

OGDENSBURG BRIDGE AND PORT AUTHORITY
ANNUAL BOARD MEETING
THURSDAY, JANUARY 12, 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

IV. Report from Nominating Committee

V. Election of Officers:

Chairperson
Vice Chairperson
Secretary
Treasurer
Assistant Secretary
Assistant Treasurer
Member

Designation of Staff:

Executive Director
Chief Financial Officer

Other Appointments:

Counsel: Wladis Law Firm; Gowling Lafleur Henderson LLP

Newspapers for Legal Notices: Watertown Daily Times

Banks: Community Bank, N.A.; M&T Bank N.A. (Wilmington Trust); Watertown Savings Bank; Tompkins Trust; Key Bank, Bank of America; and other Full-Service Commercial Institutions

VI. 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

VII. Unfinished Business. None.

VIII. Business Items.

A. General Administration

1. Committee Assignments
2. Approval of State-Mandated Officer Appointments
3. Approval of Collective Bargaining Agreement with CSEA Local 1000

B. Ogdensburg-Prescott International Bridge

1. Approval of Lease Supplement No. 19 with Cr. Carol Griffith/Harold Lambert
2. Approval of Lease Supplement No. 4 with Demers, Inc.

C. Commerce Park

1. Approval of Lease Supplement No. 4 with Quality Hearing Instruments

D. Ogdensburg International Airport

1. Approval of T-Hanger Lease Agreement with Bird Tate
2. Approval of Purchase of New Deal Blend Runway De-icer
3. Approval of Advertising Agreement with WPBS
4. Approval of St. Lawrence County ARPA Tourism, Travel and Hospitality Promotion Program Grant Agreement

E. Port of Ogdensburg
None

F. Other Such Matters

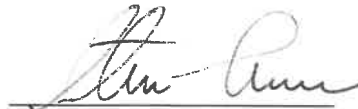
IX. Concluding Comments from Citizens, Board Members, and/or Authority Staff.

X. Next Meeting Dates:

February 09, 2023	Thursday	5:00 PM	_____	(Proposed)
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)

XI. Adjournment

Dated: January 11, 2022



Steven J. Lawrence
Executive Director

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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 BORDER STATION, INC.

ANNUAL BOARD MEETING

THURSDAY, JANUARY 12, 2023

I. Meeting Called to Order by Chair Vernon D. Burns immediately following the Ogdensburg Bridge and Port Authority Board Meeting

II. Election of Officers:

Chair
Vice Chair
Secretary
Treasurer
Assistant Secretary
Assistant Treasurer
Member

Designation of Staff:

Executive Director
Chief Financial Officer

Other Appointments:

Counsel: Wladis Law Firm

Newspaper for Legal Notices: Watertown Daily Times


Banks Community Bank, NA; M&T Bank, NA (Wilmington Trust); Tompkins Trust; Watertown Savings Bank; Key Bank; Bank of America; and other Full-Service Commercial Institutions

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

IV. Next Meeting Date: TBD

V. Adjournment

Dated: January 6, 2023



Steven J. Lawrence
Executive Director

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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 Connolly, 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 AUTHORITY

ANNUAL BOARD MEETING

THURSDAY, JANUARY 12, 2023

I. Meeting Called to Order by Chair Vernon D. Burns immediately following the Ogdensburg Border Station, Inc. Board Meeting.

II. Report from Nominating Committee

III. Election of Officers:

Chair
Vice Chair
Secretary
Treasurer
Assistant Secretary
Assistant Treasurer
Member

Designation of Staff:

Executive Director
Chief Financial Officer

Other Appointments:

Counsel: Gowling WLG [Canada] LLP

IV. Next Meeting Dates

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

V. Adjournment

Dated: January 6, 2023



Steven J. Lawrence
Executive Director

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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 Connolly, 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 November 30, 2022

Current Assets:

Cash - Checking Accounts	\$	232,799	
Cash - Reserves & Other Restricted Accounts		7,643,100	①
Cash - Security Deposits		181,754	
Accounts Receivable - Regular		374,219	
Accounts Receivable - AEAS		1,160,799	
Accounts Receivable - Wind Turbine Project		196,016	
Grants Receivable		248,876	
Investments		-	
Inventories		69,827	
Prepaid Expenses		184,313	
Total Current Assets	\$	10,291,704	

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		(73,705,986)	
Net Fixed Assets	\$	92,656,328	

Other Assets:

1,923,361

Construction in Progress

\$ 4,362,162 ②

TOTAL ASSETS \$ 109,233,555

Current Liabilities:

Accounts Payable - Regular	524,618	③
Accounts Payable - AEAS/Contour	761,899	
Accounts Payable - NYS Retirement	-	
Accounts Payable - All Project A/P	359,666	
Current Portion of Long Term Debt	684,190	
Accrued Expenses	28,975,918	
Total Current Liabilities	\$	31,306,291

Other General Liabilities

589,048

Long Term Liabilities

Long Term Portion of Long Term Debt	9,374,017
Total Long Term Liabilities	<u>9,374,017</u>

Capital

67,964,199

TOTAL LIABILITIES 109,233,555

①	Restricted Accounts - Top 5 Bank Accounts		
	Consolidated Reserve Fund - CBNA	6,328,529	
	Debt Service Reserve Fund - Wilmington Trust	504,661	
	Tompkins Trust Security Reserve Deposit	457,742	
	M&T Deposit-Bond Payment Reserve Funds	239,678	
	Aviation Fuel & Credit Card Account	29,429	
		<u>7,560,039</u>	
	9 Additional Restricted Bank Accounts share the balance	83,061	
②	Construction in Progress - Top 4 Projects		
	Airport MASLF	1,941,931	
	Harbor Deepening Project	1,189,152	
	Airport EA PH 1 Drainage & Terminal Area	426,833	
	Airport Terminal Project	216,507	
		<u>3,774,423</u>	
	5 Additional Projects share the balance	587,739	
③	Regular Accounts Payable - Top 5 Vendors		
	OMLC - Wind Turbine Projects	166,855	Waiting for OMLC Accounts Re
	Parsons Transportation - Bridge Inspection	70,926	
	AEP - Solar Invoicing	22,902	
	IPFS - Commercial Insurance Financing	22,628	
	Excellus - Medical Insurance	22,358	
		<u>305,669</u>	
	Over 70 Additional Vendors share the balance	218,949	

OGDENSBURG BRIDGE & PORT AUTHORITY: NOVEMBER 2022 BUDGET TO ACTUAL

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
INCOME						
Bridge Revenue	244,634	278,252	33,618	2,109,184	2,239,990	130,806
Airport Revenue	35,722	35,882	160	277,821	349,471	71,650
Airport Revenue - Fuel Sales	14,764	42,989	28,225	170,195	436,414	266,219
Airport Revenue - AEAS Income	0	351,032	351,032	0	2,002,478	2,002,478
Industrial Park Campus Revenue	80,521	93,241	12,720	641,949	617,206	(24,743)
Marine Terminal (Port) Revenue	104,979	235,254	130,275	548,400	937,859	389,459
Railroad Revenue	0	0	0	18,000	25,682	7,682
Wind Turbine Revenue	0	0	0	2,810,960	3,046,909	235,949
TOTAL INCOME	480,620	1,036,650	556,030	6,576,509	9,656,009	3,079,500
EXPENSES						
BRIDGE EXPENSE						
Salary Expense	110,540	105,244	(5,296)	939,586	867,365	(72,221)
Employee Benefits	57,862	23,429	(34,433)	491,831	345,648	(146,183)
Maintenance Expense	7,259	12,037	4,778	77,775	83,554	5,779
Bridge Maintenance Expense	3,333	70,926	67,593	255,469	76,652	(178,817)
Utility Expense	8,074	6,102	(1,972)	41,018	51,762	10,744
General Expenses	49,401	29,198	(20,203)	395,207	315,939	(79,268)
Legal Expense	6,500	13,656	7,156	52,000	77,304	25,304
TOTAL BRIDGE EXPENSES	242,969	260,592	17,623	2,252,886	1,818,224	(434,662)
AIRPORT EXPENSE						
Salary Expense	27,861	22,480	(5,381)	236,816	218,732	(18,084)
Employee Benefits	11,308	6,177	(5,131)	96,115	82,029	(14,086)
Maintenance Expense	4,421	17,629	13,208	35,367	66,084	30,717
Fuel Sales Expense	16,500	36,487	19,987	112,200	388,904	276,704
Utility Expense	8,151	8,722	571	41,407	49,537	8,130
General Expenses	59,524	79,564	20,040	464,288	473,921	9,633
Interest Expense	39,377	44,903	5,526	333,118	351,725	18,607
Legal Expense	5,000	2,363	(2,637)	40,000	17,859	(22,141)
AEAS Expense	0	351,032	351,032	0	2,002,769	2,002,769
TOTAL AIRPORT EXPENSES	172,142	569,357	397,215	1,359,311	3,651,560	2,292,249

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
INDUSTRIAL PARK EXPENSE						
Salary Expense	1,308	3,269	1,961	11,115	26,971	15,856
Employee Benefits	455	312	(143)	3,864	3,551	(313)
Maintenance Expense	2,716	7,860	5,144	22,068	28,974	6,906
Utility Expense	4,452	1,818	(2,634)	22,617	33,399	10,782
General Expenses	3,213	101	(3,112)	25,707	11,063	(14,644)
Interest Expense	0	0	0	0	1,563	1,563
TOTAL INDUSTRIAL PARK EXPENSES	12,144	13,360	1,216	85,371	105,521	20,150
MARINE TERMINAL (PORT) EXPENSE						
Salary Expense	29,005	18,343	(10,662)	246,542	101,264	(145,278)
Employee Benefits	12,857	14,896	2,039	102,854	89,771	(13,083)
Maintenance Expense	9,544	21,066	11,522	82,317	159,255	76,938
Utility Expense	5,354	3,846	(1,508)	27,199	34,317	7,118
General Expenses	24,795	10,760	(14,035)	198,363	112,501	(85,862)
Interest Expense	0	0	0	0	553	553
Legal Expense	0	0	0	0	13,934	13,934
TOTAL MARINE TERMINAL EXPENSES	81,555	68,911	(12,644)	657,275	511,595	(145,680)
WIND TURBINE EXPENSE						
Salary Expense	0	(3)	(3)	419,000	443,084	24,084
Maintenance Expense	0	5,200	5,200	1,114,154	1,218,544	104,390
Management & General Expenses	0	89,873	89,873	632,466	743,217	110,751
TOTAL WIND TURBINE EXPENSES	0	95,070	95,070	2,165,620	2,404,845	239,225
RAILROAD EXPENSES						
	0	0	0	0	480	480
BORDER STATION EXPENSES						
	0	3,102	3,102	0	26,301	26,301
TOTAL EXPENSES	508,810	1,010,392	501,582	6,520,463	8,518,526	1,998,063
OPERATING INCOME (Net Gain/(Loss))						
	(28,190)	26,258		56,046	1,137,483	
CRRSA/ARPA ACT Reimbursements						
	125,000	0	(125,000)	734,154	812,326	78,172
OPERATING INCOME (Net Gain/(Loss))	96,810	26,258		790,200	1,949,809	

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

Dec 1 -Dec 31	Auto Crossings			All Other Crossings			Total Crossings			Revenue	
	2022	2019	% Change	2022	2019	% Change	2022	2019	% Change	2022	2019
Dec 31	31,374	47,742	-34.28%	5,142	5,458	-5.79%	36,516	53,200	-31.36%	\$101,405.25	\$164,272.75

Dec 1 -Dec 31	Auto Crossings			All Other Crossings			Total Crossings			Revenue	
	2022	2021	% Change	2022	2021	% Change	2022	2021	% Change	2022	2021
Dec 31	31,374	17,880	75.47%	5,142	5,931	-13.30%	36,516	23,811	53.36%	\$101,405.25	\$61,568.50

Month	Auto Crossings			All Other Crossings			Total Crossings			Revenue	
	2022	2019	% Change	2022	2019	% Change	2022	2019	% Change	2022	2019
December	31,374	47,742	-34.28%	5,142	5,458	-5.79%	36,516	53,200	-31.36%	\$101,405.25	\$164,272.75
November	35,376	46,345	-23.67%	5,693	5,322	6.97%	41,069	51,667	-20.51%	\$113,335.50	\$167,706.00
October	36,658	53,477	-31.45%	5,969	6,779	-11.95%	42,627	60,256	-29.26%	\$122,232.50	\$185,449.00
September	32,805	51,320	-36.08%	5,822	6,582	-11.55%	38,627	57,902	-33.29%	\$107,642.00	\$189,000.25
August	35,661	65,820	-45.82%	5,839	6,663	-12.37%	41,500	72,483	-42.75%	\$123,383.00	\$245,554.50
July	34,915	60,506	-42.29%	5,460	6,587	-17.11%	40,375	67,093	-39.82%	\$121,326.25	\$227,506.75
June	28,211	53,785	-47.55%	6,175	6,434	-4.03%	34,386	60,219	-42.90%	\$99,001.25	\$198,334.25
May	26,558	51,016	-47.94%	6,290	6,911	-8.99%	32,848	57,927	-43.29%	\$90,575.75	\$199,425.25
April	27,376	45,707	-40.11%	5,582	6,905	-19.16%	32,958	52,612	-37.36%	\$88,585.50	\$154,635.00
March	12,619	44,523	-71.66%	6,158	6,036	2.02%	18,777	50,559	-62.86%	\$45,710.00	\$128,733.50
February	8,871	35,864	-75.26%	5,211	5,662	-7.97%	14,082	41,526	-66.09%	\$31,882.00	\$106,063.25
January	8,439	35,667	-76.34%	5,560	6,234	-10.81%	13,999	41,901	-66.59%	\$32,685.25	\$104,184.25
TOTALS	318,863	591,772	-46.12%	68,901	75,573	-8.83%	387,764	667,345	-41.89%	\$1,077,764.25	\$2,070,864.75



Passenger Activity Report
January - December 2022
SkyWest/Contour

	Flights	Enplaned	Flt. Load	Non Rev.	Flt. Load	Deplaned	Non Rev.	Total
SKYWEST								
Jan	45	608	27%	19	28%	620	23	1,270
Feb	38	758	40%	14	41%	699	13	1,484
March	31	703	45%	15	46%	657	22	1,397
April	33	557	34%	18	35%	793	10	1,378
May	47	851	36%	35	38%	882	30	1,798
June	45	721	32%	14	33%	859	20	1,614
Totals	239	4,198	35%	115	36%	4,510	118	8,941
CONTOUR								
July	52	692	44%	0	44%	674	0	1,366
Aug	53	732	46%	0	46%	723	0	1,455
Sept	46	561	41%	0	41%	559	0	1,120
Oct	52	674	44%	0	44%	614	0	1,288
Nov	44	513	39%	0	39%	497	0	1,010
Dec	33	502	51%	0	51%	421	0	923
2022 Total	519	7,872	51%	115	51%	7,998	118	16,103
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				

Compass Minerals Inventory Activity for: Ogdensburg/20606

Report by Monday Morning (9:00 am CST) to: Email - leathersd@compassminerals.com

DATE of Activity (mm/dd/yr)	Receiving Barge/Vessel Name	Ending Balance from last Month:		HWY Salt
		TONS IN	TONS OUT	Running Balance
				130,180.87
12/1/2022				130,180.87
12/2/2022			(284.20)	129,896.67
12/5/2022			(215.93)	129,680.74
12/6/2022			(422.78)	129,257.96
12/7/2022			(388.74)	128,869.22
12/8/2022			(162.07)	128,707.15
12/9/2022			(179.40)	128,527.75
12/13/2022			(264.01)	127,951.88
12/14/2022			(1108.13)	126,843.75
12/15/2022			(645.21)	126,198.54
12/16/2022			(106.41)	126,092.13
12/19/2022			(1173.82)	124,918.31
12/20/2022			(1446.76)	123,471.55
12/21/2022			(1591.94)	121,879.61
12/22/2022			(1739.00)	120,140.61
12/23/2022			(403.03)	119,737.58
12/27/2022			(707.94)	119,029.64
12/28/2022			(1078.32)	117,951.32
12/29/2022			(1498.53)	116,452.79
12/30/2022			(1399.65)	115,053.14
12/31/2022	Used for Blending Thawrox	(13697.00)	101,356.14	
MONTH-END TOTALS & BALANCE	0.00	(28824.73)	101,356.14	

Compass Minerals Inventory Activity for: Ogdensburg/20606

Report by Monday Morning (9:00 am CST) to: Email - leathersd@compassminerals.com

THAWROX				
		Ending Balance from last Month:		6,152.91
DATE of Activity (mm/dd/yr)	Receiving Barge/Vessel Name	TONS IN	TONS OUT	Running Balance
12/8/2022			(110.57)	6,042.34
12/12/2022			(319.83)	5,722.51
12/13/2022			(215.46)	5,507.05
12/14/2022			(464.69)	5,042.36
12/15/2022			(253.27)	4,789.09
12/19/2022			(215.44)	4,573.65
12/21/2022			(102.49)	4,471.16
12/23/2022			(140.77)	4,330.39
12/27/2022			(243.10)	4,087.29
12/28/2022			(456.23)	3,631.06
12/29/2022			(562.56)	3,068.50
12/30/2022		13,697.00	(68.98)	16,696.52
MONTH-END TOTALS & BALANCE		13,697.00	(3153.39)	16,696.52

Gluten Pellets

<u>Date</u>	<u>Railcars - Trucks</u>	<u>ST Received</u>	<u>ST Trucked Out</u>	<u>ST Inventory</u>
	Balance Forward			1116.71
12/12/22	BL 89980401		26.88	1089.83
12/13/22	BL 89980403		30.05	1059.78
12/13/22	BL 89980445		30.93	1028.85
12/13/22	BL 89980405		31.93	996.92
12/14/22	BL 89980402		22.14	974.78
12/14/22	BL 89980404		29.62	945.16
12/15/22	BL 89980406		28.91	916.25
12/15/22	BL 89980446		30.56	885.69
12/16/22	BL 89980407		30.42	855.27
12/19/22	BL 89989367		30.8	824.47
12/20/22	BL 89989368		33.58	790.89
12/21/22	BL 89989369		32.5	758.39
12/21/22	GCCX 68086	96.18		854.57
12/22/22	BL 89989370		31.98	822.59
12/23/22	BL 89989371		31.85	790.74
12/27/22	BL 90000542		31.87	758.87
12/27/22	CRDX 312438	81.58		840.45
12/28/22	BL 90002029		30.69	809.76
12/29/22	BL 90000543		30.67	779.09
12/29/22	BL 90000544		34.18	744.91
12/29/22	GACX 13610	93.08		837.99
12/29/22	CEFX 389416	99.13		937.12

Gluten Meal

<u>Date</u>	<u>Railcars - Trucks</u>	<u>ST Received</u>	<u>ST Trucked Out</u>	<u>ST Inventory</u>
	Balance Forward			513.54
12/1/22	BL 89961383		21.66	491.88
12/6/22	BL 89970808		29.81	462.07
12/7/22	BL 89970810		29.05	433.02
12/15/22	BL 89987128		32.42	400.6
12/19/22	BL 89989366		30.85	369.75
12/20/22	CCLX 92016	91.35		461.1
12/22/22	BL 89989762		37.98	423.12



OGDENSBURG BRIDGE & PORT AUTHORITY
BUILDING OCCUPANCY REPORT
 January 12, 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	90%	11,550	1,108		
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				0	Vacant
8				1,036	Tate Jr.
9				1,036	Burtch
10				1,036	Richardson
				1,046	Mechanical / Operations Storage
	96%	26,022	1,108	24,914	

**OGDENSBURG BRIDGE & PORT AUTHORITY
JANUARY 12, 2023 BOARD MEETING**

Agenda Item A. General Administration
2. Approval of State-Mandated Officer Appointments

REPORT:

Each year, the Authority is required to complete reporting to the State of New York. As part of that process, it is required by the State that the Authority designate officer appointments to represent the Ogdensburg Bridge and Port Authority.

It is recommended by staff that the following be appointed to the positions as outlined below:

<i>Officer Title</i>	<i>Appointed Officer</i>
<i>Contracting Officer</i>	<i>Executive Director</i>
<i>Liaison, Office of Prevention of Domestic Violence</i>	<i>Executive Director</i>
<i>Internal Control Officer</i>	<i>Board Action of March 4, 2019</i>
<i>Minority Women/Business Enterprise Officer</i>	<i>CFO</i>
<i>Ethics Officer</i>	<i>Executive Director</i>
<i>Data Coordinator</i>	<i>CFO</i>
<i>Records Access Officer</i>	<i>Economic Development Director</i>
<i>Service-Disabled Veteran-Owned Business Officer</i>	<i>CFO</i>
<i>Sustainability Coordinator</i>	<i>CFO</i>

New York State requires that these appointments be renewed each year at the annual meeting of the Board of Directors of the Ogdensburg Bridge and Port Authority.

RESOLUTION:

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby authorize and approve the following appointments for the period January 1, 2022, through December 31, 2022:

<i>Officer Title</i>	<i>Appointed Officer</i>
<i>Contracting Officer</i>	<i>Executive Director</i>
<i>Liaison, Office of Prevention of Domestic Violence</i>	<i>Executive Director</i>
<i>Internal Control Officer</i>	<i>Board Action of March 4, 2019</i>
<i>Minority Women/Business Enterprise Officer</i>	<i>CFO</i>
<i>Ethics Officer</i>	<i>Executive Director</i>
<i>Data Coordinator</i>	<i>CFO</i>
<i>Records Access Officer</i>	<i>Economic Development Director</i>
<i>Service-Disabled Veteran-Owned Business Officer</i>	<i>CFO</i>
<i>Sustainability Coordinator</i>	<i>CFO</i>

and be it,

FURTHER RESOLVED, that these appointments shall be renewed each year at the annual Board Meeting of the Ogdensburg Bridge and Port Authority Board.

INITIATOR/PREPARER: Patricia Nisco APPROVED BY: 

MOTION PASSED BY: _____ Unanimous: Yes No

SECONDED BY: _____ Abstained By: _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
JANUARY 12, 2023 BOARD MEETING**

Agenda Item A. General Administration.

3. Approval of Collective Bargaining Agreement with CSEA Local 1000

REPORT:

The Collective Bargaining Agreement between the Authority and the CSEA Local 1000 will expire on March 31, 2023. A new agreement has been negotiated by Authority staff and the CSEA. Such agreement was formally ratified by the Employees' Association on December 09, 2022.

The term of the agreement is April 1, 2023, through March 31, 2028.

Staff recommends approval of this agreement with the CSEA Local 1000.

RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to execute the Collective Bargaining Agreement between the Ogdensburg Bridge and Port Authority and the CSEA Local 1000 for the term April 1, 2023, through March 31, 2028.

INITIATOR/PREPARER: Patricia Nisco

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes

No

SECONDED BY: _____

Abstained By: _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
JANUARY 12, 2023 BOARD MEETING**

- Agenda Item B. Ogdensburg – Prescott International Bridge
1. Approval of Lease Supplement No. 19 with Dr. Carol Griffith and Mr. Harold Lambert

REPORT:

Staff has negotiated Lease Supplement No. 19 with Dr. Carol Griffith and Mr. Harold Lambert for 389 square feet of office space in Suites 205 and 206 of the Bridge Administration Building for an eighteen (18) month period commencing March 1, 2023 and terminating August 31, 2024 at a rate of \$18.00 per square foot equaling \$583.50.00 per month, \$10,503.00 for the eighteen (18) month 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 Dr. Carol Griffith and Mr. Harold Lambert for 389 square feet of office space in Suites 205 and 206 of the Bridge Administration Building for an eighteen (18) month period commencing March 1, 2023 and terminating August 31, 2024 at a rate of \$18.00 per square foot equaling \$583.50.00 per month, \$10,503.00 for the eighteen (18) month 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
JANUARY 12, 2023 BOARD MEETING**

Agenda Item B. Ogdensburg – Prescott International Bridge
2. Approval of Lease Supplement No. 4 with Demers, Inc.

REPORT:

Staff has negotiated Lease Supplement No. 4 with Demers, Inc. for 120 square feet of office space in Suite 201A of the Bridge Administration Building for a one (1) year period commencing February 1, 2023 and terminating January 31, 2024 at a rate of \$18.00 per square foot equaling \$180.00 per month, \$2,160.00 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. 4 with Demers, Inc. for 120 square feet of office space in Suite 201A of the Bridge Administration Building for a one (1) year period commencing February 1, 2023 and terminating January 31, 2024 at a rate of \$18.00 per square foot equaling \$180.00 per month, \$2,160.00 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
JANUARY 12, 2023 BOARD MEETING**

Agenda Item C. Commerce Park Campus

1. Approval of Lease Supplement No. 4 with Quality Hearing Instruments, LLC.

REPORT:

Staff has negotiated Lease Supplement No. 4 with Quality Hearing Instruments, LLC for 424 square feet of office space in Building 1 of the Commerce Park Campus for a two (2) year period commencing February 1, 2023 and terminating January 31, 2025 at a rate of \$15.00 per square foot equaling \$530.00 per month, \$6,360.00 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. 4 with Quality Hearing Instruments, LLC for 424 square feet of office space in Building 1 of the Commerce Park Campus for a two (2) year period commencing February 1, 2023 and terminating January 31, 2025 at a rate of \$15.00 per square foot equaling \$530.00 per month, \$6,360.00 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 PASSED BY: _____

Unanimous: Yes

No

SECONDED BY: _____

Abstained By: _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
JANUARY 12, 2023 BOARD MEETING**

Agenda Item D. Ogdensburg International Airport
1. Approval of T-Hangar Lease Agreement with Bird Tate.

REPORT:

Staff has negotiated a new Lease Agreement with Bird Tate for T-Hangar No. 8 at the Ogdensburg International Airport for a one (1) year period commencing January 1, 2023 and terminating December 31, 2023 at a rate of \$215.00 per month, \$2,580.00 for the one (1) year period, inclusive of utilities.

RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Agreement with Bird Tate for T-Hangar No. 8 at the Ogdensburg International Airport for a one (1) year period commencing January 1, 2023 and terminating December 31, 2023 at a rate of \$215.00 per month, \$2,580.00 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
JANUARY 12, 2023, BOARD MEETING**

Agenda Item D. Ogdensburg International Airport
2. Approval of Purchase of New Deal Blend Runway Deicer

REPORT:

Runway safety is critical and OBPA/OGS is responsible for the safe operation of aircraft on its runways in all weather conditions. Due to the climate in Ogdensburg, NY it is necessary to prepare for and implement a snow and ice control plan. New Deal Blend De-icer is an approved FAA de-ice material that has been used with success in past winter weather events at OGS. The material comes in 2,205 lb. bags at \$2,991.42 per bag. Staff requests the purchase of an additional two (2) bags of de-icing chemical currently costing \$5,892.83

As the de-icing chemical is being purchased on an as needed (instead of stockpiling the product), it is requested that a second purchase of two (2) bags for not more than \$6,500 be able to be made this winter without further board approval.

RESOLUTION:

RESOLVED that the Authority Board of Directors authorizes the Director of Operations to purchase 2 bags of de-icing chemicals from New Deal De-icing for the amount of \$5,982.83, and be it;

FURTHER RESOLVED, that the Director of Operations is hereby authorized to purchase additional deicing chemicals when needed this winter for up to \$6,500, before requiring additional Board approval.

INITIATOR/PREPARER: James D. Chase APPROVED BY: 

MOTION PASSED BY: _____ Unanimous: Yes No

SECONDED BY: _____ Abstained By: _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
JANUARY 12, 2023 BOARD MEETING**

Agenda Item D. Ogdensburg International Airport
3. Approval of Advertising Agreement with WPBS.

REPORT:

Staff seeks to enter into an agreement with WPBS of Watertown, New York for one (1) year of television and website advertising for the Ogdensburg International Airport, which includes thirty (30) television spots per week and one (1) rotating advertisement on wpbstv.org, at a total cost of \$6,000.00. WPBS coverage map is provided below for reference:



RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to execute an agreement with WPBS of Watertown, New York for one (1) year of television and website advertising for the Ogdensburg International Airport, which includes thirty (30) television spots per week and one (1) rotating advertisement on wpbstv.org, at a total cost of \$6,000.00.

INITIATOR/PREPARER: Anthony Adamczyk APPROVED BY: 

MOTION PASSED BY: _____ Unanimous: Yes No

SECONDED BY: _____ Abstained By: _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
JANUARY 12, 2023 BOARD MEETING**

Agenda Item D. Ogdensburg International Airport
4. Approval of St. Lawrence County ARPA Tourism, Travel & Hospitality
Promotion Program Grant Agreement.

REPORT:

The Ogdensburg Bridge and Port Authority has been awarded a grant from St. Lawrence County under the ARPA Tourism, Travel, and Hospitality Promotion Program. This grant is for marketing and advertising activities for the Ogdensburg International Airport (OGS), namely a new, customer-focused website and out-of-home advertising in Ottawa, Ontario, Canada. The grant requires grantee matching funds of 20% for a grant award funding breakdown as follows:

<u>Funding Source</u>	<u>Amount</u>
St. Lawrence County ARPA Grant Program (80%)	\$25,000.00
Ogdensburg International Airport Internal Funding (20%)	<u>\$6,415.00</u>
Total Project Cost	\$31,415.00

Staff seeks to enter into an agreement with St. Lawrence County to accept this grant.

RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to execute an agreement with St. Lawrence County for acceptance of the ARPA Tourism, Travel, and Hospitality Promotion Program grant.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____