

CJG



THE STATE OF NEW HAMPSHIRE  
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.  
Commissioner

12  
JAN 07 2026

David Rodrigue, P.E.  
Assistant Commissioner

Michelle L. Winters  
Deputy Commissioner

Her Excellency, Governor Kelly A. Ayotte  
and the Honorable Council  
State House  
Concord, NH 03301

Bureau of Aeronautics  
November 13, 2025

**REQUESTED ACTION**

Authorize the Department of Transportation to **retroactively** amend a grant to the Pease Development Authority (PDA) (Vendor Code 156846), for SBG 15-15-2023 to design, permit and bid the reconstruction of the terminal automobile parking lot, Phase I, at the Skyhaven Airport, Rochester, NH by extending the completion date from July 28, 2025, to July 28, 2026, effective upon Governor and Council approval. The original grant was approved by Governor and Council on May 1, 2024, item #41. Time extension only, no additional funding.

**EXPLANATION**

This amendment is **retroactive**, and a time extension is needed for this project because the commencement of the project was delayed due to the need to address a NH Route 108 right of way ownership issue near the parking lot development. As such, additional time was needed to address the land issue ownership and to properly document these property determinations and to complete this project. The Federal Aviation Administration (FAA) issued an amendment to the original SBG grant (3-33-SBGP-038-2021) to the Department to approve the time extension. FAA's letter is attached as part of the grant amendment.

The original project that was approved was a design project to reconstruct the existing terminal parking lot pavement, which includes a redesign of the drainage system. The parking lot is over 30 years old and currently in poor condition, and the drainage slopes towards the terminal building basement thereby increasing the chances for flooding and structural damage. The reconstruction corrects both issues and improves the safety and efficiency of the vehicle parking by providing a well-defined ingress, egress, and travel lanes, in addition to providing proper safety lighting. Total cost of this design project to design, permit and bid for the reconstruction of the terminal automobile parking lot, Phase I, is \$94,984.

The purpose of this time extension amendment is to allow Pease Development Authority and their consultant sufficient time to complete the project despite the initial delay of right of way work, which delayed the project's overall implementation schedule. The work is ongoing with an updated completion date of July 28, 2026.

Copies of the fully executed Agreement are on file at the Secretary of State's Office and the Department of Administrative Services, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

Your approval of this resolution is respectfully requested.

Sincerely,

A handwritten signature in cursive script that reads "William Cass".

William Cass, P.E.  
Commissioner

Attachments  
WC/tls1



New Hampshire Department of Transportation  
Bureau of Aeronautics

SBG 15-15-2023
AIP Grant Number CU4KHENK4JP5
UEI Number Skyhaven Airport
Airport/Planning Area Rochester, New Hampshire
Location October 21, 2025
Date Amendment is Offered

**AMENDMENT NO. 1 TO GRANT AGREEMENT PROJECT NO. SBG 15-15-2023 with Pease Development Authority.**

**WHEREAS**, the State of New Hampshire acting through the New Hampshire Department of Transportation (hereinafter referred to as the "State") has determined it to be in the interests of the United States and the State that the Grant Agreement between the State, acting for and on behalf of the Federal Aviation Administration (hereinafter referred to as the "FAA"), the United States, the State of New Hampshire, and the Pease Development Authority (hereinafter referred to as the "Sponsor"), accepted by said Sponsor and approved by New Hampshire's Governor & Council on May 1, 2024, be amended in conformance with the FAA letter dated June 6, 2025.

**NOW THEREFORE, WITNESSETH:**

That in consideration of the benefits to accrue to the parties hereto, the State on behalf of the FAA and United States, and State of New Hampshire on the one part, and the Sponsor, on the other part, do hereby mutually agree that the said Grant Agreement be and hereby is amended as follows:

To the Period of Performance obligation of the Sponsor as set forth in paragraph 2 of the terms and conditions of the Grant Agreement between the United States, the State, and the Sponsor, is hereby increased from July 28, 2025 to July 28, 2026.

All other terms and conditions of the Grant Agreement remain in full force and effect.

SBG 15-15-2023  
 \_\_\_\_\_  
 AIP Grant Number  
 CU4KHENK4JP5  
 \_\_\_\_\_  
 UEI Number  
 Skyhaven Airport  
 \_\_\_\_\_  
 Airport/Planning Area  
 Rochester, New Hampshire  
 \_\_\_\_\_  
 Location  
 October 21, 2025  
 \_\_\_\_\_  
 Date Amendment is Offered

**IN WITNESS WHEREOF**, the parties hereto have caused this amendment to said Grant Agreement to be duly executed as of the 18<sup>th</sup> day of November, 2025. Such Grant Amendment shall become effective upon the Sponsor's and the New Hampshire Governor and Council's acceptance of this Grant Amendment.

**STATE OF NEW HAMPSHIRE  
 DEPARTMENT OF TRANSPORTATION**

  
 \_\_\_\_\_  
 (Signature)  
 Michelle L. Winters  
 \_\_\_\_\_  
 (Typed Name)  
 Deputy Commissioner  
 \_\_\_\_\_  
 (Title)

**Attorney General:** This is to certify that the above Agreement has been reviewed by this office, and is approved as to form and execution.

**Dated:** 11/24/2025

**By:**   
 \_\_\_\_\_  
 Assistant Attorney General

**Secretary of State:** This is to certify that the Governor and Council on \_\_\_\_\_ approved this Agreement.

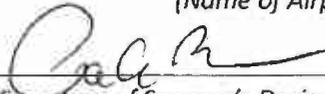
**Dated:** \_\_\_\_\_  
**By:** \_\_\_\_\_  
 Secretary of State

**Attest:** \_\_\_\_\_  
 \_\_\_\_\_  
 (Title)

SBG 15-15-2023  
 AIP Grant Number  
 CU4KHENK4JP5  
 UEI Number  
 Skyhaven Airport  
 Airport/Planning Area  
 Rochester, New Hampshire  
 Location  
 October 21, 2025  
 Date Amendment is Offered

**AIRPORT SPONSOR**

PEASE DEVELOPMENT AUTHORITY  
 (Name of Airport Sponsor)

  
 (Signature of Sponsor's Designated Official Representative)

By: Paul E. Brian  
 (Typed Name of Sponsor's Designated Official Representative)

Title: Executive Director  
 (Title of Sponsor's Designated Official Representative)

10/28/2025  
 (Signature Date)

**CERTIFICATE OF SPONSOR'S ATTORNEY**

I, Anthony J. Blenkinsop, acting as Attorney for the Sponsor do hereby certify:

That I have examined the foregoing Amendment to the Grant Agreement and the proceedings taken by said Sponsor relating thereto, and find that the execution thereof by said Sponsor has been duly authorized and is in all respects due and proper in accordance with the laws of the State of New Hampshire and further that, in my opinion, said Amendment to the Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Dated at Portsmouth, NH this 28<sup>th</sup> day of October, 2025.

By   
 (Signature of Sponsor's Attorney)

**CERTIFICATION OF AUTHORITY**

I, Anthony I. Blenkinsop, do hereby certify that I am the Deputy Director / General Counsel of the Pease Development Authority, an agency of the state of New Hampshire established under RSA 12-G.

I do further certify that Paul E. Brean, is the Executive Director of the Pease Development Authority and is duly authorized by the laws of the State of New Hampshire, the Pease Development Authority by-laws, and a vote of the Pease Development Authority Board of Directors on April 20, 2023, to:

- (1) accept up to \$85,485 in AIP funding and up to \$4,750 from New Hampshire Department of Transportation in matching funds, for Skyhaven Parking Lot improvement design;
- (2) expend PDA funds up to \$4,750;
- (3) append the Jacobs on-call Master Contract to include the work described and make appropriate payments; and
- (4) execute any and all documents necessary to receive funds, apply for permits and complete the design work as described.

I further certify that such authority has not been repealed, rescinded, or amended as of the date of my signature below.

IN WITNESS WHEREOF, I have hereunto set my hand on this 4<sup>th</sup> day of November, 2025.

Anthony I. Blenkinsop  
Anthony I. Blenkinsop  
Deputy Director / General Counsel

**NOTARY STATEMENT**

As Notary Public and/or Justice of the Peace, registered in the state of New Hampshire, county of Rockingham upon this date November 4, 2025 appeared before me Raeline A. O'Neil, the above signed Anthony I. Blenkinsop, personally appeared and acknowledged himself to be the Deputy Director / General Counsel of the Pease Development Authority, and that being authorized to do so, he executed the foregoing instrument for the purposes therein contained, by signing by himself in the name of the Pease Development Authority. In witness whereof, I hereunto set my hand and official seal.

Raeline A. O'Neil  
Signature of Notary or Justice of the Peace

Raeline A. O'Neil  
Notary Public  
of the State of New Hampshire  
Commission Expires 9/21/2027

9/21/2027  
Date of Expiration of Commission





U.S. Department  
of Transportation  
Federal Aviation  
Administration

Airports Division  
New England Region  
CT, ME, MA, NH, RI, & VT

Airports Division (ANE-600)  
1200 District Avenue  
Burlington, MA 01803

June 6, 2025

Ms. Michelle L. Winters  
Director of Aeronautics, Rail & Transit  
NHDOT, John O. Morton Building  
7 Hazen Drive  
Concord, NH 03301

**New Hampshire State Block Grant Program (\*NHB)  
State of New Hampshire  
Airport Improvement Program (AIP) Grant No: 3-33-SBGP-038-2021  
UEI No: DMA7LGZ3RMT1  
Letter Amendment (Amendment No. 1)**

Dear Ms. Winters:

This is in response to Ms. Niewola's letter dated April 29, 2025, requesting an amendment to the Grant Agreement for the subject project No. 3-33-SBGP-038-2021 to extend the Period of Performance (PoP). This letter effects the amendment, as requested, and commits the Federal Aviation Administration, acting for and on behalf of the United States of America, to extend the PoP End Date from July 28, 2025, to July 28, 2026, which will also extend the Sponsor Closeout Deadline to November 25, 2026.

Under the terms of the Grant Agreement, this document is incorporated into and constitutes Amendment No. to the above referenced Grant Agreement. All other terms and conditions of the Grant Agreement remain in full force and effect.

Sincerely,

A handwritten signature in cursive script that reads "Julie Seltsam-Wilps".

Julie A. Seltsam-Wilps  
Deputy Director, Airports Division



**THE STATE OF NEW HAMPSHIRE**  
**DEPARTMENT OF TRANSPORTATION**



*William Cass, P.E.*  
*Commissioner*

*David Rodrigue, P.E.*  
*Assistant Commissioner*

April 29, 2025

Mr. Sean Tiney  
FAA/Airports Division, ANE 620  
1200 District Avenue  
Burlington, MA 01803

TRANSMITTED VIA E-MAIL  
[sean.s.tiney@faa.gov](mailto:sean.s.tiney@faa.gov)

RE: AIP 3-33-SBGP-038-2021 PoP End Date Extension Request

Dear Mr. Tiney:

**The purpose of this letter is to request a time extension to the Period of Performance (PoP) for AIP 3-33-SBGP-038-2021 until July 28, 2026.** The current PoP end date is July 28, 2025.

As discussed previously, both Skyhaven Airport's apron reconstruction project and Dillant-Hopkins Airport Taxiway A reconstruction project were both granted in part using AIP 3-33-SBGP-038-2021 funds (NPE, SA, and ARPA matching funds). Delays in funding both projects and contractor bid expirations have caused these projects to be delayed until FFY 2025. Use of these funds will reduce the need for requesting FAA's discretionary funds to complete these projects. Additionally, the Gilford Conservation Commission has been putting off meeting with the Laconia Airport Authority and their consultant and the perimeter/wildlife fence design cannot be completed with their permit and that of NHDES. This project also needs additional time to draw down their remaining funds in AIP 3-33-SBGP-038-2021 once the Commission as the decisions of the other agencies are out of the airport sponsor's or consultant's control.

Knowing that only one PoP time extension request will be considered for approval, the Dillant-Hopkins Airport, Skyhaven Airport, and Laconia Municipal Airport projects can incur sufficient eligible costs to expend their AIP 3-33-SBGP-038-2021 funds by July 28, 2026 if this PoP extension is approved, with AIP grant closeout shortly thereafter. We respectfully request an extension to the PoP end date (i.e., last date to incur eligible project costs) for AIP 3-33-SBGP-038-2021 through July 28, 2026 (i.e., extend for 12 months).

Mr. Sean S. Tiney  
April 29, 2025  
Page 2 of 2

Thank you for your consideration of this request. If you need additional information, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read "Carol L. Niewola". The signature is fluid and cursive, with the first name being the most prominent.

Carol L. Niewola, PE, CM  
Senior Aviation Planner  
Bureau of Aeronautics

cc: Jean LoGiudice, FAA  
Julie Ann Seltsam-Wilps, FAA  
Luke Garrison, FAA  
Tricia Lambert, NHDOT  
Michelle Winters, NHDOT

**Attachment B – Skyhaven Airport SBG 15-15-2023 DEI Acknowledgement**

The Pease Development Authority acknowledges that RSA Chapter 21-I and Executive Order 14173 of January 21, 2025, place prohibitions on DEI initiatives and activities. To the extent any provision in this Agreement conflicts with any applicable state or federal law, such provision is null and void.

**Pease Development Authority**

Initial: fas

Date: 12/11/2025

*mw*