

OGDENSBURG BRIDGE AND PORT AUTHORITY  
BOARD MEETING  
THURSDAY, MAY 11, 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 27, 2023 Finance Committee Meeting Minutes
  - March 14, 2023 Childcare Initiative Meeting Minutes
  - April 13, 2023 Board Meeting Minutes
  - May 9, 2023 Personnel Committee 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.
  - C. Commerce Park
    1. Approval of New Lease Agreement with 5G Technologies USA, LTD.
  - D. Ogdensburg International Airport
    1. Approval of T-Hangar Lease Agreement with Glass Box Research Company
    2. Approval of Advertising Contract with OUTFRONT Media Canada
    3. Approval of Advertising Contract with Pattison Ottawa
    4. Approval of Selection of Consultant for Five-Year Capital Improvement Projects
  - E. Port of Ogdensburg
    - 1.

F. New York & Ogdensburg Railroad

1.

G. Other Such Matters

1.

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

VIII. Next Meeting Dates:

June 8, 2023	Thursday	5:00 PM	_____	(Proposed)
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**  
**FINANCE COMMITTEE MEETING**  
**MONDAY, MARCH 27, 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, March 27, 2023 at 4:00 PM.

The following were present:

Christopher B. T. Coffin, Committee Chair  
David D. King, Member  
Vernon D. Burns, Board Chair  
Steven J. Lawrence, Executive Director  
Patricia A. Nisco, Chief Financial Officer  
Anthony Adamczyk, Director of Economic Development  
James Chase, Director of Operations

Committee Chair, Christopher B.T. Coffin, called the meeting to order at 4:04 PM.

I. Business Items

a. February 2023 Financials.

Chief Financial Officer, Patricia A. Nisco, reviewed the Statement of Financial position and reported that receipt of regular Accounts Receivable is 90% current or 1-30 days. All journal entries for Construction in Progress (CIP) will be entered in time for year end. Accounts Payable is doing very well, with only one vendor with a substantial balance. The MALSF will be closed out by year end if all funds have been received and the expenses for the Harbor Deepening/Port Expansion should be split out. Committee Member, David D. King, asked about the Bridge Inspection. Chief Financial Officer, Patricia A. Nisco, confirmed that the first invoice is half paid. Chief Financial Officer, Patricia A. Nisco, moved to the Budget vs. Actual, reporting that under Bridge Revenue, Bridge Tolls and Rent are above budget. The Airport Revenue is above budget due to parking and car rental. Fuel sales and expenses are currently showing a profit. The Industrial Park Revenue will remain a little under budget for the end of the year due to the transition in Building 11 and the tenant in Building 1 who defaulted on his lease.

Since October, there hasn't been an Airport Manager, so the Airport salary and expense line is below budget. Airport Maintenance Expense shows an increased amount of deicer that needed to be purchased. Under General Expenses, LEO was spot on, but MAPCO and Professional Services are above budget, and Insurance is above budget. Board Chair, Vernon D. Burns, asked if there was a breakdown of just MAPCO for January, February, and March. Chief Financial Officer, Patricia A. Nisco, confirmed that she could provide this. Moving on, she reported that Parking is not bringing in the same amount of revenue as it was pre-COVID. The Marine Terminal salary is down due to two retirements that have not been replaced. Board Chair, Vernon D. Burns, and Executive Director, Steven J. Lawrence, discussed income and expenses associated with salt removal. Chief Financial Officer, Patricia A. Nisco, stated she had sent the Board and Staff a summary of fixed assets and accumulated depreciations, and reported that it's good to know that as things get closer to being 50% depreciated, that it's a time where we, if have the funds available, should start being more cognizant of putting some money away to buy new equipment. Most of the OBPA trucks are fully depreciated; all furnishings and fixtures are completely depreciated, and the signs (one out at the Airport, and the other one is on the bridge) have a few more depreciable months. Committee Chair, Christopher B.T. Coffin, and Chief Financial Officer, Patricia A. Nisco, discussed the OBPA's past processes and future plans for depreciation. Board Chair, Mr. Vernon D. Burns, stated that as you see the accumulated depreciation figure go up, you have to think about what is the real value of what the OBPA has and get to the point of putting funds away and look ahead 10, 15, 20 years. Committee Chair, Christopher B.T. Coffin, stated that an organization will not be viable if it simply funds operating expenses. Chief Financial Officer, Patricia A. Nisco, stated she sent a cash flow report to Board and Staff, and reported that there isn't one month that shows positive numbers. On a positive note, the Tompkins term loan has been paid off and the credit line has been brought down to zero. Executive Director, Steven J. Lawrence, stated that real

numbers are being used so he doesn't want anyone to be overly optimistic. Some of the numbers may improve a little bit, but that won't fix everything. Committee Chair, Christopher B.T. Coffin, asked what options the OBPA has to deal with this situation. Executive Director, Steven J. Lawrence, reported there are a few options that will soften the situation, but he isn't ready to share those options just yet. There may possibly be more activity at the Port; there is some interest in property sales; and additional interest in leasing properties. Board Chair, Vernon D. Burns, stated that the OBPA was up front when putting forth the upcoming year's budget, knew what kind of deficit there was going to be, and agreed to work toward that deficit. As the Executive Director has reported, the Staff continues to do this. Committee Chair, Christopher B.T. Coffin, made suggestions to the Staff about what needs to be done with the reported cash flow issues, and stated that everything needs to be done to keep it operating. Board Chair, Vernon D. Burns, reminded the Board and Staff that COVID created a \$4 million loss to Bridge Revenue, revenue that will never be recouped. Committee Chair, Christopher B.T. Coffin and Board Chair, Vernon D. Burns, discussed what can be done at the Board level, including going to Albany to request financial assistance from New York State.

On a motion by Board Chair, Vernon D. Burns, seconded by David D. King, the Finance Committee Meeting adjourned at 4:47 PM.

---

Christopher B. T. Coffin  
Finance Committee Chairperson

**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

Pietroski confirmed that she didn't have many suggestions, except for a few spaces, and shared her recommendations. Additional services for children was also discussed, such as OT, PT, autism services, and in home managed care. Committee Chair, Toni Kennedy, asked if there are any other organizations in St. Lawrence County that offer autism services. Chief Executive Officer, The Arc, Jefferson-St. Lawrence, Lynn Pietroski, confirmed that there are not, but The Arc has five licensed Board-Certified Behavior Analysts, and that they are home growing a few more to provide autism services. Committee Chair, Toni Kennedy and Chief Executive Officer, The Arc, Jefferson-St. Lawrence, Lynn Pietroski discussed shared and non-shared staff between the OBPA and The Arc daycares. Executive Director, Steven J. Lawrence asked Chief Executive Officer, The Arc, Jefferson-St. Lawrence, Lynn Pietroski, if the OBPA daycare should offer autism services. The discussion led to the OBPA daycare center not being an autism services center, but a daycare center that offers these services. Chief Operating Officer, The Arc, Jefferson-St. Lawrence, Tara Carr, offered OBPA Board and Staff to come tour the Gaffney Drive Facility to continue this conversation as this would spark some additional, important questions. Executive Director, Steven J. Lawrence, asked Chief Executive Officer, The Arc, Jefferson-St. Lawrence, Lynn Pietroski, for an equipment budget that includes furniture and supplies that follow regulations and she agreed to provide this information, along with the exact square footage of the Watertown facility. Board Chair, Vernon D. Burns, asked Executive Director, The Arc, Jefferson-St. Lawrence, Lynn Pietroski, what kind of relationship she has with OCFS (Office of Children and Family Services). She confirmed that it is a positive working

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 31<sup>st</sup>, 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, APRIL 13, 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, April 13, 2023 at 5:00 PM.

The following were present:

Vernon D. Burns, Chairperson  
Christopher B. T. Coffin, Treasurer  
David D. King, Secretary, Member  
Jennifer Quirk-Pickman, Member

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

ABSENT: Megan J. M. Whitton, Vice-Chairperson  
Toni Kennedy, Member  
Nicole Terminelli, Member  
Anthony Adamczyk, Director of Economic Development

- 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 no letters and no communications to the Board.
- III. Approval of Board Minutes. On a motion by Secretary, David D. King, seconded by Jennifer Quirk-Pickman, the minutes from the February 9, 2023, and March 9, 2023, meetings were approved by voice vote.
- IV. Presentations and Report
  1. Committee Reports
    - a) Finance Committee

Treasurer, Christopher B.T. Coffin, stated that the Finance Committee met and reviewed the financial statements for February 2023 which were relatively routine. The most important item that was looked at was the projection of cash status for the next six months. Chief Financial Officer, Patricia A. Nisco, reported from the Statement of Financial Position. Regular Accounts Receivable are being collected in a timely fashion. Currently at 90% collected. Fuel inventory and current expenses as far as salaries, vacations, and interest will be adjusted for year end. Constructions in Progress (CIP) will be reviewed at year end. Any project that is complete will be moved to the corresponding fixed asset account at year end. The portion of the Harbor Deepening Port Expansion project that is just Harbor Deepening will be expensed at year end. The current portion of the long-term debt will be adjusted at year end and a portion of the long-term debt will be moved over to fund the 23-24 portion. Chief Financial Officer, Patricia A. Nisco, moved on to Budget vs. Actual, reporting that the only income that will remain on the budget at year end will likely be Industrial Park income. Although the Director of Economic Development's work of analyzing the rents paid was successful, the 22-23 budget doesn't show a sufficient allowance of companies renewing leases. Bridge Expense is below budget. The NYS Retirement invoice was budgeted for \$120,000 more than the actual invoice. Under Bridge Maintenance, only 60% of the budgeted invoice for the bridge inspection has come in which is keeping that line down. The deicing increase in cost was unexpected. Fuel expense is offset by the fuel income. Airport parking has come in less than what was budgeted. Chief Financial Officer, Patricia A. Nisco, moved on to the cash flow report, reporting on the observation that it follows closely to what the budget anticipated. For the first six months, the cash flow report will be updated, with funds and income that will be set aside. Treasurer, Christopher B.T. Coffin discussed the tough cash flow projections, in a sense that only committed items are listed. There are activities in the pipeline that aren't listed

in the projections. Bridge traffic may be stronger than projected with the vaccination requirement possibly being lifted. Revenues have not returned to pre-pandemic levels. The pandemic has made revenues more severe for this authority, many revenue sources completely stopped instead of being reduced. With federal support, the authority has been able to maintain, but now that federal support has ceased, it is a different story. Treasurer Christopher B.T. Coffin is aware that the staff are searching for ways to drive up revenue and that the Board Chair, Vernon D. Burns, is finding political support. Executive Director, Steven J. Lawrence, spoke to strategies of Chief Financial Officer, Patricia A. Nisco, that are bringing the financial status of the Ogdensburg Bridge and Port Authority to a more positive level.

## 2. Reports

### a) Bridge Traffic Report

- Executive Director, Steven J. Lawrence, stated the border is open Canadian and American vaccinated travelers.
- March crossings were down over all 27% over a normal year. Truck traffic is almost normal now and will continue to normalize.
- Revenue difference continues to decrease.
- Bridge maintenance program is underway. The big emphasis is on the Canadian approach. The big focus is on the bridge deck repairs.
- Put in a grant application for \$82 million to get the bridge where it needs to be.

### b) Airport Activity/Occupancy Report

- Chief Financial Officer, Patricia A. Nisco, reported there were 43 flights for February 2023. Enplaned passengers were 446 with flight load of 32%. 2023 total through March is 974. Haven't hit 1,000 for the 10,000 total for 2023.
- Update on the Airport Manager search. Steven Baldwin posted the advertisement on five different websites. Direct distribution to over 3,000

industry professionals. As of April 7<sup>th</sup>, eight (8) applications, with initial thoughts of three (3) qualified candidates. Application deadline is Friday, April 14<sup>th</sup>.

- Update on Trade Show in Ottawa, April 1<sup>st</sup> and 2<sup>nd</sup>

Chief Financial Officer, Patricia A. Nisco, and Director of Economic Development, Anthony Adamczyk, attended the Ottawa Trade Show. Grateful to the SLC Chamber of Commerce for inviting OGS to be a part of their contingent. A majority of the exhibitors were promoting “Discover Africa, Ireland, etc.”. Two regional Canadian airlines were there. Most exhibitors were handing out travel brochures. The OBPA was the only booth with giveaways. The planes were a hit. A few travel agents were very interested and took OGS rack cards – a viable option to Canadian departure for their customers.

c) Port Activity Report

- Salt transportation is coming to a close.
- The port staff are working on reshaping and recovering piles.
- The only people taking salt at this point are the ones who are stock piling it in their barns.

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

- Chief Financial Officer, Patricia A. Nisco, reported in the absence of Director of Economic Development, Anthony Adamczyk.
- Through March, the tenancy rate remained at 94% as it has the previous month.
- There are three May renewal and three June renewals that will be coming forward in upcoming Board meetings.

V. Unfinished Business. None

VI. Business Items

A. General Administration

1. Approval of Agreement with EFPR Group, CPAs. On a motion by Treasurer, Christopher B.T. Coffin, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a contract with EFPR Group, CPAs to provide audit and related services for the Ogdensburg Bridge and Port Authority and Airport Passenger Facility Charges' Account for the year ending 31 March 2023 as outlined above with annual fees of \$23,000 and \$1,600 respectively.

A vote was called.

AYES: David D. King  
Jennifer Quirk-Pickman  
Christopher B.T. Coffin  
Vernon D. Burns

MOTION CARRIED

B. Ogdensburg-Prescott International Bridge

1. Approval of Annual Maintenance Service Agreement at the Border Station. On a motion by Secretary, David D. King, 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 TRANE to schedule the annual service agreement at the Border Station, a total cost not to exceed \$9,847.

A vote was called.

AYES: Jennifer Quirk-Pickman  
Christopher B.T. Coffin  
Vernon D. Burns  
David D. King

MOTION CARRIED

C. Commerce Park

1. None.

D. Ogdensburg International Airport

1. Approval of HVAC Duct Work Cleaning at the Airport Terminal. On a motion by Jennifer Quirk-Pickman, seconded by Secretary, David D. King, it was,

RESOLVED that the Director of Operations is hereby authorized and directed to execute a Purchase Order with Colello Air Technologies to schedule the cleaning of the HVAC duct work for a total not to exceed \$7,200.

A vote was called.

AYES: Christopher B.T. Coffin  
Vernon D. Burns

David D. King  
Jennifer Quirk-Pickman

MOTION CARRIED

E. Port of Ogdensburg

1. Approval of Work Order No. 23-01 with FVD Engineering, S.C. for the Port Dock Expansion. On a motion by Secretary David D. King, seconded by Jennifer Quirk-Pickman, it was,  
  
RESOVLED that the Executive Director is hereby authorized and directed to execute Work Order Agreement for Work Order No. 23-01 with FVD Engineering Services, S.C. to perform the Engineering and Design Services related to the proposed Port Terminal Dock Expansion alternative "O-pile" design at the Port of Ogdensburg for a cost not to exceed \$85,500, and be it,  
  
FURTHER RESOLVED, that the Agreement for Professional Engineering Services between Ogdensburg Bridge & Port Authority and FVD Engineering Services, S.C. for Professional Services for Port of Ogdensburg Dock Expansion, dated July 2016, shall govern all Work Orders.

A vote was called.

AYES: Vernon D. Burns  
David D. King  
Jennifer Quirk-Pickman  
Christopher B.T. Coffin

MOTION CARRIED

F. Other Such Matters

Executive Director, Steven J. Lawrence, updated the Board on the OBPA response to the legislators on the proposed legislation imposing property tax on state-owned real property.

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

1. Board Chair, Vernon D. Burns, announced the visit to the Bright Beginnings Preschool in Watertown on April 27, 2023.

VIII. Next Meeting Dates

The next Board meeting was confirmed for Thursday, May 11, at 5:00 pm.

IX. Adjournment

On a motion by Secretary David D. King, seconded by Jennifer Quirk-Pickman, the meeting adjourned at 5:58 pm.

---

David D. King  
Assistant Secretary

---

Vernon D. Burns  
Chairperson

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

Apr 1 - Apr 30	Auto Crossings			All Other Crossings			Total Crossings			Revenue	
	2023	2019	% Change	2023	2019	% Change	2023	2019	% Change	2023	2019
	34,489	45,707	-24.54%	5,724	6,905	-17.10%	40,213	52,612	-23.57%	\$101,151.50	\$154,635.00

Apr 1 - Apr 30	Auto Crossings			All Other Crossings			Total Crossings			Revenue	
	2023	2022	% Change	2023	2022	% Change	2023	2022	% Change	2023	2022
	34,489	27,376	25.98%	5,724	5,582	2.54%	40,213	32,958	22.01%	\$101,151.50	\$88,585.50

Month	Auto Crossings			All Other Crossings			Total Crossings			Revenue	
	2023	2019	% Change	2023	2019	% Change	2023	2019	% Change	2023	2019
December											
November											
October											
September											
August											
July											
June											
May											
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>121,347</b>	<b>161,761</b>	<b>-24.98%</b>	<b>22,291</b>	<b>24,837</b>	<b>-10.25%</b>	<b>143,638</b>	<b>186,598</b>	<b>-23.02%</b>	<b>\$364,034.50</b>	<b>\$493,616.00</b>





Passenger Activity Report  
 January - December 2023  
 Contour Aviation

	Flights	Enplaned	Flt. Load	Non Rev.	Flt. Load	Deplaned	Non Rev.	Total
<b>CONTOUR</b>								
January	25	274	37%	0	37%	345	0	619
February	23	254	37%	0	37%	178	0	432
March	47	446	32%	0	32%	500	0	946
April	47	400	28%	0	28%	406	0	806
May								0
June								0
July								0
August								0
September								0
October								0
November								0
December								0
2023 Total	142	1,374	32%	0	32%	1,429	0	2,803
2022 Total	519	7,872				7,998		
2021 Total	613	10,292				5,184		
2020 Total	548	4,279						
2019 Total	806	12,115						
2020 Enplanements with Allegiant				8,944				
2019 Enplanements with Allegiant				22,438				

Minimum Monthly Passenger Count to Reach 833  
 10,000 Enplanements in a Year

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				
					<b>HWY Salt</b>				
					<b>47,907.55</b>				
DATE of Activity (mm/dd/yr)	Receiving Barge/Vessel Name	TONS IN	TONS OUT	Running Balance	DATE of Activity (mm/dd/yr)	Receiving Barge/Vessel Name	TONS IN	TONS OUT	Running Balance
4/3/2023			(286.21)	47,621.34	4/3/2023				9,743.88
4/4/2023			(70.15)	47,551.19	4/4/2023				9,743.88
4/5/2023			(34.26)	47,516.93	4/5/2023				9,743.88
4/11/2023			(44.39)	47,472.54	4/11/2023			(408.92)	9,334.96
4/13/2023			(435.51)	47,037.03	4/13/2023				9,334.96
4/14/2023			(338.80)	46,698.23	4/14/2023				9,334.96
4/17/2023			(313.97)	46,384.26	4/17/2023			(211.33)	9,123.63
4/18/2023			(320.80)	46,063.46	4/18/2023			(39.19)	9,084.44
4/19/2023			(252.10)	45,811.36	4/19/2023			(73.95)	9,010.49
4/20/2023			(345.81)	45,465.55	4/20/2023				9,010.49
4/21/2023			(210.42)	45,255.13	4/21/2023				9,010.49
4/24/2023			(43.93)	45,211.20	4/24/2023				9,010.49
4/25/2023			(410.47)	44,800.73	4/25/2023				9,010.49
4/26/2023			(111.75)	44,688.98	4/26/2023				9,010.49
4/27/2023			(351.90)	44,337.08	4/27/2023				9,010.49
4/28/2023				44,337.08	4/28/2023			(103.22)	8,907.27
<b>MONTH-END TOTALS &amp; BALANCE</b>					<b>MONTH-END TOTALS &amp; BALANCE</b>				
					<b>0.00</b>				
					<b>44,337.08</b>				
					<b>0.00</b>				
					<b>(836.61)</b>				
					<b>8,907.27</b>				

THAWROX

<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>
	<b>Balance Forward</b>					<b>139.99</b>	<b>280000</b>
4/6/2023	BL 90131263			37460	18.73	121.26	242540
4/13/2023	GACX13619-BL 90127431	196350	98.17			219.43	438890
4/13/2023	GACX516021-BL 90127432	182100	91.05			310.48	620990
4/14/2023	BL 90141116			60500	30.25	280.23	560490
4/17/2023	BL 90149989			57500	28.75	251.48	502990
4/19/2023	BL 90148974			58360	29.18	222.3	444630
4/27/2023	BL 90159084			58480	29.24	193.06	386150

<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>
	<b>Balance Forward</b>					<b>1031.35</b>	<b>2062582</b>
4/3/2023	BL 90131259			60040	30.02	1001.33	2002542
4/3/2023	CEFX 389365	176200	88.1			1089.43	2178742
4/4/2023	CRDX 312498	153450	76.72			1166.15	2332192
4/5/2023	BL 90133268			80400	40.2	1125.95	2251792
4/5/2023	BL 90131261			60340	30.17	1095.78	2191452
4/6/2023	NAHX 479634 - BL 90073574	150500	75.25			1171.03	2341952
4/6/2023	NDYX 843320 - BL 90082568	186050	93.02			1264.05	2528002
4/6/2023	BL 90131262			53220	26.61	1237.44	2474782
4/7/2023	SO 7014098			47660	23.83	1213.61	2427122
4/7/2023	GACX 516094 - BL90104864	173800	86.9			1300.51	2600922
4/10/2023	SO 7021563			59660	29.83	1270.68	2541262
4/10/2023	SO 7021568			62160	31.08	1239.6	2479102
4/11/2023	BL 90141112			62120	31.06	1208.54	2416982
4/11/2023	BL 90141111			61680	30.84	1177.7	2355302
4/12/2023	BL 90141113			63280	31.64	1146.06	2292022
4/13/2023	BL 90141114			56640	28.32	1117.74	2235382
4/13/2023	BL 90141115			52960	26.48	1091.26	2182422
4/13/2023	GACX 516021	182100	91.05			1182.31	2364522
4/13/2023	GACX 13619	196350	98.17			1280.48	2560872
4/17/2023	BL 90148970			53260	26.63	1253.85	2507612
4/18/2023	BL 90148971			57780	28.89	1224.96	2449832
4/18/2023	BL 90148972			57380	28.69	1196.27	2392452
4/19/2023	BL 90148973			59940	29.97	1166.3	2332512
4/20/2023	BL 90148975			65660	32.83	1133.47	2266852
4/21/2023	BL 90148977			50400	25.2	1108.27	2216452
4/21/2023	BL 90148976			61560	30.78	1077.49	2154892
4/24/2023	BL 90159081			39620	32.21	1045.28	2115272
4/25/2023	BL 90159082			57800	28.9	1016.38	2057472
4/26/2023	BL 90159083			61040	30.52	985.86	1996432
4/27/2023	BL 90159085			59980	29.99	955.87	1936452
4/28/2023	BL 90159086			62460	31.23	924.64	1873992



**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**BUILDING OCCUPANCY REPORT**  
 May 11, 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				1,108	OGS Storage
8				1,036	Tate Jr.
9				0	Vacant
10				1,036	Richardson
				1,046	Mechanical / Operations Storage
	96%	26,022	1,036	24,986	

**OGDENSBURG BRIDGE & PORT AUTHORITY  
MAY 11, 2023 BOARD MEETING**

Agenda Item C. Commerce Park Campus

1. Approval of New Lease Agreement with 5G Technologies USA, LTD.

**REPORT:**

Staff has negotiated 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.

**RESOLUTION:**

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.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

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

Unanimous: Yes  No

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

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

**OGDENSBURG BRIDGE & PORT AUTHORITY  
MAY 11, 2023 BOARD MEETING**

Agenda Item D. Ogdensburg International Airport

1. Approval of T-Hangar Lease Agreement with Glass Box Research Company.

**REPORT:**

Staff has negotiated 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.

**RESOLUTION:**

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.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

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

Unanimous: Yes  No

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

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



**OGDENSBURG BRIDGE & PORT AUTHORITY  
MAY 11, 2023 BOARD MEETING**

Agenda Item D. Ogdensburg International Airport  
2. Approval of Advertising Contract with OUTFRONT Media Canada.

**REPORT:**

In an effort to increase the number of Canadian passengers utilizing the Ogdensburg International Airport and in furtherance of our award from St. Lawrence County under the ARPA Tourism, Travel, and Hospitality Promotion Program, staff is seeking to enter into a contract with OUTFRONT Media Canada for out-of-home marketing services in Ottawa, Ontario, Canada. The services comprise electronic billboard advertising across multiple billboards in Ottawa for an anticipated period beginning August 14, 2023 and ending December 4, 2023. This particular advertising is sold by impressions, with the contract being for 5,535,714 impressions at a cost of \$3.50 per thousand impressions, for a total contract value of \$19,375.00. The cost of this contract will be covered as follows:

Funding Source	Amount
St. Lawrence County ARPA Grant Program (80%)	\$15,500.00
Ogdensburg International Airport Internal Funding (20%)	\$3,875.00
Total Contract Cost	\$19,375.00

**RESOLUTION:**

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.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

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

Unanimous: Yes  No

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

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

**OGDENSBURG BRIDGE & PORT AUTHORITY  
MAY 11, 2023 BOARD MEETING**

Agenda Item D. Ogdensburg International Airport  
2. Approval of Advertising Contract with Pattison Ottawa.

**REPORT:**

In an effort to increase the number of Canadian passengers utilizing the Ogdensburg International Airport and in furtherance of our award from St. Lawrence County under the ARPA Tourism, Travel, and Hospitality Promotion Program, staff is seeking to enter into a contract with Pattison Ottawa for out-of-home marketing services in Ottawa, Ontario, Canada. The services comprise electronic billboard advertising at one (1) location in Ottawa for an anticipated period beginning August 14, 2023 and ending December 31, 2023. This particular advertising is sold by impressions, with the contract being for 2,436,000 impressions at a cost of \$3.08 per thousand impressions, for a total contract value of \$7,500.00. The cost of this contract will be covered as follows:

Funding Source	Amount
St. Lawrence County ARPA Grant Program (80%)	\$6,000.00
Ogdensburg International Airport Internal Funding (20%)	\$1,500.00
Total Contract Cost	\$7,500.00

**RESOLUTION:**

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.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

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

Unanimous: Yes  No

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

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

**OGDENSBURG BRIDGE & PORT AUTHORITY  
MAY 11, 2023, BOARD MEETING**

Agenda Item B. Ogdensburg International Airport  
2) Selection of Consultant for Five-Year Capital Improvement Projects

**REPORT:**

Pursuant to U.S. Department of Transportation Advisory Circular No. 150/5100-14F, the Authority solicited Request for Qualifications from consultants for the Authority's Five-Year Capital Improvement Projects at the Ogdensburg International Airport.

Only one firm, McFarland-Johnson, Inc. submitted a proposal in response to our solicitation. Staff reviewed the firm's ability to secure funding sources for future Airport projects, experience with public agencies on similar projects, the firm's track record of bringing projects in on time and budget, and overall qualifications. In addition, strengths and weaknesses of the firm were considered.

Based on the criteria mentioned above, staff recommends McFarland-Johnson, Inc. be selected as the Authority's consultant for the Five-Year Capital Improvement Projects.

**RESOLUTION:**

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.

INITIATOR/PREPARER: Steve Lawrence APPROVED BY: 

MOTION PASSED BY: \_\_\_\_\_ Unanimous: Yes                      No

SECONDED BY: \_\_\_\_\_ Abstained By: \_\_\_\_\_