DEVELOPMENT AUTHORITY **Tuesday, September 15, 2026**
BOARD OF DIRECTORS' MEETING
MINUTES

Presiding:	Steve Duprey, Chairman
Present:	Neil Levesque, Vice Chair; Thomas G. Ferrini, Treasurer; Karen Conard; Steve Fournier; and Brian Semprini
Absent:	Susan B. Parker
Attending:	Paul E. Brean, Pease Development Authority ("PDA") Executive Director; Anthony I. Blenkinsop, Deputy Director / General Counsel; Suzy Anzalone, Director of Finance; Tim Riese, Golf Course General Manager; Michael R. Mates, Director of Engineering; Jared Sheehan, Deputy Director of Engineering & Environmental Compliance; Richard Hartley, Director of Ports and Harbors; Greg Siegenthaler, IT Director; and Raeline A. O'Neil, Executive Administrative Assistant

Minutes Prepared By: Raeline A. O'Neil, Executive Administrative Assistant

AGENDA

I. Call to Order:

Chairman Duprey ("Duprey") called the meeting to order; the meeting commenced at **8:31 a.m.**

II. Acceptance of Meeting Minutes: Board of Directors' Meetings of August 18, 2026

Director Levesque **moved** the **motion** and Director Fournier **seconded** to **accept the public meeting minutes of the Board of Directors' meeting held on August 18, 2026.**

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

III. Public Comment:

Duprey reminded those in attendance of the recent By-Law amendments, stating Public Comment is limited to items on the agenda.

IV. Committees:

A. Report:

1. Port Committee

Director Levesque, Chair of Port Committee, spoke to the recent meeting which discussed the proposed of fee increases.

2. Golf Committee

Director Fournier, Chair of the Golf Committee, spoke to the meeting held informing the

Committee of Pease Golf Course's ("PGC") competitive to below market pricing in comparison to surrounding courses and proposed increase to pricing; irrigation system upgrades to controllers on the Blue Course; and replacement netting along the 14th hole.

V. Old Business:

A. Report:

No items to report

VI. Consent Agenda Items:

A. Consent Agenda Approvals:

1. **Skyhaven Flying Club – Flight Simulator – Right of Entry**
2. **Pease Development Authority - KOALD Design, LLC – Lease Amendment 2**
3. **Pease Development Authority - Legal Services**
4. **Pease Development Authority - FY2027 Marketing and Advertising Budget Requirements**

Director Conard **moved** the **motion** and Director Fournier **seconded** that **the Pease Development Authority Board of Directors hereby moves that item numbers 1-4 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. Skyhaven Flying Club – Flight Simulator – Right of Entry
2. Pease Development Authority - KOALD Design, LLC – Lease Amendment 2
3. Pease Development Authority - Legal Services
4. Pease Development Authority - FY2027 Marketing and Advertising Budget Requirements

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

B. Consent Agenda Approval with Waiver:

1. **Pease Tradeport, Division of Ports and Harbors, and Skyhaven - Solid Waste & Recycling – Waste Management**

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

1. Pease Tradeport, Division of Ports and Harbors, and Skyhaven - Solid Waste & Recycling – Waste Management

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

VII. Finance:

Suzy Anzalone ("Anzalone"), Director of Finance, stated there was no report as PDA is in the middle of its audit; will provide year to date financials for July and August combined, as well as the audited financial statements, at the October Board meeting.

Duprey inquired into the audit; Anzalone stated was going well.

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

A. Report:

1. **Lonza Biologics, Inc. – Right of Entry – 55 International Drive**
2. **New Hampshire Air National Guard – Right of Entry - North Apron**

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

1.	Name:	Lonza Biologics, Inc.
	License:	Right of Entry
	Location:	55 International Drive Adjacent Lawn Area
	Purpose:	Company Outing
	Term:	August 28, 2026
2.	Name:	New Hampshire Air National Guard
	License:	Right of Entry
	Location:	North Ramp on Pease Development Authority
	Purpose:	Major Accident Response Exercise (MARE)
	Term:	Wednesday, September 9, 2026, through Friday, September 11, 2026

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

IX. Leases:

A. Report:

No items to report

X. Contracts:

A. Report:

1. **Portsmouth International Airport at Pease - Comcast - 3-year Agreement**
2. **Pease International Tradeport – Dell – Extended Warranty for Dell Server**
3. **Pease Golf Course – Century Leasing Corp – (Freezer) Walk-In Utility Trailer**

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

1.	Project Name:	Comcast
	Board Authority:	Director Ferrini
	Cost:	$362.00/mo. (3-year contract with one-time installation and set-up fee of $199.95)
	Summary:	Portsmouth International Airport at Pease – TSA/FAA regulations require recording all calls to the Airport line, and downstream lines where those calls could be transferred to.
2.	Project Name:	Dell
	Board Authority:	Director Ferrini
	Cost:	$6,217.87 (total cost for two-year extended warranty)
	Summary:	Purchase of a two-year extended warranty for Pease Development Authority's Dell Server, with pre-negotiated pricing through State of NH contract.
3.	Project Name:	Century Leasing Corp.
	Board Authority:	Director Ferrini
	Cost:	$1,250.00
	Summary:	Emergency rental and transportation to Pease Golf Course of a Walk-In Utility Trailer (freezer) for one-week.

C. Marketing Funds Report:

Brean spoke to airline marketing expenses and provided a brief summary regarding the three (3) items referenced in the memo.

XI. Signs:

A. Report:

1. Great Bay Community College – 320 Corporate Drive

Brean spoke to the sign modification being at GBCC's main entry way and meeting all requirements.

B. Approval:

1. New Hampshire Department of Safety – Division of State Police – 16 Pease Boulevard

Director Conard **moved** the **motion** and Director Levesque **seconded** that **the Pease Development Authority Board of Directors hereby approves the request of the New Hampshire Department of Safety – Division of State Police to add a new free-standing sign**

at 16 Pease Boulevard; all in accordance with the memorandum of Michael R. Mates, P.E., Director of Engineering dated September 4, 2026; attached hereto and incorporated herein.

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

XII. Executive Director:

A. Reports:

1. Golf Course Operations

Executive Director Paul Brean ("Brean") spoke on behalf of Tim Riese as he was unavailable. Brean spoke to the Golf Committee discussions; anticipated surpassing the 74,000 rounds played this year.

2. Airport Operations

a) Portsmouth International Airport at Pease (PSM)

b) Skyhaven Airport (DAW)

c) Noise Line Report

(i) August 2026

Brean commended staff regarding the recent air traffic control tower work and stated it went to full operations as of Monday. Brean spoke to PSM operations team which oversaw a safety management program so all aircraft utilizing PSM during tower reconstruction work were managed safely and efficiently; there were many outside agencies that assisted during this time. There is still some site work which remains but believe completion of all work should be done by mid-October.

Brean stated that Saturday, September 19th, at 8:00 a.m. PSM will be holding its Triennial Mass Casualty Emergency Airfield Exercise with participation from local, Federal and State levels of emergency management. The participation is broad with testing of EMS, hospital and emergency vehicle response to a mass casualty at the airport.

Brean spoke to a dip in enplanements during this time of year; anticipates uptick in enplanements during the winter months as forecasted.

Brean stated during the month of August there were no noise complaints.

XIII. Division of Ports and Harbors:

A. Reports:

1. Division of Ports and Harbors Facilities Report

2. Right of Entry – Atlantic Marine Corporation and Irving Energy US LLC

3. Commercial Mooring Transfer – Driscoll to Joselow

4. Commercial Mooring Transfer – Lima to Pandelena

Richard Hartley, (Hartley), Director of Ports and Harbors spoke to August's activity with a focus on terminal operations, fuel sales, parking/boat launch revenue and current projects. Hartley spoke to strong commercial activity at the Market Street Terminal ("MST") with the

arrival of three (3) American Pioneer stops, delivery of road salt for Morton Salt (representing 85% of revenue for the month); and Granite State Minerals having two vessels arriving during the next couple of weeks. Hartley further spoke to the fuels sales, parking and boat launching activity at the various harbors.

Regarding ongoing projects, Hartley stated DPH continues working on several strategic projects which include Rye Harbor Sewall; Portsmouth Fish Pier Outside Pier Hoist with approval from the Capital Project Overview Committee of up to $100,000 in funds being used from the Harbor Dredge Pier Maintenance Fund; Main Pier Dredge Project; and Market Street Terminal Building Project.

Hartley stated that the facilities are generating revenue while supporting a diverse mix of commercial, recreational, and maritime activity.

Duprey spoke to the procedures for the Revolving Loan Fund ("RLF") with the essential changes being the modification from Provident to Needham Bank; Hartley affirmed as well as some other small housekeeping changes.

Ferrini spoke to the RLF approval process and criteria testing; Brean stated the bank will perform its due diligence prior to signing off.

Conard asked if PDA does in-house underwriting; Brean indicated it does not, rely on bank. Conard indicated it may be helpful to gain a better understanding from the process of a recent transaction. Anzalone stated the paperwork is processed through Ritchie White, DPH's RLF consultant.

Hartley spoke to the RLF Committee as being Governor appointed with some Committee members being local bankers which review the applications of the RLF.

Anzalone thought that there may have been two loans which failed over the life of the program; one was due to the death of the holder of the approximate 100 or so loans that have been approved.

B. DPH Consent Agenda Approvals:

1. **Ports and Harbors Facilities – Initial Proposed Commercial Use Mooring Permit Transfer Fees Increase**
2. **Operational Procedures for the Revolving Loan Fund and Revolving Loan Fund Management Plan Proposed Changes**
3. **Barker Wharf and Burge Dock– Appledore Marine Engineering - Waterfront Inspection**
4. **Pilot Reappointments - Captain Richard Holt, Jr. and Captain Vincent Taccetta - Class I Pilots**

Director Fournier **moved** the **motion** and Director Semprini **seconded** that **the Pease Development Authority Board of Directors hereby moves that item numbers 1-4 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. Ports and Harbors Facilities – Initial Proposed Commercial Use Mooring Permit Transfer Fees Increase
2. Operational Procedures for the Revolving Loan Fund and Revolving Loan Fund Management Plan Proposed Changes
3. Barker Wharf and Burge Dock– Appledore Marine Engineering - Waterfront Inspection
4. Pilot Reappointments - Captain Richard Holt, Jr. and Captain Vincent Taccetta - Class I Pilots

Discussion: Semprini spoke to item 4 (Pilot Reappointments) and how valuable the pilots are to the Port and economy. There are not many pilots, ships don't go in and out without pilotage, and their training and education is extensive.

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

XIV. New Business:

A. Report:

No items to report

B. Grant Applications Filed in August:

No items to report

XV. Special Event:

A. Report:

Brean spoke to an event on September 24th that is in the process of being finalized. Gary Sinise and the Lt. Dan Band which will provide a concert held outside at 35 Corporate Drive to benefit Veterans. The event will be open to the public but geared to military personnel and Veterans.

Also, Brean spoke to the Wentworth Douglass Hospital's cancer walk scheduled for Sunday, September 20th.

XVI. Upcoming Meetings:

Audit Committee	October 13, 2026 @ 8:30 a.m.
Board of Directors	October 20, 2026 @ 8:30 a.m.

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

XVII. Directors' Comments:

Brean indicated he will advise the Board of Directors when the ribbon cutting will be held for the Air Traffic Control Tower.

Duprey inquired into the breach at the airfield when an individual drove his vehicle through fencing and hit a truck and plane. Brean stated PDA/PSM meets all of the TSA requirements for security at a commercial airport with various layers of security and the activity was limited to the movement area at the airfield. Chain link fencing is seen at most airports to allow for visibility as concrete barriers are not allowed in certain areas of the airport.

Duprey stated that all TSA and FAA standards were met; Brean affirmed.

Ferrini inquired whether the circumstances of the driver were known; Brean indicated it had been reported one of the charges was operating under the influence.

XVIII. Adjournment:

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

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

XIX. Press Questions:

XXII. Consultation with Counsel:

Respectfully submitted,

Paul E. Brean, A.A.E.
Executive Director

Accepted by the Board of Directors' at its meeting of October 20, 2026.