

OGDENSBURG BRIDGE AND PORT AUTHORITY
BOARD MEETING
THURSDAY, JUNE 8, 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:
 - March 14, 2023 Childcare Initiative Meeting Minutes
 - May 11, 2023 Board Meeting Minutes
 - May 30, 2023 Finance Committee Meeting Minutes
 - May 30, 2023 Special Board Meeting Minutes
- IV. Reports
 - Presentations and Reports:
 - 1. Committee Reports
 - a) Finance Committee
 - 2. Reports:
 - a) Income/Expense Report
 - b) Bridge Traffic Report
 - c) Airport Activity
 - 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. 19 with Daniel J. Doge, LCSW-R
 - 2. Approval of HVAC Repair at the Border Station
 - C. Commerce Park
 - 1. Approval of New Lease Agreement with Day Automation
 - 2. Approval of a 5 Year Internal Sprinkler Inspection
 - D. Ogdensburg International Airport
 - 1. Approval of T-Hangar Lease Agreement with Timothy Burtch
 - 2. Approval of T-Hangar Lease Agreement with Gregory Oudheusden
 - 3. Approval of Emergency AWOS Repair
 - E. Port of Ogdensburg

1. Approval of Lease Agreement with Woodcrest Dairy, LLC

F. New York & Ogdensburg Railroad

1. Approval of Easement Agreement with the Development Authority of the North Country (DANC)

G. Other Such Matters

1.

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

VIII. Next Meeting Dates:

July 13, 2023	Thursday	5:00 PM	_____	(Proposed)
August 10, 2023	Thursday	5:00 PM	_____	(Proposed)
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:



Steven J. Lawrence
Executive Director

Board of Directors:

Mr. Vernon D. "Sam" Burns, Chairperson
Ms. Megan J. M. Whitton, Vice Chair
Mr. Christopher B. T. Coffin, 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

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
CHILDCARE INITIATIVE COMMITTEE MEETING
TUESDAY, MARCH 14, 2023**

A meeting of the Childcare Initiative Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Tuesday, March 14, 2023, at 4:00 pm.

The following were present:

Toni A. Kennedy, Committee Chair
Vernon D. Burns, Board Chair

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

GUESTS: Lynn Pietroski, Chief Executive Officer, The Arc, Jefferson-St. Lawrence
Tara Carr, Chief Operating Officer, The Arc, Jefferson-St. Lawrence (via phone)

Committee Chair, Toni Kennedy, called the meeting to order at 4:00 pm.

I. Business Items

1. Discussion with The ARC of Jefferson-St. Lawrence.

a) Outline of Staff Needs vs. Child Ratio and Review of current building renderings / design

Chief Executive Officer, The Arc, Jefferson-St. Lawrence, Lynn Pietroski, presented alternative building renderings, with different options for room sizes, and staffing models, based on regulations for room size for age groups.

The schedule was discussed, with the question of running on the school schedule and partnering with the Ogdensburg School District.

Executive Director, Steven J. Lawrence, asked Chief Executive Officer, The Arc, Jefferson-St. Lawrence, Lynn Pietroski, what could be optimized. Lynn

relationship as she has worked with the before, including during the construction of the Watertown facility.

2. Update on CFA grant funding application

Executive Director Steven J. Lawrence reviewed the status of the CFA grant funding, and financing and project deadlines.

3. Next meeting date

The next meeting date is tentatively confirmed for Wednesday, May 31st, 2023, at 5:00 pm.

On a motion by Board Chair, Vernon D. Burns, seconded by Toni Kennedy, the meeting adjourned at 4:56 PM.



Toni Kennedy
Childcare Initiative Committee Chairperson

**OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
THURSDAY, MAY 11, 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, May 11, 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
Jennifer Quirk-Pickman, Member

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

ABSENT: David D. King, Secretary, Member
Toni Kennedy, Member
Steven J. Lawrence, Executive Director

I. Vernon D. Burns, Board Chair, called the meeting to order at 5:00 PM.

II. Letters and Communications to the Board.

Chief Financial Officer, Patricia Nisco, stated there were no letters or communications to the Board.

III. Approval of **Board Minutes**. On a motion by Treasurer, Christopher B.T. Coffin, seconded by Jennifer Quirk-Pickman, the minutes from the **April 13, 2023**, meeting were approved by voice vote.

Approval of **Finance Committee Meeting Minutes**. On a motion by Treasurer, Christopher B.T. Coffin, seconded by Jennifer Quirk-Pickman, the minutes from the **March 27, 2023**, meeting were approved by voice vote.

Approval of **Childcare Initiative Meeting Minutes**. On a motion by Jennifer Quirk-Pickman,

seconded by Nicole Terminelli, the minutes from the **March 14, 2023**, meeting were approved by voice vote.

IV. Presentations and Report

1. Committee Reports

a) Finance Committee

Chief Financial Officer, Patricia A. Nisco, reported that the Finance Committee didn't meet in April, as preparations are underway for the audit. There is a meeting scheduled for May 30, 2023.

2. Reports

b) Bridge Traffic Report

- Chief Financial Officer, Patricia A. Nisco, reported for Executive Director, Steven J. Lawrence, from this month's Bridge Traffic Report the numbers have been steadily rising since January.

c) Airport Activity/Occupancy Report

- Chief Financial Officer, Patricia A. Nisco, reported that the enplanements are still low for the month of April, noting that there would have to be roughly 833 enplanements monthly necessary to reach the 10,000 enplanements by the end of the year. At the current rate of enplanements, the ability to reach the 10,000 enplanements by calendar year end is unlikely.

d) Port Activity Report

- Director of Operations, James D. Chase, reported that the port staff are still continuing to reshape and recover piles.
- Bridge work is starting.
- Interviews for summer help have started and we hope to have them starting soon.
- Board Chairperson, Vernon D. Burns, asked that Maintenance Reports become a regular part of the Board Agenda through October.

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

- Economic Development Director, Anthony Adamczyk, reported that aside from a short-term tenant leaving at the end of April, the occupancy is remaining consistent. He continues to work with current tenants on renewals as they arise.
- The Facilities Team has been making improvements in Building 4, such as energy-efficient lighting upgrades, which will ultimately help attract new tenants to the space.
- The OBPA attended the grand opening of the new Wills Transfer Distribution Center in Ingleside, Ontario, which generated new contacts in the economic development and real estate development fields on the other side of the border.
- Chairperson, Vernon D. Burns, asked about airport advertising activities.

Economic Development Director, Anthony Adamczyk, stated that the OBPA has been focusing resources on print, digital, and radio advertising, but the billboard advertising would be expanded via the resolutions he would be presenting later in the meeting.

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 New Lease Agreement with 5G Technologies USA, LTD. On a motion by Treasurer, Christopher B.T. Coffin, seconded by Nicole Terminelli, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new 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: Nicole Terminelli
Jennifer Quirk-Pickman
Christopher B.T. Coffin
Vernon D. Burns
Megan J.M. Whitton

D. Ogdensburg International Airport

1. Approval of T-Hangar Lease Agreement with Glass Box Research Company. On a motion by Vice Chair, Megan J.M. Whitton, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Glass Box Research Company for T-Hangar No. 5 at the Ogdensburg International Airport for a one (1) year period commencing September 1, 2023 and terminating August 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: Jennifer Quirk-Pickman
Christopher B.T. Coffin
Vernon D. Burns
Megan J.M. Whitton
Nicole Terminelli

MOTION CARRIED

2. Approval of Advertising Contract with OUTFRONT Media Canada. On a motion by Jennifer Quirk-Pickman, seconded by Megan J.M. Whitton, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a contract with OUTFRONT Media Canada for out-of-home marketing services in Ottawa, Ontario, Canada in the amount of \$19,375.00.

A vote was called.

AYES: Christopher B.T. Coffin
Vernon D. Burns
Megan J.M. Whitton
Jennifer Quirk-Pickman

ABSTAIN: Nicole Terminelli

MOTION CARRIED

3. Approval of Advertising Contract with Pattison Ottawa. On a motion by Treasurer, Christopher B.T. Coffin, seconded by Megan J.M. Whitton, it was RESOLVED, that the Executive Director is hereby authorized and directed to execute a contract with Pattison Ottawa for out-of-home marketing services in Ottawa, Ontario, Canada in the amount of \$7,500.00.

A vote was called.

AYES: Vernon D. Burns
Megan J.M. Whitton
Jennifer Quirk-Pickman
Christopher B.T. Coffin

ABSTAIN: Nicole Terminelli

MOTION CARRIED

4. Approval of Selection of Consultant for Five-Year Capital Improvement Projects. On a motion by Jennifer Quirk-Pickman, seconded by Vice Chair, Megan J. M. Whitton, it was

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby select McFarland-Johnson, Inc. as the Authority's Consultant for its Five-Year Capital Improvement Projects at the Ogdensburg International Airport for the next five-year period subject to final approval by the Federal Aviation Administration.

A vote was called.

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

MOTION CARRIED

E. Port of Ogdensburg

1. None.

F. Other Such Matters

Chief Financial Officer, Patricia A. Nisco, stated that there was a need for Executive Session under §105 item f of the Open Meetings Law to discuss the appointment or employment of a particular person. On a motion made by Vice Chair, Megan J. M.

Whitton, seconded by Jennifer Quirk-Pickman, the meeting went into Executive Session at 6:04 PM. On a motion made by Treasurer, Christopher B.T. Coffin, seconded by Jennifer Quirk-Pickman, the meeting resumed at 6:40 PM.

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, June 8, 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.

Nicole Terminelli
Assistant Secretary

Vernon D. Burns
Chairperson

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

Current Assets:

Cash - Checking Accounts	\$ 141,698	
Cash - Reserves & Other Restricted Accounts	7,704,422	①
Cash - Security Deposits	185,236	
Accounts Receivable - Regular	236,949	
Accounts Receivable - AEAS	935,721	
Accounts Receivable - Port Projects	-	
Grants Receivable	5,043	
Investments	-	
Inventories	80,316	
Prepaid Expenses	71,687	
Total Current Assets	\$ 9,361,071	

Fixed Assets:

Land & Land Improvements	\$ 46,674,118
Buildings & Building Improvements	108,711,370
Machinery & Equipment	8,492,755
Vehicles	1,966,856
Furniture & Fixtures	142,506
Signage	181,132
Bond Issuance Costs - 2017 Series	193,578
Total Fixed Assets	\$ 166,362,314
Less Accumulated Depreciation	(75,652,910)
Net Fixed Assets	\$ 90,709,404

Other Assets:

1,923,361

Construction in Progress

\$ 3,860,327 ②

TOTAL ASSETS \$ 105,854,163

Current Liabilities:

Accounts Payable - Regular	627,490	③
Accounts Payable - AEAS/Contour	374,966	
Accounts Payable - NYS Retirement	-	
Accounts Payable - All Project A/P	104,789	
Current Portion of Long Term Debt	\$ 1,033,991	
Accrued Expenses	28,748,890	
Total Current Liabilities	\$ 30,890,125	

Other General Liabilities

567,888

Long Term Liabilities

Long Term Portion of Long Term Debt	8,523,272
Total Long Term Liabilities	8,523,272

Capital

65,872,878

TOTAL LIABILITIES 105,854,163

NOTES

①	Restricted Accounts - Top 5 Bank Accounts	
	Consolidated Reserve Fund - CBNA	6,566,118
	Debt Service Reserve Fund - Wilmington Trust	512,827
	Tompkins Trust Security Reserve Deposit	262,688
	M&T Deposit-Bond Payment Reserve Funds	259,388
	PFC Account	44,086
		<u>7,645,107</u>
	8 Additional Restricted Bank Accounts share the balance	59,315
②	Construction in Progress - Top 4 Projects	
	Airport MASLF	1,945,195
	Port - Dock Wall Expansion	488,929
	Airport EA PH 1 Drainage & Terminal Area	466,067
	Airport Terminal Project	216,507
		<u>3,116,699</u>
	4 Additional Projects share the balance	743,628
③	Regular Accounts Payable - Top 5 Vendors	
	Parsons Transportation Group	90,000
	Wladis Law Firm	72,465
	Comptroller - City of Ogdensburg	51,800
	Ascent Aviation Group	39,347
	OMLC	35,284
	Excellus Health Plan	32,418
		<u>321,314</u>
	79 Additional Vendors share the balance	306,175

OGDENSBURG BRIDGE & PORT AUTHORITY: APRIL 2023 BUDGET TO ACTUAL

INCOME

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
Bridge Revenue	271,081	263,533	(7,548)	271,081	263,533	(7,548)
Airport Revenue	38,788	33,959	(4,829)	38,788	33,959	(4,829)
Airport Revenue - Fuel Sales	75,990	48,258	(27,732)	75,990	48,258	(27,732)
Airport Revenue - AEAS Income	414,856	374,966	(39,890)	414,856	374,966	(39,890)
Industrial Park Campus Revenue	80,924	80,210	(714)	80,924	80,210	(714)
Marine Terminal (Port) Revenue	23,741	79,717	55,976	23,741	79,717	55,976
Railroad Revenue	0	2,454	2,454	0	2,454	2,454
TOTAL INCOME	905,380	883,096	(22,284)	905,380	883,096	(22,284)

EXPENSES

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
BRIDGE EXPENSE						
Salary Expense	111,634	110,092	(1,542)	111,634	110,092	(1,542)
Employee Benefits	45,610	36,977	(8,633)	45,610	36,977	(8,633)
Maintenance Expense	7,564	7,792	228	7,564	7,792	228
Bridge Maintenance Expense	2,175	251	(1,924)	2,175	251	(1,924)
Utility Expense	5,749	8,637	2,889	5,749	8,637	2,889
General Expenses	37,173	31,524	(5,649)	37,173	31,524	(5,649)
Legal Expense	9,583	12,663	3,079	9,583	12,663	3,079
TOTAL BRIDGE EXPENSES	219,489	207,936	(11,552)	219,489	207,936	(11,552)
AIRPORT EXPENSE						
Salary Expense	25,691	20,715	(4,976)	25,691	20,715	(4,976)
Employee Benefits	10,588	8,943	(1,645)	10,588	8,943	(1,645)
Maintenance Expense	6,839	7,106	267	6,839	7,106	267
Fuel Sales Expense	46,581	0	(46,581)	46,581	0	(46,581)
Utility Expense	4,988	7,805	2,817	4,988	7,805	2,817
General Expenses	55,576	54,691	(885)	55,576	54,691	(885)
Interest Expense	45,340	40,323	(5,017)	45,340	40,323	(5,017)
Legal Expense	20,833	6,774	(14,060)	20,833	6,774	(14,060)
AEAS Expense	414,856	374,966	(39,890)	414,856	374,966	(39,890)
TOTAL AIRPORT EXPENSES	631,293	521,323	(109,970)	631,293	521,323	(109,970)
INDUSTRIAL PARK EXPENSE						
Salary Expense	3,400	3,367	(33)	3,400	3,367	(33)
Employee Benefits	1,842	314	(1,528)	1,842	314	(1,528)
Maintenance Expense	2,021	651	(1,370)	2,021	651	(1,370)
Utility Expense	17,058	6,792	(10,266)	17,058	6,792	(10,266)
General Expenses	2,672	7,502	4,831	2,672	7,502	4,831
Interest Expense	167	0	(167)	167	0	(167)
TOTAL INDUSTRIAL PARK EXPENSES	27,160	18,626	(8,533)	27,160	18,626	(8,533)

MARINE TERMINAL (PORT) EXPENSE						
	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
Salary Expense	17,985	14,010	(3,975)	17,985	14,010	(3,975)
Employee Benefits	12,000	15,235	3,236	12,000	15,235	3,236
Maintenance Expense	10,560	16,878	6,318	10,560	16,878	6,318
Utility Expense	5,628	5,246	(382)	5,628	5,246	(382)
General Expenses	27,354	23,246	(4,108)	27,354	23,246	(4,108)
Interest Expense	0	1	1	0	1	1
Legal Expense	0	11,978	11,978	0	11,978	11,978
TOTAL MARINE TERMINAL EXPENSES	73,526	86,593	13,067	73,526	86,593	13,067
RAILROAD EXPENSES	0	0	0	0	0	0
BORDER STATION EXPENSES	0	5,238	5,238	0	5,238	5,238
TOTAL EXPENSES	951,467	839,718	(111,749)	951,467	839,718	(111,749)
OPERATING INCOME (Net Gain/(Loss))	(46,087)	43,378		(46,087)	43,378	
Principal Payments on Loans	-----	44,993		-----	44,993	
OPBA Portion of Projects & Capital	-----	58,898		-----	58,898	
OPERATING INCOME (Net Gain/(Loss))	-----	(60,513)		-----	(60,513)	

CASH FLOW: MAY TO OCTOBER 2023

Anticipated Cash Balance - APRIL 152,373

Income	May	June	July	August	September	October	TOTAL
Bridge Toll Income	179,291	183,271	201,778	216,107	177,861	185,110	1,143,418
Airport Revenue	26,058	27,308	27,333	27,658	28,129	25,722	162,210
Rental Income - BR	105,321	105,327	105,333	105,333	105,333	105,333	631,980
Rental Income - IP	80,924	80,948	80,951	81,229	81,236	81,375	486,663
Rental Income - AP	9,602	9,602	9,602	9,602	9,602	9,602	57,614
Airport Fuels Sales	81,716	109,186	119,918	123,418	130,047	89,004	653,289
Airport AEAS	414,856	414,856	414,856	414,856	414,856	414,856	2,489,136
Port Operating & Rental Fees	23,741	23,741	35,611	142,446	142,446	142,333	510,318
Other Income	313	386,545	313	313	313	175,313	563,108
Regular Income	921,822	1,340,785	995,695	1,120,962	1,089,823	1,228,648	6,697,735
Expense							0 CK
Salaries and Wages	171,210	171,210	171,210	261,895	178,407	197,990	1,151,922
Payroll Taxes & EE Benefits	70,070	70,070	115,150	70,070	70,070	70,040	465,470
Insurance	43,715	43,715	43,715	43,715	43,715	43,715	262,290
Utilities	52,326	39,748	45,314	61,432	30,230	34,031	263,081
General Expenses	53,445	53,445	53,445	53,445	53,445	53,445	320,672
Legal	9,583	30,416	9,583	30,416	9,583	30,416	119,997
Maintenance - BR	6,146	6,619	5,673	4,728	13,237	3,785	40,188
Maintenance - IP	1,842	1,842	1,842	2,818	1,842	2,021	12,207
Maintenance - AP	7,839	1,809	1,809	9,045	4,221	5,427	30,150
Maintenance - MT	6,600	7,920	6,600	7,920	1,320	23,760	54,120
Bridge Maintenance	3,045	4,350	7,830	48,818	6,525	5,220	75,788
Airport Fuel Purchases	83,846	27,949	37,265	158,377	130,428	149,060	586,925
Airport LEO	21,667	21,667	21,667	21,667	21,667	21,667	130,000
Airport Parking	17,917	17,917	17,917	17,917	17,917	17,917	107,500
Airport AEAS	414,856	414,856	414,856	414,856	414,856	414,856	2,489,136
Marine Terminal Management Fees	14,766	14,766	14,766	14,766	14,766	14,766	88,596
OBPA Grant Portion & Capital Expense	9,000	649,090	189,000	18,000	190,000	175,000	1,230,090
All Debt Expense	74,738	74,738	324,491	74,738	74,738	74,993	698,437
Regular Expenses	1,062,611	1,652,127	1,482,133	1,314,623	1,276,967	1,338,109	8,126,570
							0 CK
Prior Month	152,373	11,584	(299,758)	(786,196)	(979,856)	(1,167,000)	
Current Month Inc - Exp	(140,789)	(311,342)	(486,438)	(193,661)	(187,144)	(109,462)	
Gain/(Loss)	11,584	(299,758)	(786,196)	(979,856)	(1,167,000)	(1,276,462)	



OGDENSBURG BRIDGE & PORT AUTHORITY
BUILDING OCCUPANCY REPORT
 June 8, 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	13%	20,000	17,429		
				1,235	Day Automation
				1,061	T-Base Communications
				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
	89%	170,200	18,606	151,594	

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	91%	11,550	1,036		
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				1,036	OGS Storage
8				1,036	Tate Jr.
9				0	Vacant
10				1,108	Richardson
				1,046	Mechanical / Operations Storage
	96%	26,022	1,036	24,986	

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

Agenda Item B. Ogdensburg-Prescott International Bridge

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

REPORT:

Staff has negotiated 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.

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. 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.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____

OGDENSBURG BRIDGE & PORT AUTHORITY
June 8, 2023 BOARD MEETING

Agenda Item B. Ogdensburg-Prescott International Bridge
2) Approval of HVAC Repair at the Border Station

REPORT:

The HVAC system is critical to the leased space and must adhere to strict performance standards set forth by the GSA lease. Sufficient expertise is not available within the OBPA to perform these services.

The use of TRANE for Border Station HVAC maintenance and repair is a historical relationship and the continuation of which is in the best interest of the Authority. Staff reviewed the details of this purchase and recommends purchasing this service from TRANE.

RESOLUTION:

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

INITIATOR/PREPARER: James D. Chase

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous:

Yes

No

SECONDED BY: _____

Abstained By: _____

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

Agenda Item C. Commerce Park Campus

1. Approval of New Lease Agreement with Day Automation.

REPORT:

Staff has negotiated 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.

RESOLUTION:

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.

INITIATOR/PREPARER: Anthony Adameczyk

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
June 8, 2023 BOARD MEETING**

Agenda Item C. Commerce Park Campus
2) Approval of 5 Year Internal Sprinkler Inspection

REPORT:

The sprinkler systems are critical to the leased spaces at Commerce Park and must adhere to strict performance standards set forth by the National Fire Protection Association (NFPA) and NYS Building Codes. Sufficient expertise is not available within the OBPA to perform these inspections.

The use of SRI for Commerce Park sprinkler system is a historical relationship and the continuation of which is in the best interest of the Authority. The OBPA currently has an agreement with SRI for our biannual inspections. Staff reviewed the details of this purchase and recommends purchasing this service from SRI.

RESOLUTION:

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.

INITIATOR/PREPARER: James D. Chase

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous:

Yes

No

SECONDED BY: _____

Abstained By: _____

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

Agenda Item D. Ogdensburg International Airport

1. Approval of T-Hangar Lease Agreement with Timothy Burtch.

REPORT:

Staff has negotiated 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.

RESOLUTION:

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.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: _____



MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____

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

Agenda Item D. Ogdensburg International Airport
2. Approval of T-Hangar Lease Agreement with Gregory Oudheusden.

REPORT:

Staff has negotiated 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.

RESOLUTION:

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.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____

OGDENSBURG BRIDGE & PORT AUTHORITY
June 8, 2023 BOARD MEETING

Agenda Item D. Ogdensburg International Airport
3) Approval of Emergency AWOS Repair

REPORT:

The AWOS system is critical to the airfield at OGS. Facility failure occurred after a power surge ruined the wind sensor. A low voltage cutoff module was installed to prevent this from happening in the future.

Staff recommends approval of Stanwyck Avionics Inc. emergency repair of the AWOS wind sensor and installation a low voltage cutoff module.

RESOLUTION:

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

INITIATOR/PREPARER: James D. Chase

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous:

Yes

No

SECONDED BY: _____

Abstained By: _____

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

Agenda Item E. Port of Ogdensburg

1. Approval of Lease Agreement with Woodcrest Dairy, LLC.

REPORT:

Staff has negotiated 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.

In addition, 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.

Also included in this agreement is the requirement for Woodcrest Dairy, LLC to provide proof of appropriate insurance coverage to the Authority, naming the Ogdensburg Bridge and Port Authority as an additional insured.

RESOLUTION:

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.

INITIATOR/PREPARER: Anthony Adamecyk

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____

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

Agenda Item F. New York & Ogdensburg Railroad

1. Approval of Easement Agreement with the Development Authority of the North Country (DANC).

REPORT:

Staff has negotiated 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.

RESOLUTION:

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.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____