

**OGDENSBURG BRIDGE & PORT AUTHORITY**

**BOARD MEETING**

**TUESDAY, SEPTMEBER 6, 2022**

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 Tuesday, September 6, 2022 at 5:00 PM.

The following were present:

Vernon D. Burns, Chairperson  
Megan J. M. Whitton, Vice-Chairperson  
Christopher B. T. Coffin, Treasurer  
Nicole A. Terminelli, Assistant Secretary  
Toni A. Kennedy, Member

ALSO: Jennifer Granzow, Counsel  
Steven J. Lawrence, Executive Director  
Patricia A. Nisco, Chief Financial Officer  
Stephanie L. Saracco, Airport Manager  
Anthony Adamczyk, Director of Economic Development  
James D. Chase, Director of Operations

ABSENT: David D. King, Secretary  
Jennifer Quirk-Pickman, Assistant Treasurer

- I. Chair Burns called the meeting to order at 5:05 PM.
- II. Letters and Communications to the Board. There were some news articles pertaining to the Authority.
- III. Approval of Board Minutes. On a motion by Toni A. Kennedy, seconded by Christopher B. T. Coffin, the minutes from the August 16, 2022 meeting were approved by voice vote.
- IV. Reports  
Presentation and Reports:  
  
Finance Committee Chair Christopher B. T. Coffin reported that the Finance Committee met and there was no news to report. Mr. Coffin asked that during the budget process the following trends be reported on to the full Board: anticipated

staff changes in 2023; inflation and substantial price changes; what union contracts will call for; anything else that the Board should be informed about. Mr. Coffin asked that Chief Financial Officer Patricia A. Nisco go over the financials. The Income/Expense, Bridge Traffic, Airport Activity/Occupancy, Building Occupancy, and Port Activity reports were discussed briefly. Board Chair Vernon D. Burns welcomed incoming Director of Operations James D. Chase to the Authority. Board Chair Vernon D. Burns asked that a resolution be drafted, opposing the ArriveCan app, for the next Board meeting.

V. Unfinished Business.  
There was none.

VI. Business Items.

A. General Administration

1. Approval of Billboard Land Lease with Ken and Kaitlyn Kulp. Staff has negotiated a Billboard Land Lease with Ken and Kaitlyn Kulp for property owned by the Kulp, located in Dekalb Junction, New York for a period of two (2) years at a rate of \$425.00 per year. On a motion by Toni A. Kennedy, seconded by Nicole A. Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Billboard Land Lease with Ken and Kaitlyn Kulp for property owned by the Kulp located in Dekalb Junction, New York, for a period of two (2) years at a rate of \$425.00 per year.

A vote was called.

AYES: Toni A. Kennedy  
Christopher B. T. Coffin  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole A. Terminelli

MOTION CARRIED

B. Ogdensburg-Prescott International Bridge

There was none.

C. Commerce Park

There was none.

D. Ogdensburg International Airport

1. Approval of FAA Grant to Construct Airport Drainage Improvements. The

Authority has received a grant from the Federal Aviation Administration for the Construction of Airport Drainage Improvements – Phase 4/4, at the Ogdensburg International Airport, identified as AIP No. 3-36-0089-064-2022, in the amount of \$2,380,655. Financial participation is as follows:

Construct Airport Drainage Improvements, AIP No. 3-36-0089-064-2022:

Federal Aviation Administration	\$2,380,655	95%
New York State Department of Transportation	\$ 62,649	2.5%
Ogdensburg Bridge and Port Authority	\$ 62,649	2.5%
	\$2,505,953	100%

On a motion by Toni A. Kennedy, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Grant Offer with the Federal Aviation Administration for the Construction of Airport Drainage Improvements – Phase 4/4, at the Ogdensburg International Airport, identified as AIP No. 3-36-0089-064-2022, in the amount of \$2,380,655, with financial participation as follows:

Federal Aviation Administration	\$2,380,655	95%
New York State Department of Transportation	\$ 62,649	2.5%
Ogdensburg Bridge and Port Authority	<u>\$ 62,649</u>	<u>2.5%</u>
	\$2,505,953	100%

A vote was called.

AYES: Christopher B. T. Coffin  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole A. Terminelli  
Toni A. Kennedy

MOTION CARRIED

2. Approval of T-Hanagar Lease. Staff has prepared a Transfer and Storage Agreement for hangar space at the Ogdensburg International with Pete Bogardus. The monthly rental for the hangar is \$215, for the following term:
  - Pete Bogardus – Hangar #6                      - September 1, 2022 through August 31, 2023Included 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 Toni A. Kennedy, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Transfer and Storage Agreement with Pete Bogardus for hangar space at the Ogdensburg International Airport at the rate of \$215 per month for the period September 1, 2022 through August 31, 2023; and be it,

FURTHER RESOLVED, that Pete Bogardus shall provide proof of the appropriate insurance coverage naming the Ogdensburg Bridge and Port Authority as an additional insured. A vote was called.

AYES: Vernon D. Burns  
Nicole A. Terminelli  
Toni A. Kennedy  
Vernon D. Burns

ABSTAINED: Megan J. M. Whitton

MOTION CARRIED

3. Approval of Lease with Leslie Parish. Staff has negotiated a lease with Leslie Parish for property owned by Mr. Parish, located in the town of Lisbon, New York, for the use and maintenance of a Right-of-Way for an outer marker system utilized by the Ogdensburg International Airport for a period of five (5) years at a rate of \$325.00 per year. 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 a lease with Leslie Parish for property owned by Mr. Parish, located in the town of Lisbon, New York, for the use and maintenance of a Right-of-Way for an outer marker system utilized by the Ogdensburg International Airport for a period of five (5) years, at a rate of \$325.00 per year.

A vote was called.

AYES: Megan J. M. Whitton  
Nicole A. Terminelli  
Toni A. Kennedy  
Christopher B. T. Coffin  
Vernon D. Burns

MOTION CARRIED

E. Port of Ogdensburg  
There was none.

F. Other Such Matters

1. Approval of T-Hangar Lease. Staff has prepared a Transfer and Storage Agreement for hangar space at the Ogdensburg International Airport with Mr. Keith Weston. Mr. Weston had co-owned the aircraft in Hangar #4 registered under Soaring Eagle LLC and is now taking ownership of the aircraft and the hangar lease. This will transfer the lease into his name. He has been with the airport for years and is in good standing. This is a lease renewal at the approved rate, security deposit, and required proof of insurance. The monthly rental for the hangar is \$215. The terms of the Agreement are as follows:

-Mr. Keith Weston-Hangar #4- October 1, 2022-September 30, 2023

On a motion by Toni A. Kennedy, 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 Mr. Keith Weston for Hangar #4 at the Ogdensburg International Airport, from October 1, 2022 until September 30, 2023 at the current rate of \$215 per month, with a \$215 security deposit.

A vote was called.

AYES: Nicole A. Terminelli  
Toni A. Kennedy  
Christopher B. T. Coffin  
Vernon D. Burns  
Megan J. M. Whitton

MOTION CARRIED

2. Approval of Task Order No. 11 with McFarland-Johnson, Inc. McFarland-Johnson, Inc. has provided the Authority with Lump Sum Consultant Agreement for Task Order No. 11 to provide professional engineering services associated with the construction of a Snow Removal Equipment Building at the Ogdensburg International Airport. The project consists of the design of new a 17,000 Square Foot Snow Equipment Building and 100,000 square feet of asphalt pavement.

The Task Order No. 11 costs associated with providing these services are \$441,000. Financial participation is as follows:

Construction Design-Snow Removal Building, AIP No. 3-36-0089-063-2022:

Federal Aviation Administration	\$423,700	95%
New York State Department of Transportation	\$ 11,150	2.5%
Ogdensburg Bridge and Port Authority	\$ 11,150	2.5%
Total	\$446,000	100%

The FAA funding is provided through the FAA Airport Improvement Program (AIP). The FAA grant award was approved in July 2022. The Agreement for Professional Engineering Services between Ogdensburg Bridge & Port Authority and McFarland-Johnson, Inc., for Professional Services at Ogdensburg International Airport, five-year period, dated April 30, 2018, shall govern all TASK ORDERS. Staff recommends approval of this agreement with McFarland-Johnson, Inc. On a motion by Christopher B. T. Coffin, seconded by Nicole A. Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Lump Sum Consultant Agreement for Task Order No. 11 with McFarland-Johnson, Inc. for professional engineering services associated for construction of a Snow Removal Equipment Building at the Ogdensburg International Airport. for a cost not to exceed \$441,000; Financial participation is as follows:

Construction Design-Snow Removal Building, AIP No. 3-36-0089-063-2022:

Federal Aviation Administration	\$423,700	95%
New York State Department of Transportation	\$ 11,150	2.5%
Ogdensburg Bridge and Port Authority	\$ 11,150	2.5%
Total	\$446,000	100%

A vote was called.

AYES: Toni A. Kennedy  
Christopher B. T. Coffin  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole A. Terminelli

MOTION CARRIED

3. Approval of Task Order No. 12 with McFarland-Johnson, Inc. McFarland-Johnson, Inc. has provided the Authority with Lump Sum Consultant Agreement for Task Order No. 12 to provide Construction Observation and Administration Services for the Airport Drainage Improvements at the Ogdensburg International Airport. The Task Order No. 12 costs associated with providing these services are \$254,200. Financial participation is as follows:

Construction Observation and Administration Airport Drainage Improvements,  
AIP No. 3-36-0089-064-2022:

Federal Aviation Administration	\$241,490	95%
New York State Department of Transportation	\$6,355	2.5%
Ogdensburg Bridge and Port Authority	\$6,355	2.5%
Total	\$254,200	100%

The FAA funding is provided through the FAA Airport Improvement Program (AIP). The FAA grant award was approved in August 2022.

The Agreement for Professional Engineering Services between Ogdensburg Bridge & Port Authority and McFarland-Johnson, Inc., for Professional Services at Ogdensburg International Airport, five-year period, dated April 30, 2018, shall govern all TASK ORDERS. Staff recommends approval of this agreement with McFarland-Johnson, Inc. On a motion by Nicole A. Terminelli, seconded by Toni A. Kennedy, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Lump Sum Consultant Agreement for Task Order No. 12 to provide Construction Observation and Administration Services for the Airport Drainage Improvements at the Ogdensburg International Airport.

The Task Order No. 12 costs associated with providing these services are \$254,200. Financial participation is as follows:

Construction Observation and Administration Airport Drainage Improvements, AIP No. 3-36-0089-064-2022:

Federal Aviation Administration	\$241,490	95%
New York State Department of Transportation	\$6,355	2.5%
Ogdensburg Bridge and Port Authority	\$6,355	2.5%
Total	\$254,200	100%

The FAA funding is provided through the FAA Airport Improvement Program (AIP). The FAA grant award was approved in August 2022 and be it

FURTHER RESOLVED, that:

The Agreement for Professional Engineering Services between Ogdensburg Bridge & Port Authority and McFarland-Johnson, Inc., for Professional Services at Ogdensburg International Airport, five-year period, dated April 30, 2018, shall govern all TASK ORDERS.

A vote was called.

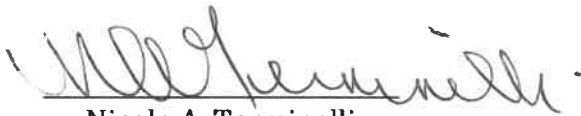
AYES: Christopher B. T. Coffin  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole A. Terminelli



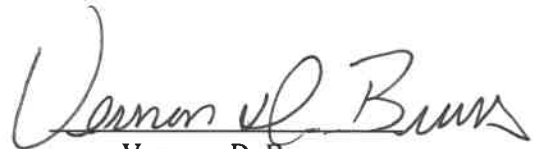
Toni A. Kennedy

MOTION CARRIED

Board Chair Vernon D. Burns asked about the Bridge inspection. Executive Director Steven J. Lawrence replied that it went very well and that there were a few flags that will be prioritized for the Fall. Board Chair Vernon D. Burns requested that the Facilities Committee meet to review the pavement evaluation at the Border Station. Executive Director Steven J. Lawrence stated that there was a need for Executive Session under §105f of the open meeting laws. On a motion by Toni A. Kennedy, seconded by Megan J. M. Whitton, the meeting went into Executive Session at 6:25 PM. On a motion by Christopher B. T. Coffin, seconded by Toni A. Kennedy, the meeting resumed at 6:47 PM. There was no action to be taken out of the Executive Session. The next meeting date was set for Thursday, October 6, 2022 at 5:00 PM. On a motion by Toni A. Kennedy, seconded by Nicole A. Terminelli, the meeting adjourned at 6:48 PM.



Nicole A. Terminelli  
Assistant Secretary



Vernon D. Burns  
Chairperson