

OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
WEDNESDAY, NOVEMBER 10, 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 Wednesday, November 10, 2021 at 4:00 PM.

The following were present:

Vernon D. Burns, Chairperson
Christopher B. T. Coffin, Treasurer
David D. King, Secretary
Nicole Terminelli, Assistant Secretary

ALSO: Jennifer Granzow, Counsel
Steven J. Lawrence, Interim Executive Director
Patricia A. Nisco, Chief Financial Officer
Penny Perkins, Steven Baldwin Associates
Spencer Gillette, Steven Baldwin Associates

ABSENT: Megan J. M. Whitton, Vice-Chairperson
Jennifer Quirk-Pickman, Assistant Treasurer
Toni Kennedy, Member

- I. Board Chair Burns called the meeting to order at 4:15 PM.
- II. Letters and Communications to the Board. There were some news articles pertaining to the opening of the border.
- III. Approval of Board Minutes. On a motion by David D. King, seconded by Christopher B. T. Coffin, the minutes from the October 7, 2021 and October 13, 2021 meetings were approved by voice vote.

Board Chair Vernon D. Burns welcomed Senior Accountant Jennifer Wilson to the Authority, on behalf of the entire Board.

- IV. Reports
Presentation and Reports:

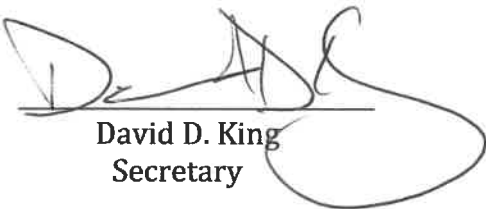
Spencer Gillette and Penny Perkins from Steven Baldwin Associates gave a presentation on their assessment of Ogdensburg International Airport. They stated that there are limited opportunities to attract a new commercial air service in the short term. Recommendations included capturing zip code data and to focus on revenue generation at the Fixed Base Operator. David D. King asked what the next steps would be. Penny Perkins answered that Steven Baldwin Associates would help set-up data collection and assist in drawing up a new rates and charges schedule. Nicole Terminelli asked if these services would cost extra. Penny Perkins responded that they would be included in the monthly retainer fee. Chief Financial Officer Patricia A. Nisco reported that the Personnel Committee has received 17 applicants for the Director of Economic Developer position. A meeting will be held on November 18, 2021 to review the applications. Nicole Terminelli reported that the updated Childcare needs survey results have been forwarded to Lynn Pietroski from The Arc, Jefferson-St. Lawrence. Executive Director Steven J. Lawrence added that staff is working on a draft of the proposed cost to operate the building. Nicole Terminelli asked when the Authority can hope to hear back about funding. Executive Director Steven J. Lawrence responded that the regional grant should be announced on December 1. Board Chair Vernon D. Burns called attention to a story that ran on North Country Public Radio for Champlain Valley. It stated that the two areas identified to spur economic growth are childcare and cell service. Christopher B. T. Coffin stated that while he was not present for the October 25, 2021 Finance Committee meeting, he had reviewed the financial statements and did not have any questions. Mr. Coffin asked David D. King if he had any further questions. Mr. King did not have any further questions and asked Chief Financial Officer Patricia A. Nisco

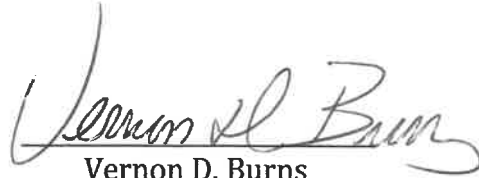
to summarize the September 2021 financial statements. Chief Financial Officer Patricia A. Nisco gave a brief overview of the September financials. Ms. Nisco has reached out to the City Comptroller to find out why the LEO costs are much higher than had been agreed to and is waiting to hear back. Most of the budget work should be ready to be presented at the next Finance Committee meeting. Steven J. Lawrence presented the Bridge Traffic Report, noting that October was in line with previous months. The Airport Activity/Occupancy, Port Activity, and Building Occupancy Reports were discussed briefly. Board Chair Vernon D. Burns noted that Commerce Park is nearly out of space. Mr. Burns asked that this issue be discussed at the next Facilities Committee meeting.

V. Unfinished Business.
There was none.

VI. Business Items.
There was none.

Board Chair Vernon D. Burns stated that, with the closing of Ogdensburg Correctional Facility, the Authority will cooperate with any level of government to foster economic development, to offset the loss of jobs, and create jobs in the St. Lawrence County area. The next meeting was set for Thursday, December 16, 2021 at 4:00 PM. On a motion by Christopher B. T. Coffin, seconded by Nicole Terminelli, the meeting adjourned at 5:24PM.


David D. King
Secretary


Vernon D. Burns
Chairperson