

OGDENSBURG BRIDGE AND PORT AUTHORITY
ANNUAL BOARD MEETING
THURSDAY, FEBRUARY 09, 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:
 - December 13, 2022
 - January 12, 2023
- IV. Reports
 - Presentations and Reports:
 - 1. Reports:
 - a) Income/Expense Report
 - b) Bridge Traffic Report
 - c) Airport Activity/Occupancy Report
 - d) Port Activity Report
 - e) Building Occupancy Report
 - f) Industrial/Commercial Prospect Report
- V. Unfinished Business. None.
- VI. Business Items.
 - A. General Administration
 - 1. Approval of Easement Supplement No. 7 with National Grid
 - 2. Approval of Senior Administrative Assistant Appointment
 - B. Ogdensburg-Prescott International Bridge
 - 1. Approval of Lease Supplement No. 3 with Glenda Jones
 - 2. Approval of Lease Supplement No. 2 with Knudsen Systems, Inc.
 - C. Commerce Park
 - 1. Approval of Lease Agreement with NAC Logistics
 - D. Ogdensburg International Airport
 - 1. Approval of Recruitment for Airport Manager
 - E. Port of Ogdensburg
 - None
 - F. Other Such Matters
- VII. Concluding Comments from Citizens, Board Members, and/or Authority Staff.
- VIII. Next Meeting Dates:

March 09, 2023	Thursday	5:00 PM	_____	(Proposed)
April 13, 2023	Thursday	5:00 PM	_____	(Proposed)
May 11, 2023	Thursday	5:00 PM	_____	(Proposed)
June 08, 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 09, 2023	Thursday	5:00 PM	_____	(Proposed)
December 14, 2023	Thursday	5:00 PM	_____	(Proposed)

IX. Adjournment

Dated: February 07, 2023



Steven J. Lawrence
Executive Director

/pan

Board of Directors:

Mr. Vernon D. "Sam", Burns, Chair
 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, Dir. of Economic Development
 Mr. James D. Chase, Director of Operations
 Ms. Shannon Connelly, Division of Budget
 Ms. Karen Persichilli Keogh, Secretary to the Governor

Press:

Mr. Tom Graser, WDT
 Ms. Monica Sandreszki, North Country Public Radio
 Ms. Dawn Merz, Radio Station WNCQ/WPAC, WWNY TV
 Mr. Jimmy Lawton, North Country Now
 Mr. Jim Levin, Community Broadcasters

OGDENSBURG BRIDGE & PORT AUTHORITY
STATEMENT OF FINANCIAL POSITION
as of December 31, 2022

Current Assets:

Cash - Checking Accounts	\$	198,271	
Cash - Reserves & Other Restricted Accounts		7,405,414	①
Cash - Security Deposits		5,056	
Accounts Receivable - Regular		435,891	
Accounts Receivable - AEAS		1,459,974	
Accounts Receivable - Wind Turbine Project		130,806	
Grants Receivable		247,418	
Investments		-	
Inventories		69,827	
Prepaid Expenses		9,860	
Total Current Assets	\$	9,962,317	

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		(74,099,898)	
Net Fixed Assets	\$	92,262,416	

Other Assets:

1,923,361

Construction in Progress

\$ 4,381,269 ②

TOTAL ASSETS \$ 108,529,363

Current Liabilities:

Accounts Payable - Regular		703,619	③
Accounts Payable - AEAS/Contour		650,207	
Accounts Payable - NYS Retirement		-	
Accounts Payable - All Project A/P		23,100	
Current Portion of Long Term Debt	\$	629,506	
Accrued Expenses		29,004,196	
Total Current Liabilities		31,010,627	

Other General Liabilities

588,894

Long Term Liabilities

Long Term Portion of Long Term Debt		9,714,017	
Total Long Term Liabilities		9,714,017	

Capital

67,215,825

TOTAL LIABILITIES 108,529,363

(0)

①	Restricted Accounts - Top 5 Bank Accounts	
	Consolidated Reserve Fund - CBNA	6,059,566
	Debt Service Reserve Fund - Wilmington Trust	506,115
	Tompkins Trust Security Reserve Deposit	470,703
	M&T Deposit-Bond Payment Reserve Funds	278,752
	Airport - PFC Account	36,918
		<u>7,352,054</u>
	9 Additional Restricted Bank Accounts share the balance	53,360
②	Construction in Progress - Top 4 Projects	
	Airport MASLF	1,941,931
	Harbor Deepening Project	1,208,259
	Airport EA PH 1 Drainage & Terminal Area	426,833
	Airport Terminal Project	216,507
		<u>3,793,530</u>
	5 Additional Projects share the balance	587,739
③	Regular Accounts Payable - Top 5 Vendors	
	OMLC - Wind Turbine Projects	169,335
	Parsons Transportation - Bridge Inspection	70,926
	Comptroller, City of Ogdensburg	41,651
	Excellus - Medical Insurance	31,582
	Wladis Law Firm	30,160
		<u>343,653</u>
	Over 70 Additional Vendors share the balance	359,966

OGDENSBURG BRIDGE & PORT AUTHORITY: DECEMBER 2022 BUDGET TO ACTUAL

INCOME

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
Bridge Revenue	237,199	258,707	21,508	2,346,383	2,498,697	152,314
Airport Revenue	38,647	30,894	(7,753)	316,468	380,365	63,897
Airport Revenue - Fuel Sales	17,543	66,832	49,289	187,738	503,246	315,508
Airport Revenue - AEAS Income	0	299,175	299,175	0	2,301,653	2,301,653
Industrial Park Campus Revenue	80,522	88,121	7,599	722,471	705,328	(17,143)
Marine Terminal (Port) Revenue	110,746	155,677	44,931	659,146	1,093,536	434,390
Railroad Revenue	0	23,407	23,407	18,000	122,779	104,779
Wind Turbine Revenue	0	0	0	2,810,960	3,046,909	235,949
TOTAL INCOME	484,657	922,813	438,156	7,061,166	10,652,513	3,591,347

EXPENSES

BRIDGE EXPENSE

Salary Expense	110,540	110,904	364	1,050,126	978,269	(71,857)
Employee Benefits	269,364	204,378	(64,986)	761,195	550,026	(211,169)
Maintenance Expense	7,259	25,497	18,238	85,034	109,051	24,017
Bridge Maintenance Expense	3,333	0	(3,333)	258,802	76,652	(182,150)
Utility Expense	8,720	6,149	(2,571)	49,739	57,911	8,172
General Expenses	49,401	153,174	103,773	444,608	469,113	24,505
Legal Expense	6,500	11,429	4,929	58,500	88,734	30,234
TOTAL BRIDGE EXPENSES	455,117	511,531	56,414	2,708,004	2,329,756	(378,248)

AIRPORT EXPENSE

Salary Expense	27,861	22,418	(5,443)	264,677	241,150	(23,527)
Employee Benefits	57,639	43,128	(14,512)	153,754	125,157	(28,597)
Maintenance Expense	4,421	19,515	15,094	39,788	85,598	45,810
Fuel Sales Expense	16,500	34,979	18,479	128,700	423,883	295,183
Utility Expense	8,803	8,403	(400)	50,210	57,940	7,730
General Expenses	35,714	86,458	50,744	500,002	560,379	60,377
Interest Expense	39,227	45,079	5,852	372,345	396,804	24,459
Legal Expense	5,000	1,838	(3,162)	45,000	19,696	(25,304)
AEAS Expense	0	299,175	299,175	0	2,301,944	2,301,944
TOTAL AIRPORT EXPENSES	195,166	560,992	365,826	1,554,476	4,212,551	2,658,075

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
INDUSTRIAL PARK EXPENSE						
Salary Expense	1,308	3,269	1,961	12,423	30,240	17,817
Employee Benefits	6,786	3,754	(3,032)	10,649	7,306	(3,343)
Maintenance Expense	2,716	770	(1,946)	24,784	29,744	4,960
Utility Expense	4,808	9,876	5,068	27,425	43,274	15,849
General Expenses	3,213	22,072	18,859	28,921	32,793	3,872
Interest Expense	0	342	342	0	1,905	1,905
TOTAL INDUSTRIAL PARK EXPENSES	18,831	40,083	21,252	104,202	145,262	41,060
MARINE TERMINAL (PORT) EXPENSE						
Salary Expense	29,005	27,182	(1,823)	275,547	128,447	(147,100)
Employee Benefits	34,852	37,671	2,819	137,706	127,441	(10,265)
Maintenance Expense	7,158	33,324	26,166	89,475	192,579	103,104
Utility Expense	5,783	2,212	(3,571)	32,982	36,529	3,548
General Expenses	24,795	60,050	35,255	223,158	172,551	(50,607)
Interest Expense	0	339	339	0	893	893
Legal Expense	0	2,375	2,375	0	16,309	16,309
TOTAL MARINE TERMINAL EXPENSES	101,593	163,153	61,560	758,867	674,750	(84,118)
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	1,970	1,970	0	28,158	28,158
TOTAL EXPENSES	770,707	1,277,729	507,022	7,291,169	9,795,801	2,504,632
OPERATING INCOME (Net Gain/(Loss))						
	(286,050)	(354,916)	(115,000)	(230,003)	856,712	(156,828)
CRRSA/ARPA ACT Reimbursements						
	115,000	0	(115,000)	969,154	812,326	(156,828)
OPERATING INCOME (Net Gain/(Loss))						
	(171,050)	(354,916)	(115,000)	739,151	1,669,038	(929,887)

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

Jan 1 - Jan 31	Auto Crossings			All Other Crossings			Total Crossings			Revenue	
	2023	2019	% Change	2023	2019	% Change	2023	2019	% Change	2023	2019
Jan 31	27,850	35,667	-21.92%	5,653	6,234	-9.32%	33,503	41,901	-20.04%	\$84,515.25	\$104,184.25

Jan 1 - Jan 31	Auto Crossings			All Other Crossings			Total Crossings			Revenue	
	2023	2022	% Change	2023	2022	% Change	2023	2022	% Change	2023	2022
Jan 31	27,850	8,439	230.02%	5,653	5,560	1.67%	33,503	13,999	139.32%	\$84,515.25	\$32,153.75

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											
February											
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	27,850	35,667	-21.92%	5,653	6,234	-9.32%	33,503	41,901	-20.04%	\$84,515.25	\$104,184.25

Compass Minerals Inventory Activity for: Ogdensburg/20606

DATE of Activity (mm/dd/yr)	Receiving Barge/Vessel Name	HWY Salt		Running Balance
		TONS IN	TONS OUT	
1/3/2023			(1291.07)	100,065.07
1/4/2023			(1173.57)	98,891.50
1/5/2023			(896.13)	97,995.37
1/6/2023			(745.01)	97,250.36
1/9/2023			(1195.01)	96,055.35
1/10/2023			(669.36)	95,385.99
1/11/2023			(878.64)	94,507.35
1/12/2023			(1025.36)	93,481.99
1/13/2023			(175.45)	93,306.54
1/17/2023			(1505.16)	91,801.38
1/18/2023			(1359.32)	90,442.06
1/19/2023			(1095.05)	89,347.01
1/20/2023			(1505.30)	87,841.71
1/23/2023			(1725.70)	86,116.01
1/24/2023			(1604.80)	84,511.21
1/25/2023			(2025.19)	82,486.02
1/26/2023			(1315.67)	81,170.35
1/27/2023			(1214.12)	79,956.23
1/30/2023			(1548.64)	78,407.59
1/31/2023			(913.80)	77,493.79
MONTH-END TOTALS & BALANCE		0.00	(23,862.35)	77,493.79

Compass Minerals Inventory Activity for: Ogdensburg/20606

DATE of Activity (mm/dd/yr)	Receiving Barge/Vessel Name	THAWROX		Running Balance
		TONS IN	TONS OUT	
1/3/2023			(212.76)	17,042.22
1/4/2023			(349.87)	16,692.35
1/5/2023			(593.22)	16,099.13
1/6/2023			(70.60)	16,028.53
1/10/2023			(141.32)	15,887.21
1/11/2023			(368.27)	15,518.94
1/12/2023			(317.62)	15,201.32
1/13/2023			(140.90)	15,060.42
1/17/2023			(68.82)	14,991.60
1/18/2023			(355.30)	14,636.30
1/19/2023			(454.08)	14,182.22
1/20/2023			(178.79)	14,003.43
1/23/2023			(177.49)	13,825.94
1/24/2023			(35.49)	13,790.45
1/25/2023			(243.59)	13,546.86
1/26/2023			(172.34)	13,374.52
1/27/2023			(622.41)	12,752.11
1/30/2023		(565)	(386.29)	12,365.82
1/31/2023		(692)	(775.12)	11,590.70
MONTH-END TOTALS & BALANCE		(1247)	(5664.28)	11,590.70

Compass Minerals Inventory Activity for: Ogdensburg/20606

DATE of Activity (mm/dd/yr)	Receiving Barge/Vessel Name			Bulk CC
		TONS IN	TONS OUT	Running Balance
12/31/2022	Algoma Mariner	7,287.31		7,287.31
1/10/2023			(38.77)	7,248.54
1/11/2023			(159.65)	7,088.89
1/12/2023			(265.27)	6,823.62
1/23/2023			(36.21)	6,787.41
1/24/2023			(154.77)	6,632.64
1/26/2023			(180.05)	6,452.59
1/31/2023			(191.28)	6,261.31
MONTH-END TOTALS & BALANCE		7,287.31	(1026.00)	6,261.31

Compass Minerals Inventory Activity for: Ogdensburg/20606

DATE of Activity (mm/dd/yr)	Receiving Barge/Vessel Name			Bulk A Chemical
		TONS IN	TONS OUT	Running Balance
12/31/2022	Algoma Mariner	11,150.87		11,150.87
1/9/2023			(379.72)	10,771.15
1/10/2023			(841.22)	9,929.93
1/11/2023			(1000.25)	8,929.68
1/12/2023			(718.41)	8,211.27
1/13/2023			(366.51)	7,844.76
1/17/2023			(800.77)	7,043.99
1/18/2023			(1208.51)	5,835.48
1/19/2023			(1287.41)	4,548.07
1/20/2023			(1037.97)	3,510.10
1/23/2023			(977.73)	2,532.37
1/24/2023			(348.92)	2,183.45
1/25/2023			(284.09)	1,899.36
1/27/2023			(230.42)	1,668.94
MONTH-END TOTALS & BALANCE		11,150.87	(9481.93)	1,668.94

Morton Salt Activity for: Ogdensburg

Ending Balance from last Month:		7,172.69	
DATE of Activity (mm/dd/yr)	Outbound Trucks	S/T OUT	Total Shipped Out
1/6/2023	2	66.84	7,105.85
1/17/2023	4	97.7	7,008.15
1/19/2023	1	33.27	6,974.88
1/20/2023	2	66.63	6,908.25
1/24/2023	2	68.23	6,840.02
1/27/2023	2	69.39	6,770.63
1/31/2023	2	66.09	6,704.54
MONTH-END TOTALS & BALANCE		468.15	6,704.54

<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>
	Balance Forward					937.12	1874172
1/3/2023	BL 90008690			58120	29.06	908.06	1816052
1/3/2023	BL 90008689			64620	32.31	875.75	1751432
1/3/2023	CRDX 312406	166300	83.15			958.9	1917732
1/4/2023	BL 90008691			61040	30.52	928.38	1856692
1/5/2023	BL 90008693			52660	26.33	902.05	1804032
1/5/2023	BL 90008694			56120	28.06	873.99	1747912
1/5/2023	GACX 13597	166300	83.15			957.14	1914212
1/5/2023	GCCX 42049	166200	83.1			1040.24	2080412
1/6/2023	NAHX 800129	167350	83.68			1123.92	2247762
1/6/2023	GACX 13614	172950	86.48			1210.4	2420712
1/9/2023	BL 90015885			59060	29.53	1180.87	2361652
1/9/2023	GACX 13614	172950	86.48			1267.35	2534602
1/10/2023	BL 90015886			52720	26.36	1240.99	2481882
1/10/2023	CCLX 92018	167950	83.98			1324.97	2649832
1/11/2023	BL 90015888			54420	27.21	1297.76	2595412
1/12/2023	BL 90015890			61840	30.92	1266.84	2533572
1/12/2023	BL 90020541			83160	41.58	1225.26	2450412
1/13/2023	BL 90015891			51220	25.61	1199.65	2399192
1/13/2023	BL 90022158			67760	33.88	1165.77	2331432
1/17/2023	BL 90025425			61740	30.87	1134.9	2269692
1/18/2023	BL 90025428			59680	29.84	1105.06	2210012
1/19/2023	BL 90025432			46940	23.47	1081.59	2163072
1/20/2023	CRDX 312430	164500	82.25			1163.84	2327572
1/23/2023	BL 90034406			61440	30.72	1133.12	2266132
1/23/2023	NAHX 479163	162850	81.43			1214.55	2428982
1/24/2023	CRDX 312428	164700	82.35			1296.9	2593682
1/25/2023	BL 90034407			59160	29.58	1267.32	2534522
1/26/2023	BL 90034408			62760	31.38	1235.94	2471762
1/30/2023	BL 90040219			64540	32.27	1203.67	2407222
					569.5		

<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>
	Balance Forward					423.12	846170
1/4/2023	GACX 13627	177850	88.93			512.05	1024020
1/9/2023	BL 90008692			58560	29.28	482.77	965460
1/9/2023	BL 90008695			61900	30.95	451.82	903560
1/10/2023	BL 90015889			50260	25.13	426.69	853300
	gacx 516088	178300	89.15			515.84	1031600
1/11/2023	BL 900159580			31520	15.76	500.08	1000080
1/13/2023	BL 90020179			77760	38.88	461.2	922320
1/17/2023	BL 90022859			69820	34.91	426.29	852500
1/17/2023	BL 90025426			71600	35.8	390.49	780900
1/18/2023	BL 90015887			39340	19.67	370.82	741560
1/18/2023	BL 90025427			41440	20.72	350.1	700120
1/18/2023	BL 90025429			74280	37.14	312.96	625840
1/18/2023	BL 90022860			75660	37.83	275.13	550180
1/18/2023	BL 90025431			36360	18.18	256.95	513820
1/30/2023	BL 90040218			66500	33.25	223.7	447320
1/31/2023	BL 90040222			62400	31.2	192.5	384920
					408.7		



OGDENSBURG BRIDGE & PORT AUTHORITY
BUILDING OCCUPANCY REPORT
 February 9, 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	Mack Global Engineering
204				1,689	Stephens Media Group
205				207	Griffith/Lambert
206				182	Griffith/Lambert
207A				170	Dan Dodge
207B				220	OBPA Executive Director
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
FEBRUARY 09, 2023 BOARD MEETING**

Agenda Item A. General Administration

1. Approval of Easement Supplement No. 7 with National Grid

REPORT:

Staff has negotiated Easement Supplement No. 7 with National Grid for an aerial cable easement over the railroad in the Town of Lisbon for a five (5) year term commencing October 7, 2022 and terminating October 6, 2027 at a rate of \$2,600.00 for the five (5) year term.

All other terms and conditions of the original Easement 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 Easement Supplement No. 7 with National Grid for an aerial cable easement over the railroad in the Town of Lisbon for a five (5) year term commencing October 7, 2022 and terminating October 6, 2027 at a rate of \$2,600.00 for the five (5) year term, and be it;

FURTHER RESOLVED, that all other terms and conditions of the original Easement Agreement shall remain in full force and effect and are hereby ratified and affirmed.

INITIATOR / PREPARER Anthony Adamczyk

APPROVED BY:



MOTION MADE BY _____

Unanimous

Yes

No

SECONDED BY _____

Abstained _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
FEBRUARY 09, 2023 BOARD MEETING**


Agenda Item A. General Administration
2. Appointment of Senior Administrative Assistant

REPORT:

After thorough review and evaluation of those applications selected for further consideration, interviews were conducted with candidates for the Senior Administrative Assistant position. Based on the results of those interviews, it is recommended that Karin Blackburn be appointed to the position of Senior Administrative Assistant at the starting salary of \$53,000 per year, pro-rated effective on or about 03/06/2023, with a one-year probationary period and management confidential benefits.

RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to appoint Karin Blackburn to the position of Senior Administrative Assistant with the Ogdensburg Bridge and Port Authority at the starting salary of \$53,000 per year, pro-rated effective on or about 03/06/2023, with a one-year probationary period and management confidential benefits.

INITIATOR / PREPARER Patricia Nisco APPROVED BY: 

MOTION MADE BY _____ Unanimous Yes No

SECONDED BY _____ Abstained _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
FEBRUARY 09, 2023 BOARD MEETING**

Agenda Item B. Ogdensburg-Prescott International Bridge
1. Approval of Lease Supplement No. 3 with Glenda Jones.

REPORT:

Staff has negotiated Lease Supplement No. 3 with Glenda Jones for 292 square feet of office space in Suite 210 of the Bridge Administration Building for a one (1) year period commencing April 1, 2023 and terminating March 31, 2024 at a rate of \$9.25 per square foot equaling \$225.00 per month, \$2,700.00 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. 3 with Glenda Jones for 292 square feet of office space in Suite 210 of the Bridge Administration Building for a one (1) year period commencing April 1, 2023 and terminating March 31, 2024 at a rate of \$9.25 per square foot equaling \$225.00 per month, \$2,700.00 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 MADE BY _____

Unanimous

Yes

No

SECONDED BY _____

Abstained

**OGDENSBURG BRIDGE & PORT AUTHORITY
FEBRUARY 09, 2023 BOARD MEETING**

Agenda Item B. Ogdensburg-Prescott International Bridge
2. Approval of Lease Supplement No. 2 with Knudsen Systems, Inc.

REPORT:

Staff has negotiated Lease Supplement No. 2 with Knudsen Systems, Inc. for 180 square feet of office space in Suite 209 of the Bridge Administration Building for a two (2) year period commencing June 1, 2023 and terminating May 31, 2025 at a rate of \$16.00 per square foot equaling \$240.00 per month, \$2,880.00 annually, 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. 2 with Knudsen Systems, Inc. for 180 square feet of office space in Suite 209 of the Bridge Administration Building for a two (2) year period commencing June 1, 2023 and terminating May 31, 2025 at a rate of \$16.00 per square foot equaling \$240.00 per month, \$2,880.00 annually, 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 MADE BY _____

Unanimous

Yes

No

SECONDED BY _____

Abstained

**OGDENSBURG BRIDGE & PORT AUTHORITY
FEBRUARY 09, 2023 BOARD MEETING**

Agenda Item C. Commerce Park Campus
1. Approval of Lease Agreement with NAC Logistics.

REPORT:

Staff has negotiated a new Lease Agreement with NAC Logistics for 10,000 square feet of warehousing space in Building 3 of the Commerce Park Campus for an eighteen (18) month period commencing March 1, 2023 and terminating August 31, 2024 at a rate of \$4.34 per square foot equaling \$3,616.67 per month, \$65,100.06 for the eighteen (18) month period. NAC Logistics is responsible for its pro-rated share of all utilities.

RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with NAC Logistics for 10,000 square feet of warehousing space in Building 3 of the Commerce Park Campus for an eighteen (18) month period commencing March 1, 2023 and terminating August 31, 2024 at a rate of \$4.34 per square foot equaling \$3,616.67 per month, \$65,100.06 for the eighteen (18) month period, and be it;

FURTHER RESOLVED, that NAC Logistics is responsible for its pro-rated share of all utilities

INITIATOR / PREPARER Anthony Adamczyk

APPROVED BY:



MOTION MADE BY _____

Unanimous

Yes

No

SECONDED BY _____

Abstained