

**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 12th 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.

David D. King
Secretary

Vernon D. Burns
Chairperson