

**OGDENSBURG BRIDGE & PORT AUTHORITY**

**BOARD MEETING**

**THURSDAY, NOVEMBER 7, 2019**

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, November 7, 2019 at 4:00 PM.

The following were present:

Vernon D. Burns, Chairperson  
Megan J. M. Whitton, Vice-Chairperson  
Christopher B. T. Coffin, Treasurer  
Joseph I. Andriano, Secretary  
David D. King, Assistant Treasurer

ALSO:

Francis P. Capello, Counsel  
Wade A. Davis, Executive Director  
Joseph G. Russo, Chief Financial Officer  
Fariha Qudsi, Accounting Manager  
John A. Rische, Director of Commercial & Industrial Development  
Steven J. Lawrence, Director of Operations  
Stephanie L. Saracco, Airport Manager

- I. Board Chair Burns called the meeting to order at 4:00 PM.
- II. Letters and Communications to the Board. There was a press release announcing that Hertz is operational at the Airport, as of November 4, 2019. There was also a travel blog post that gave an in-depth review of the Airport.
- III. Approval of Board Minutes. On a motion by Christopher B. T. Coffin, seconded by David D. King, the minutes from the October 8, 2019 meeting were approved by voice vote.

MOTION CARRIED

- IV. Presentations and Reports:

Christopher B. T. Coffin gave a report on the Finance Committee meeting of October 28, 2019. He noted that the Committee will be presented with a budget at the next

meeting. Executive Director Wade A. Davis added that OMLC will attend the budget meeting to discuss projections at the Port.

There were no questions regarding the Income/Expense. Executive Director Wade A. Davis noted that payables decreased by \$414,000 last month. The Bridge Traffic, Airport Activity, Port Activity, and Building Occupancy reports were discussed briefly. Board Chair Vernon D. Burns asked for more research into the decline in truck crossings on the bridge. The Board and Executive Director commended the Director of Operations, Steven J. Lawrence for his work with keeping staff, tenants, and the public safe during the high winds and power outages of November 1, 2019.

V. Unfinished Business.

There was none.

VI. Business Items.

A. Ogdensburg International Airport

1. Acceptance of NYSDOT Grant Agreement. The Authority has received a Grant Agreement from the New York State Department of Transportation. This grant provides the match for grants from the Federal Aviation Administration.

Financing participation is as follows:

EA for Drainage and Terminal Area Improvements, (AIP No. 3-36-0089-053-2019) PIN 7903.06:

Federal Aviation Administration	\$242,250	95%
New York State Department of Transportation	\$ 6,375	2.5%
Ogdensburg Bridge and Port Authority	<u>\$ 6,375</u>	<u>2.5%</u>
	\$255,000	100%

Construct Runway 27 MALSF, (AIP No. 3-36-0089-054-2019) PIN 7903.07:

Federal Aviation Administration	\$1,586,813	95%
New York State Department of Transportation	\$ 41,758	2.5%
Ogdensburg Bridge and Port Authority	<u>\$ 41,759</u>	<u>2.5%</u>
	\$1,670,330	100%

Reimbursable Agreement for MALSF Construction Support ( AIP No. 3-36-0089-055-2019) PIN7903.08:

Federal Aviation Administration	\$218,187	95%
New York State Department of Transportation	\$ 5,742	2.5%
Ogdensburg Bridge and Port Authority	<u>\$ 5,742</u>	<u>2.5%</u>
	\$229,671	100%

On a motion by Megan J. M. Whitton, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a grant agreement from the New York State Department of Transportation, for the projects listed below.

EA for Drainage and Terminal Area Improvements, (AIP No. 3-36-0089-053-2019) PIN 7903.06:

Federal Aviation Administration	\$242,250	95%
New York State Department of Transportation	\$ 6,375	2.5%
Ogdensburg Bridge and Port Authority	<u>\$ 6,375</u>	<u>2.5%</u>
	\$255,000	100%

Construct Runway 27 MALSF, (AIP No. 3-36-0089-054-2019) PIN 7903.07:

Federal Aviation Administration	\$1,586,813	95%
New York State Department of Transportation	\$ 41,758	2.5%
Ogdensburg Bridge and Port Authority	<u>\$ 41,759</u>	<u>2.5%</u>
	\$1,670,330	100%

Reimbursable Agreement for MALSF Construction Support ( AIP No. 3-36-0089-055-2019) PIN7903.08:

Federal Aviation Administration	\$218,187	95%
New York State Department of Transportation	\$ 5,742	2.5%
Ogdensburg Bridge and Port Authority	<u>\$ 5,742</u>	<u>2.5%</u>
	\$229,671	100%

A vote was called.

AYES: Joseph I. Andriano  
David D. King  
Christopher B. T. Coffin  
Vernon D. Burns  
Megan J. M. Whitton

MOTION CARRIED

2. Approval of FAA Reimbursable Agreement 3-36-0089-555-2019. The Authority has received a Reimbursable Agreement (RA) from the Federal

Aviation Administration for the Runway 27 MALSF project, identified as AJW-FN-ESA-18-NE-002551, in the amount of \$229,671. Financing participation is as follows:

Reimbursable Agreement AJW-FN-ESA-18-NE-002551:

Federal Aviation Administration	\$218,187	95%
New York State Department of Transportation	\$ 5,742	2.5%
Ogdensburg Bridge and Port Authority	<u>\$ 5,742</u>	<u>2.5%</u>
	\$229,671	100%

On a motion by Christopher B. T. Coffin, seconded by Joseph I. Andriano, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Reimbursable Agreement from the Federal Aviation Administration for project AJW-FN-ESA-18-NE-002551, with financing participation as follows:

Federal Aviation Administration	\$218,187	95%
New York State Department of Transportation	\$ 5,742	2.5%
Ogdensburg Bridge and Port Authority	<u>\$ 5,742</u>	<u>2.5%</u>
	\$229,671	100%

A vote was called.

AYES: David D. King  
Christopher B. T. Coffin  
Vernon D. Burns  
Megan J. M. Whitton  
Joseph I. Andriano

MOTION CARRIED

- Acceptance of Bid Results for Vending Machine Services. The Ogdensburg Bridge and Port Authority Solicited bids for vending machine services at the Ogdensburg International Airport. The Request for Proposals was for a 30-month term. On October 25, 2019, the following bid was received:

Firm	Commission Bid Amount
A. W. Collins	13%

Staff recommends awarding the contract to A. W. Collins. On a motion by Joseph I. Andriano, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute an agreement with A. W. Collins to provide vending machine services at Ogdensburg International Airport, with a commission rate of 13%, from the period December 1, 2019 through May 31, 2021.

A vote was called.

AYES: Christopher B. T. Coffin  
Vernon D. Burns  
Megan J. M. Whitton  
Joseph I. Andriano  
David D. King

MOTION CARRIED

4. Approval of Community Bank Signature Authorization (Parking Lot Account).

The need has arisen to update signature authorizations with Community Bank for the Airport Parking Lot account. In this regard, staff recommends that the following persons be authorized to sign checks for the Airport Parking Lot account:

Wade A. Davis, Executive Director, OBPA  
Joseph G. Russo, Chief Financial Officer, OBPA  
Richard Goldstein, President, Mapco  
Joseph Frascati, Operations Manager, Mapco  
Richard M. Leess, IT Coordinator, Mapco

On a motion by Megan J. M. Whitton, seconded by David D. King, it was,

RESOLVED, that the following persons be authorized to sign checks for the Airport Parking Lot account at Community Bank:

Wade A. Davis, Executive Director, OBPA  
Joseph G. Russo, Chief Financial Officer, OBPA  
Richard Goldstein, President, Mapco  
Joseph Frascati, Operations Manager, Mapco  
Richard M. Leess, IT Coordinator, Mapco

A vote was called.

AYES: Vernon D. Burns  
Megan J. M. Whitton  
Joseph I. Andriano  
David D. King  
Christopher B. T. Coffin

MOTION CARRIED

B. Ogdensburg-Prescott International Bridge

1. Approval of Supplement #1 with Mack Global Design. Staff has negotiated Supplement #1 with Mack Global Design. They will continue their lease of 368 s.f. office on the 2<sup>nd</sup> floor of the BAB. The lease has a one-year term, commencing December 1, 2019 and terminating on November 30, 2020. Mack Global will pay \$380 per month, which includes utilities. On a motion by David D. King, seconded by Joseph I. Andriano, it was,

RESOLVED, that the Executive Director is authorized to enter into an agreement with Mack Global Design for the rental of a 368 s.f. office in the Bridge Administration Building; and

BE IT FURTHER RESOLVED, the lease will be for one year, commencing December 1, 2019 and terminating on November 30, 2020. Mack Global Design will pay \$380 per month, which includes utilities.

A vote was called.

AYES: Megan J. M. Whitton  
Joseph I. Andriano  
David D. King  
Christopher B. T. Coffin  
Vernon D. Burns

MOTION CARRIED

2. Approval of Supplement #4 with Barbara Pleet. Staff has negotiated Supplement #4 with Barbara Pleet for a 158 s.q. office on the 2<sup>nd</sup> floor of the Bridge Administration Building. The lease has a two-year term, commencing November

1, 2019 and terminating on October 31, 2021. The rent for this office will be \$212.00 per month, which includes utilities. On a motion by David D. King, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Executive Director is authorized to enter into an agreement with Barbara Pleet for the rental of a 158 s.f. office in the Bridge Administration Building; and

BE IT FURTHER RESOLVED, the lease will be for two years, commencing November 1, 2019 and terminating on October 31, 2021. Barbara Pleet will pay \$212 per month, which includes utilities.

A vote was called.

AYES: Joseph I. Andriano  
David D. King  
Christopher B. T. Coffin  
Vernon D. Burns  
Megan J. M. Whitton

MOTION CARRIED

3. Approval of Border Station Leasehold Improvements. A lighting upgrade of Warehouse Truck Inspection/Parking lot was agreed to as part of year 1 of the 2019 Border Station leasehold improvements. Current warehouse parking lot/inspection area lighting does not meet the GSA lighting requirement specified in the current Border Station lease. Retrofitting the existing 4 light poles with 8 light units of t 6 square LED fixtures will meet the lighting requirement. The proposed LED fixtures are Dark Sky compliant which is a GSA lighting requirement. This leasehold improvement was not part of the 2019-20 Border Station budget. Three firms were contacted: City Electric, Grainger, and Neobits. All three vendors responded with a price quote. City Electric is recommended based on their lower price.

City Electric	\$10,670.00
Grainger	\$10,837.84
Neobits	\$22,857.20

On a motion by Joseph I. Andriano, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a purchase with City Electric for 8 LED Lighting units for the Ogdensburg Border Station Leasehold lighting improvement for a cost not to exceed \$10,670.00

A vote was called.

AYES: David D. King  
Christopher B. T. Coffin  
Vernon D. Burns  
Megan J. M. Whitton  
Joseph I. Andriano

MOTION CARRIED

C. Port of Ogdensburg

1. Approval of Surplus Property Minimum Bids. The Authority is in the process of soliciting bids for the sale of surplus property. Following is the list of items in the sale along with the proposed minimum bid for each.

- 1977 Barber-Greene Conveyor Portable Stacking Conveyor (Model PK101X115)– Min. Bid: \$3,500
- 1985 Barber-Greene Radial Stacker Conveyor (Model PK212X265) – Min. Bid: \$6,000
- 1985 Barber-Greene Feeder Conveyor (Model PK40CX125) – Min. Bid: \$2,000
- 2004 GMC Sierra 4X4 PU Truck, 2 door, AC, with Myers Plow, White (Mileage: 173,162) Min. Bid: \$900
- ONAN 125kw Standby Genset (Model 125DGEAL) Trailer Mounted – Min. Bid: \$2,500

Staff recommends approval of these minimum bid limits so that the surplus

property sale can be progressed. On a motion by Megan J. M. Whitton, seconded by

Joseph I. Andriano, it was,

RESOLVED, that the Director of Operations is hereby authorized and directed to proceed with the sale of surplus property at the established minimum bids outlined below:

- 1977 Barber-Greene Conveyor Portable Stacking Conveyor (Model PK101X115)– Min. Bid: \$3,500
- 1985 Barber-Greene Radial Stacker Conveyor (Model PK212X265) – Min. Bid: \$6,000
- 1985 Barber-Greene Feeder Conveyor (Model PK40CX125) – Min. Bid: \$2,500



- 2004 GMC Sierra 4X4 PU Truck, 2 door, AC, with Myers Plow, White (Mileage: 173,162) Min. Bid: \$900
- ONAN 125kw Standby Genset (Model 125DGEAL) Trailer Mounted – Min. Bid: \$2,500

A vote was called.

AYES: Christopher B. T. Coffin  
Vernon D. Burns  
Megan J. M. Whitton  
Joseph I. Andriano  
David D. King

MOTION CARRIED

D. Commerce Park

1. Approval of Supplemental #2 with NAC Logistics. Staff has negotiated Supplement #2 with NAC Logistics to lease a parking area near the Bridge Administration Building. This parking area will be used for parking for up to 4 tractor trailers for temporary parking while the tractor trailers are awaiting shipment over the Ogdensburg-Prescott International Bridge. The lease has a one-year term, commencing November 1, 2019 and terminating on October 31, 2020. The rent for this area will be \$300.00 per month. On a motion by Megan J. M. Whitton, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is authorized to enter into an agreement with NAC Logistics for the rental of parking area near the Bridge Administration Building.

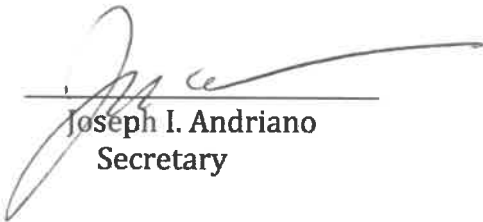
BE IT FURTHER RESOLVED, the lease will be for one year, commencing November 1, 2019 and terminating on October 31, 2020, at a rate of \$300 per month.

A vote was called.


AYES: Vernon D. Burns  
Megan J. M. Whitton  
Joseph I. Andriano  
David D. King  
Christopher B. T. Coffin

**MOTION CARRIED**

Executive Director Wade A. Davis stated that there was a need to go into Executive Session to discuss matters that would imperil the public safety if disclosed (§105, a). On a motion by Joseph I. Andriano, seconded by David D. King, the meeting moved into Executive Session at 4:55 PM. On a motion by Joseph I. Andriano, seconded by David D. King, the meeting resumed at 5:30 PM. Executive Director Wade A. Davis stated that the LEO situation had been discussed but that there was no action required at this time. The next meeting date was set for Thursday, December 5, 2019 at 4:00 PM. On a motion by David D. King, seconded by Christopher B. T. Coffin, the meeting adjourned by voice vote at 5:31 PM.



Joseph I. Andriano  
Secretary



Vernon D. Burns  
Chairperson