

**OGDENSBURG BRIDGE & PORT AUTHORITY**

**BOARD MEETING**

**THURSDAY, JULY 16, 2020**

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, July 16, 2020 at 3:30 PM

The following were present:

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

ALSO:

Francis P. Capello, Counsel  
Steven J. Lawrence, Interim Executive Director  
Patricia A. Nisco, Chief Financial Officer  
John A. Rishe, Director of Commercial & Industrial Development  
Stephanie L. Saracco, Airport Manager

- I. Board Chair Burns called the meeting to order at 3:30 PM.
- II. Letters and Communications to the Board. There were letters of support for the Authority's grant application to the Northern Border Regional Commission. There were also several news articles pertaining to the Authority. Interim Director Steven J. Lawrence gave a brief report regarding the stay of the S.S. St. Louis at the Port.
- III. Approval of Board Minutes. On a motion by David D. King, seconded by Christopher B. T. Coffin, the minutes from the June 11 and June 25, 2020 meetings were approved by voice vote.
- IV. Reports  
Presentation and Reports:

Chief Financial Officer Patricia A. Nisco presented the May 2020 Financials. The Bridge Traffic, Airport Activity, Port Activity, and Building Occupancy reports were discussed briefly.

V. Unfinished Business.

1. Acceptance of 2019-2020 Audit. EFPR Group, CPAs presented the audit reports for fiscal year ending March 31, 2020, for the Ogdensburg Bridge and Port Authority on June 11, 2019. On a motion by Christopher B. T. Coffin, seconded by David D. King, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby approve and accept the audit reports for the Ogdensburg Bridge and Port Authority for the fiscal year ending March 31, 2020, as prepared by EFPR Group, CPAs.

A vote was called.

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

MOTION CARRIED

VI. Business Items.

A. General Administration

1. Approval of Contract with Hi-Lite Airfield Services to Provide Painting/Marking of Airfield Surfaces. Runway safety is critical and OBPA-OGS is responsible for the safe operation of aircraft on our airfield pavement. A requirement of FAA Part 139 requires that airfield markings be clearly visible and reflective and therefore it is necessary to re-paint and apply reflective materials to the airfield pavement. Quotes from three companies were solicited. Hi-Lite Airfield Services LLC, has quoted a price of \$49,772.76 to complete the application of paint and reflective material to the required surfaces.

They were the only response from the solicitation. 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 contract Hi-Lite Airfield Services LLC to perform the necessary pavement markings on the OGS airfield pavement at the cost of \$49,772.76 in accordance with the Procurement Policy Requirements.

A vote was called.

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

MOTION CARRIED

2. Approval of FAA Grant Agreement for Snow Removal Equipment Acquisition. As the grant document has not yet been received from the FAA, Interim Director Steven J. Lawrence recommended that this item be tabled. On a motion by David D. King, seconded by Megan J. M. Whitton, Agenda item A2 was tabled by voice vote.
3. Approval of Lease Agreement with New York & Ogdensburg Railway, d/b/a Seaway Bulk Services. The current Transfer and Storage Agreement with the New York & Ogdensburg Railway d/b/a New York & Ogdensburg Railway d/b/a Seaway Bulk Services expires on May 31, 2020. Staff has prepared a Transfer and Storage Agreement to cover the facilities being leased by New York & Ogdensburg Railway d/b/a Seaway Bulk Services for a three-year period. They will lease 393 square feet of office space in Warehouse P-3 at the rate of \$400 per month for the term June 1, 2020 through May 31, 2023. New York & Ogdensburg Railway d/b/a Seaway Bulk Services is responsible for all electrical bills and will be required to provide proof of the appropriate insurance coverage. Truck scales will be

available to the Lessee at the rate of \$12.00 each weighing. 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 Transfer and Storage Agreement with New York & Ogdensburg Railway d/b/a Seaway Bulk Services for the lease of 393 square feet of office space in Warehouse P-3 at the rate of \$400 per month for the term June 1, 2020 through May 31, 2023, and be it,

FURTHER RESOLVED, that New York & Ogdensburg Railway d/b/a Seaway Bulk Services is responsible for all electrical bills and will be required to provide proof of the appropriate insurance coverage to the Ogdensburg Bridge and Port Authority naming the Authority as an additional insured, and be it,

FURTHER RESOLVED, that truck scales will be available to the Lessee at the rate of \$12 each weighing.

A vote was called.

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

MOTION CARRIED

4. Approval of Supplement No. 1 with River Vista Holdings, Inc. Staff has prepared a lease supplement with River Vista Holdings, Inc. for 20,000 s.f. or space in Building 11 at the rate of \$7,235.14 per month for the term commencing on June 15, 2020 through June 14, 2021. This rate is being maintained at the present rate due to the Lessee's stated issues that have resulted from the COVID-19 pandemic and trade issues that are affecting their supply chain. All other terms and conditions of the original lease shall remain in full force and effect. 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 Supplement No. 1 with River Vista Holdings, Inc. at the rate of \$7,235.14 per month for the term commencing on June 15, 2020 through June 14, 2021.

A vote was called.

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

MOTION CARRIED

5. Approval of Supplement No. 3 with NAC Logistics. Staff has prepared a lease supplement with NAC Logistics for 10,000 s.f. of space in Building 3 for the term September 1, 2020 through August 31, 2022 at the following rates:

September 1, 2020 – August 31, 2021	\$2,900.00 per month
September 1, 2021 – August 31, 2022	\$3,000.00 per month

All other terms and conditions of the original lease shall remain in full force and effect.

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

RESOLVED, that the Executive Director is hereby authorized and directed to execute Supplement No. 3 NAC Logistics for 10,000 s.f. of space in Building 3 for the term September 1, 2020 through August 31, 2022 at the following rates:

September 1, 2020 – August 31, 2021	\$2,900.00 per month
September 1, 2021 – August 31, 2022	\$3,000.00 per month

and be it;

FURTHER RESOLVED, that all other terms and conditions of the original lease shall remain in full force and effect.

A vote was called.

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

MOTION CARRIED

B. Other Such Matters

1. Approval of Handling and Storage Agreement with American Rock Salt Company, LLC. Staff has prepared a Port Handling Agreement with American Rock Salt for the receiving, storage, truck loading, scaling, and stockpiling services of road salt during the 2020-21 shipping season. Rates associated with these services are as follows:

RATES:	<u>45,000 ST</u> Commitment
UNLOADING RAILCARS AND STOCKPILING	\$3.75 per ton
LOADING/ SCALING TRUCKS	\$1.50 per ton

Additional storage after initial 30 days of reception. 0.15/ST per 30 day period or part thereof. The term of this agreement is August 1, 2020, through July 31, 2021. The rates were established and are based on a tonnage commitment of 45,000 short tons during the term of the agreement. Also included in this agreement is the requirement that American Rock Salt provide proof of the appropriate insurance naming the Ogdensburg Bridge and Port Authority as an additional insured. On a motion by Christopher B. T. Coffin, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Port Handling Agreement with American Rock Salt for the period August 1, 2020, through July 31, 2021, at the following rates:

RATES:	<u>45,000 ST</u> Commitment
UNLOADING RAILCARS AND STOCKPILING	\$3.75 per ton
LOADING/ SCALING TRUCKS	\$ 1.50 per ton

Additional storage after initial 30 days of reception. 0.15/ST per 30 day period or part thereof

and be it,

FURTHER RESOLVED, that American Rock Salt shall provide proof of the appropriate insurance coverage to the Authority naming the Ogdensburg Bridge and Port Authority as an additional insured.

A vote was called.

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

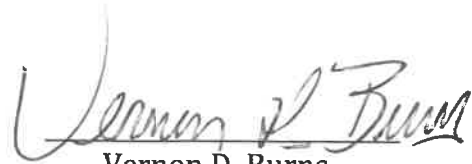
MOTION CARRIED

The next meeting date was confirmed for Thursday, August 6, 2020 at 3:30 PM. Board Chair Vernon D. Burns stated that there was a need for Executive Session to discuss personnel matters and contract negotiations. On a motion by Megan J. M. Whitton, seconded by Christopher B. T.

Coffin, the meeting moved into Executive Session at 4:30 PM. On a motion by Christopher B. T. Coffin, seconded by Megan J. M. Whitton, the meeting resumed at 5:11 PM. There was no action to be taken coming out of Executive Session. On a motion by Christopher B. T. Coffin, seconded by Megan J. M. Whitton, the meeting adjourned at 5:11 PM.



David D. King  
Secretary



Vernon D. Burns  
Chairperson