACTUAL
BUILDINGS AND FACILITIES MAINTENANCE								
BUILDING MAINTENANCE	221	289	FICA	78	66	ELECTRICITY	90	62
SNOW REMOVAL SUPPLIES	81	73	TELEPHONE	31	26	WASTE DISPOSAL	22	54
WAGE / BENEFIT TRANSFER	43	36	EQUIPMENT <\$5,000	18	3	WATER	15	14
PAYMENT IN LIEU OF TAXES	30	30	PROFESSIONAL DEVELOPMENT	6	4	PROPANE	10	8
EQUIPMENT MAINTENANCE	33	16	SUPPLIES	11	12		137	138
SECURITY	8	1	FEES AND LICENSES	5	34			
ENVIRONMENTAL TESTING	30	27	COMPUTER MAINTENANCE AND SUPPLIES	13	8			
DREDGING	0	58	INSURANCE	5	5			
ALL OTHER	8	4	TRAVEL AND MILEAGE	8	3	PROFESSIONAL SERVICES		
	454	534	OFFICE EQUIPMENT	8	5	FISHERY CONSULTANT	16	25
			BANK FEES	19	12	AUDIT SERVICES	23	17
			ALL OTHER	19	14	LEGAL & TECHNOLOGY	22	5
				221	192		61	47
MARKETING AND PROMOTION								
ADVERTISING	12	11						
ALL OTHER	-	-						
	12	11						

**4 – CONTRACTS FOR THE USE OF
DIVISION PROPERTY
FOR THE FISCAL YEAR PERIODS ENDING
JUNE 30, 2022 and JUNE 30, 2023**

The Division manages and operates four (4) marine facilities and contracts with multiple users engaged in a diverse cross section of operations. During the reporting period, the Pease Development Authority, Division of Ports and Harbors had fifty-six (56) contracts in place for the use of Division property.

MARKET STREET MARINE TERMINAL

Morton Salt Company is a base tenant at the terminal engaged in the importation of rock salt for de-icing roads. Morton Salt's contract provides the company with the use of one and one half (1.5) acres of open lay-down area for marshalling of rock salt, office space, use of the truck scale; the right to discharge rock salt across the pier, and the right to secure bulk cargo vessels to the berth. For the reporting period, Morton Salt reported the following activity:

- FY22 1 ship, 44,053 tons of cargo (the Main Pier was closed during constructions for much of FY 2022)
- FY23 3 ships, 531,814 tons of cargo

*Morton Salt has a guaranteed annual minimum payment of \$250,000.00.

Effective November 1, 2018, Granite State Minerals/Eastern Salt Company ("GSM") became a second base tenant at the terminal. GSM is engaged in the importation of road de-icing rock salt. GSM's contract provides the company with the use of three (3) acres of open lay-down area for marshalling of rock salt, office space, use of the truck scale, the right to discharge rock salt across the pier, and the right to secure bulk cargo vessels to the berth. For the reporting period, GSM reported the following activity:

- FY22 3 ships, 135,780 tons of cargo
- FY23 6 ships, 270,968 tons of cargo

*GSM has a guaranteed minimum payment of \$450,000.00.

Additionally, Cianbro Corporation leased 1 acre of land, beginning in March 2020 and ending June 30, 2022, for staging and loading equipment and materials, and to use the dock to trans-load dredge material, in association with the Super Flood Basin (SFB) Project at the Portsmouth Naval Shipyard (PNSY).

Other companies contracted during the reporting period to operate at the Market Street Terminal include:

- The Isles of Shoals Steamship Company, a sightseeing/dinner cruise vessel,
- Support vessels for Cornell University's Shoals Marine Laboratory, a research and classroom facility for undergraduate and graduate students studying a wide range of marine and environmental subjects at the Isles of Shoals, and
- Support vessels for Star Island Corporation that operates a hotel and conference center at the Isles of Shoals.

PORTSMOUTH COMMERCIAL FISH PIER

The management of the docks, berthing, and common areas of the Portsmouth Commercial Fish Pier have been the responsibility of the Division since 2001. General operating procedures at the facility are regulated by the New Hampshire Code of Administrative Rules PART 600 COMMERCIAL PIERS AND ASSOCIATED FACILITIES. The building (4,000 sq. ft.) includes two (2) cold storage rooms, ice making machinery, a 3000-gallon unleaded fuel storage tank, and a 15,000-gallon diesel fuel storage tank and dispensers. The Division operates the retail sale of diesel fuel and unleaded gasoline to the general public and bulk ice to the commercial fishermen. During the reporting period, several commercial fishermen (Bait Cooler Users) have paid fees to the Division for temporary use of the cold storage rooms to hold fresh and frozen lobster bait. Heidi & Elisabeth Fisheries, LLC is a federally licensed fish dealer handling New England multispecies and rents office space and a portion of the refrigerated fish cooler.

RYE HARBOR AND HAMPTON HARBOR MARINE FACILITIES

Operations at the Rye and Hampton Harbor Marine Facilities are subject to the Pda 600 Administrative Rules. However, there are shore side commercial use Right of Entries (ROE's) approved by the Pease Development Authority Board of Directors. Those ROE's set forth specific terms and conditions for certain commercial operations at the facilities not addressed in Pda 600. Those commercial operations include charter and party fishing, whale watching, ferry service, food concessions, and lobster retail sales.

CONTRACTS APPROVED BY THE PEASE DEVELOPMENT AUTHORITY

FOR THE USE OF DIVISION PROPERTY FOR

FISCAL YEARS ENDING

JUNE 30, 2022 AND JUNE 30, 2023

<u>Grantee Name</u>	<u>Purpose</u>	<u>Facility</u>
3 Buoys Fishing Charters	Passenger Vessel & sales office	Hampton Harbor
Admiral Bruin Sportfishing	Passenger Vessel	Hampton Harbor
Aelin Mae Fishing Charters	Passenger Vessel	Hampton Harbor
Angler Management 101	Passenger Vessel	Hampton Harbor
Answer Sport Fishing LLC	Passenger Vessel	Hampton Harbor
Atlantic Fuels, Inc.	Bulk Diesel Fuel Deliveries to vessels over water	Hampton & Rye Harbors, Portsmouth Commercial Fish Pier, Market St. Terminal
Al Gauron Deep Sea Fishing & Whale Watches	Passenger Vessel	Hampton Harbor
Bait Cooler Users	Storage of lobster bait	Portsmouth Commercial Fish Pier
BM Matthews Inc.	Pier Use to offload menhaden	Market St. Marine Terminal
Broco Oil Inc.	Bulk Diesel Fuel Deliveries to vessels over water	Hampton & Rye Harbors, Portsmouth Commercial Fish Pier, Market St. Terminal
Black Dog Charters	Passenger vessel & sales office	Rye Harbor
Captain Bob's LLC	Passenger vessel and sales office	Hampton Harbor
Central NH Guides	Passenger vessel	Hampton Harbor
Cianbro Corporation	Laydown & use of pier for PNSY Superflood basin project	Market St. Terminal
Clandestino Charters	Passenger vessel	Rye Harbor
Cora Beth Fisheries, LLC	Passenger vessel	Hampton Harbor
Cornell University (Shoals Marine Lab)	Berthing & Parking	Burge Dock
Due East Sportfishing	Passenger vessel	Hampton Harbor
F/V Sea Fever LLC.	Passenger vessel and sales office	Hampton Harbor
Gauron Kayak Rentals	Kayak rentals and sales office	Hampton Harbor
Get Hooked Fishing Charters	Passenger vessel	Hampton Harbor
Granite State Whale Watch	Passenger Vessel and Ticket	Rye Harbor

Pease Development Authority
 Division of Ports and Harbors
 Biennial Report FYE June 2022 & June 2023
 (July 1, 2021- June 30, 2023)

	Sales building	
Granite State Minerals	Laydown for road salt	Market St. Terminal
Hampton Beach Parasail LLC.	Parasailing and paddle board rentals and sales office	Hampton Harbor
Hampton Harbor Tackle	Bait & tackle shop	Hampton Harbor
Harvester Fishing Charters	Passenger vessel and sales office	Rye Harbor
Heidi & Elisabeth Fisheries LLC	Office space	Portsmouth Commercial Fish Pier
Hold Fast Charters LLC	Passenger vessel	Hampton Harbor
Independent Boat Haulers	Boat Hauling	Rye Harbor
Isles of Shoals Steamship	Berthing & Parking Agreement	Barker Wharf
Jah Reel Fishing Charters LLC.	Passenger vessel	Hampton Harbor
Jocelyn Marine Services	Boat Hauling	Hampton Harbor
Juliet Marine Inc.	Laydown area	Market St. Terminal, Storage of the "GHOST" boat
Lawrence Tank, Inc.	Fill tankers with salt water	Hampton Harbor
Lucas Marine	Passenger vessel	Rye Harbor
L.W. Morgridge & Sons	Fill tankers with salt water	Market St. Terminal
Morton Salt	Laydown for road salt	Market St. Terminal
NE Eco Adventures	Passenger vessel and sales office	Hampton Harbor
Northern Tide Yacht Charters LLC	Passenger vessel and sales office	Hampton Harbor
Petey's Lobster Pound	Retail lobster sales	Rye Harbor
Pinwheel Tuna Fishing LLC	Passenger Vessel	Rye Harbor
Piscataqua Maritime Commission	Pier Use-Sail Portsmouth Event	Portsmouth Fish Pier
Rays Seafood	Passenger Vessel	Rye Harbor
Robert Nudd	Storage of lobster bait	Hampton Harbor
Rye Harbor Adventures	Passenger Vessel	Rye Harbor
Rye Harbor Lobster Pound	Retail lobster sales	Rye Harbor
Rye Harborside	Food concession	Rye Harbor
Savage Charters	Passenger Vessel	Rye Harbor
Seacoast Maritime Charters, LLC	Passenger Vessel	Rye Harbor
Seacoast NH Sportfishing	Passenger Vessel	Rye Harbor
Swell Oyster Company	Sales office	Hampton Harbor

Pease Development Authority
 Division of Ports and Harbors
 Biennial Report FYE June 2022 & June 2023
 (July 1, 2021- June 30, 2023)

Shoals Run Fishing Charters	Passenger Vessel	Rye Harbor
Smitty's State Pier Lobster Pound	Retail lobster sales	Hampton Harbor
SNH Rye LLC.(aka Rye Charters)	Passenger Vessel	Rye Harbor
South End Charter Company	Passenger Vessel	Rye Harbor
Star Island Corp.	Berthing for 2 vessels to support operations on Star Island	Burge Wharf
Steaker Charters LLC	Passenger Vessel	Hampton Harbor
Stevens Fishing Charters	Passenger Vessel	Hampton Harbor
Tontine Fishing	Passenger Vessel and Ticket Sales building	Rye Harbor
Savage Charters	Passenger Vessel	Rye Harbor
Vintage Fish Company	Passenger Vessel and Ticket Sales building	Rye Harbor
Yellow Bird Fishing Charters	Passenger Vessel	Hampton Harbor
XI Northeast Fishery Sector	Office space rental	Portsmouth Commercial Fish Pier

**5 – PROJECTS FOR THE DEVELOPMENT OF
DIVISION OF PORTS AND HARBORS PROPERTY
FOR THE FISCAL YEAR PERIODS ENDING
JUNE 30, 2022 AND JUNE 30, 2023**

PORT DEVELOPMENT PROJECTS

Date Issued/Approved	Project Description
July 26, 2021	Payment made to USACOE for Turning Basin Dredging Project
October 2021	BUILD Main Wharf Rehabilitation project construction continues
November 2021	Security Lighting Replaced Market St. Terminal
January, 2022	Annual Dredge Report-Issued in accordance with RSA 12-G:45, I
February 2022	Rye Harbor Marine Facility, Parking Study completed
September 2022	Piling repairs made at Portsmouth Fish Pier and Burge Dock Pier
September 2022	Portsmouth Fish Pier, Pier Repair Project, Decking and Bracing (Funded by ARPA through GOFERR)
September 2022	Hampton Float Replacement Project completed (Funded by ARPA through GOFERR)
January, 2023	Annual Dredge Report-Issued in accordance with RSA 12-G:45, I

6 – PROGRAMS AND INFORMATIONAL MEETINGS

HELD BY THE DIVISION OF PORTS AND HARBORS

FOR THE FISCAL YEAR PERIODS ENDING

JUNE 30, 2022 AND JUNE 30, 2023

The Pease Development Authority (PDA) is a public body established under state statute and governed by a Board of Directors (RSA-12-G). As a public body, the PDA is subject to the requirements of RSA 91-A, ACCESS TO GOVERNMENTAL RECORDS AND MEETINGS. The business of the Pease Development Authority Board of Directors is conducted at meetings held in accordance with RSA 91-A. During the reporting period the PDA Board of Directors held twenty (20) meetings for the purpose of conducting the business of the Authority, including the Division of Ports and Harbors.

The PDA has standing committees comprised of three (3) board members for each committee. Of the standing committees, the Finance Committee and the Port Committee advise the Board on activities at the Division of Ports and Harbors. The Finance Committee reviews reports prepared by the PDA Finance Department that document the financial status of the Division. The Port Committee also reviews the financial reports and reviews issues and proposals to be presented to the Board and makes recommendations to the Board. Both committees act in accordance with RSA 91-A. During the reporting period, the Finance Committee held two (2) meetings and the Port Committee held two (2) meetings. In addition to the PDA Board Directors and PDA Committee meetings, the Division of Ports and Harbors Advisory Council held eighteen (18) meetings in accordance with RSA 12-G:44 III.

PEASE DEVELOPMENT AUTHORITY BOARD OF DIRECTORS

<u>2021 (from July 1)</u>	<u>2022</u>	<u>2023 (thru Jun 30)</u>
8/19	1/20	1/19
9/16	3/17	3/16
10/21	4/21	4/20
11/18	5/19	5/18
12/16	6/16	6/15
	8/18	
	9/15	
	10/20	
	11/17	
	12/15	

PEASE DEVELOPMENT AUTHORITY FINANCE COMMITTEE

<u>2021 (from July 1)</u>	<u>2022</u>	<u>2023 (thru Jun 30)</u>
9/13	4/18	4/17
11/15	11/14	6/12

PEASE DEVELOPMENT AUTHORITY PORT COMMITTEE

<u>2021 (from July 1)</u>	<u>2022</u>	<u>2023 (thru Jun 30)</u>
7/15	8/11	2/9
		4/6

DIVISION OF PORTS AND HARBORS ADVISORY COUNCIL

<u>2021 (from July 1)</u>	<u>2022</u>	<u>2023 (thru Jun 30)</u>
9/8	1/12	1/11
10/13	2/9	2/8
11/10	4/13	4/12
12/8	5/11	5/10
	6/15	6/14
	9/14	
	10/12	
	11/9	
	12/14	

DIVISION OF PORTS AND HARBORS PUBLIC INFORMATION PROGRAMS

Port Director Geno Marconi, participated in public outreach programs as follows:

- August 11, 2021 Foreign Trade-Zone discussion with Live Free NH
- October 19, 2021 Tour of the Market St. Marine Terminal for Somersworth Economic Development
- April 22, 2022 US Army Corp of Engineers, Small Boat Harbor Stakeholder Panel

**7 – ENVIRONMENTAL REPORTS,
INVESTIGATIONS, AND PERMITS
FOR THE FISCAL YEAR PERIODS ENDING
JUNE 30, 2022 AND JUNE 30, 2023**

UNDERGROUND STORAGE FACILITY (FUEL)

The Division operates underground fuel storage tanks at the Portsmouth Commercial Fish Pier, the Rye Harbor Marine Facility, and the Hampton Harbor Marine Facility. These underground storage facilities are required by NH-DES to be inspected and permitted. The inspections include:

- Permit to Operate Underground Storage Facility,
- Annual Line Leak Detector Test,
- Annual Leak Monitoring and Overfill Protection Test,
- Yearly Maintenance Inspections of Vapor Recovery System,
- Monthly Inspections of Vapor Recovery System.

ENVIRONMENTAL REPORTS*

7/6/2021	Self-Implementing Plan for Main Pier BUILD Project
7/19/2021	Final 2 nd Quarter 2021 Storm Water Sampling Report
11/4/2021	Final 3 rd Quarter 2021 Storm Water Sampling Report
1/14/2022	4 th Quarter 2021 Storm Water Sampling Report
2/4/2022	Results of Source Investigation, Background Water Quality
3/30/2022	Main Wharf Deck PCB Characterization, NH DES Site #200205008, Project #27938)
4/12/2022	Results of Source Investigation – Salt Piles
5/6/2022	1 st Quarter 2022 Storm Water Sampling Report
8/3/2022	2 nd Quarter 2022 Storm Water Sampling Report

10/24/2022	3 rd Quarter 2022 Storm Water Sampling Report
10/31/2022	Interim Report of Wastewater Discharge Operation, Hydraulic Concrete Deck removal, BUILD Main Wharf Rehabilitation
1/23/2023	4 th Quarter 2022 Storm Water Sampling Report
4/3/2023	Pipe Piles Installation Cuttings Screening and Laboratory Results (March 2023)
4/27/2023	1 st Quarter 2023 Storm Water Sampling Report
6/12/2023	Self-Implementing Plan for Functional Replacement, Barge Dock Project, Shoreside Construction

*Reports are available upon request

PERMITS

6/18/2021	Portsmouth Fish Pier, DES Underground Storage Tank Pipe Construction Plan-NHDES
11/27/2021	BUILD-Market St. Terminal, Alteration of Terrain Permit-NHDES
11/22/2021	BUILD-Market St. Terminal, Wetlands and Non-Site Specific Permit- NHDES
12/8/2021	Hampton Harbor Marine Facility, Wetlands Permit by Notification-NHDES
2/16/2022	Functional Replacement Barge Dock Project, Market St. Terminal, ACOE Dredge Sampling & Analysis Plan
4/3/2022	Rye Harbor Marine Facility, Expedited Minimum Impact Wetlands Permit Application-NHDES
4/12/2022	Rye Harbor Marine Facility, Underground Storage Tank Pipe Construction Plan-NHDES
7/19/2022	BUILD-Market St. Terminal, Army Corp of Engineers Permit
6/30/2022	BUILD-Market St. Terminal, Construction Dewatering Discharge Temporary Wastewater Permit-City of Portsmouth
2/2/2023	Portsmouth Commercial Fish Pier, Wetlands Permit by Notification-NHDES
4/13/2023	Functional Replacement Barge Dock Project, Market St. Terminal, ACOE Standard Dredge and Fill Permit
4/14/2023	Functional Replacement Barge Dock Project, Market St. Terminal, ACOE Individual Permit

8 – SUMMARY

PROPOSALS FOR THE SALE OF DIVISION PROPERTY

In accordance with RSA 12-G:43-a, II (e), the Division of Ports and Harbors reports that the Pease Development Authority has no plans for the sale of any Division property.

RECOMMENDATION FOR THE PORTS AND HARBORS FUND

In accordance with RSA 12-G:43-a, II (a), the Division recommends that the Ports and Harbors Fund remain a nonlapsing fund.

CONCLUSION

In July 2001, the New Hampshire Legislature merged the New Hampshire Port Authority administratively with the Pease Development Authority (PDA) creating the Division of Ports and Harbors (Division). The responsibilities of the Division grew as management and oversight of the Portsmouth Commercial Fish Pier and the Rye and Hampton Harbor Marine Facilities were assumed by the Division. With the oversight of the PDA, the Division became self-funding and has not required an operating appropriation from the Legislature since the merge. Maintenance and improvements to each of the properties that the Division manages have been funded from operating revenues into the Ports and Harbors Fund.

This report documents the ongoing business and property development projects and the efforts of the Pease Development Authority and the Division of Ports and Harbors to improve port operations and the environmental impacts thereof. Building on this report, future reports will document the conclusion of these projects and the initiation of new projects for the betterment of the State of New Hampshire and for the people who live and work here.

Respectfully Submitted,



Myles Greenway
Interim Director Division of Ports and Harbors

MOTION

Director Levesque:

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

1. Star Island Corporation – Right of Entry – 315 Market Street – Burge Wharf (**Semprini**)
2. Cornell University – Shoals Marine Lab – Right of Entry – 315 Market Street – Burge Wharf (**Parker**)
3. Acceptance of the ARPA Application and Expenditure of Grant Funds regarding the Hampton / Seabrook 107 Feasibility Study (**Conard**)

MOTION

Director Semprini:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations and execute an amendment / extension of the Right of Entry with Star Island Corporation for use of the Burge Wharf located at 315 Market Street Terminal, substantially in accordance with the terms and conditions set forth in the memorandum of Myles Greenway, Interim Director of Division of Ports and Harbors, dated July 26, 2024; attached hereto.

N:\RESOLVES\2024\Star Island Corp -- Burge Wharf ROE.doc




PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

To: Pease Development Authority Board of Directors
From: 
Miles Greenway, Interim Director Ports and Harbors
Date: July 26, 2024
Subject: Star Island Corporation Right of Entry, Parcel A-2 and Burge Wharf

The Division of Ports and Harbors received a request from the Star Island Corporation ("Star") for an extension of its Right of Entry (ROE) for the use of a portion of Parcel A-2, the Burge Wharf and adjacent parking lot at the Market Street Marine Terminal.

Star owns and operates the hotel and conference center located on Star Island, Isles of Shoals, Rye, New Hampshire. The Burge Dock has long served as the mainland base of operations for Star's supply vessels. These vessels are the main connection between the mainland and the island for equipment and supplies, including food, and pick-up and drop-off of employees. Directly abutting the Burge Wharf, from the Barker Wharf, the Isles of Shoals Steamship Company provides ferry service to Star Island, carrying the guests that stay at the hotel for the weeklong conferences.

Therefore, the Division recommends that the PDA Board of Directors approve an amendment and extension of the Right of Entry (ROE) for the Star Island Corporation in accordance with the following terms and conditions:

- PREMISES:** The "Burge Dock" located at 315 Market Street, the Market Street Marine Terminal (location map attached).
- PURPOSE:** Berthing for two (2) corporate vessels and for transporting employees, equipment, refuse and supplies to and from its facilities on Star Island at the Isles of Shoals. Parking and use of the common area.
- TERM:** Thirty-seven (37) months, commencing October 1, 2024, through October 31, 2027
- DOCKAGE:** Commencing October 1, 2024, through October 31, 2025, the cost shall be \$140.00 per foot, Length Overall (LOA), for one (1) vessel of forty-six (46) feet in length, the Shining Star and one (1) vessel thirty-four (34) feet in length, the Almeda, for a total of \$14,000 annually, prorated for the first 13 months. Beginning November 1, 2025, and continuing through the adjustment made on November 1, 2026, the dockage rate shall be modified to reflect changes in the Consumer Price Index ("CPI") for All Urban Consumers in the Boston-Cambridge Newton area published by the United States Department of Labor, Bureau of Labor Statistics (the "Index"). The annual dockage rate adjustment will be the lesser of the CPI or 3%.
- ELECTRIC:** The fee for providing electricity has been incorporated into the dockage rate.

**PASSENGER
FEES/
WHARFAGE:**

\$1.00 per paying passenger, commencing October 1, 2024, through October 31, 2025, subject to annual adjustments by PDA – DPH each year thereafter with notification to Star no less than sixty (60) days prior to the start of new term year.

DUMPSTERS:

\$1000.00 per year to locate two (2) dumpsters on the property to be shared by Shoals Marine Laboratory and Isles of Shoals Steamship Co. The first payment shall be prorated for seven (7) months, April 1, 2025, through October 31, 2025.

STORAGE:

\$1,000.00 per year for a storage shed to be used exclusively by Star and \$500.00 per year for a storage shed to be shared with Shoals Marine Laboratory. The first payment shall be prorated for seven (7) months, April 1, 2025, through October 31, 2025.

INSURANCE:

Minimum insurance coverage to include Protection and Indemnity Insurance in the amount of \$1,000,000 endorsed for piers, docks, and gangway coverage. Workers Compensation coverage, automobile liability coverage in a minimum amount of \$1,000,000 and commercial general liability in a minimum amount of \$2,000,000 as the same may be required or appropriate in connection with the individual operations of each entity doing business on state property. Coverage amounts and types may change from time to time contingent upon the nature and scope of operations. Star Island Corporation is authorized to conduct business at the Burge Dock. Primary and Non-Contributory coverage and Waiver of Subrogation is required.

All other terms and conditions of the ROE, as amended, shall remain in full force.

**Location Map
Star Island Corporation**



Burge Wharf-Star Island Docking

Star Island Parking

Barker Wharf-Isles of Seals

Docking

119-4

119-3

119-6

MOTION

Director Parker:

The Pease Development Authority Board of Directors hereby authorizes the Executive Director to complete negotiations and execute an amendment / extension of the Right of Entry with Cornell University/Shoals Marine Lab for use of the Burge Wharf located at 315 Market Street Terminal, substantially in accordance with the terms and conditions set forth in the memorandum of Myles Greenway, Interim Director of Division of Ports and Harbors, dated July 26, 2024; attached hereto.

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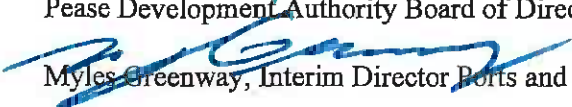


PEASE

INTERNATIONAL

555 Market Street, Suite 1 Portsmouth, NH 03801

PORTS AND HARBORS

To: Pease Development Authority Board of Directors
From:  Myles Greenway, Interim Director Ports and Harbors
Date: July 26, 2024
Subject: Cornell University/Shoals Marine Lab-Right of Entry Parcel A-2 and Burge Wharf

The Division of Ports and Harbors received a request from the Cornell University (“Cornell”) for an extension of its Right of Entry (ROE) for the use of a portion of Parcel A-2, Burge Dock and adjacent parking lot located at the Market Street Marine Terminal.

Cornell operates the college and laboratory facility, located on Appledore Island, Isles of Shoals, Kittery, Maine. The Burge Dock has long served as the mainland base of operations for Cornell’s research and supply vessels. These vessels are the main connection between the mainland and the island for equipment and supplies, including food and pick-up and drop-off of employees and students.

Therefore, the Division recommends that the PDA Board of Directors approves an amendment and extension of the Right of Entry (ROE) for Cornell, to include the following terms and conditions:

- PREMISES:** The “Burge Dock” located at the Market Street Marine Terminal (location map attached)
- PURPOSE:** Dockage for two (2) support vessels and parking and use of the common area for the loading and discharge of employees, students, passengers, supplies, and equipment
- TERM:** Thirty-seven (37) months, commencing October 1, 2024, through October 31, 2027
- DOCKAGE:** Commencing October 1, 2024, through October 31, 2025, the cost shall be \$140.00 per foot, Length Overall (LOA), for one (1) vessel of forty-seven (47) feet in length, Additionally, one (1) vessel thirty-seven (37) feet in length will be allowed to utilize the dock and raft alongside the larger vessel. Beginning November 1, 2025, and continuing through the adjustment made on November 1, 2026, the dockage rate shall be modified to reflect changes in the Consumer Price Index (“CPI”) for All Urban Consumers in the Boston-Cambridge Newton area published by the United States Department of Labor, Bureau of Labor Statistics (the “Index”). The annual dockage rate adjustment will be the lesser of the CPI or 3%.
- ELECTRIC:** The fee for providing electricity has been incorporated into the dockage rate.

**PASSENGER
FEES/**

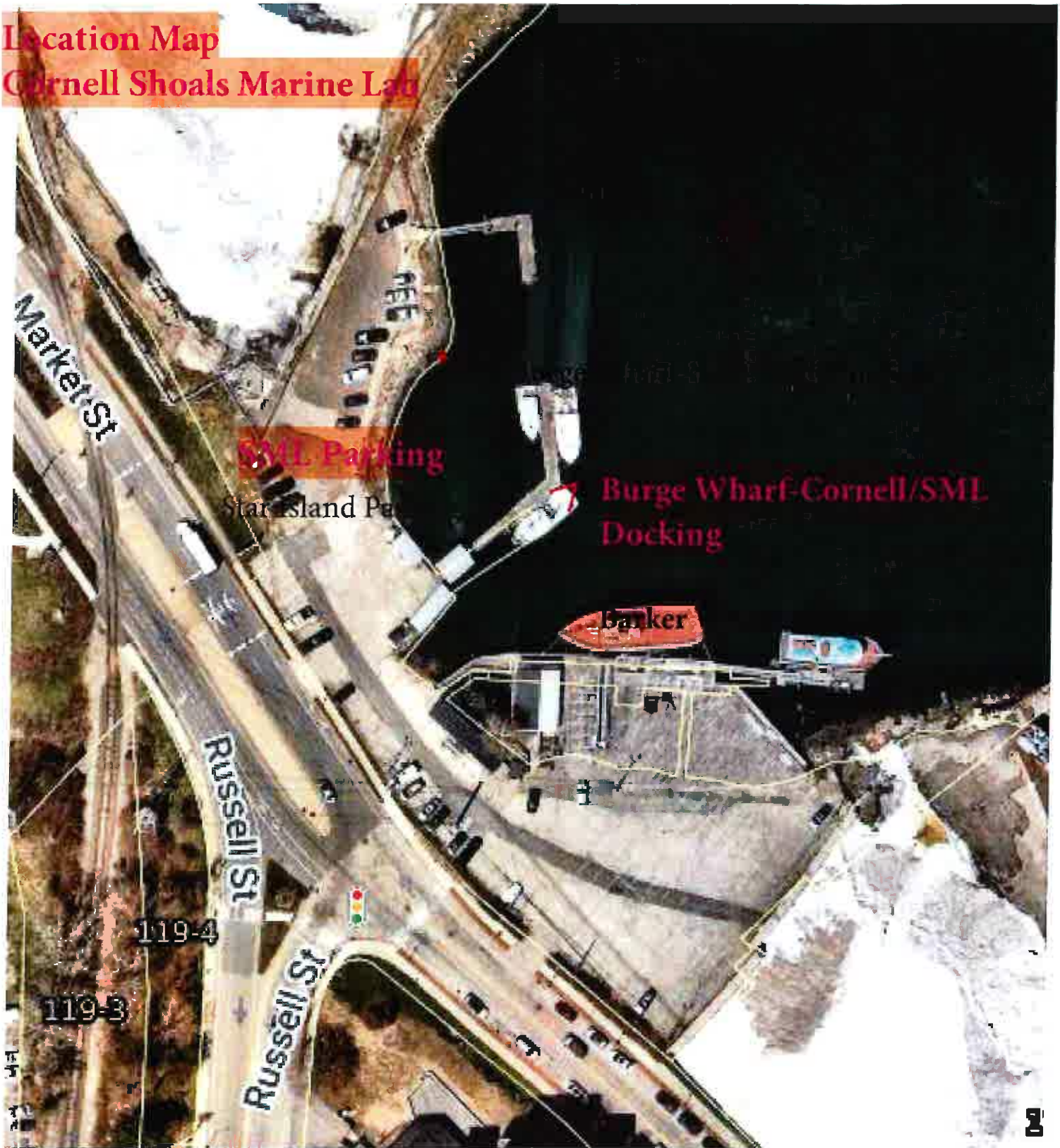
WHARFAGE: \$1.00 per paying passenger, commencing October 1, 2024, through October 31, 2025, subject to annual adjustments by PDA – DPH each year thereafter with notification to Cornell no less than sixty (60) days prior to the start of new term year.

STORAGE: \$500.00 per year for a storage shed to be shared by Star Island Corporation. The first payment shall be prorated for seven (7) months, April 1, 2025, through October 31, 2025.

INSURANCE: Minimum insurance coverage to include Protection and Indemnity Insurance in the amount of \$1,000,000 endorsed for piers, docks, and gangway coverage. Workers Compensation coverage, automobile liability coverage in a minimum amount of \$1,000,000 and commercial general liability in a minimum amount of \$2,000,000 as the same may be required or appropriate in connection with the individual operations of each entity doing business on state property. Coverage amounts and types may change from time to time contingent upon the nature and scope of operations. UNH is authorized to conduct business at the Burge Dock. Primary and Non-Contributory coverage and Waiver of Subrogation is required.

All other terms and conditions of the ROE, as amended, shall remain in full force.

**Location Map
Cornell Shoals Marine Lab**



MOTION

Director Conard:

The Pease Development Authority ("PDA") Board of Directors hereby approves of and authorizes the Executive Director and Division Director on behalf of the Division of Ports and Harbors, to accept and expend the American Rescue Plan Act (ARPA) Grant(s) for the Hampton/Seabrook Harbor Army Corp of Engineers Section 107 Feasibility Study. This approval includes the authority to execute any and all documents necessary or appropriate to accept the ARPA Grant(s) and to use said grants for any purpose which the revenues may be lawfully used; all in accordance with the memorandum of Myles Greenway, Interim Director of Ports and Harbors, attached hereto; dated July 18, 2024.



PEASE


INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

Date: July 18, 2024

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

From: 
Myles Greenway, Interim Director Ports and Harbors

Subject: Hampton/Seabrook Harbor Army Corp of Engineers Section 107 Feasibility Study, Accept and Expend ARPA Funding

In accordance with RSA 12-G:42, XIV and RSA 12-G:45, the Division of Ports and Harbors is designated by the State of New Hampshire as the sponsor of Federal Navigation Projects ("FNP") with the U.S. Army Corps of Engineers in tidal waters of the State. This requires the State to share a portion of the cost of any FNP's located in the State tidal waters. Furthermore, in accordance with RSA 12-G:43, I (c), the Division shall cooperate with any agency or department of the federal government in planning the maintenance, development, and use of the state ports and state tidal waters. RSA 12-G: 42, XV, authorizes the PDA, acting through the Division, to enter into a project partnership agreement with the Department of the Army in connection with Hampton/Seabrook Section 107 Feasibility Studies.

The Army Corps of Engineers is planning a Section 107 Feasibility Study at Hampton/Seabrook Harbor to determine the feasibility and best method to stabilize the middle ground in the harbor, thereby lessening the frequency of maintenance dredging in the harbor (the "Study"). The Blackwater River spills into the harbor and cuts into the middle ground, migrating sand and material to the site of the cut. The goal is to stop that migration so that the Blackwater River no longer erodes the middle ground of the harbor.

The Division submitted the attached request for ARPA Funds to the Fiscal Committee and Governor and Executive Council, for the State portion of the Study costs in the amount of \$516,105. The Division received approval on May 17, 2024, and May 29, 2024, respectively.

The Division respectfully requests that the PDA Board of Directors approve the acceptance and expenditure of the funds and provide authorization to enter into an agreement with the Army Corp of Engineers to proceed with the Study consistent with the cited provisions of RSA chapter 12-G.

The Honorable Ken Weyler, Chairman
Fiscal Committee of the General Court and

May 7, 2024

His Excellency, Governor Christopher T. Sununu
And the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 14:30-a VI, authorize the Pease Development Authority-Division of Ports and Harbors (“the Division”) to accept and expend American Rescue Plan Act (ARPA) State Fiscal Recovery Funds (SFRF) in the amount of \$516,105 to fund costs associated with the U.S. Army Corps of Engineers (the “CORPS”) Section 107 Feasibility Study (the “Study”) to determine a long-term solution to the higher frequency of maintenance dredging in the Hampton/Seabrook Harbor, which adversely affects all commercial maritime activities operating in the harbor, effective upon Fiscal Committee and Governor and Council approval through June 30, 2025. 100% Federal Funds.

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

This item is contingent upon final written authorization from the Governor’s Office for Emergency Relief and Recovery upon ARPA SFRF being available for reallocation and a determination of appropriate expenditure category.

Funds are to be budgeted in FY2024 as follows:

<u>03-13-013-130510-28XX0000¹ ARPA HARBOR DREDGING STUDY</u>		<u>FY2024</u>	<u>FY2024</u>	<u>FY2024</u>
<u>CLASS</u>	<u>ACCOUNT</u>	<u>CURRENT MODIFIED BUDGET</u>	<u>BUDGET REQUEST</u>	<u>REVISED BUDGET</u>
<u>EXPENDITURES</u>				
040 – Indirect Costs	500800	\$0	\$2,500	\$2,500
041 – Audit Fund Set Aside	500801	\$0	\$514	\$514
103 – Contracts for Op Svcs	502664	\$0	\$513,091	\$513,091
<u>TOTAL EXPENSES:</u>		\$0	\$516,105	\$516,105
<u>SOURCE OF FUNDS</u>				
000 – Federal Funds	400338	\$0	\$516,105	\$516,105
<u>TOTAL REVENUE:</u>		\$0	\$516,105	\$516,105

¹ All direct program costs will be accounted for using activity 00FRF602GS1303A, and all administrative and indirect costs will be accounted for using activity 00FRF602GS1303Z. Accounting classifications may be subject to technical changes at the discretion of the Department of Administrative Services’ Division of Accounting Services.

EXPLANATION

In accordance with RSA 12-G:42, XIV and RSA 12-G:45, the Division is designated by the State of New Hampshire as the Sponsor of Federal Navigation Projects ("FNP") with the CORPS in tidal waters of the State, which requires the State to share a portion of the cost of any FNP's located in the State tidal waters. The project under Section 107 is to study the feasibility and best method to stabilize the middle ground in Seabrook Harbor, thereby lessening the frequency of maintenance dredging in the harbor. The Blackwater River spills into the harbor and cuts into the middle ground, migrating sand and material to the site of the cut. The goal is to stop that migration so that the Blackwater River no longer erodes the middle ground.

A copy of the DRAFT Project Management Plan (PMP) is attached with the cost estimate for the study is shown on page 15:

Federal:	\$ 616,105.00
<u>Sponsor:</u>	<u>\$ 516,105.00</u>
TOTAL	\$1,132,210.00

The following are examples of the commercial vessel operations adversely affected by the waterway conditions:

Seabrook *

86 commercial use moorings
Yankee Fishermen's Cooperative
7 charter boat operations

*Recreational boating data not included

Hampton *

53 commercial use moorings
16 charter boat operations
70 commercial pier use permits at the State Pier

Funds are being budgeted in the classes listed below as follows:

Class 040 – Indirect Costs to recover, per by RSA 21-I:75, a proportional share of the outside funding source to alleviate agency indirect costs.

Class 041 – Audit Fund Set Aside to comply with RSA 124:16 that requires all agencies that receive federal funds to set aside a percentage (0.1%) of the federal revenue amount received to pay for financial and compliance audits.

Class 103 – Costs for a study to determine the feasibility of reducing Hampton/Seabrook Harbor maintenance dredging

In accepting ARPA SFRF funds, the Division agrees to work collaboratively with the Governor's Office for Emergency Relief and Recovery to ensure accurate and timely reporting to U.S. Department of Treasury on the use of the funds.

If Federal Funds become unavailable, General Funds will not be requested to support this program.

Respectfully submitted,



Paul E. Brean
Executive Director



Hampton Seabrook Harbor
Section 107 Feasibility Study
Continuing Authorities Program
Project Management Plan (PMP)



Program Description

The Continuing Authorities Program (CAP) is comprised of various authorities that have been delegated by Congress to the U.S. Army Corps of Engineers (USACE) to assist States, local Governments and, in some cases, major non-profit organizations with projects of limited scope and cost. Cost limitations are unique to each individual authority. Investigations conducted under the Continuing Authorities Programs may proceed from feasibility studies through construction without the need for Congressional authorization provided that the project meets the requirements of the individual program authority. Projects with a Federal cost less than \$1 million can proceed directly to the design phase without the completion of a feasibility report but still requires a decision document.

a) Traditional Continuing Authority Programs:

- **Emergency Stream Bank & Shoreline Protection (Section 14):** Authority to provide emergency protection to public or non-profit public facilities, and/or services, such as highways and bridges that are threatened due to erosion.
- **Coastal Storm Risk Management – Formerly Shore Protection, Hurricane and Storm Damage Reduction (Section 103):** Investigations conducted under this authority are to determine methods of protecting public facilities that have been threatened by beach erosion and coastal flooding.
- **Navigation (Section 107):** Projects are conducted under this authority to assist in meeting the commercial navigation needs of states and local communities.
- **Mitigation of Shoreline Erosion Caused by Federal Navigation Projects (Section 111):** Authority to address erosion resulting from constructed Federal Navigation projects.
- **Flood Damage Reduction (Section 205):** Authority to assist states and local communities in identifying flooding problems, and to formulate and construct alternatives to reduce flood damages.
- **Snagging and Clearing (Section 208):** Emergency authority to reduce flood damage potential by identifying and removing obstructions that contribute to flooding by causing higher flood stages in the floodways.

b) Environmental Restoration Continuing Authority Programs:

- **Section 204 - Beneficial Uses of Dredged Material:** Authorizes projects for the protection, restoration, and creation of aquatic and ecologically related habitats, including wetlands, in connection with dredging of authorized Federal navigation project
- **Section 206 - Aquatic Ecosystem Restoration:** Authorizes USACE to carry out aquatic ecosystem restoration projects that will improve the quality of the environment, are in the public interest, and are cost-effective. Authority allows major non-profit entities to serve as the non-Federal sponsor.
- **Section 1135 – Project Modifications for Improvement of the Environment:** Authorizes modifications to water resources projects constructed by USACE for the

improvement of the environment. Authority allows major non-profit entities to serve as the non-Federal sponsor.

Continuing Authority Program Summary:

Authority	Types of Projects	Cost Sharing	Federal Project Limitation
Section 14	Emergency Stream Bank & Shoreline Protection	65/35	\$10 million
Section 103	Coastal Storm Risk Management	65/35	\$10 million
Section 107	Navigation	*Varies, based on design depth	\$10 million
Section 111	Mitigation of Shoreline Erosion Caused by Federal Navigation Projects	*Shared in same proportion as project causing damage	\$12.5 million
Section 204	Beneficial Uses of Dredged Material	65/35	\$10 million
Section 205	Flood Damage Reduction	65/35	\$10 million
Section 206	Aquatic Ecosystem Restoration	65/35	\$10 million
Section 208	Snagging and Clearing	65/35	\$500,000
Section 1135	Project Modifications for Improvement of the Environment	75/25	\$10 million

Roles and Responsibilities

- **Programs and Project Management Division (PPMD) – Programs** is responsible for the program management of the CAP authorities and for the coordination of all funding activities with North Atlantic Division (NAD) staff. PPMD - Programs staff will maintain the District’s CAP database and will coordinate changes with NAD and Headquarters staff.
- **Planning/Project Managers – Plan Formulation Branch** is responsible for the execution of the CAP program including coordination with NAD staff on technical and policy matters. The planners/project managers are responsible for the scope, budget and schedule for the project and to ensure that the work meets the expectations of the non-Federal sponsor consistent with ER 1105-2-100 and other applicable Corps regulations and guidelines. The project manager also acts as the technical lead in Engineering and directs all technical investigations associated with the project from the initial investigations through project construction. Agency Technical Review of CAP decision documents shall be led and conducted by staff outside the home district. Planning Branch staff not assigned to the subject project may only serve as the Independent Technical Review team leaders on the Design and Implementation (DI) phase of CAP projects.
- **Plan Formulation Branch - Economists** are responsible to complete the economic analysis of the project consistent with ER 1105-2-100 and other applicable Corps regulations and guidelines. The economics section chief is responsible for evaluating the requirements of the individual projects and for assigning individuals best suited to meet these requirements. The section chief is responsible for coordinating with other Corps offices to secure staff capabilities not available at New England District (NAE) or to recommend the use of Architect-Engineer (A/E) or professional services contractors for all or portions of the assigned work.

- **Environmental Branch** is responsible to complete the cultural and environmental analysis of the project consistent with 40 CFR Part 230, ER 1105-2-100, and other applicable regulations and guidelines. The Environmental Branch chief is responsible for evaluating the requirements of the individual projects and for assigning individuals best suited to meet these requirements. The branch chief is responsible for coordinating with other Corps offices to secure staff capabilities not available at NAE or to recommend the use of professional services contractors for all or portions of the assigned work. Environmental Branch staff are also responsible to ensure that the projects are evaluated and constructed in accordance with National Environmental Policy Act (NEPA) and other Federal and state laws and statutes. Environmental Branch staff are responsible to ensure that any agreed upon environmental/cultural requirements are properly included in the project's plans and specifications and implemented during construction. Environmental Branch is accountable to ensure that all work is completed within established schedules and budgets. Environmental Branch staff are also assigned to Independent Technical Review teams (Design and Implementation (DI) phase only) and shall certify that the work is accomplished consistent with the District's overall Quality Control Plan and the specific quality control plan for each individual project.
- **Engineering Division (Engineering Branches)** is responsible for the engineering and other technical analysis required during the project. The Engineering Branch chiefs are responsible for evaluating the requirements of the individual projects and for assigning individuals best suited to meet these requirements. The branch chiefs are responsible for coordinating with other Corps offices to secure staff capabilities not available at NAE or to recommend the use of A/E or professional services contractors for all or portions of the work. Engineering staff is responsible for the technical adequacy of the technical work and to ensure that the work is accomplished consistent with Corps and other applicable regulations and guidelines. Engineering staff are responsible for the Biddability, Constructability, Operability, Environmental and Sustainability (BCOES) review of project plans & specifications. Engineering chiefs are accountable to ensure that all work is completed within established schedules and budgets. Engineering staff can also be assigned to Independent Technical Review (ITR) teams (DI phase only) and shall certify that the work is accomplished consistent with the District's Quality Control (DQC) Plan and the specific quality control plan for each individual project.
- **Real Estate Division** prepares real estate plans required for all decision documents. Real Estate staff also work with the other PDT members to identify real estate interests required for the project. Real Estate staff also works with the non-Federal sponsor's representatives to ensure that the real estate acquisition is performed consistent with Corps regulations. Real Estate staff are also assigned to Independent Technical Review teams (DI phase only) and shall certify that the work is accomplished consistent with the DQC Plan and the specific quality control plan for each individual project.
- **Construction** provides Supervision and Administration (S&A) of the construction contract and provides construction-related input to plans and specifications preparation. Construction shall be included on the BCOES review of all CAP Project plans & specifications. Construction is responsible for quality assurance of the construction contract and to assure a quality project is constructed on time and within the established budget. Construction staff will coordinate with the Planning Project Manager on all issues that affect cost, scope and budget to ensure these issues are addressed within USACE and with the non-Federal sponsor.

- **Contracting Division** will provide timely execution of the necessary contacts/delivery orders in direct support of the project requirements.
- **Office of Counsel** provides necessary legal reviews of all decision documents, Environmental Assessments (EAs), cost sharing agreements including Feasibility Cost Share Agreement (FCSA) and Project Partnership Agreement (PPA), and final construction contract packages. The Office of Counsel staff will coordinate all necessary FCSA and PPA deviations with NAD staff to insure timely resolution. The Office of Counsel staff provide legal certifications for all documents forwarded to NAD for approval.

Project Milestones and Schedules

Project Milestones for CAP projects are established by HQUSACE (1105-2-100) and NAD and are documented in NAD's "Continuing Authorities Program Management Plan" updated April 2003. The Project Manager will maintain project budgets, schedules and milestones in P2. Project information will be updated by the Project Manager to reflect changes to the project budgets and schedules. PDT members are responsible to inform the Project Manager as soon as possible regarding issues or changes in work priorities that could impact individual project schedules.

Project Scope and Budget

The Project Delivery Team (using the attached Generic Statement of Work) will develop project scopes of work and budgets for CAP projects. The Project Manager is responsible for completing the Project Information portion of the work statement. This PMP will be provided to each PDT member to document his or her understanding of what needs to be accomplished for the current phase of the project. This initial draft will be the basis for negotiating the scope and budget for the effort. Approval of the negotiated scope and budget is the responsibility of the individual PDT member following established Branch SOPs. The PDT member is responsible to notify the Project Manager as soon as possible of any issue impacting project schedule, scope, and budget.

Project Quality Control

Each CAP project is required to have a Review Plan that describes the District Quality Control (DQC) and Agency Technical Review (ATR) processes. Certification of DQC and ATR must be submitted to NAD for approval of the decision document. Independent Technical Review teams for the DI phase of CAP projects can be comprised of staff from the performing district, however, each resource provider (working with the PM) is responsible to insure that assigned members are fully independent and have the capability to perform the required review. Particular attention should be paid to risk factors identified in the project's Review Plan. Resource providers should work with the project managers to develop the appropriate review approach when adequate review staff is not available at NAE.

Communication Strategy

The Project Manager/Planner is responsible for all communication within USACE and with the non-Federal sponsor. Project Delivery Team meetings will be held quarterly, at a minimum at the discretion of the PM. The non-Federal sponsor is a PDT member and will be invited to attend project PDT meetings. The Project Manager will hold separate meetings with the non-Federal sponsor, and others, to insure that all stakeholders are updated on the progress of the project. The project manager will keep the non-Federal sponsor updated on all changes that could impact project costs and schedules. The Evaluation Branch team member, working closely with the

Project Manager, is responsible for coordination with Federal and state resource agencies as required under NEPA and other applicable Federal laws and regulations. Planning Branch will coordinate with Headquarters USACE and NAD staff on all decision document, PPA, policy and technical issues. PPMD – Programs will coordinate with Headquarters USACE and NAD staff on all funding issues.

Acquisition Strategy

Feasibility and design work required for CAP projects is traditionally done with in-house staff. Contracted efforts in support of in-house efforts such as borings, field data collection and survey work are typically accomplished using available indefinite delivery contracts. Occasionally, A/E and/or Professional Services contractors will be used to perform engineering and other analysis. Where in-house capability is exceeded, other Corps staff or contractors will be used to develop decision documents and plans and specification. These activities will be coordinated with Contracting Division and the E/P A/E coordinator.

CAP projects in the DI phase will have a formal acquisition strategy meeting to discuss options for construction. Appropriate PDT members (possibly even including the non-Federal sponsor) will attend these acquisition strategy meetings. The District Small Business Coordinator will identify potential 8(a) and HUB zone small business firms potentially capable of performing the work. The PDT will have an opportunity to meet with the potential small business firm to make a final determination. As agreed to with the Small Business Administration representative, the non-Federal sponsor has the final say in the use of a small business firm.

Project Closeout and Termination

Projects constructed by USACE will be closed-out in accordance with the executed PPA following the completion of all project construction and the preparation of an operation and maintenance manual. Project close out may be delayed where environmental monitoring is required. The non-Federal sponsor will be notified in writing for all projects terminated prior to the construction. Cost shared projects will be closed-out in accordance with the FCSA or PPA. Congressional offices will be notified on all projects where a Congressional member has expressed an interest.



Statement of Work
Hampton Seabrook Harbor
Hampton and Seabrook, New Hampshire
Section 107 Navigation Improvements
Feasibility Study



PROJECT INFORMATION

Project Manager: Jordan Macy

Project Authority: Continuing Authorities Program, Section 107 – Navigation Improvements

Project Phase: Feasibility

Non Federal Sponsor: Pease Development Authority Division of Ports and Harbors

Project Description: This Section 107 study will evaluate the feasibility of navigation improvements in the Hampton Harbor Federal Navigation Project (FNP), which is located along the New Hampshire seacoast about 13 miles south of Portsmouth Harbor, and about 5 miles north from the mouth of the Merrimack River at Newburyport, Massachusetts. Hampton Harbor is geographically split between the Town of Hampton and Town of Seabrook, New Hampshire.

The Hampton Harbor FNP (see Figure 1, below) consists of

- an 8-foot entrance channel with a width of 150 feet from the Atlantic Ocean into the inner harbor,
- South Jetty comprised of a 1400-foot state-owned segment and a 400-foot Federal extension,
- North Jetty comprised of a 1500-foot state-owned segment and a 1000-foot Federal extension,
- inner harbor channel branches to the north (Hampton side) with widths varying from 150 to 100 feet and south (Seabrook side) with widths varying from 200 to 250 feet,
- 9.6-acre anchorage in Seabrook with an authorized depth of 8 feet,
- two anchorages in Hampton – 7.4 and 6.1 acres with authorized depths of 6 and 8 feet, respectively,
- and a connecting channel between the Hampton and Seabrook anchorages measuring between 100 and 200 feet in width and having an authorized depth of 8 feet.

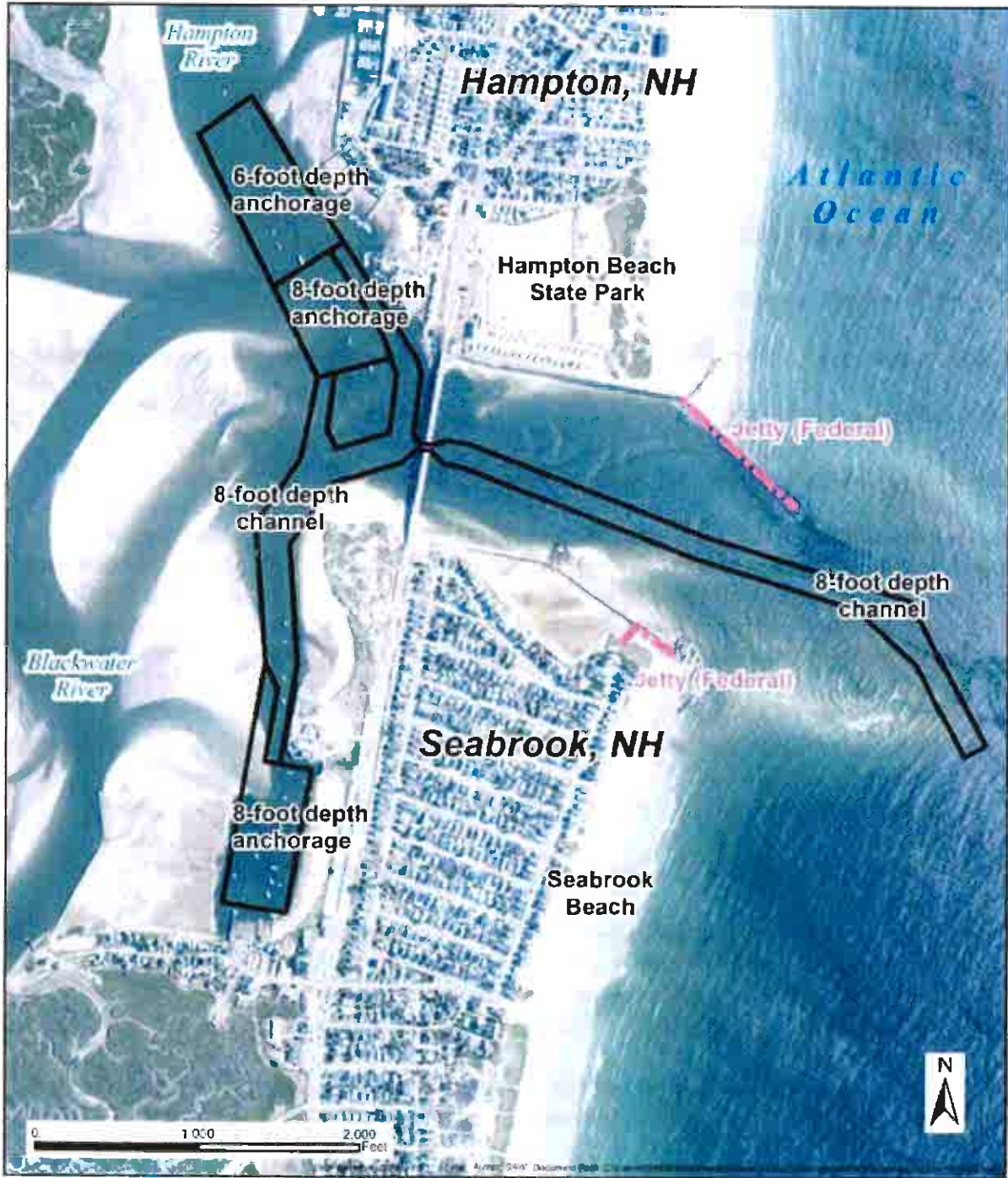


Figure 1. Hampton Harbor Federal Navigation Project

The focus of the study area is on the Seabrook side of the Hampton Harbor FNP, where shoaling conditions have been impacting navigation safety, effectiveness and efficiency in the Seabrook channel and anchorage areas as a result of the Blackwater River breach of the Middle Ground Bar in 2016.

This Project Management Plan (PMP) defines the scope, schedule and budget for the Hampton Seabrook Harbor CAP section 107 Navigation Improvements Feasibility Study (hereinafter referred to as “the study”). The study will develop and evaluate alternatives that the PDT believes will improve navigation conditions and reduce the likelihood of future shoaling conditions in the Seabrook channel and anchorage. This PMP presents site-specific information for this project (alternatives, data needs, etc.) and will change with project progress and will be updated as needed.

Pertinent Project Background: Navigation conditions at the time of this study are impaired in the Seabrook channel and anchorage. Commercial fishing in Seabrook has been affected by shoaling and is highlighted by approximately 346,800 CY of dredged material removed from the Hampton Harbor FNP since 2012. Operations and Maintenance (O&M) dredging of the FNP near Seabrook has occurred at a high frequency over the past two decades. Much of the high frequency is attributed to breaching of the Middle Ground Bar by the Blackwater River. Due to the dynamic nature of the Hampton Harbor flood shoal system, it is anticipated that the Middle Ground Bar will continue to breach or shift without further intervention.

In 1998, a breach of the Middle Ground Bar developed along the south shore of the harbor, immediately adjacent to River Street. The occurrence of the breach (aka River Street Cut) led to severe erosion of the shoreline abutting several properties on River Street, as well as increased shoaling of the Seabrook anchorage. The breach across the Middle Ground Bar and the associated shoaling were addressed under the USACE Section 227 Research and Development (R&D) authority for Shoreline Erosion Control Development and Demonstration Program in March 2005. The Section 227 project consisted of building two sheet pile bulkhead walls and backfilling the breach of the Middle Ground Bar with sediment dredged from the restoration of the anchorage and channels. The construction of the Section 227 project successfully retrained the Blackwater River away from the River Street Cut. By 2013, the inner harbor channels and anchorages of Seabrook were re-established and included as features of the FNP.

In 2016, the Blackwater River breached the Middle Ground Bar at downstream limit of the 2005 bulkhead, and rapidly shoaled the Seabrook anchorage. In 2019, O&M dredging removed over 130,000 CY of sediment from the Seabrook channel and anchorage. This dredged material was beneficially used to nourish beaches in Hampton and Seabrook. At present, the Middle Ground Bar breach developed in 2016 remains a persistent feature in the Harbor, and shoaling continues in the Seabrook channel and anchorage areas, impairing navigation and commerce.

Project Cost Sharing Requirements: The Feasibility Phase will be initially Federally funded up to \$100,000. Any remaining feasibility phase costs will be shared equally (50% each) with the non-Federal sponsor pursuant to the terms of the FCSA. During Design and Implementation Phase, all costs except Operations, Maintenance, Repair, Replacement, and Rehabilitation (OMRR&R) beyond the feasibility phase are considered total project costs and will be shared as follows. The non-Federal sponsor is responsible for 10 percent of total costs of construction of the General Navigation Features (GNF) (including costs of construction of dredged material disposal facilities) for depths, excluding associated over-depth and entrance channel wave allowances, less than or equal to 20 feet; 25 percent of total costs of construction of the GNF (including costs of construction of dredged material disposal facilities) for depths, excluding associated over-depth and entrance channel wave allowances, in excess of 20 feet but equal to or less than 50 feet. Consistent with the terms of the PPA, the non-Federal sponsor will perform necessary non-Federal

audits, and perform investigations necessary to identify the existence and extent of hazardous substances on Land, Easements, and Rights of Way (LER) required for the project. If the value of the sponsor's contributions listed above is less than the non-Federal sponsor's required share, the non-Federal sponsor must make a cash payment so that non-Federal contributions equal the required share. In addition, the non-Federal sponsor must pay an additional 10 percent of the total costs of construction of the GNF (including costs of construction of dredged material disposal facilities) which will be offset by the value of LER provided by the non-Federal sponsor for the project. Further, the non-Federal sponsor will be responsible for the construction and operation and maintenance of any local service facilities required for the project. Operation and maintenance (O&M) of the GNF will be a Federal responsibility. The non-Federal sponsor's required share determined above could increase if the Federal costs of planning, design, and implementation for the project exceed the statutory Federal per-project participation limit for this authority and the non-Federal sponsor agrees to contribute funds for any costs that would normally be part of the Federal share but are over the per-project limit. The costs of O&M of the GNF are not counted toward the statutory Federal per-project participation limit for Section 107.

Project Authority: Section 107 of the River and Harbor Act of 1960 provides authority for USACE to improve navigation including dredging of channels, anchorage areas, and turning basins and construction of breakwaters, jetties and groins, through a partnership with a non-Federal government sponsor. The maximum Federal cost for project development and construction of any one project is \$10 million and each project must be economically justified, environmentally sound, and technically feasible.

Project Assumptions:

- The Federal project would reduce future shoaling to the FNP caused by existing hydrodynamic forces in Hampton Seabrook Estuary.
- Real Estate interests would be properly identified during the study.
- The public will be supportive of navigation improvements addressing shoaling in the FNP.
- The non-Federal Sponsor is assumed to be willing and able to support their share of study costs and participation.
- There are no significant adverse environmental impacts associated with the project.
- Any dredged materials can be disposed on-site within the Middle Ground Bar to restore shellfishing habitat

Alternatives to be considered: The Federal Interest Determination (FID) phase identified two alternatives including (1) no action plan, and (2) construction of a bulkhead sheet pile wall that extends northerly 800 linear feet beyond the existing Section 227 project bulkhead wall. The PDT is tasked with formulating at least 2 additional alternatives for consideration.

Required Output: The Project Manager will hold team meetings to ensure that project changes and specifics are communicated to each team member on a timely basis. Each team member has the responsibility to read and understand the project's PMP and inform the project manager of changes to scope, schedule or budget.

The "Feasibility phase" is the project formulation period where the planning activities are completed to demonstrate that Federal participation is warranted to solve or mitigate the identified

water resources problem. The result is the approval of a decision document (the Detailed Project Report) to guide USACE's future involvement. All of USACE's plan formulation will be completed during this phase, including all technical analyses, policy compliance determinations, and Federal and non-Federal environmental and regulatory compliance activities required for approval of the decision document. The reports obtained from the technical disciplines in support of the study will be included as report's appendices and will include the coastal hydrodynamic and sediment transport analysis, the real estate planning report, the cost analysis, and other analyses and investigative reports as appropriate.

Each discipline will provide technical analyses and input for the alternatives so that the DPR will consist of the consolidation of the documentation of the technical and policy analyses, findings, and conclusions that the District Engineer will consider for a recommendation to the Major Subordinate Command Commander to approve the project for implementation. The decision document will be used to support the Project Partnership Agreement (PPA) developed at the start of the final Design and Implementation phase.

The DPR will also include the proposed project's review under the requirements of the National Environmental Policy Act (NEPA). In accordance with USACE NEPA regulations, an Environmental Assessment will be prepared along with a draft and final Finding of No Significant Impact (FONSI). An Environmental Impact Statement is not expected to be required for this action. The EA and FONSI will be incorporated into the decision document.

PROJECT TASK DESCRIPTIONS BY SECTION:

PLANNING DIVISION

PROJECT MANAGEMENT/PLANNING *\$120,000*

- Lead the study team in the plan formulation, evaluation, and design efforts.
- Lead team meetings
- Prepare and manage project schedule, scope and budget.
- Serve as the primary point of contact for communication with the non-Federal Sponsor and outside sources
- Prepare and ensure review of Detailed Project Report based on team input
- Review Environmental Assessments and project appendices
- Manage review processes and obtain project approval.
- Includes supervisor review and oversight

ECONOMICS / GIS *\$52,580*

- Team Meetings
- Conduct analysis of annualized O&M costs over the project lifetime
- Gather socioeconomic data for study area (Census data on demographics)
- Interview local contacts to obtain fleet information and vessel transit information, commodity quantities and values.
- Determine crewmember wage rates, leisure rates, hours worked

- Determine frequency and type of vessel damages due to controlling depth, and frequency and length of tidal delays
- Calculate benefits based on reduction in O&M frequency, reduction in cost of vessel damages, reduction in delay costs (fuel/wages), reduction in lost profits due to stale fish
- Determine trend analysis of commodities, fleet size, sailing draft
- Make summary tables for report to reflect data collected
- Provide figures and GIS support for report
- Assist team to incorporate comprehensive benefits analysis into study. Level of effort TBD. Labor estimate (time / \$) will be modified as needed once appropriate comprehensive benefits scope is identified. ~\$5k used as placeholder.
- Prepare Economics Appendix for DPR/EA showing results of economics analysis
- Incorporate costs (calculate IDC, Annualize, etc.)
- DQC & ATR Review and Response to Comments
- File Management and Project wrap up
- Senior Economist oversight and S&A

ENVIRONMENTAL – CULTURAL RESOURCES

\$15,100

- Coordinated Site Visit
- Team Meetings
- Background Research of Area of Potential Effect
- Comparison of Alternatives
- Prepare Affected Environment for Draft EA
- Section 106 Coordination (SHPO, BUAR, Tribes, others)
- Finalize Sections of DPR/EA
- Prepare PED Cost Estimate for additional tasks if needed
- DQC Review and Response to Comments
- Internal / ATR Review and Response to Comments
- Project Closeout

ENVIRONMENTAL RESOURCES

\$103,300

- Site Visit & Reconnaissance, Coordinated Site Visit & MFR
- Team Meetings
- Initial Coordination Letters & FCAR
- Assist in Formulation and Comparison of Alternatives
- Environmental Sampling and Surveys (\$10,000)
- Prepare Draft & Final Environmental Assessment and FONSI
- Sediment Sampling and Testing (\$20,000)
- Coordinate CZM, WQC
- Prepare and Issue Public Notice
- Prepare PED Cost Estimate
- DQC Review and Response to Comments
- ATR Review and Response to Comments
- Budget includes Section and Branch Chief budgets
- Project Closeout

ENGINEERING DIVISION

HYDROLOGY, HYDRAULICS AND COASTAL ENGINEERING *\$355,500*

- Project Management for Contracting Support
- Coordinate HQ USACE approvals
- Review background information and historical documents
- Site visits
- Assist with development of alternatives for harbor modeling
- Numerical Modeling (Consultant / A/E contract estimated at \$310,000)
- Coordination and Oversight of Numerical Modeling (Consultant / A/E contract)
- Project Delivery Team Meetings
- Estimate Local Mean SLC Rates
- Evaluate Sensitivity of Alternatives to SLC
- Assess Potential Adaptation Measures
- Draft HH&C sections of DPR/EA and Appendices to Report
- Support PED Cost Estimate
- Review and respond to ITR and Peer Review and Comments
- DQC review and response to comments
- ATR Review and response to comments
- Budget includes Section and Branch Chief budgets

DESIGN BRANCH – CIVIL SECTION *\$45,040*

- Attend team meetings
- Site Visit & on site measurements/photos as required
- Coordination within PDT and technical personnel and other personnel as necessary.
- In coordination with the other PDT members, develop design elements for four alternative solutions.
- Create design models from new survey files and data
- Provide CADD Support
- Determine quantities of materials and provide input to Cost Engineering for preparation of cost estimate
- Determine Environmental quantities for impact assessment
- Set of plans or sketches will be developed, including site plan(s), typical sections, and details as required
- Screen alternatives, or recommendations for screening process
- Prepare Civil design memorandum and input to feasibility report
- Prepare input for associated environmental assessment documents
- Address and Respond to Civil-related DQC & ATR review comments
- Budget includes Section Chief budget

GEOTECHNICAL ENGINEERING *\$34,250*

- Coordination with PDT and Team Meetings
- Site Visits
- Collect Background information and research project

- Evaluate Geotechnical issues for 4 alternatives
- Review subsurface information, develop and evaluate soil properties
- Develop typical wall/bulkhead cross section
- Consider connection details with existing project
- Develop typical dredge/revetment cross section
- Construction considerations
- Coordinate and provide input to plans prepared by Civil section
- Prepare Geotechnical Appendix for DPR/EA
- Conduct DQC/BCOE/ATR Review and respond to comments

STRUCTURAL ENGINEERING

\$49,100

- Coordination with PDT and Team Meetings
- Site Visits/Field Work (review previous designs, as built, etc)
- Analysis of four assumed sheetpile alternatives
- Coordinate with Geotechnical and other PDT members beyond meetings
- CAD (Develop drawings, typ sections, details, as required)
- Prepare structural design memoranda/appendix for DPR/EA
- Review Draft Report/Quality Control (Section Chief of Sr. Engineer)
- Incorporate DQC/ATR Review Comments
- Construction considerations
- Supervision and Administration

COST ENGINEERING

\$59,500

- Coordination and Scoping participation in PDT meetings & discussions
- Assist with alternative discussions and development
- Research vendor pricing for materials and support cost estimate
- Create ROM Estimates for Alternatives Analysis & Evaluation
- Update/Create ROM Estimates for TSP Milestone
- Update ROM Estimates for ADM Milestone
- Finalize ROM Estimate for Final Report
- Develop Construction Schedule (Match WBS)
- Develop Risk Based Contingency and Facilitate Risk Register Meeting(s) with PDT
- Develop Risk Models
- Develop Total Project Cost Summary
- Prepare Cost Appendix for Draft DPR / Feasibility Report
- Update Study Cost Appendix for Final DPR / Feasibility Report
- Conduct ROM Reviews at Alternatives Analysis, TSP & ADM milestones
- Provide DQC Review and Response to Comments
- Respond to ATR Review Comments
- Includes section chief oversight on all products

REAL ESTATE DIVISION

REAL ESTATE

\$40,000

- Attend PDT Meetings and Site visits as needed
- Obtain rights-of-entry for general survey and exploration activities documents. (Research public records and existing maps to obtain site and ownership information)
- Assess NFS real Estate Acquisition Capability – Complete Checklist
- Provide and Review Risk of Land Acquisition prior to PPA execution w/ NFS
- Review project mapping, identify RE requirements (permanent [fee, easement] & temporary [access/haul roads, borrow, disposal and contractor work areas, etc.])
- Analysis of real estate impacts of proposed alternatives
- Appraisal branch to prepare preliminary LERRD cost estimates for proposed alternatives
- Prepare estate language with possible need for justification in coordination with EP/PM & OC for inclusion in RE Plan
- Prepare Real Estate Plan
- Provide DQC Review and respond to comments
- Respond to ATR Review and respond to comments

Section 107 Study Milestones:

Project Milestones for CAP projects are established by HQUSACE (1105-2-100) and NAD and are documented in the Draft Project Management Business Process (PMBP) Manual January 2009 Version 0.6. The PM will maintain project budgets, schedules and milestones for individual CAP projects in P2. Project information will be updated by the PM to reflect changes to individual project budgets and schedules.

FEASIBILITY STUDY MILESTONE SCHEDULE		
Activity	Start	Finish
Initiate Feasibility Study	10-Jun-21	
FID Approval		10-Oct-2022
FCSA Execution		June 2023
Tentatively Selected Plan		January 2025
Initiate District Quality Control		March 2025
Initiate Concurrent Review		May 2025
Decision Document Approval		July/August 2025

Project Delivery Team (PDT):

PDT members are responsible for informing the project manager and PDT as soon as possible regarding issues or changes in work priorities that could impact individual project schedules. Each PDT has the potential to impact the entire project schedule.

PROJECT DELIVERY TEAM (PDT)	
Title	Name
Project Manager/Planner	Jordan Macy

Biologist	Donald Faughnan
Cultural Resources	Marc Paiva
Coastal Engineer	Brandon Raymond
Economist	Andrew Leblanc
Structural Engineer	Dave Sleeper
Geotech	Siamac Vaghar
Civil Engineer	Romina Gugo
Cost Engineer	Dan Palmer
Real Estate	Nicole Dapcic
Navigation / PPMD	Coral Siligato

Project Budget:

SECTION 107 FEASIBILITY STUDY BUDGET	
	Estimated Budget
Planning Division	
Planning/Project Management	\$120,000
Environmental Resources	\$103,300
Economist / GIS	\$52,580
Cultural Resources	\$15,100
Engineering Division	
Hydrology Hydraulics and Coastal Engineering	\$355,500
Design - Civil Engineering	\$45,040
Geotechnical Engineering	\$34,250
Structural Engineering	\$49,100
Cost Engineering	\$59,500
Other Sections	
Appraisal & Real Estate	\$40,000
Survey	\$55,000
Additional Study Costs	
Office of Counsel	\$4,000
Vehicle/Mileage	\$1,000
E/P Management Support Group	\$1,500
Programs	\$2,500
STUDY COST SUBTOTAL	\$938,400
Contingency (10%)	\$93,840
FEASIBILITY COST SHARE STUDY SUBTOTAL	\$1,032,210
SPONSOR COST SHARE ESTIMATE	\$516,105
FIRST \$100,000 (100% FEDERAL FUNDS)	\$100,000
FEDERAL COST SHARE ESTIMATE	\$616,105
TOTAL FEASIBILITY COST SHARE ESTIMATE	\$1,132,210

PMP Approval:

We concur with this Project Management Plan (PMP) for the Continuing Authorities Program (CAP) Section 107 Navigation Improvements Feasibility Study. We understand the PMP is a living management document that will be updated through the course of the Feasibility Study.

Jordan G. Macy Project Manager/Planner	Matthew E. Tessier Chief, Design Branch
Lawrence R. Oliver Chief, Environmental Branch	Jason A. Paolino Chief, Geotechnical/Water Resources Branch
Christopher L. Hatfield Chief, Plan Formulation Branch	Gary R. Lacroix Chief, Technical Support Branch
Timothy W. Shugert Chief, Real Estate Division	David I. Margolis Chief, Engineering Division
Wendy C. Gendron Chief, Planning Division	

PMP Change Log

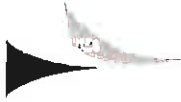
Date of change	Edits Made	Reason for Edits
28-Apr-2023	Initial Draft	To achieve PDT consensus / execute FCSA
10-May-2023	Add ~\$38k S&T, and \$5k for GIS	Final EB estimate, SD needed for beach placement, GIS support for graphs and figures

MOTION

Director Fournier:

The Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director to make payment to Second Nature Pit in association with emergency remediation work performed at the Hampton Harbor and Rye Harbor marine facilities in association with January 2024 storm activity in a total amount not to exceed \$257,000.00, and authorizes the submission of documentation to request FEMA cost reimbursement; all in accordance with the memorandum of Myles Greenway, Interim Director of the Division of Ports and Harbors, dated July 30, 2024; attached hereto.

In accordance with the provisions of RSA 12-G:8, VIII, the Board waives the RFP requirement due to the emergency nature of the situation and as Second Nature Pit, a sister business to the Division’s on-call snow removal contractor, was able to quickly mobilize on-site with the required heavy equipment in order to get both facilities repaired and operational in time for the 2024 season.




PEASE

INTERNATIONAL

PORTS AND HARBORS

555 Market Street, Suite 1 Portsmouth, NH 03801

To: Pease Development Authority Board of Directors
From: 
Myles Greenway, Interim Director Ports and Harbors
Date: July 30, 2024
Subject: Storm Repair Invoices, Rye and Hampton Harbor

During the month of January 2024, the Pease Development Authority, Division of Ports and Harbors (the "Division") Rye and Hampton Harbor Marine facilities sustained heavy damage from strong winter storms and resulting high tides. The damages included flooding, and damage to the fuel systems, parking lot, and seawall, which necessitated immediate and substantial repairs in order to keep the facilities operational.

In preparation for a FEMA/Grant Application following the January 2024 storms, the Division compiled material and labor costs from 2018 estimates, adding estimated additional amounts for inflation, in order to estimate the anticipated expenses for necessary 2024 remediation work. In March 2024, during the PDA Board Meeting, DPH reported the extent of the damage sustained from these storm surges. DPH promptly engaged its contracted snow removal contractor to repair the seawall and revetment using the contractor's heavy equipment. Historically, the Division has relied on its on-call snow removal contractor under its sister business, Second Nature Pit, for emergency repair response to storm surges. Utilizing Second Nature Pit enabled quick engagement of a qualified contractor, crucial for restoring the harbors within FEMA's required timeline. Looking ahead, due to the increasing frequency of such events, DPH plans to issue a Request for Proposal (RFP) or Request for Qualifications (RFQ) specifically for storm surge cleanup, similar to the practices of NH-DOT and NH Parks and Recreation. Between the Division's on-call engineering firm, Interim Division Director, PDA engineering, PDA Finance Director, and PDA Executive Director, the invoices have been reviewed, distinguishing costs between Rye and Hampton, and confirmed the material and labor expenses appear to be fair and reasonable.

Current Status: Thus far, the FEMA Program Delivery Manager (PDMG) has collaborated with the Division to collect and upload documentation into the Public Assistance ("PA") Grants Manager/Grants Portal. A site inspection for an in-depth damage assessment by the Division and PA Site Inspector was completed on July 17, 2024. The PDMG has worked to resolve issues and obtain project approvals and will forward projects to the Consolidated Resource Center ("CRC") for compliance and quality assurance reviews for further development.

Therefore, at the August 8, 2024, PDA Board meeting the Division respectfully requests approval to pay \$159,275 for Rye Harbor and \$97,725 for Hampton Harbor revetment repairs, for a total of \$257,000 from the Harbor Management Fund. These invoices have been submitted to FEMA for a potential 75%/25% cost reimbursement. Any reimbursement will be returned to the Harbor Management Fund.

Additionally, the Division respectfully requests the waiver of the RFP requirement due to the emergency nature of the situation and as Second Nature Pit, a sister business to the Division's on-call snow removal contractor, was able to quickly mobilize on-site with the required heavy equipment in order to get both facilities repaired and operational in time for the 2024 season.

○ ○ ○ ○ T A K I N G Y O U T H E R E

ph: 603-436-8500

fax: 603-436-2780

www.peasedev.org

MEMORANDUM

To: Pease Development Authority Board of Directors
From: Paul E. Brean, Executive Director *PEB*
Date: July 25, 2024
Re: Special Events

I am pleased to report on the following special event:

1. Sabine Strong Foundation will hold a 3.3-mile Road Race utilizing a portion of the road network situated on the Pease International Tradeport August 11, 2024.
2. Two International Group LLC will be hosting the Pack & Boots 1-mile and 5k Road Race sponsored by the Seacoast Veterans Count – Easter Seals New Hampshire, Inc. to be held on Sunday, September 22, 2024. The parking lot / grass area of the property where Great Bay Kids is located will be utilized for this event.
3. Newington School Supporters will be hosting the Fox Point Sunset 5-mile Road Race held on September 28, 2024, utilizing a portion of Arboretum Drive