

OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
THURSDAY, OCTOBER 7, 2021

A meeting of the Board of Directors of the Ogdensburg Bridge and Port Authority was held in the Board Room of the Administration Building on Thursday, October 7, 2021 at 4:30 PM.

The following were present:

Vernon D. Burns, Chairperson (arrived at 5:08 PM)
Megan J. M. Whitton, Vice-Chairperson
Christopher B. T. Coffin, Treasurer
David D. King, Secretary
Jennifer Quirk-Pickman, Assistant Treasurer
Nicole Terminelli, Assistant Secretary
Toni Kennedy, Member

ALSO: Jennifer Granzow, Counsel
Steven J. Lawrence, Interim Executive Director
Patricia A. Nisco, Chief Financial Officer
Stephanie L. Saracco, Airport Manager

- I. Board Vice-Chair Whitton called the meeting to order at 4:30 PM.
- II. Letters and Communications to the Board. There were some news articles pertaining to the Authority's Airport Grant application and the border closure.
- III. Approval of Board Minutes. On a motion by David D. King, seconded by Jennifer Quirk-Pickman, the minutes from the September 16, 2021 meeting were approved by roll-call vote.

AYES: David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman
Megan J. M. Whitton
Nicole Terminelli
Toni Kennedy

MOTION CARRIED

- IV. Reports
Presentation and Reports:

Jennifer Quirk-Pickman gave a report on the Personnel Committee meeting of September 29, 2021. The candidate for Director of Economic Development was interviewed but did not have the required skills and experience. The Committee recommends increasing the salary to \$85,000 and reposting the ad. A candidate for the Senior Accountant position has been identified but the individual has asked for more time to make a decision. Christopher B. T. Coffin reported on the September 27, 2021 Finance Committee meeting, noting that utilities are lower in every department. Mr. Coffin requested that next year, a year-to-year comparison be made, in addition to the budget to actual comparison. Christopher B. T. Coffin then asked that Chief Financial Officer Patricia A. Nisco report on the August 2021 Financials. Chief Financial Officer Patricia A. Nisco gave a brief overview of the August Financials. Steven J. Lawrence presented the Bridge Traffic Report, noting that the crossings are the same as last month but that there has been a slight uptick in over-sized loads. The Bridge closures are scheduled to end on October 14, 2021. The completion of this project will increase the rating on the bridge. The Airport Activity/Occupancy, Port Activity, and Building Occupancy Reports were discussed briefly. Airport Manager Stephanie L. Saracco reported that the Airport was down 500 passengers from August. September is traditionally a slow month, but SkyWest has also made schedule changes that have not been beneficial to air travelers. Airport Manager Stephanie L. Saracco and Executive Director Steven J. Lawrence have been working on a plan to allow Canadian travelers to arrive at the FBO by air.

V. Unfinished Business.
There was none.

VI. Business Items.

A. General Administration

1. Approval of Employee Handbook. Attached is the Employee Handbook for Management/Confidential employees. The Personnel Committee was provided with and reviewed the Handbook on August 17, 2021. The Committee recommended that the Handbook be put before the Board of Directors for approval. On a motion by Toni Kennedy, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby approve the attached Employee Handbook for Management/Confidential employees.

A vote was called.

AYES: Christopher B. T. Coffin
Jennifer Quirk-Pickman
Vernon D. Burns
Megan J. M. Whitton
Nicole Terminelli
Toni Kennedy
David D. King

MOTION CARRIED

1. Approval of Employment Advertising – Director of Economic Development. The Authority is seeking to hire a Director of Economic Development. This position was reviewed by the Personnel Committee and previously approved by the Board. The position will be advertised for a two-week period including two consecutive Sundays. Advertisements will be placed in/on: Indeed, Zip Recruiter, LinkedIn, North Country Now, Watertown Daily Times, Plattsburgh Press Republican, and the Burlington Free Press. The cost for these advertisements will not exceed \$6,500. On a motion by Megan J. M. Whitton, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized to enter into contracts with the following companies to advertise the position of Director of Economic Development at a cost not to exceed \$6,500: Indeed, Zip Recruiter, LinkedIn, North Country Now, Watertown Daily Times, Plattsburgh Press Republican, and the Burlington Free Press.

A vote was called.

AYES: Jennifer Quirk-Pickman
Vernon D. Burns
Megan J. M. Whitton
Nicole Terminelli
Toni Kennedy
David D. King
Christopher B. T. Coffin

MOTION CARRIED

B. Ogdensburg-Prescott International Bridge

None.

C. Commerce Park

1. Approval of Lease Supplement No. 2 with KDM Analytics. Staff has negotiated Lease Supplement No.2 with KDM Analytics for the rental of 128 square feet of space in the 4th Industrial Building for a one-year extension from September 1, 2021 through August 31, 2022 at a rate of \$128.00 per month, including utilities. All other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed. On a motion by Jennifer Quirk-Pickman, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a lease agreement supplement with KDM Analytics for the rental of 128 square feet of space in the 4th Industrial Building for a one-year extension from September 1, 2021 through August 31, 2022 at a rate of \$128.00 per month, including utilities, and be it;

FURTHER RESOLVED, that all other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed.

A vote was called.

AYES: Vernon D. Burns
Megan J. M. Whitton
Nicole Terminelli
Toni Kennedy
David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman

MOTION CARRIED

2. Approval of Lease Agreement with 5G Technologies USA, Ltd. Staff has negotiated a Lease Agreement with a new tenant, 5G Technologies USA, Ltd, for 850 square feet of office space in the 4th Industrial Building of the Industrial Park Campus for a six (6) month initial period from October 1, 2021 through March 31, 2022 at a rate of \$6.00 per square foot equaling \$425.00 monthly or the equivalent of \$5,100 annually. 5G Technologies USA will be able to extend this lease in minimum 6-month increments. 5G Technologies USA will be responsible for its pro-rated share of utilities. On a motion by Jennifer Quirk-Pickman, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Lease Agreement with a new tenant, 5G Technologies USA, Ltd, for 850 square feet of office space in the 4th Industrial Building of the Industrial Park Campus for a six (6) month initial period from October 1, 2021 through March 31, 2022 at a rate of \$6.00 per square foot equaling \$425.00 monthly or the equivalent of \$5,100 annually, and be it,

FURTHER RESOLVED, 5G Technologies USA will be able to extend this lease in minimum 6-month increments and be it,

FURTHER RESOLVED, that 5G Technologies USA will be responsible for its pro-rated share of utilities.

A vote was called.

AYES: Megan J. M. Whitton
Nicole Terminelli
Toni Kennedy

David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman
Vernon D. Burns

MOTION CARRIED

3. Approval of Additional Leased Space Agreement with Strader-Ferris. Staff has negotiated a Lease Supplement with Strader Ferris International Ltd for an additional 7,658 square feet of warehouse space in the 1st Industrial Building for a two-year period from October 1, 2021 through September 30, 2023 as follows:

Oct 1, 2021 – Sept 30, 2022 \$3.50 per sq ft Annual Rent \$26,803.00 Monthly \$2,233.58
Oct 1, 2022 – Sept 30, 2023 \$4.50 per sq ft Annual Rent \$34,461.00 Monthly \$2,871.75

In addition, Strader-Ferris will pay the pro-rated share of utilities for its space in Building #1. All other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed. On a motion by Megan J. M. Whitton, seconded by Toni Kennedy, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a lease agreement with Strader Ferris International Ltd for an additional 7,658 square feet of warehouse space in the 1st Industrial Building for a two-year period from October 1, 2021 through September 30, 2023 as follows:

Oct 1, 2021 – Sept 30, 2022 \$3.50 per sq ft Annual Rent \$26,803.00 Monthly \$2,233.58
Oct 1, 2022 – Sept 30, 2023 \$4.50 per sq ft Annual Rent \$34,461.00 Monthly \$2,871.75

and be it;

FURTHER RESOLVED, that Strader Ferris will pay its pro-rated share of utilities for its space in Building #1, and be it;

FURTHER RESOLVED, that all other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed.

A vote was called.

AYES: Nicole Terminelli

Toni Kennedy
David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman
Vernon D. Burns
Megan J. M. Whitton

MOTION CARRIED

D. Ogdensburg International Airport

1. Approval of T-Hangar Lease. Staff has prepared a Transfer and Storage Agreement for hangar space at the Ogdensburg International Airport with Soaring Eagle Aviation. The monthly rental for the hangar is \$215. The terms of the Agreement are as follows:

- Soaring Eagle Aviation, hangar 4 - October 1, 2021 through September 30, 2022

Included in the agreement is the requirement that proof of the appropriate insurance coverage be provided naming the Ogdensburg Bridge and Port Authority as an additional insured. On a motion by Christopher B. T. Coffin, seconded by Nicole Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Transfer and Storage Agreement with Soaring Eagle Aviation for hangar space at the Ogdensburg International Airport at the rate of \$215 per month for the period October 1, 2021 through September 30, 2021.

A vote was called.

AYES: Toni Kennedy
David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman
Vernon D. Burns
Megan J. M. Whitton
Nicole Terminelli

MOTION CARRIED

Board Chair Vernon D. Burns stated that there was a need to go into Executive Session to discuss contract negotiations. On a motion by Jennifer Quirk-Pickman, seconded by David D. King, the meeting went into Executive Session at 5:35 PM. On a motion by Jennifer Quirk-Pickman, seconded by Megan J. M. Whitton, the meeting resumed at 5:50 PM.

2. Approval of Extra Work Authorization (EWA) #01 with McFarland-Johnson, Inc for Construction of Runway 27 MALSF. McFarland Johnson has submitted to the OBPA requesting approval of attached Extra Work Authorization (EWA) #01, Engineering Agreement for Construction Administration and Observation Services – AIP Grant No. 3-36-0089-054-2019 Runway 27 Extension – Phase II (Construction of Runway 27 MALSF) at Ogdensburg International Airport.

The cost of this EWA #01 is \$53,938, is to be funded according to the following breakdown:

FAA	95.0%	\$51,241.10
NYSDOT	2.5%	\$1,348.45
OBPA	2.5%	\$1,348.45

Staff recommends approval of this agreement with McFarland-Johnson, Inc. On a motion by Jennifer Quirk-Pickman, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute with McFarland-Johnson, Inc. an Extra Work Authorization (EWA) #01, Engineering Agreement for Construction Administration and Observation Services – AIP Grant No. 3-36-0089-054-2019 Runway 27 Extension – Phase II (Construction of Runway 27 MALSF) at Ogdensburg International Airport for a cost not to exceed \$53,938.00, broken down according to the following funding sources:

FAA	95.0%	\$51,241.10
NYSDOT	2.5%	\$1,348.45
OBPA	2.5%	\$1,348.45

A vote was called.

AYES: David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman
Vernon D. Burns
Megan J. M. Whitton
Nicole Terminelli
Toni Kennedy

MOTION CARRIED

E. Port of Ogdensburg

1. Approval of Base Bid Award for Front-End Loader to Milton Cat. The Authority solicited bids on September 30, 2021 for the purchase of new 2021 Four-Wheel Drive Front-End Loader for the Port of Ogdensburg. The Authority received 1 Bid from Milton Cat, Milford MA, for a Cat 972M 2021 Four-Wheel Drive Front-End Loader with 7.0 cubic yard bucket. Based upon the attached bid analysis, available CRISI Grant funding and the vendors' qualifications, staff is recommending award of the bid to Milton Cat for \$443,775. The project cost (\$443,775) is being funded as follows:

Consolidated Rail Infrastructure and Safety Improvements Program

CRISI Grant	(80%)	\$355,020
Ogdensburg Bridge and Port Authority	(20%)	\$88,755
		\$443,775

Executive Director Steven J. Lawrence noted that the purchase of this equipment will greatly improve reliability at the Port and will mean that the Authority will not have to rent extra loaders. On a motion by Jennifer Quirk-Pickman, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Purchase Order with Milton Cat, Milford MA, for a Cat 972M 2021 Four-Wheel Drive Front-End Loader with 7.0 cubic yard bucket, for the Port of Ogdensburg for a cost not to exceed \$443,775.

and be it,

FURTHER RESOLVED, that this project cost (\$443,775) is being funded as follows:

Consolidated Rail Infrastructure and Safety Improvements Program

CRISI Grant (80%)	\$355,020
Ogdensburg Bridge and Port Authority (20%)	<u>\$ 88,755</u>
	\$443,775

and be it,

FURTHER RESOLVED, that acceptance and approval of this contract with Milton Cat, Milford MA, is contingent upon funding, acceptance, and approval by the Federal Railroad Administration which administers the CRISI Grant Award.

A vote was called.

AYES: David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman
Vernon D. Burns
Megan J. M. Whitton
Nicole Terminelli
Toni Kennedy

MOTION CARRIED

2. Approval of Bid Award for Railcar Transloader Conveyor to U.S. Materials Handling Corp. The Authority solicited bids on September 30, 2021 for the purchase of new 2021 Railcar Transloader Conveyor for the Port of Ogdensburg. The Authority received 2 Bids from U.S. Materials Handling Corp., East Syracuse NY, for a 2021 Railcar Transloader Conveyor. The bid results are as follows:

Vendor	Manufacturer	Buy-American Compliant	Bid Amount
U.S. Materials Handling Corp.	Schnell	No	\$177,028
U.S. Materials Handling Corp.	Gruber	Yes	\$198,819

The bid for the Schnell Manufactured Conveyor was rejected because it did not meet the Buy-American Requirement in the bid documents. Based upon the

attached bid analysis, available CRISI Grant funding and the vendors' qualifications, staff is recommending award of the bid to U.S. Materials Handling Corp for the Gruber Conveyor for the amount of \$198,819.

The project cost (\$198,819) is being funded as follows:

Consolidated Rail Infrastructure and Safety Improvements Program

CRISI Grant	(80%)	\$159,055.20
Ogdensburg Bridge and Port Authority	(20%)	\$ 39,763.80
		\$198,819.00

On a motion by Jennifer Quirk-Pickman, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Purchase Order with U.S. Materials Handling Corp, East Syracuse NY, for a Gruber 2021 Railcar Transloader Conveyor for the Port of Ogdensburg for a cost not to exceed \$198,819.
and be it,

FURTHER RESOLVED, that this project cost (\$198,819) is being funded as follows:

Consolidated Rail Infrastructure and Safety Improvements Program

CRISI Grant	(80%)	\$159,055.20
Ogdensburg Bridge and Port Authority	(20%)	<u>\$ 39,763.80</u>
		\$198,819.00

and be it,

FURTHER RESOLVED, that acceptance and approval of this contract with U.S. Materials Handling Corp, East Syracuse NY, is contingent upon funding, acceptance, and approval by the Federal Railroad Administration which administers the CRISI Grant Award.

A vote was called.

AYES: Jennifer Quirk-Pickman
Vernon D. Burns
Megan J. M. Whitton
Nicole Terminelli
Toni Kennedy
David D. King
Christopher B. T. Coffin

MOTION CARRIED

F. New York & Ogdensburg Railroad

1. Approval of Supplemental Easement Agreement #2 with SLIC Network (OR-181).

Staff has negotiated Easement Supplement No.2 with SLIC Network Solutions for an Easement located on an Authority railroad crossing on the Heuvelton Road, Town of Lisbon, NY. The easement, effective August 1, 2021 is extended for five years and will terminate July 31, 2026. SLIC agrees to pay the Authority the sum of \$2,500 for the five-year term of the easement as defined in the original agreement (OR-181). All other terms and conditions of the original Easement Agreement shall remain in full force and effect and are hereby ratified and affirmed. On a motion by Christopher B. T. Coffin, seconded by Toni Kennedy, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute an Easement Supplement No.2 with SLIC Network Solutions for an Easement located on an Authority railroad crossing on the Heuvelton Road, Town of Lisbon, NY. The easement, effective August 1, 2021 is extended for five years and will terminate July 31, 2026, and be it;

FURTHER RESOLVED, that SLIC agrees to pay the Authority the sum of \$2,500 for the five-year term of the easement as defined in the original agreement (OR-181), and be it;

FURTHER RESOLVED, that all other terms and conditions of the original Easement Agreement shall remain in full force and effect and are hereby ratified and affirmed.

A vote was called.

AYES: Vernon D. Burns
Megan J. M. Whitton
Nicole Terminelli
Toni Kennedy
David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman

MOTION CARRIED

2. Approval of Supplemental Easement Agreement #2 with SLIC Network (OR-180).

Staff has negotiated Easement Supplement No.2 with SLIC Network Solutions for an Easement located on an Authority railroad crossing on County Route 47, Town of Norfolk, NY. The easement, effective August 1, 2021, is extended for five years and will terminate July 31, 2026. SLIC agrees to pay the Authority the sum of \$2,500 for the five-year term of the easement as defined in the original agreement (OR-180). All other terms and conditions of the original Easement Agreement shall remain in full force and effect and are hereby ratified and affirmed. On a motion by David D. King, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute an Easement Supplement No.2 with SLIC Network Solutions for an Easement located on an Authority railroad crossing on County Route 47, Town of Norfolk, NY. The easement, effective August 1, 2021, is extended for five years and will terminate July 31, 2026, and be it;

FURTHER RESOLVED, that SLIC agrees to pay the Authority the sum of \$2,500 for the five-year term of the easement as defined in the original agreement (OR-180), and be it;

FURTHER RESOLVED, that all other terms and conditions of the original Easement Agreement shall remain in full force and effect and are hereby ratified and affirmed.

A vote was called.

AYES: Megan J.M. Whitton
Nicole Terminelli
Toni Kennedy
David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman
Vernon D. Burns

MOTION CARRIED

3. Approval of Supplemental Lease Agreement #7 with Celia Murray. Staff has

negotiated Lease Supplement No.7 with Celia Murray for a 200' x 200' parcel on the Northwest corner of Buck Road for the period beginning on May 1, 2021 and terminating on April 30, 2026. The rent for this parcel shall be \$500.00 per year. All other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed. On a motion by David D. King, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Lease Supplement No.7 with Celia Murray for a 200' x 200' parcel on the Northwest corner of Buck Road for the period beginning on May 1, 2021 and terminating on April 30, 2026. The rent for this parcel shall be \$500.00 per year, and be it;

FURTHER RESOLVED, that all other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed.

A vote was called.

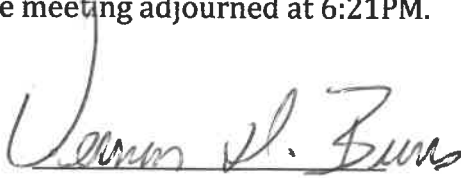
AYES: Nicole Terminelli
Toni Kennedy
David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman
Vernon D. Burns
Megan J. M. Whitton

MOTION CARRIED

G. Other Such Matters
None.

The next meeting was set for Wednesday, November 10, 2021 at 4:00 PM. On a motion by Christopher B. T. Coffin, seconded by Toni Kennedy, the meeting adjourned at 6:21PM.


David D. King
Secretary


Vernon D. Burns
Chairperson