

**OGDENSBURG BRIDGE & PORT AUTHORITY**

**BOARD MEETING**

**FRIDAY, NOVEMBER 16, 2018**

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 Friday, November 16, 2018 at 3:00 PM.

The following were present:

Vernon D. Burns, Chairperson  
Megan J. M. Whitton, Vice Chairperson (arrived 4:32 PM)  
Christopher B.T. Coffin (left at 3:42 PM)  
Joseph I. Andriano, Secretary  
David D. King, Assistant Treasurer

ALSO: Francis P. Capello, Counsel  
Wade A. Davis, Executive Director  
James L. Smith, Chief Financial Officer  
Fariha Qudsi, Accounting Manager  
Stephanie L. Saracco, Airport Manager  
Steven J. Lawrence, Director of Operations

- I. Board Chairperson Burns called the meeting to order at 3:04 PM.
- II. Letters and Communications to the Board. There were several letters in support of SkyWest's bid to provide Essential Air Service to Ogdensburg International Airport. There were also some news articles pertaining to both the Port and the Airport.
- III. Approval of Board Minutes. On a motion by David D. King, seconded by Christopher B. T. Coffin, the minutes from the October 26, 2018 meeting were approved by voice vote.
- IV. Presentations and Reports. Executive Director Wade A. Davis gave the Building Occupancy Report. Chief Financial Officer, James L. Smith presented the Bridge

Traffic Report. There was some discussion of a reduction in bridge traffic.

Stephanie L. Saracco, the Airport Manager presented the Airport Activity Report.

There was some discussion of the current airport traffic and of the impacts that the weather event on 11/16/18 had on traffic. The Port Activity Report was discussed. James L. Smith reported on the current numbers regarding payments at the Port in comparison to the budget. He then presented the financial statements for September.

V. Unfinished Business.

1. Appointment of Internal Control Officer. Christopher B. T. Coffin asked if any new information had been received on the subject. Executive Director Wade A. Davis stated that there was none. Christopher B. T. Coffin made a motion to appoint the Chief Financial Officer as Internal Control Officer. David D. King seconded the motion. Joseph I. Andriano stated that there was a conflict with the Chief Financial Officer overseeing himself. There was a discussion about whether or not taking no action was better or worse than doing something the Board had been instructed not to do. On a motion by Joseph I. Andriano, seconded by Christopher B. T. Coffin, the item was tabled until the next meeting by voice vote. At 3:42 PM the meeting went into recess. The meeting resumed at 4:32 PM.

VI. Business Items.

A. Commerce Park

1. Approval of Supplement No. 2 with Lincare. Executive Director Wade A. Davis recommended that this item be tabled until the next meeting.

Joseph I. Andriano moved that the item be tabled, seconded by Megan J. M. Whitton.

A vote was called.

AYES: Megan J. M. Whitton  
Joseph I. Andriano  
David D. King  
Vernon D. Burns

MOTION CARRIED

2. Approval of Supplement No. 4 with Upstone Materials, Inc. Staff has negotiated a lease agreement with Upstone Materials, Inc. for 3.99 acres of land, commencing on January 1, 2019 and terminating on December 31, 2029.

The monthly rate shall be:

1/1/19 - 12/31/24	\$1,250.00
1/1/25 - 12/31/29	\$1,500.00

Prior to the final year of this lease, the Lessee will have the option to renew this lease and all terms and conditions will be subject to review and negotiation. All other terms and conditions shall remain in full force and effect. On a motion by Megan J. M. Whitton, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Supplemental Lease Agreement #4 with Upstone Materials, Inc. for 3.99 acres of land, at the following monthly rates:

1/1/19 - 12/31/24	\$1,250.00
1/1/25 - 12/31/29	\$1,500.00

A vote was called.

AYES: Joseph I. Andriano

David D. King  
Vernon D. Burns  
Megan J. M. Whitton

MOTION CARRIED

B. Port of Ogdensburg

1. Approval of Surplus Property Sale. The Authority solicited bids for the sale of surplus property. One bid was received from Matt Murdoch on the 2008 Volvo L-120 Loader for a total of \$10,111.00. The minimum bid for this item was \$10,000. On a motion by David D. King, seconded by Joseph I. Andriano, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to sell the 2008 Volvo L-120 Loader to Matt Murdoch for a total cost of \$10,111.00.

A vote was called.

AYES: David D. King  
Vernon D. Burns  
Megan J. M. Whitton  
Joseph I. Andriano

MOTION CARRIED

C. Ogdensburg International Airport

1. Approval of Purchase of New Deal Blend Runway Deicer. Runway safety is critical and OBPA-OGS is responsible for the safe operation of aircraft on our runways in all weather conditions. Due to the climate in Ogdensburg, NY it is necessary to prepare for and implement a snow and ice control plan. New Deal Blend Deicer is an approved FAA deice material that has been used with success in past winter weather events at OGS. It is now time to re supply our stock of the chemical so that we are prepared for the season. The material comes in 2205 lb. bags and it is most cost effective to

have six bags delivered at the cost of \$11,735 per delivery. On a motion by Joseph I. Andriano, seconded by David D. King, it was,

**RESOLVED** that the Authority Board of Directors authorizes the Airport Manager to purchase deicing chemicals from New Deal Deicing in the amount of \$11,735 in accordance with the Procurement Policy Requirements;

**AND BE IT FURTHER RESOLVED**, that the Airport Manager is hereby authorized to purchase additional deicing chemicals when needed for up to \$25,000, before requiring additional Board approval.

A vote was called.

**AYES:** Vernon D. Burns  
Megan J. M. Whitton  
Joseph I. Andriano  
David D. King

**MOTION CARRIED**

2. Approval of Runway Sand for Runway Operations. Runway safety is critical and OBPA-OGS is responsible for the safe operation of aircraft on our runways in all weather conditions. Due to the climate in Ogdensburg, NY it is necessary to prepare for and implement a snow and ice control plan. FAA approved runway sand is a material that assists in the process and is a cost-effective way to maintain good friction on the runway surface. It is now time to re supply our stock of the material so that we are prepared for the season. The Director of Operations has sourced the product at Stout's Ready Mix Ltd at a cost of \$7,000 for 250 tons to be delivered throughout the season with \$3750 due at first delivery and the remainder \$3750 at the last delivery. Megan J. M Whitton asked if the FAA regulates this sand. Stephanie L. Saracco confirmed that it does. Executive Director Wade A. Davis asked where the sand comes from. Director of

Operations Steven J. Lawrence stated that it is from a local firm. On a Motion by Megan J. M. Whitton, seconded by David D. King, it was,

RESOLVED that the Authority Board of Directors authorizes the Airport Manager to purchase runway sand from Stout's Ready Mix Ltd.in accordance with the Procurement Policy Requirements, at a cost of \$7000 for 250 tons, delivered.

A vote was called.

AYES: Megan J. M. Whitton  
Joseph I. Andriano  
David D. King  
Vernon D. Burns

MOTION CARRIED

Executive Director Wade A. Davis stated that there was a need to go into Executive Session to discuss matters relating to the appointment of a corporation. On a motion by Joseph I. Andriano, seconded by David D. King, the meeting moved into Executive Session at 4:43 PM. On a motion by Joseph I. Andriano, seconded by David D. King, the meeting resumed at 5:36 PM.

**D. General Administration**

1. **Approval of Management/Confidential Salary Schedule.** The Management/Confidential Compensation Policy, as approved at the October 12, 2016 Board Meeting, states the annual adjustment factor will be set annually by the Ogdensburg Bridge and Port Authority Board of Directors at the November Board Meeting each year. It is recommended that a 2.5% salary increase be extended to management/confidential employees for 2019. There was a discussion about changing the process for management/confidential increases so that they would be subject to the results of an annual performance review. The draft resolution was

reworded. On a motion by Joseph I. Andriano, seconded by David D. King, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority approve that the Chief Financial Officer budget for a 2.5% salary increase for management/confidential employees for 2019. Salary increases for management/confidential employees shall be subject to annual performance reviews. The Board of Directors shall make a final decision on salary increases for management/confidential employees after presentation of annual performance reviews of management/confidential employees by the Executive Director to the Board of Directors, and after the annual performance review of the Executive Director by the Board of Directors. Any salary increases then approved shall be retroactive to January 1, 2019.

A vote was called.

AYES: Joseph I. Andriano  
David D. King  
Vernon D. Burns  
Megan J.M. Whitton

MOTION CARRIED

**E. Other Such Matters**

1. **Approval of Project Labor Agreement.** The Ogdensburg Bridge and Port Authority (“Authority”), as operator of the Ogdensburg Port, desires to provide for the efficient, safe, quality, and timely completion of the deepening of the port and construction of new dock wall generally referred to as the Port Improvement Project in a manner designed to afford the lowest reasonable costs to the Authority, and the public it represents, and to thereby promote the mission of the Authority, and the advancement of other permissible statutory objectives. The Authority wishes to consider the application of a Project Labor Agreement (PLA) to assist in these objectives and consistent with Section 222 of New York

State Labor Law. On a motion by Megan J. M. Whitton, seconded by Joseph

I. Andriano, it was,

RESOLVED, that the Authority hereby authorizes entering into of a contract with Seeler Engineering, P.C. ("Seeler") in the amount of \$21,000 as presented in the full scope of services contained in the letter scope of services dated November 14, 2018 to undertake a study as to whether the use of a Project Labor Agreement would best serve the Authority's interests and to assist in the negotiation of an agreement if desired.

A vote was called.

AYES: David D. King  
Vernon D. Burns  
Megan J. M. Whitton  
Joseph I. Andriano

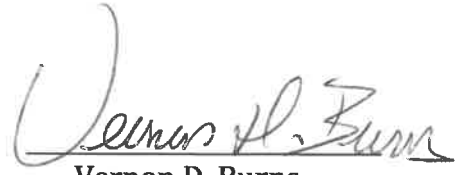
MOTION CARRIED

On a motion by Joseph I. Andriano, seconded by David D. King, the meeting adjourned at 5:41 PM.



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Joseph I. Andriano  
Secretary



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Vernon D. Burns  
Chairperson