

**OGDENSBURG BRIDGE AND PORT AUTHORITY**  
**BOARD MEETING**  
**THURSDAY, AUGUST 10, 2023**

- I. Meeting Called to Order by Chairperson Vernon D. Burns at 5:00 PM.
- II. Letters and Communications to the Board.
- III. Approval of Board Minutes:
  - June 8, 2023 Board Meeting Minutes
  - July 10, 2023 Finance Committee Meeting Minutes
  - July 10, 2023 Board Meeting Minutes
  - July 10, 2023 OBA Board Meeting Minutes
  - July 31, 2023 Finance Committee Meeting Minutes
  - July 31, 2023 Facilities Committee Meeting Minutes
  - July 31, 2023 Personnel Committee Meeting Minutes
- IV. Reports
  - Presentations and Reports:
    1. Committee Reports
      - a) Finance Committee
      - b) Facilities Committee
      - c) Personnel Committee
    2. Reports:
      - a) Income/Expense Report
      - b) Bridge Traffic Report
      - c) Airport Activity Report
      - d) Port Activity Report
      - e) Economic Development Report, Including Building Occupancy
- V. Unfinished Business.
- VI. Business Items.
  - A. General Administration
    - 1.
  - B. Ogdensburg-Prescott International Bridge
    1. Approval of Lease Supplement No. 3 with Cortech, LLC
  - C. Commerce Park
    1. Approval of Lease Supplement No. 3 with KDM Analytics, Inc.
  - D. Ogdensburg International Airport
    1. Approval of Airport Rates and Changes, Effective August 14, 2023

2. Approval of Contract with GateKeeper Systems

E. Port of Ogdensburg

1.

F. New York & Ogdensburg Railroad

1.

G. Border Station

1.

H. Other Such Matters

1.


VII. Concluding Comments from Citizens, Board Members, and/or Authority Staff.

VIII. Next Meeting Dates:

September 14, 2023	Thursday	5:00 PM	_____	(Proposed)
October 12, 2023	Thursday	5:00 PM	_____	(Proposed)
November 9, 2023	Thursday	5:00 PM	_____	(Proposed)
December 14, 2023	Thursday	5:00 PM	_____	(Proposed)

IX. Adjournment

Dated: August 8, 2023

  
 \_\_\_\_\_  
 Steven J. Lawrence  
 Executive Director

Board of Directors:

Mr. Vernon D. "Sam" Burns, Chairperson  
 Ms. Megan J. M. Whitton, Vice Chair  
 Vacant, Treasurer  
 Mr. David King, Secretary  
 Ms. Jennifer Quirk-Pickman, Member  
 Ms. Nicole Terminelli, Member  
 Ms. Toni Kennedy, Member

Staff:

Mr. Steven J. Lawrence, Executive Director  
 Ms. Patricia A. Nisco, CFO  
 Mr. Anthony Adamczyk, Director of Economic Development  
 Mr. James D. Chase, Director of Operations  
 Mr. Charlie Garrelts, Airport Manager

Press:

Mr. Andy Gardner, WDT  
 Ms. Monica Sandreczki, North. Country Public Radio  
 Ms. Dawn Merz, Radio Station YES FM  
 WWNY TV-7  
 Mr. Jimmy Lawton, North Country Now  
 Mr. Jim Leven, Community Broadcasters

**OGDENSBURG BRIDGE & PORT AUTHORITY  
BOARD MEETING  
THURSDAY, JUNE 8, 2023**

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, June 8, 2023 at 5:00 PM.

The following were present:

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

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

ABSENT: David D. King, Secretary, Member  
Jennifer Quirk-Pickman, Member  
Toni Kennedy, Member

- I. Vernon D. Burns, Board Chair, called the meeting to order at 5:15 PM.
- II. Letters and Communications to the Board.  
  
Executive Director, Steven J. Lawrence, stated there were no letters or communications to the Board.
- III. Approval of **Childcare Initiative Meeting Minutes**. On a motion by Treasurer, Christopher B.T. Coffin, seconded by Vice Chairperson, Megan J.M. Whitton, the minutes from the **March 14, 2023**, meeting were approved by voice vote.  
  
Approval of **Board Minutes**. On a motion by Treasurer, Christopher B.T. Coffin, seconded by Vice Chairperson, Megan J.M. Whitton, the minutes from the **May 11, 2023**, meeting were approved by voice vote.  
  
Approval of **Finance Committee Meeting Minutes**. On a motion by Treasurer, Christopher

B.T. Coffin, seconded by Vice Chairperson, Megan J. M. Whitton, the minutes from the **May 30, 2023**, meeting were approved by voice vote.

#### IV. Presentations and Report

##### 1. Committee Reports

###### a) Finance Committee

- Treasurer, Christopher B.T. Coffin, reported that the Finance Committee met and reviewed the statements for the month of April and the activity seems to be routine. There is a slight improvement on the financial position and projections moving forward. He turned it over to Chief Financial Officer, Patricia A. Nisco, to review highlights.
- Chief Financial Officer, Patricia A. Nisco, reported that the auditors were at the OBPA Tuesday through Friday last week. They were really happy with the OBPA's preparation. Jennifer is working on a brand-new document for the leases. She has had to go back and compile all the leases that the OBPA has in the Commerce Park Campus and the Airport. Jennifer has done an excellent job getting all of that together. It is anticipated that the statements will be ready relatively soon.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Statement of Financial Position, reporting that the accounts receivable regular is at \$236,000, and 90% of that Accounts Receivable is either current or 1 to 30 days. The Construction in Progress (CIP) is down to 3.8 million, which is down from 4.4 million due to the expensing of the Harbor Deepening costs. Of the Top 4 Construction in Progress (CIP) Projects, the Airport MALSF should be able to be transferred into the Fixed Assets in the next couple of months. Regular Accounts Payable is at \$627,000.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual, reporting that most things are under budget as the Authority is only in one month

of the fiscal year. The Marine Terminal has seen an increase in revenue with the salt crushing for one of the salt companies, and the interest on the Port Dock Expansion funds. The Legal Expenses under the Bridge were over budget this month: there were some Border Station dissolution and Childcare Initiative discussions this month, and a couple of other issues that brought it slightly over budget. The General Expenses under the Industrial Park saw some legal fees for the Free Trade Zone that were not budgeted. Currently, all unemployment payments are currently going to non-working ILA members; therefore, the Marine Terminal is being charged with the unemployment. A lightning strike brought some unanticipated scale repairs. There are some legal expenses due to the ILA arbitration and the Port Infrastructure Development Program.

- Chief Financial Officer, Patricia A. Nisco, moved on to the Cash Flow Report, reporting on May to October. The anticipated cash balance for April is a little higher than we would have thought. Expenses going forward are relatively stable. In June there is scheduled an increase in other income, which will be reimbursement for the CRISI Grant expense, also, scheduled for June. It is anticipated that there will be enough money set aside come October to pay for the dump truck, which is due somewhere between August and October.
- Board Chair, Vernon D. Burns, asked about Chief Financial Officer, Patricia A. Nisco's monthly staff report and a mention of an issue with Verizon and MAPCO. Patricia A. Nisco explained some issues with some new cell phones and erroneous billing to the OBPA.

## 2. Reports

### b) Bridge Traffic Report

- Executive Director, Steven J. Lawrence, reported that the bridge is open to Canadian and American travelers, regardless of their vaccination status. The May crossings were down overall 19.46% over 2019 crossings. Auto crossings

were down roughly 20.75% and truck traffic was down close to 10%. Revenue was down \$76,000 over January 2019. The good news is these numbers match the budget expectations.

c) Airport Activity/Occupancy Report

- Chief Financial Officer, Patricia A. Nisco, reported that she doesn't have the numbers for the June enplanements; they usually come in on the 8<sup>th</sup> or the 9<sup>th</sup>.
- Board Chair, Vernon D. Burns, asked if the new Airport Manager was in the area and if he'd found a place to live. Chief Financial Officer, Patricia A. Nisco, confirmed yes for both and that he was starting on Monday.

d) Port Activity Report

- Director of Operations, James Chase, reported that there hasn't been any salt to leave the facility, which isn't unexpected. He stated that he has reached out to the salt companies to inquire on what's to come for this upcoming salt season.
- Things are going a little slower than normal at the port, but we have been taking advantage of that and cleaning up the facilities.
- There was only one truck of meal that left the facility in May, down from April.
- Director of Operations, James Chase been part of a scheduled monthly conference call with pellet and meal companies. They've done this to keep up good working relationships and they've implemented some new cleaning documentation. This also helps keep everyone accountable for the change of products.
- For the month of May, 12 trucks, totaling approximately 360 tons, left the facility. There's still quite a bit of the pellet product in storage. He's also been looking at the grain bin storage facilities.
- Director of Operations, James Chase, has been working with a few different National Grid programs to do some lighting upgrades.

e) Building Occupancy Report & Industrial/Commercial Prospect Report.

- Director of Economic Development, Anthony Adamczyk, reported that the Commerce Park is staying the course. Occupancies are running the same as they were last month. There are some resolutions this meeting that will actually increase our T-Hangar lease occupancy to 100%.
- Director of Economic Development, Anthony Adamczyk, had the opportunity to meet with the Visitor Center and Community Relations Manager for the Great Lakes and St. Lawrence Seaway Development Corporation. A really energetic person who is excited about the new Visitor's Center development and the community involvement that could come of that.
- He is working with Director of Operations, James Chase, and some of the Commerce Park Campus tenants to upgrade to LED lighting, and hoping to go as far as possible financially this summer to help reduce energy costs and provide a better work environment for the tenants' staff.
- Out of home marketing contracts have been solidified with the Ottawa billboard providers. Those are set to be put in to motion for August, likely the middle of the month.
- Director of Economic Development, Anthony Adamczyk, was very pleased to speak with the new Airport Manager; there was a lot of alignment on the activities that have been undertaken and where he's seen the best bang for the buck.
- Early conversations with a clean energy company about utilization of the Heavy Industrial Park parcels may have come to a point where there could be potential contract negotiations.

V. Unfinished Business.

None.

VI. Business Items

A. General Administration

1. None.

B. Ogdensburg-Prescott International Bridge

1. Approval of Lease Supplement No. 19 with Daniel J. Dodge, LCSW-R. On a motion

by Vice Chairperson, Megan J. M. Whitton, seconded by Nicole Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 19 with Daniel J. Dodge, LCSW-R for 170 square feet of office space in Suite 207A of the Bridge Administration Building for a one (1) year period commencing July 1, 2023 and terminating June 30, 2024 at a rate of \$15.00 per square foot equaling \$212.50 per month, \$2,550.00 for the one (1) year period, inclusive of utilities, and be it;

FURTHER RESOLVED, that all other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed.

A vote was called.

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

MOTION CARRIED

2. Approval of HVAC Repair at the Border Station. On a motion made by Treasurer,

Christopher B.T. Coffin, seconded by Nicole Terminelli, it was,

RESOLVED, that the Director of Operations is hereby authorized and directed to execute a Purchase Order with TRANE to schedule the repair of the HVAC unit at the Border Station, a total cost not to exceed \$6,565.00.

A vote was called.

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

MOTION CARRIED

C. Commerce Park

1. Approval of New Lease Agreement with Day Automation. On a motion by Vice

Chairperson, Megan J.M. Whitton, seconded by Nicole Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Day Automation for 2,324 square feet of office and warehousing space in Building 4 of the Commerce Park Campus for a one (1) year period commencing June 1, 2023 and terminating May 31, 2024 at a rate of \$5.68 per square foot equaling \$1,100.00 per month, \$13,200.00 for the one (1) year



period, exclusive of utilities.

A vote was called.

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

MOTION CARRIED

2. Approval of a 5 Year Internal Sprinkler Inspection. On a motion made by Nicole Terminelli, seconded by Vice Chairperson, Megan J.M. Whitton, it was,  
  
RESOLVED, that the Director of Operations is hereby authorized and directed to execute a Purchase Order with SRI to schedule the 5 year/internal inspection at Commerce Park, a total cost not to exceed \$5,917.00.

A vote was called.

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

MOTION CARRIED

D. Ogdensburg International Airport

1. Approval of T-Hangar Lease Agreement with Timothy Burtch. On a motion by Treasurer, Christopher B.T. Coffin, seconded by Vice Chairperson, Megan J.M. Whitton, it was,  
  
RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Timothy Burtch for T-Hangar No. 9 at the Ogdensburg International Airport for a three (3) month period commencing June 15, 2023 and terminating September 14, 2023 at a rate of \$240.00 per month, \$720.00 for the three (3) month period, inclusive of utilities.

A vote was called.

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

MOTION CARRIED

2. Approval of T-Hangar Lease Agreement with Gregor Oudheusden. On a motion by Vice Chairperson, Megan J.M. Whitton, seconded by Nicole Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Gregory Oudheusden for T-Hangar No. 7 at the Ogdensburg International Airport for a one (1) year period commencing June 1, 2023 and terminating May 31, 2024 at a rate of \$240.00 per month, \$2,880.00 for the one (1) year period, inclusive of utilities.

A vote was called.

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

MOTION CARRIED

3. Approval of Emergency AWOS Repair. On a motion by Vice Chairperson, Megan J.M. Whitton, seconded by Treasurer Christopher B.T. Coffin, it was,

RESOLVED, that the Director of Operations is hereby authorized and directed to execute a Purchase Order with Stanwyck Avionics Inc. for their emergency repairs made to the AWOS for a total of \$6,900.00.

A vote was called.

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

MOTION CARRIED

#### E. Port of Ogdensburg

1. Approval of Lease Agreement with Woodcrest Dairy, LLC. On a motion by Vice Chairperson, Megan J.M. Whitton, seconded by Nicole Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a lease agreement with Woodcrest Dairy, LLC for approximately 42 acres of vacant land, consisting of 14 acres east of Acco and approximately 28 acres on Wagner Road, for a period commencing May 1, 2023 and terminating November 30, 2023 at a rate of \$50 per acre or \$2,100.00 for the lease period and be it, FURTHER RESOLVED, the lease gives the Authority the option to cancel the lease with sixty days' notice should the need arise that a major industrial project requires the acreage and be it,

FURTHER RESOLVED, that Woodcrest Dairy shall provide proof of appropriate insurance coverage naming the Ogdensburg Bridge and Port Authority as an additional insured.

A vote was called.

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

MOTION CARRIED

- F. Approval of Easement Agreement with the Development Authority of the North Country (DANC). On a motion by Treasurer, Christopher B.T. Coffin, seconded by Vice Chairperson, Megan J.M. Whitton, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute an Easement Agreement with the Development Authority of the North Country (DANC) for a fiber optic cable located on poles crossing over the New York & Ogdensburg Railroad near the intersection of County Route 28A for a five (5) year period commencing November 1, 2023 and terminating October 31, 2028 at a rate of \$2,600.00 for the five (5) year period.

A vote was called.

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

MOTION CARRIED

G. Other Such Matters

1. Approval of Revised Lease Agreement with 5G Technologies USA, LTD. On a motion

by Vice Chairperson, Megan J.M. Whitton, seconded by Nicole Terminelli, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Revised Lease Agreement with 5G Technologies USA, LTD. for 850 square feet of office space in Building 4 of the Commerce Park Campus for an eight (8) month period commencing May 1, 2023 and terminating December 31, 2023 at a rate of \$7.30 per square foot equaling \$517.08 per month, \$4,136.64 for the eight (8) month period, exclusive of utilities.

A vote was called.

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

MOTION CARRIED

2. Executive Director, Steven J. Lawrence, stated that there was a need for Executive Session under §105 item f and h of the Open Meetings Law to discuss the appointment or employment of a particular person and the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.

VII. Concluding Comments from Citizens, Board Members, and/or Authority Staff.

1. None.

VIII. Next Meeting Dates

The next Board meeting was confirmed for Thursday, July 13, at 5:00 pm.

IX. Adjournment

On a motion by Nicole Terminelli, seconded by Vice Chair, Megan J.M. Whitton, the meeting adjourned at 6:45 PM.

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Nicole Terminelli  
Assistant Secretary

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Vernon D. Burns  
Chairperson

**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**FINANCE COMMITTEE MEETING**  
**MONDAY, JULY 10, 2023**

A meeting of the Finance Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Monday, July 10, 2023 at 4:30 PM.

The following were present:

David D. King, Committee Chair  
Vernon D. Burns, Board Chair  
Steven J. Lawrence, Executive Director  
Patricia A. Nisco, Chief Financial Officer  
Anthony Adamczyk, Director of Economic Development  
Charlie Garrelts, Airport Manager

ABSENT: James Chase, Director of Operations

Committee Chair, David D. King, called the meeting to order at 4:33 PM.

I. Business Items

a. May 2023

- Chief Financial Officer, Patricia A. Nisco, by starting with the Statement of Financial Position. She stated that the Account Receivable Regular are at \$184,000, which means money is coming in as quickly as it is being invoiced. 90 percent of receipts is coming in at 30 days. Accounts Receivable for AEAS has been paid off. Under Liabilities, Accounts Payable Regular is at \$505,000 and AEAS is at \$466,000. No Retirement Accounts Payable just yet, but there is a small Projects Accounts Payable.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual, stating that the Bridge Revenue is up. This includes the rental income for the bridge and the administration building, and the wide loads that that require more assistance crossing the Bridge. The income is up approximately \$14,000 for year-to-date. Airport Revenue is down just a little bit. Most of that revenue is based on the price per turn. If there are less flights, there are less turns. For the fuel sales at the

Airport, Contour did not purchase any fuel in May. Regarding AEAS Service, Contour added two additional flights which will result in slight increase, and that will continue through the summer. The Industrial Park Revenue is almost spot on. The Marine Terminal Revenue is up. One of the biggest contributing factors is the interest that is being received on the money being held for the port dock expansion is recorded there. So far for expenses, almost every line is below budget. Bridge legal expenses are above budget, but it appears that some items probably belong in other departments. Under the Airport Expenses, duct vent cleaning was requested (but at had not been budgeted) increased maintenance expense by \$7,200. Industrial Park General Expenses appear to continually be that free trade zone expense that was not budgeted for or anticipated, which was \$3,300.

- Chief Financial Officer, Patricia A. Nisco, moved onto the Cash Flow report through November which reflects what is expected. The July Other Income and Capital Expense are the CRISI Grant items. Anticipated additional November income should offset the purchase of the dump truck. Salaries and wages, payroll taxes and benefits, employee and commercial insurance, utilities, and all debt can safely be paid.
- Chief Financial Officer, Patricia A. Nisco, reported on a couple pieces of good news:
  - A salt ship is arriving tomorrow, which is early.
  - The OBPA was represented at the Syracuse MWBE Conference and Expo. Anthony came down as the Director of Economic Development. Karin attended as Senior Administrative Assistant who will take on the challenges of both MWBE & SDVOB procurement. Jennifer came down for Accounting. There were 150 MWBE's registered for the Expo.

On a motion by Board Chair, Vernon D. Burns, seconded by David D. King, the Finance Committee Meeting adjourned at 4:46 PM.

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David D. King  
Finance Committee Chairperson

**OGDENSBURG BRIDGE & PORT AUTHORITY  
BOARD MEETING  
MONDAY, JULY 10, 2023**

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 Monday, July 10, 2023 at 5:00 PM.

The following were present:

Vernon D. Burns, Chairperson  
Megan J. M. Whitton, Vice-Chairperson  
David D. King, Secretary, Member  
Jennifer Quirk-Pickman, Member

ALSO: Jennifer Granzow, Counsel  
Steven J. Lawrence, Executive Director  
Patricia A. Nisco, Chief Financial Officer  
Anthony Adamczyk, Director of Economic Development  
Charlie Garrelts, Airport Manager

ABSENT: Toni Kennedy, Member  
Nicole Terminelli, Assistant Secretary  
James Chase, Director of Operations

- I. Vernon D. Burns, Board Chair, called the meeting to order at 5:00 PM.
- II. Letters and Communications to the Board.

Executive Director, Steven J. Lawrence, stated there were was one letter congratulating the Authority on the Pacesetter Award that was received from the Seaway. We had a 100% increase in port cargo 2021 to 2022. This is the 12<sup>th</sup> time the OBPA has received this award.

Executive Director, Steven J. Lawrence, also highlight a few articles from the July Board

Read File:

- New Airport Manager
- Senator Gillibrand's visit to the OBPA; an excellent visit that highlighted the Childcare Initiative
- The legislation surrounding security at the airport



- III. Approval of **Special Board Meeting Minutes**. On a motion by Secretary, David D. King, seconded by Jennifer Pickman, the minutes from the **May 30, 2023**, meeting were approved by voice vote.
- IV. Presentations and Report
1. Committee Reports
- a) Finance Committee
- Finance Committee Chair, David D. King, stated that the Finance Committee met right before the Board Meeting, and he turned it over to Chief Financial Officer, Patricia A. Nisco.
  - Chief Financial Officer, Patricia A. Nisco, started with the Statement of Financial Position, reporting that the Regular Accounts Receivable are quite in line. Approximately 90 percent of the open A/R is either current or 1 to 30 days. The AEAS Accounts Receivables – there is a glitch in their system resulting in manual submission of reimbursements. Construction in Progress (CIP) is down a little bit: the Harbor Deepening was expensed leaving just the Port Wall Expansion in the Construction in Progress (CIP) account. The MALSF project has been completed and the final payment has been received; therefore, the MALSF expenses should be transferred into fixed assets within the next month or two.
  - Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual, reporting there is some additional Bridge Revenue that wasn't anticipated. Contour added some additional flights, so there is an increase in income on the AEAS line. That will go compensate the AEAS expense line. The Marine Terminal has received reimbursements from tenants/clients for expenses that the port has incurred on their behalf. Expenses, for the most part, are well under budget. The \$3,300 FTZ expense reported for the Industrial Park was not

budgeted; that will continue to follow through the financials, while staying within budget on general expenses.

- Chief Financial Officer, Patricia A. Nisco, reviewed the Cash Flow from June through November, stating that we are pretty much right where we should be for November's time frame.
- Chief Financial Officer, Patricia A. Nisco, shared a couple of pieces of good news:
  - The OBPA sent a team to the MWBE Conference and Expo in Syracuse at the end June. There were 150 MWBE registered, so it was an opportunity to become more visible to the MWBEs in the Central New York Region, which will help with some of the OBPA projects.
  - There is a salt ship due in this week. This will result in a little bit on the income side.

## 2. Reports

### b) Bridge Traffic Report

- c) Executive Director, Steven J. Lawrence, reported that bridge traffic was budgeted with an idea that we'd be roughly around 20 percent down. The traffic figures and comparisons show the percentage change. While there are no signs of any kind of breakout in traffic that would create a surge in the numbers, the increase in traffic has been fairly steady. What makes it fluctuate is whatever happens with truck traffic and that is shown in the numbers. When truck traffic is up, the numbers tend to pick up a little bit more. The auto crossings and truck traffic are not returning to the 2019 numbers.

Board Chair, Vernon D. Burns, stated that it's important as we begin to have conversations with Albany, that we make them aware that things have changed since 2019 as far as Canadians who travel across the bridge; things over which the Authority has no control. Canadian citizens have found different ways of purchasing

products in Canada and the exchange rate isn't very favorable to Canadians to shop in the US; Albany needs to be aware of these concerns. It may be some time before cross-border traffic reaches the 2019 figures. Executive Director, Steven J. Lawrence, reported that in 2019 the Airport was doing very well with 60 percent of the airport traffic being Canadian. Not only were Canadian passengers paying the toll to cross the bridge, they, also, added to the enplanements. The Economic Development Director and new Airport Manager are investigating options to encourage more people from the Ottawa area to use OGS. The Airport Manager, Charlie Garrelts, has a number of ideas that are refreshing and new to us.

d) Airport Activity

- Airport Manager, Charlie Garrelts reported that there was a slight increase in enplanements this month. He is not sure if that is because of the two additional flights that were added; however, there has not been an increase in the load factor. He is working on gaining a little bit of exposure to people with Contour Airlines. He's starting to see more and more people at the airport. The marketing for the Airport is diversifying. Airport Manager, Charlie Garrelts, has connected with the Contour Marketing representative, Ryleigh, to explore and receive the free tickets offer. He has met with the radio station and is working to get the tickets awarded; once per month two tickets will be awarded. The toll booth is handing out flyers that show the current \$79.99 flight Ogdensburg to Philadelphia. He wants to create a mindset of "flying out of your hometown."

e) Port Activity Report

- Executive Director, Steven J. Lawrence, reported that James is out on Family Leave for several weeks so he is reporting. Not a lot of grain is moving right now. The inventory that was there has been shipped out. There is a salt ship coming in tomorrow. Three or four salt ships are anticipated this year. The

income will help with our cash flow. Anthony has been involved in some heavy lift cargo for September.

f) Building Occupancy Report & Industrial/Commercial Prospect Report.

- Director of Economic Development, Anthony Adamczyk, reported that the Building Occupancy report looks very similar to last month and the previous months. Commerce Park has not lost any tenants and work is being done to engage new tenants for Building 4. In addition to external advertising, some current tenants are being approached to see if they have a need of (more) warehousing space that could be answered with Bldg. 4 space. This last month, the OBPA has spent time working with current tenants on retention activities such as building other spaces to suit them better, even things down to the Canadian wildfires affecting indoor air quality. These activities built up a lot of goodwill with the tenants. Director of Economic Development, Anthony Adamczyk, reported that it's been great having Charlie on board, he's really helped complete the team for fresh new ideas for marketing. There were various meetings throughout the month, one of which was a meeting with NYSDOT for potential signage on the Bridge Approach Road that includes dual language, or to improve signage that sends people in certain directions, trying to get that consistent message. He stated that we are continuing to explore ancillary projects to the terminal expansion, namely the solar canopy in the parking lot.

V. Unfinished Business.

None.

VI. Business Items

A. General Administration

1. None.

B. Ogdensburg-Prescott International Bridge

1. None.

C. Commerce Park

1. Approval of Lease Supplement No. 2 with Nova Networks. On a motion by Jennifer Pickman, seconded by Vice Chair Megan J.M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 2 with Nova Networks for 187 square feet of office space in Building 1 of the Commerce Park Campus for a two (2) year period commencing July 1, 2023 and terminating June 30, 2025 at a rate of \$11.04 per square foot equaling \$172.04 per month, \$4,128.96 for the two (2) year period, inclusive of utilities.

A vote was called.

AYES: David D. King  
Jennifer Pickman  
Vernon D. Burns  
Megan J.M. Whitton

MOTION CARRIED

D. Ogdensburg International Airport

1. None.

E. Port of Ogdensburg

1. Approval of Lease Supplement No. 8 with Corning Incorporation. On a motion by Vice Chair, Megan J.M. Whitton, seconded by Secretary, David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 8 with Corning Incorporated for 15,000 square feet of commercial warehousing space in Building 4 at the Port of Ogdensburg for a two (2) year period commencing September 1, 2023 and terminating August 31, 2025 at a rate of \$2.58 per square foot for the period beginning September 1, 2023 and ending August 31, 2024, equaling \$3,225.00 per month, \$38,700.00 for the period, and at a rate of \$2.66 per square foot for the period beginning September 1, 2024 and ending August 31, 2025, equaling \$3,325.00 per month, \$39,900 for the period, inclusive of utilities, and be it;

FURTHER RESOLVED, that all other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed.

A vote was called.

AYES: Jennifer Pickman  
Vernon D. Burns  
Megan J.M. Whitton  
David D. King

MOTION CARRIED

F. New York & Ogdensburg Railroad

1. None.

G. Border Station

1. Approval of Engineering and Technical Services Agreement with Tisdell Associates.

On a motion by Jennifer Pickman, seconded by Vice Chair, Megan J.M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute an Engineering and Technical Services Agreement with Tisdell Associates for services associated with the Border Station Asphalt Restoration Project (Phase 1), for a fee not to exceed \$14,000.

A vote was called.

AYES: Vernon D. Burns  
Megan J.M. Whitton  
David D. King  
Jennifer Pickman

MOTION CARRIED

H. Other Such Matters

1. Approval of Contract with Hi-Lite Airfield Services, LLC. On a motion by Secretary,

David D. King, seconded by Jennifer Pickman, it was

RESOLVED that the Authority Board of Directors authorizes the Executive Director to contract Hi-Lite Airfield Services, LLC, to perform the necessary pavement markings on the OGS airfield pavement at the cost of \$48,790.09 in accordance with the Procurement Policy Requirements.

A vote was called.

AYES: Megan J.M. Whitton  
David D. King  
Jennifer Pickman  
Vernon D. Burns

MOTION CARRIED

VII. Concluding Comments from Citizens, Board Members, and/or Authority Staff.

1. None.

VIII. Next Meeting Dates

The next Board meeting was confirmed for Thursday, August 10, at 5:00 pm.

IX. Adjournment

On a motion by Secretary, David D. King, seconded by Vice Chair, Megan J.M. Whitton, the meeting adjourned at 5:41 PM.

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David D. King  
Secretary

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Vernon D. Burns  
Chairperson

**OGDENSBURG BRIDGE AUTHORITY**  
**BOARD MEETING**  
**MONDAY, JULY 10, 2023**

A meeting of the Board of Directors of the Ogdensburg Bridge Authority was held in the Board Room of the Administration Building on Monday, July 10, 2023, immediately following the OBPA Board meeting.

The following were present:

Vernon D. Burns, Chairperson  
Megan J. M. Whitton, Vice-Chairperson  
David D. King, Secretary  
Jennifer Quirk-Pickman

ALSO: Jennifer Granzow, Counsel  
Steven J. Lawrence, Executive Director  
Patricia A. Nisco, Chief Financial Officer  
Anthony Adamczyk, Director of Economic Development  
Charlie Garrelts, Manager

ABSENT: Nicole A. Terminelli, Assistant Secretary  
Toni A. Kennedy, Member  
James D. Chase, Director of Operations

- I. Board Chair, Vernon D. Burns called the meeting to order at 5:48 PM.
- II. Letters and Communications to the Board.  
  
Executive Director Steven J. Lawrence stated that there were no letters or communication.
- III. Approval of **Board Meeting Minutes**. On a motion by Secretary, David D. King, seconded by Jennifer Pickman, the minutes from the January 12, 2023, meeting were approved by voice vote.
- IV. Unfinished Business.  
  
None.



V. New Business Items.

None.

VI. Concluding Comments from Citizens, Board Members, and/or Authority Staff.

None.

VII. Next Meeting Date:

January 11, 2024

5:00 PM

Thursday (Proposed)

VIII. Adjournment

On a motion by Jennifer Pickman, seconded by Secretary David D. King, the meeting was adjourned at 5:50 PM.

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David D. King  
Secretary

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Vernon D. Burns  
Chairperson

**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**FINANCE COMMITTEE MEETING**  
**MONDAY, JULY 31, 2023**

A meeting of the Finance Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Monday, July 31, 2023 at 4:00 PM.

The following were present:

David D. King, Committee Chair  
Vernon D. Burns, Board Chair  
Steven J. Lawrence, Executive Director  
Patricia A. Nisco, Chief Financial Officer  
Anthony Adamczyk, Director of Economic Development  
Charlie Garrelts, Airport Manager

ABSENT: James D. Chase, Director of Operations

Committee Chair, David D. King, called the meeting to order at 4:01 PM.

I. Business Items

a. June 2023

- Chief Financial Officer, Patricia A. Nisco, started with the Statement of Financial Position, and reported that the Regular Accounts Receivable are at \$319,763 and holding steady at 90% of the open A/R is either current or 1 - 30 days. The Accounts Payable have been split out into Regular, AEAS, Retirement, and Project. The retirement bill isn't available yet, but the estimate has been created. Out of the Project Accounts Payable, \$104,789 has been paid to one of the project vendors to see what the reimbursement process for this project will entail. Of the top five Accounts Payable vendors, only the fuel and health plan were paid in July. With three payrolls in August, the finance office is being cautious with regards to payable payments this month.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual, and reported the fuel sales deficit under income will continue to be there as no fuel was purchased by the AEAS airline in May. It will take some time to recuperate that

income. AEAS income is under budget because the June invoice was not posted until July. There is a small deficit under the Industrial Park revenue that is being reviewed as it isn't clear what is causing it. Under Bridge Maintenance Expense, there is some safety training that may need to be moved to the Airport as it was provided by the same company that has done safety training for the Airport in the past. The Maintenance Expenses for the Marine Terminal have gone down a little bit since last month.

- Chief Financial Officer, Patricia Officer, moved on to the Cash Flow Report for July to December 2023, and reported it is anticipated that some of the reimbursement for the grant portion of the capital expenses in August. Everything else is remaining fairly steady.

II. Other Such Matters

Chief Financial Officer, Patricia A. Nisco, reported that she and Executive Director, Steven J. Lawrence; Director of Economic Development, Anthony Adamczyk; Board Chair, Vernon D. Burns; and Board Vice Chair, Megan J.M. Whitton, had the opportunity to go to Syracuse and meet with members of the Governor's office last week to have an initial discussion about budget deficit and will continue deficit conversations during the Governor's Office call next week. The plan is to move forward with a document highlighting the concerns with the budget.

On a motion by Board Chair, Vernon D. Burns, seconded by David D. King, the Finance Committee Meeting adjourned at 4:12 PM.

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David D. King  
Finance Committee Chairperson

**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**FACILITIES COMMITTEE MEETING**  
**MONDAY, JULY 31, 2023**

A meeting of the Facilities Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Monday, July 31, 2023 at 4:30 PM.

The following were present:

David D. King, Committee Chair  
Jennifer Quirk-Pickman, Committee Member  
Vernon D. Burns, Board Chair  
Steven J. Lawrence, Executive Director  
Patricia A. Nisco, Chief Financial Officer  
Anthony Adamczyk, Director of Economic Development  
Charlie Garrelts, Airport Manager

ABSENT: James D. Chase, Director of Operations

David D. King, Committee Chair, called the meeting to order at 4:30 PM.

I. Business Items

A. Commerce Park

1. Childcare Initiative Project

Executive Director, Steven J. Lawrence, updated the Facilities Committee on the Childcare Initiative Project, and reported that a grant of \$2.1 million has been awarded from the USDA. Currently, an application is being submitted for 40% of the project cost (\$1.9 million) through the CFDA. If this grant is awarded, the project can be started. An RFQ is being put out for engineers; the contract to the selected engineer will be contingent on receiving the grant funding. There is another grant application for almost \$1 million from Northern Border, as they understand the need for and are supporting day care projects. If this is awarded, this grant would close any gaps in financing.

Phase 3 will begin November 2023, Phase 4 will begin Spring 2024, and completion in 2025 if everything falls into place.

## B. Ogdensburg International Airport

### 1. Approval of Airport Rates and Changes, Effective August 14, 2023

Airport Manager, Charlie Garrelts, reported that the current structure for fees is based on aircraft size brackets that some of the pilots feel are too broad. Now is a time for change. Previously, there was a heavy emphasis on ramp fees. The new rates have a smaller ramp fee and focus more on the handling fees. Infrastructure fees are, also, common at other comparable sized airports. These fees are comparable with industry standards. Many pilots have started asking about fuel discounts; therefore, a fuel discount chart was created. Pilots do choose to fly to airports that offer fuel discounts, if they can reasonably make those airports part of their flight plan.

Board Member, Jennifer Quirk-Pickman, asked how these proposed rates compared to the previous rates. Airport Manager, Charlie Garrelts, confirmed that the ramp fees have decreased and the handling fees have increased slightly.

Facilities Chairperson, David D. King, asked how much fuel a plane takes. Airport Manager, Charlie Garrelts, confirmed that it depends on the class. The range can be anywhere from 300 to 5,000 gallons of fuel.

Board Chair, Vernon D. Burns, made a motion to bring these new airport rates and charges to the full Board at the August 10<sup>th</sup> Board Meeting, seconded by Jennifer Quirk-Pickman. Motion carried.

### 2. Airport Expansion Project Update

Executive Director, Steven J. Lawrence, updated the Facilities Committee on

the Airport Expansion Project, and reported that there are meetings every two weeks with the project engineers and a monthly meeting with the representative from the DOT for the schedule and budget. Everything is on schedule from the higher view. Phase I includes moving the GSE building and working on utilities. Those bid documents will be out within the next month and probably bid in September. The bid documents and bidding will be December 2023 for the building and everything else. 30% of Phase II design is complete, 90% complete on Phase I. Executive Director, Steven J. Lawrence, asked if the PLA (Project Labor Agreement) needs to be approved by the Board. Board Chair, Vernon D. Burns, confirmed that it should be. Due to the time lag between the submission and award of the grant, there had to be some scope reductions. 30% of the design work has been done. There was a meeting with DANC to discuss the water and sewer tie in, which is regulatory. A flow test has been conducted; there are no issues there. The solar canopy and EV charging station requirements are being developed. The Airport Manager's office will be moved to the corner with a view of the ramp so he can have a view of what is going on outside the terminal. The airline office will be moved to a position with a door to the ramp. The team had a virtual walkthrough on July 18<sup>th</sup> with the engineers. This presentation can be given to the Board as well.

Board Member, Jennifer Quirk-Pickman, asked what the capacity change will be with the Great Room reduction. Executive Director, Steven J. Lawrence, confirmed that the capacity will be roughly 50 people less than originally designed.

### C. Port of Ogdensburg

## 1. Port Expansion

Executive Director, Steven J. Lawrence, updated the Facilities Committee on the Port Dock Expansion Project, and reported that the project is moving forward with two options for terminal construction:

- Option 1: Cell Construction with Dredging Prior to Construction
  - Cellular cofferdam option was originally proposed by Foth in 76% design drawings in 2018.
  - Limited dredging will be performed prior to bulkhead construction.
- Option 2: O-Pile Construction with Dredging Prior to Construction
  - The O-Pile system is a structural alternative to the cellular cofferdams.
  - In this scenario, a series of interlocking pipe piles combined with rock anchors will be installed.

Option 1 is pretty much designed; Option 2 will be done within the next six weeks. Once designs are completed, bid documents can be created. As there is a partnership with the DOT, they will need to approve this second design. Bidders will need to know that they can bid on two different options. Bidding two options will result in saving significant cost and making the projects more feasible. Construction will begin in June or July of 2024, but will depend on permits.

## II. Other Such Matters

### A. Branding Style Guide

Executive Director, Steven J. Lawrence, shared that staff have been working on the Branding Style Guide and stated that this would make things more uniform, especially for the new people here. Going forward, staff thought it would be easier to put things together as a guide for everyone. Everything on the Branding Style

Guide is the OBPA branding and this will be a living document that can be updated over time. Board Chair, Vernon D. Burns, stated that it would be nice to highlight the port on the Branding Style Guide with pictures. Executive Director, Steven J. Lawrence, stated that sharing this with the Board may reveal additional items that should be added to the guide.

B. E-Transit

Chief Financial Officer, Patricia A. Nisco, reported that conversations are being held with E-Transit regarding the technology in the toll booth. Representatives will be in Syracuse at the end of August, then will visit Ogdensburg. A list of items that need attention is being compiled by staff in the toll booth. Chief Financial Officer, Patricia A. Nisco, and Accounting Supervisor, Kathy Greene, will add items that they have noticed. There will be likely be some hardware and software upgrades that are necessary.

On a motion by Board Chair, Vernon D. Burns, seconded by Jennifer Quirk-Pickman, the Facilities Committee Meeting adjourned at 5:13 PM.

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David D. King  
Committee Chair



**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**PERSONNEL COMMITTEE MEETING**  
**MONDAY, JULY 31, 2023**

A meeting of the Personnel Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Monday, July 31, 2023 at 5:00 PM.

The following were present:

Jennifer Quirk-Pickman, Committee Chair  
Vernon D. Burns, Board Chair  
Steven J. Lawrence, Executive Director  
Patricia A. Nisco, Chief Financial Officer  
Anthony Adamczyk, Director of Economic Development  
Charlie Garrelts, Airport Manager

ABSENT: Toni Kennedy, Committee Member  
James D. Chase, Director of Operations

Jennifer Quirk-Pickman, Committee Chair, called the meeting to order at 5:19 PM.

1. Business Items

a. Wage Transparency Law

Chief Financial Officer/Director of Human Resources, Patricia A. Nisco, reported that New York State has put into effect a law that requires employers to post the annual salary or hourly wage when advertising positions. The OBPA already does this.

b. Sexual Harassment Law Update

Chief Financial Officer/Director of Human Resources, Patricia A. Nisco, reported that our advisor, Ned Hirt with One Digital, has indicated that some language has been added to the Sexual Harassment Law. He will be sending the wording over to be added.

- There are two more additions to the protected categories that you cannot discriminate: citizenship and immigration status.
  - In June, a law was put into effect that employers must provide a lactation room for nursing mothers that has running water and a refrigerator. All these updates will be added to the handbooks.
- c. Personnel Committee Chair, Jennifer Quirk-Pickman, stated that there was a need for Executive Session under §105 item f of the Open Meetings Law to discuss the matters leading to the appointment, employment, promotion, demotion, discipline, suspension, or removal of a particular person or corporation.
- d. Coming out of Executive Session, Personnel Committee Chair, Jennifer Quirk-Pickman, stated there were two orders of business to move forward with:
- Motion to make a recommendation to bring a part-time position to the Airport to the full Board at the Board meeting on August 10<sup>th</sup> made by Board Chair, Vernon D. Burns, seconded by Personnel Committee Chair, Jennifer Quirk-Pickman.  
**MOTION CARRIED.**
  - Motion to make a recommendation for a Medicare Supplement plan for employees 65 and older to be added to the OBPA offerings to be brought to the full Board at the Board meeting August 10<sup>th</sup> made by Board Chair, Vernon D. Burns, seconded by Personnel Committee Chair, Jennifer Quirk-Pickman.  
**MOTION CARRIED.**

On a motion by Board Chair, Vernon D. Burns, seconded by Jennifer Quirk-Pickman, the Personnel Committee Meeting adjourned at 6:06 PM.

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Jennifer Quirk-Pickman  
Committee Chair

**OGDENSBURG BRIDGE & PORT AUTHORITY: JUNE 2023 BUDGET TO ACTUAL**

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
<b>INCOME</b>						
Bridge Revenue	288,910	312,239	23,329	844,916	882,959	38,043
Airport Revenue	38,134	41,215	3,081	115,142	116,210	1,068
Airport Revenue - Fuel Sales	109,186	44,780	(64,406)	266,892	122,363	(144,529)
Airport Revenue - AEAS Income	414,856	0	(414,856)	1,244,568	841,679	(402,889)
Industrial Park Campus Revenue	80,948	81,750	802	242,796	240,814	(1,982)
Marine Terminal (Port) Revenue	23,741	57,700	33,959	71,223	221,942	150,719
Railroad Revenue	0	4,700	4,700	0	7,154	7,154
<b>TOTAL INCOME</b>	<b>955,775</b>	<b>542,383</b>	<b>(413,392)</b>	<b>2,785,537</b>	<b>2,433,121</b>	<b>(352,416)</b>

**EXPENSES**

<b>BRIDGE EXPENSE</b>						
Salary Expense	111,634	123,245	11,611	334,901	345,420	10,519
Employee Benefits	45,610	51,389	5,779	136,831	118,335	(18,497)
Maintenance Expense	6,619	8,790	2,171	19,856	23,865	4,009
Bridge Maintenance Expense	4,350	347	(4,003)	9,570	878	(8,692)
Utility Expense	9,581	7,982	(1,600)	25,870	23,577	(2,293)
General Expenses	56,705	38,959	(17,747)	169,485	97,189	(72,296)
Legal Expense	9,583	24,169	14,585	28,750	62,369	33,619
<b>TOTAL BRIDGE EXPENSES</b>	<b>244,082</b>	<b>254,879</b>	<b>10,797</b>	<b>725,263</b>	<b>671,632</b>	<b>(53,631)</b>

**AIRPORT EXPENSE**

Salary Expense	25,691	22,512	(3,179)	77,073	64,146	(12,928)
Employee Benefits	10,588	10,323	(265)	31,764	23,952	(7,812)
Maintenance Expense	1,809	3,884	2,075	16,487	56,097	39,610
Fuel Sales Expense	27,949	28,211	262	158,377	28,211	(130,166)
Utility Expense	7,481	7,277	(205)	21,197	20,498	(699)
General Expenses	55,576	70,223	14,647	166,728	178,310	11,582
Interest Expense	45,340	43,258	(2,083)	136,021	124,802	(11,219)
Legal Expense	20,833	32,300	11,466	41,667	39,073	(2,593)
AEAS Expense	414,856	458,735	43,879	1,244,568	1,300,414	55,846
<b>TOTAL AIRPORT EXPENSES</b>	<b>610,124</b>	<b>676,722</b>	<b>66,597</b>	<b>1,893,882</b>	<b>1,835,503</b>	<b>(58,379)</b>

**INDUSTRIAL PARK EXPENSE**

Salary Expense	3,400	3,367	(33)	10,200	10,102	(98)
Employee Benefits	1,842	1,204	(638)	5,527	1,865	(3,662)
Maintenance Expense	2,021	1,189	(832)	6,063	3,792	(2,270)
Utility Expense	17,058	2,268	(14,790)	62,545	14,325	(48,220)
General Expenses	2,672	595	(2,077)	8,016	11,496	3,481
Interest Expense	167	166	(1)	333	329	(4)
<b>TOTAL INDUSTRIAL PARK EXPENSES</b>	<b>27,160</b>	<b>8,789</b>	<b>(18,370)</b>	<b>92,684</b>	<b>41,910</b>	<b>(50,774)</b>

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
<b>MARINE TERMINAL (PORT) EXPENSE</b>						
Salary Expense	17,985	9,739	(8,245)	53,954	35,841	(18,113)
Employee Benefits	12,000	10,778	(1,222)	35,999	38,821	2,823
Maintenance Expense	7,920	7,845	(75)	25,080	39,772	14,692
Utility Expense	5,628	4,934	(693)	15,884	13,943	(1,940)
General Expenses	27,354	41,276	13,922	78,096	69,204	(8,892)
Interest Expense	5,200	205	(4,995)	5,200	370	(4,830)
Legal Expense	0	34,982	34,982	0	54,134	54,134
<b>TOTAL MARINE TERMINAL EXPENSES</b>	<b>76,086</b>	<b>109,760</b>	<b>33,674</b>	<b>214,212</b>	<b>252,085</b>	<b>37,873</b>
RAILROAD EXPENSES	0	0	0	0	0	0
BORDER STATION EXPENSES	0	774	774	0	11,240	11,240
<b>TOTAL EXPENSES</b>	<b>957,452</b>	<b>1,050,924</b>	<b>93,472</b>	<b>2,926,041</b>	<b>2,812,371</b>	<b>(113,670)</b>
<b>OPERATING INCOME (Net Gain/(Loss))</b>						
Principal Payments on Loans	-----	44,934	-----	-----	145,250	145,250
OPBA Portion of Projects & Capital	-----	56,449	-----	-----	166,151	166,151
<b>TOTAL NET INCOME (Gain/(Loss))</b>	<b>-----</b>	<b>(609,924)</b>	<b>-----</b>	<b>(140,504)</b>	<b>(379,250)</b>	<b>(690,650)</b>

**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**STATEMENT OF FINANCIAL POSITION**  
as of June 30, 2023

**Current Assets:**

Cash - Checking Accounts	\$ 166,595	
Cash - Reserves & Other Restricted Accounts	7,643,500	①
Cash - Security Deposits	185,482	
Accounts Receivable - Regular	319,763	
Accounts Receivable - AEAS	466,713	
Grants Receivable	48,377	
Investments	-	
Inventories	80,316	
Prepaid Expenses	55,076	
<b>Total Current Assets</b>	<u>\$ 8,965,823</u>	

**Fixed Assets:**

Land & Land Improvements	\$ 46,674,118
Buildings & Building Improvements	108,711,370
Machinery & Equipment	8,603,510
Vehicles	1,966,856
Furniture & Fixtures	142,506
Signage	181,132
Bond Issuance Costs - 2017 Series	178,968
<b>Total Fixed Assets</b>	<u>\$ 166,458,459</u>
Less Accumulated Depreciation	<u>(76,227,399)</u>
<b>Net Fixed Assets</b>	<u>\$ 90,231,060</u>

**Other Assets:**

1,208,072

**Construction in Progress**

\$ 3,967,579 ②

**TOTAL ASSETS** \$ 104,372,534

**Current Liabilities:**

Accounts Payable - Regular	520,152	③
Accounts Payable - AEAS/Contour	458,735	
Accounts Payable - NYS Retirement	-	
Accounts Payable - All Project A/P	537,069	
Current Portion of Long Term Debt	\$ 933,734	
Accrued Expenses	21,957,479	
<b>Total Current Liabilities</b>	<u>24,407,169</u>	

**Other General Liabilities**

590,176

**Long Term Liabilities**

Long Term Portion of Long Term Debt	8,510,362
<b>Total Long Term Liabilities</b>	<u>8,510,362</u>

**Capital**

70,864,827

**TOTAL LIABILITIES** 104,372,534

(0)

①	Restricted Accounts - Top 5 Bank Accounts	
	Consolidated Reserve Fund - CBNA	6,359,169
	Debt Service Reserve Fund - Wilmington Trust	516,710
	M&T Deposit-Bond Payment Reserve Funds	338,157
	Tompkins Trust Security Reserve Deposit	332,118
	PFC Account	48,232
		<u>7,594,385</u>
	8 Additional Restricted Bank Accounts share the balance	49,115
②	Construction in Progress - Top 4 Projects	
	Airport MASLF	1,948,025
	Port - Dock Wall Expansion	501,468
	Airport EA PH 1 Drainage & Terminal Area	478,311
	Airport Terminal Project	216,507
		<u>3,144,311</u>
	6 Additional Projects share the balance	823,268
③	Regular Accounts Payable - Top 5 Vendors	
	Wladis Law Firm	98,526
	AEP - Solar	42,047
	Excellus Health Plan	32,418
	Ascent - World Fuels	30,351
	Comptroller - City of Ogdehsburg	29,635
		<u>232,977</u>
	78 Additional Vendors share the balance	287,175

# Ogdensburg Bridge & Port Authority

## BRANDING STYLE GUIDE

This document is a guide to how we visually communicate the the OBPA. This guide portrays our visual identity, which allows us to put out the right message about our purpose, mission, and values.



### OGDENSBURG BRIDGE & PORT AUTHORITY

#### Primary Logo:

This logo is the primary option to be used whenever possible, preferably in color, but it can also be used in black and white.



## TYPOGRAPHY

### HEADER FONT

Aa Arial 16.0

### BODY TYPE

Aa Arial 12.0

## COLOR PALETTE



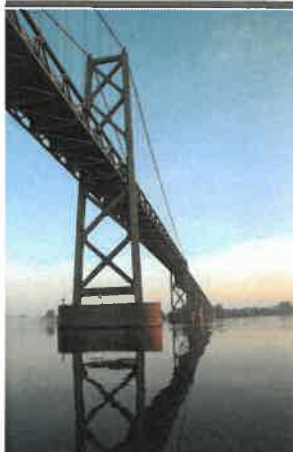
#006697  
RGB (0, 102, 167)  
CMYK (100, 39, 0, 35)



#FAD396  
RGB (250, 211, 150)  
CMYK (0, 16, 40, 2)



#D73F35  
RGB (215, 63, 53)  
CMYK (0, 71, 75, 16)



#### Mission Statement:

The Authority creates sound economic business development through the promotion of buildings, river, road, rail, and air transportation. This is accomplished by providing exceptional customer service, safe and secure facilities, responsible environmental stewardship, and focused professionalism.

#### Organizational Values:

Integrity, accountability, respect

#### Integral traits:

- Compassionate
- Collaborative
- Influential
- Principled
- Persistent

## TONE OF VOICE

Our mission is conveyed by what we say and how we say it. The tone of voice we use in all communications should reflect our values and traits. Because we are compassionate, collaborative, influential, principled, and persistent . . . we speak in a way that is straightforward, accurate, positive, and engaging.

## REGIONAL IMPACT

- Ogdensburg-Prescott International Bridge
- Commerce Park
- Ogdensburg Port
- Ogdensburg Airport
- Railroad
- International Trade
- Real Estate Opportunities
- Public Authority Accountability

**OGDENSBURG BRIDGE and PORT AUTHORITY  
BRIDGE TRAFFIC FIGURES & COMPARISONS**

July 1 - July 31	Auto Crossings			All Other Crossings			Total Crossings			Revenue			
	2023	2019	% Change	2023	2019	% Change	2023	2019	% Change	2023	2019	2023	2019
July 31	49,521	60,506	-18.16%	5,755	6,587	-12.63%	55,276	67,093	-17.61%	\$160,980.50	\$227,506.75		

July 1 - July 31	Auto Crossings			All Other Crossings			Total Crossings			Revenue			
	2023	2022	% Change	2023	2022	% Change	2023	2022	% Change	2023	2022	2023	2022
July 31	49,521	34,915	41.83%	5,755	5,460	5.40%	55,276	40,375	36.91%	\$160,980.50	\$121,326.25		

Month	Auto Crossings			All Other Crossings			Total Crossings			Revenue			
	2023	2019	% Change	2023	2019	% Change	2023	2019	% Change	2023	2019	2023	2019
December													
November													
October													
September													
August													
July	49,521	60,506	-18.16%	5,755	6,587	-12.63%	55,276	67,093	-17.61%	\$160,980.50	\$227,506.75		
June	42,439	53,785	-21.10%	5,842	6,434	-9.20%	48,281	60,219	-19.82%	\$128,109.50	\$198,334.25		
May	40,429	51,015	-20.75%	6,226	6,911	-9.91%	46,655	57,926	-19.46%	\$123,644.50	\$199,425.25		
April	34,489	45,707	-24.54%	5,724	6,905	-17.10%	40,213	52,612	-23.57%	\$101,151.50	\$154,635.00		
March	30,844	44,523	-30.72%	5,840	6,036	-3.25%	36,684	50,559	-27.44%	\$95,768.00	\$128,733.50		
February	28,164	35,864	-21.47%	5,074	5,662	-10.39%	33,238	41,526	-19.96%	\$82,599.75	\$106,063.25		
January	27,850	35,667	-21.92%	5,653	6,234	-9.32%	33,503	41,901	-20.04%	\$84,515.25	\$104,184.25		
<b>TOTALS</b>	<b>253,736</b>	<b>327,067</b>	<b>-22.42%</b>	<b>40,114</b>	<b>44,769</b>	<b>-10.40%</b>	<b>293,850</b>	<b>371,836</b>	<b>-20.97%</b>	<b>\$776,769.00</b>	<b>\$1,118,882.25</b>		





## Ogdensburg International Airport

### LF to PHL Digital Campaign Strategy

#### Strategy

Our plan is built with a funnel approach, layering in digital tactics for each step on the traveler's journey from:

- awareness (of LF to PHL Flight, connectivity beyond PHL, and top reasons to fly local).
- to engagement (clicks to book now, social comments/shares, etc.).
- to conversion (bookings to fly OGS).

#### Goal – Increase load factors for LF Service to PHL

- Outbound LF needs to increase dramatically
- Awareness / commitment to fly OGS needs to increase core local catchment and in Canada (Ottawa & Montreal DMA's + any additional)

#### Media Brief

We prioritize media based on:

- how accurately they target
- how well they provide tracking or attribution
- and industry spending trends

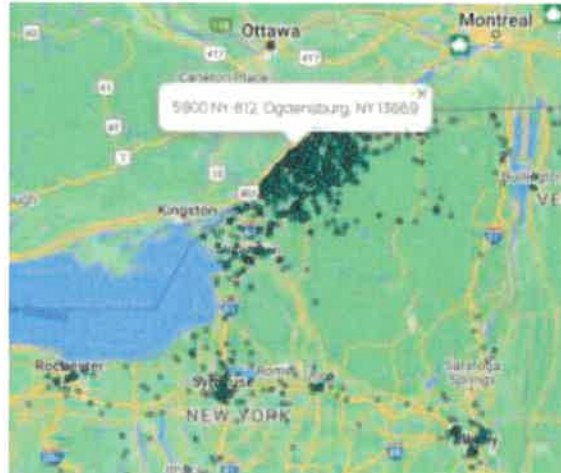
These criteria lead us to a 'digital-centric' campaign strategy to monitor and optimize, maximizing ROI. This compliments the traditional media (radio, etc.) you currently have in place.

#### Campaign Focus Timeline: August 23' through April 24'

- Outbound digital marketing efforts will also use the latest/best digital targeting techniques to reach persons who live or work inside the core, prime, secondary, and extended Canadian catchment areas whose online or offline behaviors have given off 'signals' of interest or intent to travel.
- Messaging will position OGS as the best way to fly if you live or work in the catchment area vs. driving to Syracuse, Plattsburg, Watertown, Ottawa, or Montreal.
- We will educate the community on the true cost and benefits of flying OGS and discuss creative strategy to make it appealing to fly local / get people to reprogram their travel habits.



Below is a heat map visualizing home or office location for mobile devices that have passed through OGS terminal in past 12 months:



### Recommended 8-month Marketing Strategy

#### OGS Marketing Strategy



We take a funnel approach that covers awareness, engagement, and conversions:

- **AWARENESS:** Lat/Long Targeting for impacting leakage and potentially targeting key area businesses, OTT, Behavioral Targeted Online Video, and display.
- **ENGAGEMENT:** Paid Social with FB/IG.
- **CONVERSIONS:** Creative & Site Re-messaging and Search Engine Marketing.
- This funnel approach follows a potential traveler from the moment they begin to consider planning a trip, (“dreaming phase”) to the time they spend researching a destination, to ultimately making their decision and booking their flight.
- Creative Development and Strategy is the anchor for the entire program.



**Mobile Latitude/Longitude Targeted Display Advertising:**

- We will capture the mobile app device IDs that pass-through OGS’s leakage airports.
- Only when those mobile IDs then appear inside OGS’s catchment area do we serve messaging promoting LF’s service to PHL & beyond, highlighting top benefits and reasons to fly OGS.
- These people live or work near OGS and are choosing to fly elsewhere; we want to get these travelers to reconsider their travel habits and consider flying OGS.
- We can additionally target key area businesses to encourage flying local.



**Behavioral Targeted Display Advertising:**

- Ads promoting OGS are served to a target audience of travel intenders within the OGS catchment area on thousands of brand-safe websites.
- Local news sites, travel-related sites and other sites are included among the thousands of sites where these ads could appear.
- This target audience is built using the online and offline behaviors that indicate they’re actively planning or considering travel.
- Behaviors that would put someone in this audience include visits to travel-centric websites, searching travel-related words or phrases, making online purchases such as hotel bookings, or offline purchases such as luggage purchases, hotel bookings, and car rentals.



**Custom Travel Audiences**

<b>Airline travel interest (7 or 14-day recency)</b>				
Airlines	Cruises	Car Rental	Beach Enthusiasts	Travel, Hotels and Resorts
Millennials, Boomers or Seniors interested in travel		Domestic or International Travel (Vacation)		Business Travel Intenders
Travel interest AND other specific interests		Recent travel or interest (7 or 14-day recency)		Travel occurs 2 or 3 times and in the last 7 or 30 days

- Here is a sample of custom travel audiences we use often – that shows data is KING.
- With digital marketing you can maximize your ad dollars to be targeted to only the very best group of travelers in your catchment
- Based on individuals’ actions and behaviors online and offline, we can build local audience profiles and then serve your OBG’s messages and videos to those specific groups.



## Custom Reach on Travel-Centric Sites



We target a custom travel audience that consists of:

- **Business travel, domestic travel, international travel, vacation travel, hotel bookings, travel enthusiasts, travel insurance, travel accessories, travel content, and interest in airline travel within your catchment.**
- Contextually target users while they're on travel sites. A bunch of these also offer mobile apps as well, like Travel & Leisure, Kayak, Trip Advisor, Hotels.com, etc.
- There are multiple news sites included in the overall "travel" category like the NY Times, Reuters, NBC, ABC, FOX, CBS which are included because of they feature travel sections.

### YouTube Video Advertising:



- Video ads (.15- or .30 seconds) promoting OGS are served to a target audience of travel intenders within the catchment/ target geo.
- These video ads appear pre-roll or mid-roll before or during video content people are viewing on YouTube and various websites that use YouTube's video player to serve their video content.
- We pay only for 100% completed views.
- Main campaign goal is to get a user to watch the video to 100% completion.

### OTT/CTV Video Advertising:



- Unlike broadcast and cable, Connected TV allows us to specifically target travel intenders just as we do with our digital campaign.
- Video ads (.15 or .30 seconds) promoting OGS are served to a target audience of travel intenders within the target catchment area / geo.
- These video ads appear (over-the-top) OTT on (connected TV's) CTV streaming video programming (e.g., HGTV, ESPN, Food Network, etc.)
- TV viewing is now somewhat evenly split across broadcast, cable and streaming services or OTT/CTV.

### Facebook/Instagram Paid Social Advertising:



- Ads promoting OGS are served on Facebook and Instagram to a target audience of travel intenders within the catchment / target geo.
- This target audience is built by Facebook and Instagram using behaviors on those platforms which indicate our target audience is in the planning/consideration phase of travel planning.
- These ads appear in people's social feeds; not organically on the airports FB/IG Page.
- Paid Social is designed to reach those who are not currently traveling or engaging with OGS.



### **Creative and Site Re-Messaging Display Advertising:**

- Ads promoting OGS are served to a target audience of people who have visited the OGS website or landing page.
- We continue to serve OGS's messaging (creative) to these people as they visit other websites.
- This allows us to build frequency with people who have engaged with our creative or come to our campaign landing page(s) and increases opportunity for conversions.

### **SEM: Search Engine Marketing:**

Ads are served on Google and Bing 'search engine results' pages to travelers for both inbound and outbound:

- Within the core catchment (outbound) using keywords and phrases specific to top travel destinations beyond PHL such as Orlando, Las Vegas, and top international destinations.
- These travelers are ready to book, and OGS needs to show up as an option as often as possible.
- Optimal impression share should be around 50+%

### **Creative Services**

These are fees for Advance Aviation to create digital ads (static and video), and a custom campaign landing page. We will have specific ad sets / video for each campaign that will be within Contour's brand guidelines and have approval from the airline prior to going live. A creative refresh for the campaign is included.

### **August 23' to April 24' Digital Strategy Budget Overview:**

- Mobile Latitude/Longitude Targeted Advertising: \$2,000 / X 1 month (month TBD based on seasonality)
- Behavioral & Contextual Targeted Advertising: \$3,500 / \$700 monthly X 5 months
- Creative and Site Re-Messaging Advertising: \$1,000 / \$125 monthly X 8 months
- Facebook/Instagram Paid Social Advertising: \$4,000 / \$1K monthly X 4 months (months TBD based on seasonality)
- YouTube Video Advertising: \$1,000 / \$1k X 1 month (month TBD based on seasonality)
- OTT/CTV Video Advertising: \$1,500 X 1 month (month TBD based on seasonality)
- Search Engine Marketing: \$5,600 / \$700 monthly X 8 months
- Total: \$18,600

### **Creative Development & Deliverables:**

- (1) Video (With QR codes for OTT)
- (1) set of Display ads (Banner, leaderboard, mobile tile)
- (1) paid social ad
- Campaign Landing Page Creation
- (1) display, social, & video creative refresh
- Total: \$6,400

### **Total 8-month Campaign:**

- \$25,000



### **Reporting and Optimization**

Advance Aviation will provide regular updates where we can readily review, discuss, and decide to make changes if/when necessary, in response to market or industry conditions.

MEAL - JULY 2023

<u>Date</u>	<u>Railcars - Trucks</u>	<u>LBS. Received</u>	<u>ST Received</u>	<u>LBS Trucked out</u>	<u>ST Trucked Out</u>	<u>ST Inventory</u>	<u>LBS Inventory</u>
	Balance Forward					366.68	733360
7/10/2023	BL 90251206			56300	28.15	338.53	677060
7/19/2023	BL 90270746			61040	30.52	308.01	616020
7/21/2023	BL 90275050			67700	33.85	274.16	548320
7/24/2023	BL 90270748			74480	37.24	236.92	473840
7/24/2023	BL 90277899			59260	29.63	207.29	414580
7/25/2023	BL 90270747			73600	36.8	170.49	340980
7/26/2023	BL 90275051			76160	38.08	132.41	264820
7/27/2023	BL 90275052			77940	38.97	93.44	186880

PELLETS - JULY 2023

<u>Date</u>	<u>Railcars - Trucks</u>	<u>LBS. Received</u>	<u>ST Received</u>	<u>LBS Trucked out</u>	<u>ST Trucked Out</u>	<u>ST Inventory</u>	<u>LBS Inventory</u>
	Balance Forward					135.85	271702
7/3/2023	BL 90245642			59860	29.93	105.92	211842
7/3/2023	BL 90251204			73060	36.53	69.39	138782
7/6/2023	BL 90245644			61060	30.53	38.86	77722
7/6/2023	BL 90245643			62760	31.38	7.48	14962
7/7/2023	BL 90245645			57260	28.63	-21.15	-42298
7/7/2023	BL 90251205			62740	31.37	-52.52	-105038
7/7/2023	BL 90257701			68680	34.34	-86.86	-173718
7/10/2023	BL 90257299			61020	30.51	-117.37	-234738
7/10/2023						0	0

Compass Minerals Inventory Activity for: Ogdensburg/20606				Compass Minerals Inventory Activity for: Ogdensburg/20606			
Report by Monday Morning (9:00 am CST) to: Email - leathersd@compassminerals.com				Report by Monday Morning (9:00 am CST) to: Email - leathersd@compassminerals.com			
		HWY Salt				THAWROX	
Ending Balance from last Month:		44,199.75		Ending Balance from last Month:		8,768.93	
DATE of Activity (mm/dd/yr)	Receiving Barge/Vessel Name	TONS IN	TONS OUT	Receiving Barge/Vessel Name	TONS IN	TONS OUT	Running Balance
7/1/2023							8,768.93
7/2/2023							8,768.93
7/3/2023							8,768.93
7/4/2023							8,768.93
7/5/2023							8,768.93
7/6/2023							8,768.93
7/7/2023							8,768.93
7/8/2023							8,768.93
7/9/2023							8,768.93
7/10/2023							8,768.93
7/11/2023							8,768.93
7/12/2023							8,768.93
7/13/2023	Algoma Innovator	26,546.33					8,768.93
7/14/2023							8,768.93
7/15/2023							8,768.93
7/16/2023							8,768.93
7/17/2023							8,768.93
7/18/2023	Algoma Conveyer	17,371.50					8,768.93
7/19/2023							8,768.93
7/20/2023							8,768.93
7/21/2023							8,768.93
7/22/2023							8,768.93
7/23/2023							8,768.93
7/24/2023							8,768.93
7/25/2023	Algoma Innovator	26,720.03					8,768.93
7/26/2023							8,768.93
7/27/2023							8,768.93
7/28/2023							8,768.93
7/29/2023							8,768.93
7/30/2023							8,768.93
7/31/2023							8,768.93
MONTH-END TOTALS & BALANCE		70,637.86	(0.00)	MONTH-END TOTALS & BALANCE		0.00	8,768.93





**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**BUILDING OCCUPANCY REPORT**  
**August 10, 2023**

**Commerce Park Campus**

<i>Building</i>	<i>% Occupied</i>	<i>Total SF</i>	<i>Available</i>	<i>Occupied</i>	<i>Tenant</i>
1	96%	30,000	1,177	7,658	Strader-Ferris
				7,356	Lincare
				3,626	AB Thermal Technology
				500	West End Asset Management
				424	Miracle Ear / Quality Hearing
				211	KDM Analytics
				187	Nova Networks
				103	LiveFast Motors
				8,758	Non-Rentable
3	100%	15,000	0	10,000	NAC Logistics
				4,860	AN Deringer
				140	Non-Rentable
4	23%	20,000	15,490	2,324	Day Automation
				1,061	T-Base Communications
				850	5G Technologies USA
				275	Non-Rentable
6	100%	30,000	0	28,825	Strader-Ferris
				1,175	Non-Rentable
11	100%	40,000	0	20,000	Strader-Ferris
				20,000	Frank Ralphs, Inc.
12	100%	11,200	0	8,776	T-Base Communications
				2,424	NYS Legal Service
14	100%	24,000	0	23,220	Med-Eng
				780	Non-Rentable
	90%	170,200	16,667	153,533	

**Bridge Administration Building**

<i>Suite</i>	<i>% Occupied</i>	<i>Total SF</i>	<i>Available</i>	<i>Occupied</i>	<i>Tenant</i>
BAB	100%	5,284	0		
103				536	OBPA Economic Development
104				1,054	SUNY IT
201A				120	Demers, Inc.
201B				140	Cortech/Penski
201C				368	OBPA Executive Director
204				1,689	Stephens Media Group
205				207	Griffith/Lambert
206				182	Griffith/Lambert
207A				170	Dan Dodge
207B				220	Mack Global Engineering
208				126	Barbara Pleet
209				180	Knudsen Systems
210				292	Glenda Jones
	100%	5,284	0	5,284	

**Port of Ogdensburg**

<i>Building</i>	<i>% Occupied</i>	<i>Total SF</i>	<i>Available</i>	<i>Occupied</i>	<i>Tenant</i>
P2	100%	30,000	0	30,000	Compass Minerals/Thawrox
P3	100%	20,000	0	19,607	Ingredion - Grain Storage
				393	NYOG Office
P4	100%	15,000	0	15,000	Corning
P5	33%	40,000	26,667	13,333	Ingredion - Grain Storage
P6	40%	20,000	12,000	8,000	Port Operations
P8	100%	23,000	0	23,000	Compass Minerals/Thawrox
Yard	100%	43,560	0	43,560	Steel Beam Storage
	80%	191,560	38,667	152,893	

**Ogdensburg International Airport**

<i>Building</i>	<i>% Occupied</i>	<i>Total SF</i>	<i>Available</i>	<i>Occupied</i>	<i>Tenant</i>
Terminal	100%	10,800	0	10,800	TSA/Contour
Hangar	100%	3,672	0	3,672	Used for OGS Equipment Storage
T-Hangar	100%	11,550	0		
1				1,036	Robertson
2				1,108	Richardson
3				1,036	Proven
4				1,036	Weston
5				1,036	Mueller
6				1,036	Bogardus
7				1,108	Oudheusden
8				1,036	Tate Jr.
9				1,036	Burtch
10				1,036	Richardson
				1,046	Mechanical / Operations Storage
	100%	26,022	0	26,022	

**OGDENSBURG BRIDGE & PORT AUTHORITY  
AUGUST 10, 2023 BOARD MEETING**

Agenda Item B. Ogdensburg-Prescott International Bridge  
1. Approval of Lease Supplement No. 3 with Cortech, LLC.

**REPORT:**

Staff has negotiated Lease Supplement No. 3 with Cortech, LLC for 140 square feet of office space in Suite 201 of the Bridge Administration Building for a one (1) year period commencing October 1, 2023 and terminating September 30, 2024 at a rate of \$23.58 per square foot equaling \$275.10 per month, \$3,301.20 for the one (1) year period, inclusive of utilities.

All other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed.

**RESOLUTION:**

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 3 with Cortech, LLC for 140 square feet of office space in Suite 201 of the Bridge Administration Building for a one (1) year period commencing October 1, 2023 and terminating September 30, 2024 at a rate of \$23.58 per square foot equaling \$275.10 per month, \$3,301.20 for the one (1) year period, inclusive of utilities, and be it;

FURTHER RESOLVED, that all other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY:



MOTION PASSED BY: \_\_\_\_\_

Unanimous: Yes  No

SECONDED BY: \_\_\_\_\_

Abstained By: \_\_\_\_\_

**OGDENSBURG BRIDGE & PORT AUTHORITY  
AUGUST 10, 2023 BOARD MEETING**

Agenda Item C. Commerce Park Campus

1. Approval of Lease Supplement No. 2 with KDM Analytics, Inc.

**REPORT:**

Staff has negotiated Lease Supplement No. 2 with KDM Analytics, Inc. for 211 square feet of office space in Building 1 of the Commerce Park Campus for a one (1) year period commencing September 1, 2023 and terminating August 31, 2024 at a rate of \$15.00 per square foot equaling \$263.75 per month, \$3,165.00 for the one (1) year period, inclusive of utilities.

**RESOLUTION:**

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 2 with KDM Analytics, Inc. for 211 square feet of office space in Building 1 of the Commerce Park Campus for a one (1) year period commencing September 1, 2023 and terminating August 31, 2024 at a rate of \$15.00 per square foot equaling \$263.75 per month, \$3,165.00 for the one (1) year period, inclusive of utilities.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY:



MOTION PASSED BY: \_\_\_\_\_

Unanimous: Yes  No

SECONDED BY: \_\_\_\_\_

Abstained By: \_\_\_\_\_

**OGDENSBURG BRIDGE & PORT AUTHORITY  
AUGUST 10, 2023 BOARD MEETING**

Agenda Item D. Ogdensburg International Airport  
1. Approval of Airport Rates and Charges  
Effective Monday, August 14, 2023

**REPORT:**

In order for the airport to operate in a "self-sustaining as possible" position, it is necessary to evaluate and update airport rates and charges, create reasonable fees for new services, and adjust current fees. The attached Proposed Rates and Changes, effective Monday, August 14, 2023, details the proposed levels. These reflect the current services and costs that the airport incurs for the performance/use of OBPA resources. The Facilities Committee met on Monday, July 31, 2023, and reviewed the Proposed Rates and Changes.

**RESOLUTION:**

RESOLVED that the Authority Board of Directors authorizes the enactment of the Rates and Charges effective August 14, 2023, Schedule.

INITIATOR/PREPARER: Charlie Garrelts/Karin Blackburn

APPROVED BY: 

MOTION PASSED BY: \_\_\_\_\_

Unanimous: Yes

No

SECONDED BY: \_\_\_\_\_

Abstained By: \_\_\_\_\_



**Proposed Rates and Changes  
Effective August 14, 2023'**

**FBO Fees**

<b>Aircraft Type</b>	<b>Handling</b>	<b>Infrastructure Fee</b>	<b>Landing</b>	<b>Ramp</b>	<b>Notes and Waivers</b>
<b>Single-Engine Piston</b>	\$26.50	N/A	N/A	\$21.50	Handling Fee Waived with fuel purchase of 10 gallons or more
<b>Multi-Engine Piston</b>	\$37.50	\$7.00	\$10.00	\$32.50	Handling Fee Waived with fuel purchase of 20 gallons or more
<b>Single-Engine Turboprop</b>	\$162.50	N/A	\$15.00	\$37.50	Handling Fee Waived with fuel purchase of 100 gallons or more
<b>Multi-Engine Turboprop</b>	\$218.50	\$7.00	\$32.00	\$70.50	Handling Fee Waived with fuel purchase of 150 gallons or more
<b>Very Light Jet (Up to 10K lbs)</b>	\$218.50	\$25.00	\$15.00	\$70.50	Handling Fee Waived with fuel purchase of 150 gallons or more
<b>Light Jet (Up to 16K lbs)</b>	\$328.50	\$25.00	\$20.00	\$81.50	Handling Fee Waived with fuel purchase of 200 gallons or more
<b>Medium Jet (16K-40K lbs)</b>	\$432.50	\$25.00	\$25.00	\$108.50	Handling Fee Waived with fuel purchase of 300 gallons or more
<b>Large Jet (40K lbs and up)</b>	\$756.50	\$25.00	\$80.00	\$275.00	Handling Fee Waived with fuel purchase of 600 gallons or more
<b>Helicopter</b>	\$65.00	\$7.00	N/A	\$59.50	Handling Fee Waived with fuel purchase of 30 gallons or more

**Fuel Discounts**

**Fuel Purchase Volume Discounts (Single Purchase)**

Aircraft owners/operators may enter into bulk fuel purchase agreements with OGS for additional fuel price discounts.

- 400 gallons                    \$0.20 discount per gallon
- 1,000 gallons                \$0.30 discount per gallon
- 2,500 gallons                \$0.40 discount per gallon
- 5,000 gallons                \$0.60 discount per gallon
- 10,000 gallons               \$1.00 discount per gallon

**OGDENSBURG BRIDGE & PORT AUTHORITY  
AUGUST 10, 2023 BOARD MEETING**

Agenda Item D. Ogdensburg International Airport  
2. Approval of Contract with GateKeeper Systems

**REPORT:**

In an effort to increase airside and landside efficiency; provide documentation that is most useful to the Federal Aviation Administration; and continually improve operational safety, the staff is seeking to enter into a contract with GateKeeper Systems for their App-139 cloud-based software.

App-139 is used by airports to do more than Part 139 self-inspection management. It is an integrated mobile app that documents and validates work orders for all airside and landside inspections and maintenance. NOTAMs can be easily added to inspection reports and can be stored as part of the permanent airfield records. App-139 is a cloud-based software app that is built for tablet devices, which gives usable access to asset details both in the office—and on the field.

The staff reviewed other products and App-139 produced the lowest bid.

- App-139 Annual Subscription: \$4,500
- One-Time Setup/Installation: \$2,000
- **Total Cost First Year: \$6,500**
- Total Cost Annually After First Year: \$4,500

**RESOLUTION:**

RESOLVED, that the Airport Manager is hereby authorized and directed to enter into a contract with GateKeeper Systems for App-139 (Cloud-Based Airport Software) for \$6,500 for the first year, and \$4,500 annually after the first year.

INITIATOR /  
PREPARER

Charlie Garrelts/Karin  
Blackburn

APPROVED BY:



MOTION MADE BY

Unanimous

Yes

No

SECONDED BY

Abstained

Date: 7/25/2023

# App-139 Proposal for Ogdensburg International Airport

## App-139: Far More Than Its Name Implies

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App-139 handles all of your inspections  
and maintenance work orders.

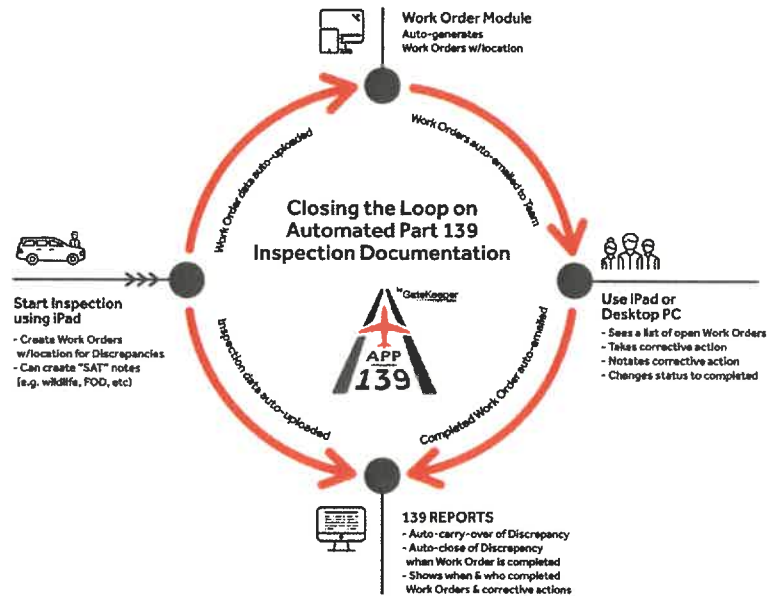




## Double-Duty: Airside and Landside Efficiency

App-139 is used by over 85 airports — both large and small — to do more than just streamline and automate airfield asset management for FAA Part 139 inspections. It's also a fully integrated mobile app that documents and validates work orders for all airside and landside operations. There's no mountain of paperwork to manage. Nothing can fall through the cracks.

- Information for all airside and landside operations is easily and intuitively captured and integrated. App-139 utilizes a GIS (Geographical Information System) interface to depict an accurate aerial image of your airport and airfield — including pavement areas, signs, marking, lights, buildings, roadways, navigational aids, and more. This “dynamic” image lets team members place and update in real-time “markers” to identify discrepancies, work orders, NOTAM areas, and other information.



- App-139 also ensures that there's no lack of communication or miscommunication. Tracked and integrated data enable immediate and efficient sharing between everyone who needs to know. That means operations and airport staff get immediate status updates about everything they need to be aware of or to act on.

- Inspection reports and work orders are easily generated, distributed, tracked, and updated. Not only that, historical analyses facilitate the discovery of opportunities for continuous safety improvement along with detailed facts to back-up safety recommendations.

- Cloud-based App-139 is both secure and reliable, and it's accessible by as many users as you need — anywhere at any time, from any device with Internet access\*. It's set up so that each airport has its own separate, secure database and all hardware, software, virus protection and system backup is located in a physically and electronically secure facility with multiple power sources and sophisticated fire protection.

- App-139 is also easy to implement. It's a simple process of creating users, uploading your airport's GIS image (one you have or from Bing), and configuring your inspection facilities and conditions as well as your landside work orders. Believe it not, this entire process can be done in 2 weeks or less! Bottom line: You can increase efficiency, safety, security, and margins with App-139. And you can count on responsive 24/7/365 assistance from Gatekeeper so you don't have to rely on an in-house IT support team.

\* Hardware Requirements: App-139 software supports any device and any browser, uses any mobile computer/tablet with a 4G connection.

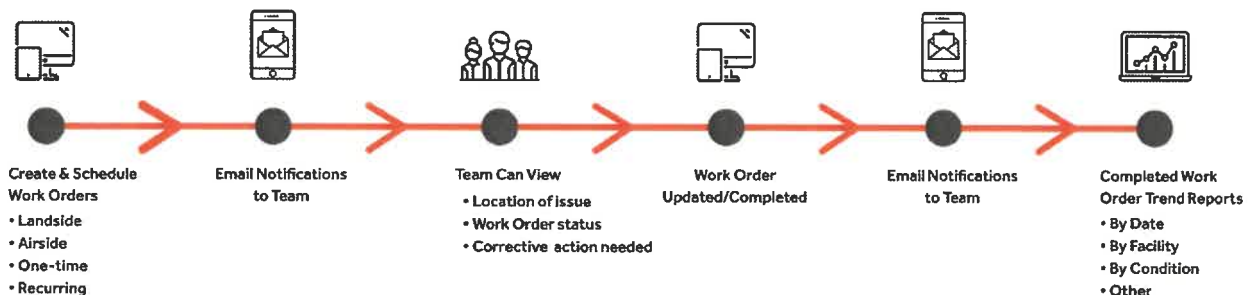
## Ace Your Part 139 Inspections

App-139 automates, documents and validates your entire self-inspection process. This makes it easy to analyze asset histories and inspection reports so you can continuously improve airfield safety.

### Easily showcase to FAA inspectors how your airport can:

- Systematically conduct and track self-inspections
- Maintain appropriate self-inspections and NOTAM data
- Document, manage, and mitigate every discrepancy, incident or observation
- Analyze and use inspection data to continually improve the operational safety
- Accept electronic airfield information in FAA standard AGIS format for viewing of all “layers” generated for a Master Plan study
- Produce “layers” with geo-referenced (GPS coordinates) locations for airfield assets and show maintenance data for each individual asset (e.g. lights and signs)
- Email/notify the team to keep everyone in the loop

## Get All-In-One Work Order Management



App-139 manages the identification and repairs for any airside or landside issues. From creation to completion and reporting, it keeps everyone who needs to know in the loop all along the way.

### Valuable App-139 Work Order features include:

- A customizable, repeating work order option which allows you to create and set up work orders to repeat on a daily, weekly, monthly or annual basis with an automatic email notification sent to the appropriate personnel
- Connection to the App-139 inspection platform for a complete closed loop process
- Customizable work order functionality for tracking of airside and landside issues
- Detailed corrective information on what the issue is, when it was fixed, who did the work, and the corrective action taken

- Automatic notifications to proper personnel of work order creation and completions
- Reassignment of work orders
- Pins/polygons on a 'living' airport map to show the location of each current issue
- Color-coded work order status notations on the map
- Optional email notifications when someone adds a new note and/or places the work order "in progress"
- Records of the man hours/cost of each work order
- Analysis of work orders by date range, department, facility, condition, or keywords
- Saving data to your own device or desktop for printing or exporting the information to Excel or a PDF document

## Other Great App-139 Features

**Special Purpose Inspections** — Provides the ability for custom-tailored inspections and checklists such as ARFF inspections, VASI/PAPI inspections, fuel farms, mobile fuelers, building inspections, and even TSA inspections.

**Wildlife Tracking** – Through the inspection module you can track all wildlife activity and the locations.

**Daily Logs** — Creates, tracks, alerts about events important enough to document, but which fall outside of the inspection scope (e.g. fuel spills, shift highlights, escorted contractors on the airfield).

**Admin Functions** — Offers airports control of App-139 administration, including user access roles and permissions, creating your own SPI forms, definition of email notification groups, and many more customization options.

# App-139 Pricing for Ogdensburg International Airport

**App-139 Annual Subscription:** **\$4,500**

- Inspection Module
- Work Order Management Module
- Reminders for Work Orders/Inspections
- NOTAM Connection showing open NOTAMs
- Wildlife Tracking
- Daily Log/Journal
- Special Purpose Inspections
- Admin Module
- Unlimited Users for both Web and Mobile Apps
- Unlimited Support and software updates/upgrades to existing modules

**Options:**

- AGIS Layers/Data of lights and signs if you have them is \$300 per year

**App-139 One-time Setup/Installation:** **\$2,000**

- Setup of Aerial Imagery using Google or Provided by Airport
- App-139 Site Configuration
  - 2 SPI forms included
- Unlimited Remote Training

**App-139 Total Cost First Year:** **\$6,500**

**Annual Fee:** **\$4,500**

Proposal good for 90 days

Price Guaranteed for 3 years with contract

Semi-Annual Payment option