

**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