

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

Thursday, August 8, 2024

Presiding: Steve Duprey, Chairman
 Present: Neil Levesque, Vice Chair; Thomas G. Ferrini, Treasurer; Steve Fournier; Susan B. Parker, Karen Conard, and Brian Semprini
 Attending: Paul E. Brean, Pease Development Authority ("PDA") Executive Director; Anthony I. Blenkinsop, Deputy Director / General Counsel; Suzy Anzalone, Director of Finance; Michael R. Mates, Director of Engineering; Scott DeVito, Pease Golf Course ("PGC") General Manager; Myles Greenway, Interim Director of Division of Ports and Harbors; Jared Sheehan, Environmental Compliance Manager; Chasen Congreves; Director of Operations; 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:

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

II. Acceptance of Meeting Minutes: Board of Directors' Meeting of June 13, 2024

Director Conard **moved** the **motion** and Director Parker **seconded** to accept the meeting minutes of the Board of Directors' meeting held on June 13, 2024.

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

III. Public Comment:

Duprey provided insight into information regarding Rye Harbor and stated the Board would not be making, "now or imminently, decisions about future uses at Rye Harbor". Further, staff has been requested to review past practices, various details to the Rights of Entry ("ROE"), uses and expenses incurred at the harbors. Guiding principles moving forward:

1. Listen to everyone,
2. Staff to review options / uses of the harbor
(Harbor is not self-sustaining - Airport / Tradeport funds cannot be utilized as a funding mechanism and concerns of environmental impacts); and
3. Harbor History.

The process will be open, transparent and provide all with a fair chance to be heard. Further the Board is charged when making decisions to consider three areas: impacts to the immediate community, the seacoast, and the State as a whole.

All speakers were afforded three minutes during public comment.

Adam Baker – Vintage Fish Co. (Rye) – Spoke to the start of his business at Rye Harbor through ROE and business investments. Spoke to altered business operations of various ROE holders, allowed since COVID, effecting all businesses. Spoke to the retail platform at harbor and continued parking concerns.

Bill Epperson – Chairman Rye Selectboard – Read a prepared statement from Representative Jaci Grote for District 24 outlining a meeting held on July 22nd. Epperson also spoke to any applications [regarding Rye Harbor] received provided priority, placed on an agenda and adjudicated fairly. Duprey indicated if there is a conflict between state policy and local policy, the state would be the one followed as Rye Harbor is a state asset. Duprey indicated the goal would be to work towards state’s needs; Epperson stated Rye’s goal would be to protect the assets of Rye Harbor and surrounding area.

Alex Herlihey – Rye Heritage Commission – Spoke to the evolution of the harbor, no room for development and parking. Supports the existing businesses at the harbor and upgrades to the harbor facility. Addressed raising money to make harbor self-sustaining by all users of the harbor to include day users, boat ramp launching, etc. Stated the proposal and implementation plan provided on July 22nd should be slowed and the Division of Ports and Harbors (“DPH”) should be under a standalone agency.

Sarah Shanahan – Rye – Concerned about the proposal in the public and indicated the area is built from dredge material deposited on salt marsh. Spoke to the harbor being an entry point of youth into careers/industries that are endangered, boat storage and the need for conversations with funding commitment timing.

Nate Hanscom – Rye Harbor Lobster Pound (“RHLP”) – Spoke to length of time at the harbor, questioned why business owners were not consulted and the costs/investments incurred (past, present and future). Business owners live with the nature of the harbor; need to invest in keeping water out with a seawall and flood gate to address the water.

Patrese Pierson – Rye – Spoke to being an abutter of the harbor, asked what the communication will be and how can input be provided.

Beth Tuttle – Rye Black Dog Charters – Rye – Spoke to the ARPA funds and asked for a copy of the submitted applications of recent proposals to see supportable facts for the requests. Fishing businesses at the harbor have not asked for infrastructure funds, rather would prefer funds to benefit all of Rye and users of harbor. Further spoke to the costs incurred (past present and future), the ROE rates and term of ROE versus that at Tradeport.

Peggy Balboni – Representative for Rockingham 38 – Urged Board to listen to community. Also, read a letter from Senator Altschiller who wants information on study, how vendor (Appledore) chosen for a renovation, inquired into a March letter requesting ARPA funds, leadership at DPH and requested process be slowed to do what is best for all stakeholders.

Sylvia Cheever – RHL P – Requested submitted e-mails be included in the minutes. The buildings have been self-sustaining and built to suit business needs. Spoke to the practicality of a seawall and the timeline outlined in the 2019 study to protect the entire facility. Spoke of fees; inquired whether staff would be reviewing potential equitable fees to bring in additional funding; and request to work and interact together.

Duprey interjected that Rye Harbor currently losses approximately \$250,000/year and each year varies dependent on infrastructure needs; Myles Greenway (“Greenway”), Interim Director of Ports and Harbors, stated in 2019 DPH spent approximately \$500,000 for work on a portion of the seawall at Rye harbor.

Duprey spoke to the e-mails received to indicate provided copy of response letter to Rye Selectmen; further stated e-mails will be retained for the record.

Paula Leed – Rye – Speaking for the neighborhood next to harbor, shacks are an integral part of neighborhood. Currently parking is problematic, large building would be detriment to fishermen / large equipment; and protection of harbor provided through a seawall.

Susan Shepcaro – Rye, Chair Conservation Commission – Spoke to impacts to surrounding marshes; traffic / parking concerns and surrounding conservation areas.

Peter Reynolds – Granite State Whale Watch – Spoke to the size of current building versus proposed area and concerns of providing customer service with smaller location (i.e., shelter for individuals during storm). Concerned with impacts regarding trailer of boats, storage of boats and requested an open door with communications of information.

Rob Lindholm – Rye – Spoke to the ability to wash trailers / boats to avoid cross contamination.

Tom Sadorick – Former Economic Development Commission for State – Pease has done exceptional job growing the Tradeport with opportunities and resources of which some are natural. Reminds that the resource is not for one person or one entity but the community and State.

Duprey spoke to continuing to be open through the process and will follow the principles discussed earlier; meeting was paused at **9:18 a.m.** to allow those in attendance for public comment to vacate the room prior to moving forward with the remaining portion of the meeting at **9:20 a.m.**

IV. Board Recognition - Public Safety and Security:

a. Airport Security

Chasen Congreves, Director of Operations, introduced several Portsmouth International Airport at Pease (“PSM”) individuals (Francis Witkowski and Sandra McDonough); Port City Air (“PCA”) individuals (Bridget Mattle, Tyler Bennet and Cullen Bowen); and Portsmouth Police Department (Ian Efstathiou) who assisted in averting a potentially dangerous incident which occurred at PSM on June 16, 2024, at 8:10 a.m. An individual gained unauthorized access

onto the airfield aprons; these individuals were able to approach this person, who may have been experiencing a mental health situation, calmly and respectfully until police were able to arrive on scene. These individuals were recognized for their bravery, compassion and ability to de-escalate a potentially dangerous situation.

V. Committees:

A. Report:

Duprey spoke about modifications made to Committee assignments with Director Conard now the Chair of the Airport AND Capital Improvement and Land Planning Committees; and, Director Parker being appointed Chair of the Legal Bill Review Committee.

1. Airport Committee

Brean spoke to the Committee being provided a presentation on the status of the FBO study, to include information regarding the region and revenue streams. The fuel study has been delayed and anticipates by the end of the summer that information will be received. Spoke to a request for a proposed increase in the fuel flowage fee to offset expenses and the implementation in October of services from Breeze Airways; also stated Allegiant will be increasing its service from Portsmouth to Florida with the addition to Sarasota, FL.

Duprey stated the Airport Committee could anticipate further information regarding the FBO study later in the year; Brean affirmed further speaking to the fuel infrastructure study.

2. Port Committee Agenda of 7-15-2024

3. Port Committee Agenda of 7-22-2024

Levesque stated the July 15th meeting discussed the Portsmouth Fish Pier proposal and the submissions from Appledore Marine and OakPoint; this project is expensive and looking at ways to reduce costs to continue accommodating fishing operations. The Committee reached consensus to move forward with the preliminary plan and timeline. Also, Councilor Janet Stevens, who has assisted in this process in obtaining the funding was in attendance.

The July 22nd meeting discussed Rye Harbor Marine raised building and proposed schedule. The Port Committee reached consensus to move forward with the plan with caveats:

1. Commercial fishing operations are to be first and foremost in any project,
2. Any structure would increase the number of opportunities for commercial fishermen, charter boats and food servers. Rye Harbor would be protected physically and environmentally (including the marsh),
3. The state buildings on state property should be accessible to all citizens (including those physically challenged); and
4. Work with stakeholders and the public on the plan, implement a dialogue and listen to citizens regarding this project.

Ferrini inquired when the Board would be provided with a proforma schedule; Duprey responded within the next thirty (30) days. Ferrini asked if this would provide time to obtain the federal money; Duprey referred to potentially having the full Board meet with the Port Committee to move process along with discussions, provide comments and to weigh options.

VI. Consent Agenda Items:

A. Consent Agenda Approvals:

Director Fournier moved the motion and Director Conard seconded that the Pease Development Authority Board of Directors hereby moves that item numbers 1-9 from the consent agenda list below be approved as a single consent agenda item, and that the proposed motions included for each be incorporated into such approval as the operative motion for each item.

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

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

B. Consent Agenda with Waivers Approvals:

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

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

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

C. Approval:

1. USAF/DLA & CDM Constructors, Inc. – Defense Fuel Support Point Pipeline Closure in Place Under North Apron Access Road

Director Fournier **moved** the **motion** and Director Levesque **seconded** that the Pease Development Authority (“PDA”) Board of Directors approves the request of the U.S. Air Force that the segment of the two inactive Defense Logistics Agency fuel pipelines located on PDA property beneath the North Apron Access Road be cut, filled, capped and closed in-place and authorizes the PDA to ultimately take ownership of those discrete pipeline sections; all in accordance with the memorandum of Jared Sheehan, Environmental Compliance Manager, dated August 5, 2024.

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

2. Republic Services – Manhole Dewatering

Director Levesque **moved** the **motion** and Director Fournier **seconded** that the Pease Development Authority (“PDA”) Board of Directors hereby authorizes the Executive Director to contract with Republic Services, PDA’s on-call emergency spill response contractor, in an amount not to exceed \$35,000, to provide a mobile groundwater treatment trailer to treat groundwater removed from underground utility manhole structures in order to allow Eversource inspections of the manholes on the Pease Tradeport; all in accordance with the memorandum of Jared Sheehan, Environmental Compliance Manager dated August 8, 2024.

In accordance with the provisions of RSA 12–G:8, VIII, the Board justifies the waiver of the RFP requirement as four quotes for the work were obtained and the lowest quote is being utilized.

Discussion: Fournier spoke to the late items received and desire to establish Policies and Procedures for meeting. Specifically, this late item was provided at the meeting, not allowing Directors’ sufficient time for review and careful consideration.

Brean apologized for the late item and explained the desire for PDA staff to provide the labor for the project. Eversource is looking to have the work completed soon, which may prohibit PDA staff providing the labor due to timing. The late item allows for a contingency should outside services be required to complete the work. Anthony I. Blenkinsop (“Blenkinsop”) General Counsel indicated the equipment would be rented from Republic Services (“RS”) with support services provided by PDA staff, if able.

Jared Sheehan, Environmental Compliance Manager, stated there are sixty (60) Eversource manholes on the Tradeport. Occasionally groundwater infiltrates the manholes; PDA is required to remove any hazardous materials within the manholes. For inspections to be performed, Eversource requires the dewatering of the manholes. The motion provides for the labor to be provided as well by RS, should it become necessary.

Fournier asked if this timeline was requested by Eversource or PDA; Blenkinsop indicated Eversource has been working with PDA to schedule inspections. Additionally, inspections are typically performed on a five (5) year rotation, currently Eversource is past this

timeline. If staff can be utilized, it is anticipated costs would be under \$25,000; however, should labor not be able to be provided by PDA staff this would cover additional labor costs.

Ferrini inquired into proper notification; Blenkinsop indicated the meeting notice posted at least 24 hours in advance is required. The late item was placed on the website prior to the commencement of the meeting.

Fournier again spoke of the need for some basic Rules of Procedure (i.e., suspension of rules, deadlines etc.).

Duprey suggested Fournier and Conard work together to provide a draft for consideration of Rules of Procedure for the Board's consideration.

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

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**

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

Anzalone spoke to draft results for Fiscal Year ("FY") 2024 but assured the Board review is done monthly. Further, Anzalone stated operating revenues were close to budget and operating expenses were under budget by 8.6%. Further speaking to the various business units: PSM revenues were driven by higher fuel flowage fees; Skyhaven operating revenues were under budget due to lower fuel sales due to weather; and Tradeport operating revenues slightly over budget. Also indicated, the demolition of a building did not occur, so the cost has been carried over to current FY at a higher amount. Pease Golf Course ("PGC") is doing well with higher play and with its operating expenses being under budget. DPH's operating revenues were under budget by \$454,000 mainly due to lower fuel sales and wharfage and dockage fees; however, operating expenses were under budget too.

Anzalone spoke to assets, restricted and unrestricted (Fishing Revolving Loan Fund). Further, Anzalone stated that in July funds (\$66,000) from the National Marine Fisheries were received. This was CARES funding which will allow additional loans to be provided to local fishermen.

Lastly, Anzalone spoke to the expansion of detail in the monthly cash flow report provided of both grant and non-grant funding, of capital expenditures at the DPH to show monthly reporting consistency and transparency while also addressing anticipated inflows and outflows.

Duprey inquired into DPH's operating loss of \$384,000; Anzalone stated Rye made up approximately \$75,000 of the operating loss plus the \$400,000 in storm repairs (of which some is capitalized) for a cash loss of approximately \$375,000 for Rye alone. Anzalone mentioned the potential of FEMA funding for some of the repairs. Anzalone stated Rye is more susceptible to storm damage than Hampton.

Duprey asked if a fuel truck pulls up to fuel a fishing boat, is there a fee; Brean indicated while there is fee, it is not as much as if the fuel came from DPH pumps.

Ferrini inquired where the funds come from to cover an operating loss at DPH where Airport funds cannot be utilized; Anzalone indicated it is covered by cash balances within DPH. Ferrini asked if this puts DPH behind; Anzalone affirmed stating should DPH continue to operate at a loss, could run out of cash within six (6) or seven (7) years.

Ferrini spoke to consideration by taking the shortage and dividing it by the mooring fees and additional fees with a reallocation on a pro rata basis. Brean stated the deep-water terminal at Market Street subsidizes the ports and harbors.

Brean indicated it is not just the storm surges that increase operating expenses there is significant wear and tear on common use facilities (i.e., fuel pumps, restrooms etc.) at DPH.

Anzalone stated the fee structure is being reviewed and believes with change, the Board would be able to bring DPH to the positive.

Duprey reiterated the need to bring DPH to a sustainable basis as it is not an option to utilize Tradeport fees to sustain DPH.

Parker asked if FEMA monies have been received; Brean stated applications have been submitted.

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**

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.

Director Levesque departed the meeting at 9:55 a.m. and returned at 9:56 a.m.

IX. Leases:

A. Report:

1. **Sublease between One New Hampshire Avenue, LLC and McLane Middleton PA – 1 New Hampshire Avenue**
2. **Sublease between 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 Magaret Wood Hassan – 14 Manchester Square (Suite #281)**

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.

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**

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

Director Fournier departed the meeting at 9:57 a.m. and returned at 9:58 a.m.

XI. Executive Director:

A. Reports:

1. 2025 Meeting Schedule

Brean spoke of the various meeting changes for 2025, advising the Board that meetings are no longer on the Third Thursday of the month.

Ferrini asked the meeting spreadsheet to be placed on the website.

2025 BOARD MEETINGS												
THIRD TUESDAY OF MONTH AND COMMITTEE MEETINGS MONDAY PRECEDING BOARD MEETINGS												
	BOARD		FINANCE		GOLF		AUDIT		PORT		Noise Compatibility	
	Meetings at 8:30 am		Meetings at 9:00 am		Meetings at 8:30 am		Meetings at 8:30 am		Meetings at 8:00 am		Meetings at 6:30 pm	
Month	Day	Date	Day	Date	Day	Date	Day	Date	Day	Date	Day	Date
January	Tues.	01/07/25										
February	None											
March	Tues.	03/11/25	Mon.	03/10/25	Mon.	03/10/25			Thurs.	03/06/25		
April	Tues.	04/15/25					Mon.	04/14/25			Tues.	04/15/25
May	Tues.	05/20/25										
June	Tues.	06/17/25	Mon.	06/16/25	Mon.	6/16/2025			Thurs.	06/05/25		
July	None											
August	Tues.	08/19/25										
September	Tues.	09/16/25	Mon.	09/15/25	Mon.	09/15/25			Thurs.	09/04/25		
October	Tues.	10/21/25					Tues.	10/14/25			Tues.	10/21/25
November	Tues.	11/18/25										
December												
Annual	Tues.	12/16/25	Mon.	12/15/25	Mon.	12/15/25			Thurs.	12/04/25		
NOTE: ALL MEETINGS BEGIN AT 8:30 A.M. UNLESS OTHERWISE POSTED.												
Legend												
Board	Third Tuesday of Month						No Meetings in February and July					
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												

2. Committee Assignments

Standing Committees

Executive Committee

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

Marketing and Economic Development Committee

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

Finance Committee

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

3. Golf Course Operations

Scott DeVito (“DeVito”), PGC General Manager, spoke to 13,402 July rounds played, exceeding July of 2023. Also, PGC will be hosting the Portsmouth Varsity and JV golf tryouts; the Portsmouth JV practices and four of its matches this season. In October, PGC has been requested to hosted the JV match of Exeter, Dover and Winnacunnet High Schools.

Grill 28 is hosting its largest event of the year for the FedPoint annual luncheon of approximately 325 people and will be hosting the TAP luncheon on September 18th.

PGC hosted the Sectional Drive, Chip and Putt, and the second round of the Seacoast Amateur events.

4. Airport Operations

a) **Portsmouth International Airport at Pease (PSM)**

b) **Skyhaven Airport (DAW)**

Brean spoke to there being an uptick in enplanements and anticipates by the end of the year being over 100,000 enplanements for 2024.

Brean indicated there had been a typo in the fuel sold as it should read 1,579,000 gallons of sold; stated with the present schedule and geopolitical issues anticipates September to be a busy month.

Also reported PSM was invited by NH DEA to participate in an Air Show in the UK. PSM sent two representatives, already seeing some traffic coming in from their attendance; Port City Air (“PCA”) also had a presence at the Air Show.

Stated during the recent Airport Committee meeting there were reports from Thermo Fisher Scientific and PlaneSense regarding potential hangar projects; while there is still design work to be completed, believes information will be provided to the Board shortly.

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

Brean stated for the month of June, PSM received one noise complaint.

XII. Division of Ports and Harbors:

A. Reports:

1. Division of Ports and Harbors Facilities Report

Greenway spoke to the report provided in the Board materials. Greenway further stated with respect to the Rye Harbor Facility, DPH has also been informing Appledore and OakPoint as to the anticipated future needs / setbacks at the facility, storage, vessels and floats.

Duprey inquired of the rehabilitation project at the Main Wharf; Blenkinsop indicated there were just a few punch list items which remain.

Duprey spoke to the EAGLE visit / tours due to the high security at the Main Wharf; Greenway indicated there were not any foreign vessels so utilized barriers to channel the flow of spectators at the facility for the event – it was well organized and many volunteers to help guide the viewing public.

Duprey asked of Lakes Regions (“LR”) services at Rye Harbor; Greenway indicated LR would complete hooking up and testing the pumps.

Ferrini inquired as to the overturned skiff; Greenway indicated not known what happened to the skiff. Further, Greenway indicated the two individuals were found holding onto the fuel tank, it is unknown if the skiff was recovered; hypothermia had set in on one of the individuals.

Greenway spoke to the FEMA applications and indicated the most recent on-site visit in Rye was related to the seawall; working toward funding for the work already perform at the harbor and that there may be additional FEMA funding regarding the seawall.

Greenway also spoke to an incoming salt ship in August. Duprey inquired into the size of the salt ship; Greenway stated they can vary in size from low 500 to high 600 feet. Greenway spoke to the use of the Panama Canal for salt ships due to the cost.

Further, Greenway also spoke to the coordination / movement of heavy lift equipment, approximately 270’ in length, traveling over the roadway from the port to Amherst soon.

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:

Director Levesque moved the motion and Director Fournier seconded that the Pease Development Authority Board of Directors hereby moves that item numbers 1-3 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
2. Cornell University / Shoals Marine Lab - Right of Entry – 315 Market Street – Burge Wharf
3. Acceptance of the ARPA Application and Expenditure of Grant Funds regarding the Hampton / Seabrook 107 Feasibility Study

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

C. Approval with Waiver:

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

Director Fournier moved the motion and Director Conard seconded that 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.

Discussion: Duprey spoke to the individual monetary amounts for services at both Rye and Hampton.

Disposition: Resolved unanimous vote for; motion carried.

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

Brean spoke to discussions and site audit as having gone well and process ahead.

2. Pease Development Authority - Air Traffic Control Tower (“ATCT”) Renovations

Grant funding had been identified for ATCT rehabilitation and submitted for consideration.

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.

Brean indicated the need for Port Committee meeting(s) to be scheduled in the near future.

XVI. Directors’ Comments:

Brean expressed gratitude to DPH Operations Manager, Tom Maciel, for his hard work and efforts in getting the Market Street Terminal prepared for the arrival of the EAGLE and its viewing public.

Ferrini asked when looking at dates for meetings for public outreach, requested consideration of early morning or late afternoon / evening meetings (end of workday), making it more convenient.

Levesque spoke of the need for boat storage, an issue having been mentioned regarding Rye Harbor. Inquired into the undevelopable land at PDA and spoke to exploring area(s) to allow boat storage through discussions with the FAA. Brean spoke of a potential inquiry of an FAA for use of non-aeronautical land.

Duprey spoke to the conversations earlier today which spoke to the lack of parking at Rye Harbor and which includes boat storage in-season as well as off-season; trailers and boats utilizing space, there may be many creative solutions.

Duprey spoke to the ongoing work being performed regarding the audit and several open positions listed in PDA's organizational chart. Brean spoke of the recent onboarding of an Environmental Compliance Specialist and full-time Groundskeeper; also spoke to challenges when filling other positions.

Duprey inquired into the Hutter Construction project at the Terminal; Brean indicated it is moving along. Further Brean indicated Hutter buttons things up when a commercial flight is at the terminal. Mike Mates, Director of Engineering indicated the project is scheduled to be completed around mid-November.

Finally, Brean spoke to PDA/PSM hosting the Northeast Chapter of American Association of Airport Executives commencing this weekend with approximately 225 participants and multiple vendors attending; thanked the Board for its support.

XVII. Adjournment:

Director Levesque moved the motion and Director Conard seconded to **adjourn the Board meeting. Meeting adjourned at 10:30 a.m.**

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

XVIII. Press Questions:

None.

XIX. Consultation with Counsel:

Respectfully submitted,



Paul E. Brean
Executive Director