

OGDENSBURG BRIDGE AND PORT AUTHORITY
BOARD MEETING
THURSDAY, APRIL 13, 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:
 - February 9, 2023
 - March 9, 2023
- 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. Approval of 2023 Audit by EFPR Group
 - B. Ogdensburg-Prescott International Bridge
 1. Approval of Annual Maintenance Service Agreement at the Border Station
 - C. Commerce Park
 - D. Ogdensburg International Airport
 1. Approval of HVAC Duct Work Cleaning at the Airport Terminal
 - E. Port of Ogdensburg
 1. Approval of Work Order No. 23 with FVD Engineering Services, SC for the Port Dock Expansion
 - F. New York & Ogdensburg Railroad
 - G. Other Such Matters

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

VIII. Next Meeting Dates:

May 11, 2023	Thursday	4:00 PM	_____	(Proposed)
June 8, 2023	Thursday	4:00 PM	_____	(Proposed)
July 13, 2023	Thursday	4:00 PM	_____	(Proposed)
August 10, 2023	Thursday	4:00 PM	_____	(Proposed)
September 14, 2023	Thursday	4:00 PM	_____	(Proposed)
October 12, 2023	Thursday	4:00 PM	_____	(Proposed)
November 9, 2023	Thursday	4:00 PM	_____	(Proposed)
December 14, 2023	Thursday	4:00 PM	_____	(Proposed)

IX. Adjournment

Dated: April 10, 2023



Steven 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
STATEMENT OF FINANCIAL POSITION
as of February 28, 2023

Current Assets:

Cash - Checking Accounts	\$	238,277	
Cash - Reserves & Other Restricted Accounts		7,643,367	①
Cash - Security Deposits		185,229	
Accounts Receivable - Regular		435,382	
Accounts Receivable - AEAS		406,878	
Accounts Receivable - Wind Turbine Project		-	
Grants Receivable		193,562	
Investments		-	
Inventories		69,827	
Prepaid Expenses		17,611	
Total Current Assets	\$	<u>9,190,133</u>	

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		<u>(74,876,625)</u>	
Net Fixed Assets	\$	<u>91,485,689</u>	

Other Assets:

1,923,361

Construction in Progress

\$ 4,411,994 ②

TOTAL ASSETS \$ 107,011,177

Current Liabilities:

Accounts Payable - Regular	354,001	③
Accounts Payable - AEAS/Contour	219,395	
Accounts Payable - NYS Retirement	-	
Accounts Payable - All Project A/P	-	
Current Portion of Long Term Debt	\$ 510,396	
Accrued Expenses	28,885,798	
Total Current Liabilities	<u>29,969,589</u>	

Other General Liabilities

387,923

Long Term Liabilities

Long Term Portion of Long Term Debt	9,177,772
Total Long Term Liabilities	<u>9,177,772</u>

Capital

67,475,893

TOTAL LIABILITIES 107,011,177

(0)

①	Restricted Accounts - Top 5 Bank Accounts	
	Consolidated Reserve Fund - CBNA	6,563,444
	Debt Service Reserve Fund - Wilmington Trust	509,254
	Tompkins Trust Security Reserve Deposit	318,693
	M&T Deposit-Bond Payment Reserve Funds	181,314
	Airport - PFC Account	40,569
		<u>7,613,274</u>
	9 Additional Restricted Bank Accounts share the balance	30,093
②	Construction in Progress - Top 4 Projects	
	Airport MASLF	1,945,195
	Harbor Deepening Project	1,216,898
	Airport EA PH 1 Drainage & Terminal Area	443,655
	Airport Terminal Project	216,507
		<u>3,822,255</u>
	5 Additional Projects share the balance	589,739
③	Regular Accounts Payable - Top 5 Vendors	
	Parsons Transportation - Bridge Inspection	120,000
	Excellus - Medical Insurance	31,582
	Comptroller, City of Ogdensburg	21,697
	Liberty Utilities	21,898
	MX Fuels	20,277
		<u>215,453</u>
	68 Additional Vendors share the balance	138,547

OGDENSBURG BRIDGE & PORT AUTHORITY: FEBRUARY 2023 BUDGET TO ACTUAL

INCOME

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
Bridge Revenue	228,479	247,425	18,946	2,797,327	3,017,823	220,496
Airport Revenue	31,452	23,177	(8,275)	381,881	436,092	54,211
Airport Revenue - Fuel Sales	12,000	12,308	308	211,738	552,392	340,654
Airport Revenue - AEAS Income	0	203,439	203,439	0	2,712,520	2,712,520
Industrial Park Campus Revenue	80,522	82,580	2,058	883,515	870,086	(13,429)
Marine Terminal (Port) Revenue	110,646	138,726	28,080	888,771	1,512,383	623,612
Railroad Revenue	0	5,774	5,774	18,000	128,553	110,553
Wind Turbine Revenue	0	0	0	2,810,960	3,046,909	235,949
TOTAL INCOME	463,099	713,429	250,330	7,992,192	12,276,758	4,284,566

EXPENSES

BRIDGE EXPENSE

Salary Expense	110,540	105,447	(5,093)	1,271,205	1,191,888	(79,317)
Employee Benefits	57,862	29,610	(28,252)	876,920	610,981	(265,939)
Maintenance Expense	6,222	12,442	6,220	96,441	137,043	40,602
Bridge Maintenance Expense	3,333	70,926	67,593	265,468	147,578	(117,890)
Utility Expense	9,366	8,149	(1,217)	68,149	71,584	3,435
General Expenses	49,401	28,262	(21,139)	543,410	480,591	(62,819)
Legal Expense	6,500	17,738	11,238	71,500	126,881	55,381
TOTAL BRIDGE EXPENSES	243,224	272,574	29,350	3,193,093	2,766,546	(426,547)

AIRPORT EXPENSE

Salary Expense	27,861	20,189	(7,672)	320,398	282,751	(37,647)
Employee Benefits	11,308	5,097	(6,211)	176,370	136,683	(39,687)
Maintenance Expense	4,421	23,826	19,405	48,629	152,098	103,469
Fuel Sales Expense	10,725	0	(10,725)	150,150	467,321	317,171
Utility Expense	9,455	6,841	(2,614)	68,795	72,720	3,925
General Expenses	29,762	78,524	48,762	571,431	698,994	127,563
Interest Expense	39,027	43,311	4,284	450,550	485,684	35,134
Legal Expense	5,000	0	(5,000)	55,000	25,209	(29,791)
AEAS Expense	0	203,439	203,439	0	2,728,767	2,728,767
TOTAL AIRPORT EXPENSES	137,559	381,227	243,668	1,841,323	5,050,227	3,208,904

INDUSTRIAL PARK EXPENSE

Salary Expense	1,308	3,367	2,059	15,038	36,926	21,888
Employee Benefits	455	319	(136)	11,558	7,940	(3,618)
Maintenance Expense	1,698	188	(1,510)	27,160	31,250	4,090

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
Utility Expense	5,165	11,801	6,636	37,576	56,683	19,107
General Expenses	3,213	4,342	1,129	35,348	37,092	1,744
Interest Expense	0	149	149	0	2,074	2,074
TOTAL INDUSTRIAL PARK EXPENSES	11,839	20,166	8,327	126,680	171,965	45,285
MARINE TERMINAL (PORT) EXPENSE						
Salary Expense	29,005	26,302	(2,703)	333,557	178,377	(155,180)
Employee Benefits	12,857	17,238	4,381	163,419	163,680	261
Maintenance Expense	8,351	17,068	8,717	108,563	231,191	122,628
Utility Expense	6,211	3,086	(3,125)	45,189	43,839	(1,350)
General Expenses	24,795	23,268	(1,527)	272,749	217,433	(55,316)
Interest Expense	0	149	149	0	1,043	1,043
Legal Expense	0	313	313	0	20,219	20,219
TOTAL MARINE TERMINAL EXPENSES	81,219	87,424	6,205	923,477	855,782	(67,695)
WIND TURBINE EXPENSE						
Salary Expense	0	0	0	419,000	443,084	24,084
Maintenance Expense	0	0	0	1,114,154	1,218,544	104,390
Management & General Expenses	0	0	0	632,466	743,217	110,751
TOTAL WIND TURBINE EXPENSES	0	0	0	2,165,620	2,404,845	239,225
RAILROAD EXPENSES	0	0	0	0	480	480
BORDER STATION EXPENSES	0	9,233	9,233	0	41,211	41,211
TOTAL EXPENSES	473,841	770,624	296,783	8,250,193	11,291,056	3,040,863
OPERATING INCOME (Net Gain/(Loss))	(10,742)	(57,195)		(258,001)	985,702	
CRRSA/ARPA ACT Reimbursements	107,686	130,007	22,321	1,191,840	1,169,647	(22,193)
OPERATING INCOME (Net Gain/(Loss))	96,944	72,812		933,839	2,155,349	
Principal Payments on Loans	-----	54,639		-----	971,653	
OPBA Portion of Projects & Capital	-----	7,558		-----	238,460	
OPERATING INCOME (Net Gain/(Loss))	96,944	10,615		933,839	945,236	

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

Mar 1	Auto Crossings			All Other Crossings			Total Crossings			Revenue	
	2023	2019	% Change	2023	2019	% Change	2023	2019	% Change	2023	2019
-	30,844	44,523	-30.72%	5,840	6,036	-3.25%	36,684	50,559	-27.44%	\$95,768.00	\$128,733.50
Mar 31											

Mar 1	Auto Crossings			All Other Crossings			Total Crossings			Revenue	
	2023	2022	% Change	2023	2022	% Change	2023	2022	% Change	2023	2022
-	30,844	12,619	144.43%	5,840	6,158	-5.16%	36,684	18,777	95.37%	\$95,768.00	\$45,710.00
Mar 31											

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											
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
TOTALS	86,858	116,054	-25.16%	16,567	17,932	-7.61%	103,425	133,986	-22.81%	\$262,883.00	\$338,981.00



Passenger Activity Report
January - December 2023
Contour Aviation

	Flights	Enplaned	Flt. Load	Non Rev.	Flt. Load	Deplaned	Non Rev.	Total
CONTOUR								
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								0
May								0
June								0
July								0
August								0
September								0
October								0
November								0
December								0
2023 Total	95	974	34%	0	34%	1,023	0	1,997
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
 10,000 Enplanements in a Year 833

Highway Salt

DATE of Activity (mm/dd/yr)	Ending Balance from last Month:		57,221.46	
	Receiving Barge/Vessel Name	TONS IN	TONS OUT	Running Balance
3/1/2023			(686.66)	56,534.80
3/2/2023			(784.08)	55,750.72
3/3/2023			(850.57)	54,900.15
3/6/2023			(637.13)	54,263.02
3/7/2023			(345.35)	53,917.67
3/8/2023			(353.71)	53,563.96
3/9/2023			(488.94)	53,075.02
3/10/2023			(358.62)	52,716.40
3/13/2023			(290.06)	52,426.34
3/14/2023			(363.40)	52,062.94
3/15/2023			(399.07)	51,663.87
3/16/2023			(706.53)	50,957.34
3/17/2023			(451.34)	50,506.00
3/20/2023			(382.32)	50,123.68
3/21/2023			(217.05)	49,906.63
3/22/2023			(391.60)	49,515.03
3/23/2023			(500.26)	49,014.77
3/24/2023			(747.74)	48,267.03
3/31/2023			(359.48)	47,907.55
MONTH-END TOTALS & BALANCE		0.00	(9,313.91)	47,907.55

Thawrocks

DATE of Activity (mm/dd/yr)	Ending Balance from last Month:		13,483.15	
	Receiving Barge/Vessel Name	TONS IN	TONS OUT	Running Balance
3/1/2023			(455.02)	13,028.13
3/2/2023			(423.92)	12,604.21
3/3/2023			(392.83)	12,211.38
3/6/2023			(393.44)	11,817.94
3/7/2023			(363.89)	11,454.05
3/8/2023			(146.21)	11,307.84
3/9/2023			(75.63)	11,232.21
3/10/2023			(178.95)	11,053.26
3/13/2023			(149.25)	10,904.01
3/14/2023			(37.74)	10,866.27
3/15/2023			(143.98)	10,722.29
3/16/2023			(71.74)	10,650.55
3/17/2023			(38.03)	10,612.52
3/20/2023			(209.83)	10,402.69
3/21/2023			(253.09)	10,149.60
3/22/2023			(256.87)	9,892.73
3/23/2023			(73.82)	9,818.91
3/24/2023			0.00	9,818.91
3/31/2023			(75.03)	9,743.88
MONTH-END TOTALS & BALANCE		0.00	(3,739.27)	9,743.88

OGDENSBURG BRIDGE & PORT AUTHORITY

MEAL INVENTORY - MARCH 2023

<u>Date</u>	<u>Railcars - Trucks</u>	<u>Balance Forward</u>	<u>ST Received</u>	<u>ST Trucked Out</u>	<u>ST Inventory</u>	
01-20 March					0.00	
3/20/2023	BL 90112276		96.28		96.28	Loaded directly from rail cars
3/20/2023	BL 90112277			(34.58)	61.70	into outbound trucks
3/22/2023	BL 90115751			(29.71)	31.99	
3/22/2023	CRDX 14347 - BL 90075985		86.10	(31.99)	0.00	
3/27/2023	GACX 13617 - BL 90095718		92.97		86.10	To Storage in Building 3
3/27/2023	GCCX 68074 - BL 90095717		85.42		179.07	
3/30/2023	BL 90121876			(28.22)	264.49	
				(124.50)	236.27	Trucked out from Storage
	TOTALS		360.77	(124.50)	236.27	

OGDENSBURG BRIDGE & PORT AUTHORITY

PELLET ACTIVITY - MARCH 2023

<u>Date</u>	<u>Railcars - Trucks</u>	<u>ST Received</u>	<u>ST Trucked Out</u>	<u>ST Inventory</u>
3/2/2023	Balance Forward BL 90083397			525.70
3/3/2023	BL 90083396		(31.62)	494.08
3/6/2023	BL 90083394		(32.12)	461.96
3/8/2023	NAHX 479057	78.93	(22.62)	439.34
3/10/2023	CCLX 92000	81.38		518.27
3/10/2023	CRDX 312430	78.95		599.65
3/13/2023	BL 90102277		(29.51)	678.60
3/14/2023	BL 90102279		(29.66)	649.09
3/15/2023	CRDX 312547 - BL 90076306	81.95		619.43
3/16/2023	NAHX 479163 - BL 90076307	80.82		701.38
3/20/2023	GACX 516112 - BL 90076305	81.52		782.20
3/20/2023	GACX 516076 - BL 90026054	92.55		863.72
3/24/2023	CRDX 312428 - BL 90054103	73.92		956.27
3/24/2023	CRDX 13313 - BL 90063379	93.17		1,030.19
3/27/2023	BL 90121874		(33.09)	1,123.36
3/30/2023	BL 90121875		(28.87)	1,090.27
3/31/2023	BL 90121877		(30.05)	1,061.40
	TOTALS	743.19	(237.54)	1,031.35



OGDENSBURG BRIDGE & PORT AUTHORITY
BUILDING OCCUPANCY REPORT
April 13, 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	37%	20,000	12,509	4,920	Hoosier Magnetics Inc.
				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
	92%	170,200	13,686	156,514	

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
APRIL 13, 2023 BOARD MEETING**

Agenda Item A. General Administration

1. Approval of Agreement with EFPR Group, CPAs

REPORT

EFPR Group, CPAs has submitted a proposal to provide financial statement audit and related services for the Ogdensburg Bridge and Port Authority and the Ogdensburg International Airport Passenger Facility Charges (PFC) for the fiscal year ending 31 March 2023. The proposed annual costs for these audits are: \$23,000 for the Ogdensburg Bridge & Port Authority and \$1,600 for the Airport PFC Audit.

In summary, the following services will be performed:

- Audit the basic financial statements of the Authority for the year ending 31 March 2023
- Prepare a report including auditor opinion as to whether the financial statements as a whole are free from material misstatement and issue an auditors' report that includes their opinion on whether the financial statements are fairly presented, in all material respects, in conformity with GAAP and report on the fairness of the required supplementary information in relation to the financial statements as a whole
- Render a report on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements
- Prepare the management letter for management and the Board
- Conduct an exit interview and present draft audit reports to members of the Authority's management team prior to presentation to the Board
- Attend a meeting of the Board of Directors to present above-mentioned audit reports
- Provide advice and counsel with regard to applicable accounting pronouncements
- Audit the basic financial information for the Airport's Passenger Facility Charges' accounts as of 31 March 2023

Staff recommends approval of the above-outlined proposal without competition due to EFPR Group's historical relationship with the Authority, and their extensive knowledge and experience with governmental & non-profit engagements especially with Public Authorities.

RESOLUTION

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.

INITIATOR / PREPARER Patricia Nisco

APPROVED BY: 

MOTION MADE BY _____

Unanimous

Yes

No

SECONDED BY _____

Abstained _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
APRIL 13, 2023 BOARD MEETING**

Agenda Item B. Ogdensburg Prescott International Bridge
1. Approval of Annual Maintenance Service Agreement at the Border Station

REPORT:

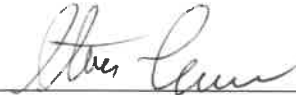
The HVAC system is critical to the leased space and must adhere to strict performance standards set forth in the GSA lease. Sufficient expertise is not available within the OBPA to perform these services. All HVAC Roof Top Units and controls are manufactured by TRANE. In addition, TRANE is recommended based on NYS Contract pricing (OGS Contract #PT68873)

Annual maintenance of these units is best serviced by TRANE. TRANE has presented a quote for that maintenance of \$9,847.

The use of TRANE for Border Station HVAC maintenance is an 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 annual service agreement at the Border Station, a total cost not to exceed \$9,847

INITIATOR / PREPARER James Chase APPROVED BY: 

MOTION MADE BY _____ Unanimous Yes No

SECONDED BY _____ Abstained _____

OGDENSBURG BRIDGE & PORT AUTHORITY
April 13, 2023 BOARD MEETING

Agenda Item D. General Administration

1. Approval of HVAC Duct Work Cleaning at the Airport Terminal

REPORT:

The HVAC system is critical to the leased space and must adhere to strict performance standards set forth in the GSA lease. Part of the standards set forth requires the cleaning of the HVAC duct work at the terminal. Of the four (4) companies that were contacted to bid on this project, Colello Air Technologies was the only company to offer a quote.

Colello Air Technologies submitted a proposal for cleaning the duct work with a cost of \$7,200.

Staff recommends contracting with Colello to complete the duct cleaning work.

RESOLUTION:

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.

INITIATOR / PREPARER James Chase

APPROVED BY: 

MOTION MADE BY _____

Unanimous

Yes

No

SECONDED BY _____

Abstained _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
APRIL 13, 2023, BOARD MEETING**

Agenda Item E. Port of Ogdensburg
1.Port Dock Expansion-Approval of Work Order No. 23-01 with FVD Engineering Services, S.C.

REPORT:

FVD Engineering Services, S.C. has provided the Authority with Work Order (23-01) agreement to perform the Engineering and Design Services related to the proposed Port Terminal Dock Expansion alternative "O-pile" design at the Port of Ogdensburg. FVD Engineering will develop a bid package (including design drawings and project specifications) related to the optional Port Terminal Dock Expansion design. The scope of services for this contract will be complete upon finalization of the drawings and specifications for the optional design.

The Work Order No. 23-01 costs associated with providing these services are Unit Cost/ Time Charges with a total amount not-to-exceed \$85,500.00

The Project funding is provided through the NYSDOT Supplemental Grant Agreement No.1 approved in July 2020 for Twenty Million Dollars (\$20,000,000).

The Work Order agreement has been reviewed and approved by NYSDOT.


The Facilities Committee met March 27, 2023 with FVD Engineering Services, S.C. via videoconference to discuss the additional Work Order agreement. The Facilities Committee recommended approval of this agreement.

Staff recommends approval of this agreement with FVD Engineering Services, S.C.

RESOLUTION:

RESOLVED, 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.

INITIATOR / PREPARER Steven Lawrence APPROVED BY: 
MOTION MADE BY _____ Unanimous Yes No
SECONDED BY _____ Abstained _____

Project Title: Ogdensburg Bridge & Port Authority Terminal Expansion Project **FVD Project Number:** 160022.10

CLIENT Project Number: _____
(if applicable)

This Work Order (in addition to and subject to the conditions contained in the Master Agreement for Services dated July 5, 2016), (hereinafter "Work Order"), is made and entered into this 31st day of March, 2023, by and between **FVD Engineering Services, S.C.**, (hereinafter "Consultant") and **Ogdensburg Bridge & Port Authority**, (hereinafter "Client"), for the services described under the Scope of Services (the "Services").

Client: Ogdensburg Bridge & Port Authority, Mr. Steve Lawrence

Address: One Bridge Plaza, Ogdensburg, NY 13669

Phone No: 315-393-4080 ext 226

Email Address: slawrence@ogdensport.com

Scope of Services: Client hereby agrees to retain Consultant to perform the following Services:

FVD Engineering will develop a bid package (including design drawings and project specifications) related to an optional terminal expansion design as described as the "O-pile design". The scope of services for this contract will be complete upon finalization of the drawings and specifications for the optional design.

(Additional description is contained in Exhibit A, OBPA Dual Bid Option for Terminal Expansion.)

Schedule: Services shall be performed according to the following schedule:

To be completed no later than December 31, 2023

Compensation: In consideration of these Services, the Client agrees to pay Consultant compensation as follows:

Lump-Sum in the amount of \$ _____ .00

Unit Cost/Time Charges (Standard Rates) with a total amount not-to-exceed \$85,500.00

Unit Cost/Time Charges (Standard Rates) for an estimated cost of \$ _____ .00

Other as stated here:

Special Conditions (if any):

Entire Agreement: This Work Order, along with other approved project-specific Work Orders, together with and subject to the Master Agreement for Services referenced above, constitutes the entire understanding between the parties with respect to the subject matter hereof. This Work Order may be modified by subsequent written addenda mutually agreeable by both parties.

IN WITNESS WHEREOF, this Agreement is accepted on the date first written above, subject to the terms and conditions above stated and the provisions set forth herein.

CLIENT

FVD ENGINEERING SERVICES, S.C.

Signed: _____

Signed:  _____

Name (printed): Steve Lawrence

Name (printed): Susan Nilson

Title: Executive Director

Title: Senior Vice President Environment

Date: _____

Date: 3-31-2023

Signed: _____

Name (printed): _____

Title: _____

Date: _____