

OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
TUESDAY, AUGUST 16, 2022

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 Tuesday, August 16, 2022 at 4:00 PM.

The following were present:

Vernon D. Burns, Chairperson
Megan J. M. Whitton, Vice-Chairperson
Christopher B. T. Coffin, Treasurer
Nicole A. Terminelli, Assistant Secretary

ALSO: Jennifer Granzow, Counsel
Steven J. Lawrence, Executive Director
Patricia A. Nisco, Chief Financial Officer
Stephanie L. Saracco, Airport Manager
Anthony Adamczyk, Director of Economic Development

ABSENT: David D. King, Secretary
Jennifer Quirk-Pickman, Assistant Treasurer
Toni A. Kennedy, Member

- I. Chair Burns called the meeting to order at 4:05 PM.
- II. Public Hearing Regarding Remote Attendance at Meetings. There were no comments from the public.
- III. Letters and Communications to the Board. There were some news articles pertaining to the Authority. Executive Director Steven J. Lawrence thanked Assemblyman Blankenbush for his letter supporting the Authority's position on the Buy American salt legislation. Mr. Lawrence also drew attention to an article about a truck that had to be rerouted down Ford St. The article erroneously stated that the cargo had come from the City's Port. Mr. Lawrence stated that the truck had not come from the Port and that the Authority had built the Port Access Road precisely to avoid this sort of situation.

IV. Approval of Board Minutes. On a motion by Christopher B. T. Coffin, seconded by Nicole A. Terminelli, the minutes from the July 14, 2022 meeting were approved by voice vote.

V. Reports
Presentation and Reports:

Finance Committee Chair Christopher B. T. Coffin reported that the Finance Committee met and there was some volatility in Accounts Receivable and Accounts Payable in the June finances. Mr. Coffin stated that this was largely due to the success at the Port. Mr. Coffin also noted that the fuel expenses are higher at the Airport than fuel sales, but this is due to an increase in inventory, and that each transaction is profitable. Mr. Coffin asked Chief Financial Officer Patricia A. Nisco to give the highlights of the June Financials. Ms. Nisco gave a brief overview of the finances and reported that the Personnel Committee met on July 7 to review applications for the Director of Operations positions, and again on July 25 to hold interviews for the position. A candidate was selected. The Bridge Traffic, Airport Activity/Occupancy, Building Occupancy, and Port Activity reports were discussed briefly. Executive Director Steven J. Lawrence noted that there was a lot of positive feedback for the Port during the wind turbine projects. Director of Economic Development Anthony Adamczyk thanked the maintenance staff for their excellent work with tenants and on the buildings in Commerce Park.

VI. Unfinished Business.
There was none.

VII. Business Items.

A. General Administration

1. Discussion of Remote Attendance at Meetings. Board Chair Vernon D. Burns suggested that this discussion be referred to a committee for review. Counsel will send examples of remote attendance rules from other entities.
2. Appointment of Director of Operations. After thorough review and evaluation of those applications selected for further consideration, interviews were conducted with candidates for the Director of Operations' position. Based on the results of those interviews, it is recommended that James Chase be appointed to the position of Director of Operations at the starting salary of \$70,000, pro-rated effective on or about 09/06/2022, with a one-year probationary period and management confidential benefits. On a motion by Megan J. M. Whitton, seconded by Nicole A. Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to appoint James Chase to the position of Director of Operations with the Ogdensburg Bridge and Port Authority at the starting salary of \$70,000, pro-rated effective on or about 09/06/2022, with a one-year probationary period and management confidential benefits.

A vote was called.

AYES: Christopher B. T. Coffin
Nicole A. Terminelli
Vernon D. Burns
Megan J. M. Whitton

MOTION CARRIED

B. Ogdensburg-Prescott International Bridge

There was none.

C. Commerce Park

1. Approval of Lease Agreement with Frank Ralphs, Inc. Staff has negotiated a Lease Agreement with a new tenant, Frank Ralphs, Inc., for 20,000 square feet of light manufacturing space in Building 11 of the Commerce Park Campus for a four (4)

year period commencing November 1, 2022 and terminating October 31, 2026 at a rate of \$7.10 per square foot equaling \$11,833.34 per month, \$142,000.00 per year. Lease rate is subject to a one (1) percent escalation each year during the term of the lease. Frank Ralphs, Inc. will also be responsible for its pro-rated share of utilities. On a motion by Christopher B. T. Coffin, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Lease Agreement with a new tenant, Frank Ralphs, Inc., for 20,000 square feet of light manufacturing space in Building 11 of the Commerce Park Campus for a four (4) year period commencing November 1, 2022 and terminating October 31, 2026 at a rate of \$7.10 per square foot equaling \$11,833.34 per month, \$142,000.00 per year, and be it;

FURTHER RESOLVED, that lease rate it subject to a one (1) percent escalation each year during the term of the lease, and be it:

FURTHER RESOLVED, that Frank Ralphs, Inc. will be responsible for its pro-rated share of utilities.

A vote was called.

AYES: Nicole A. Terminelli
Christopher B. T. Coffin
Vernon D. Burns
Megan J. M. Whitton

MOTION CARRIED

2. Approval of Lease Supplement No. 4 with River Vista Holdings, Inc. Staff has negotiated Lease Supplement No. 4 with River Vista Holdings, Inc. for 20,000 square feet of commercial space in Building 11 of the Commerce Park Campus for a one (1) month period commencing September 15, 2022 and terminating October 14, 2022 at a rate of \$4.67 per square foot, equaling \$7,783.33 for the month period. River Vista Holdings, Inc. will be responsible for its pro-rated share of utilities. This short extension period is to aid River Vista Holdings in

their move to another facility. All other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed. On a motion by Nicole A. Terminelli, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 4 with River Vista Holdings, Inc. for 20,000 square feet of commercial space in Building 11 of the Commerce Park Campus for a one (1) month period commencing September 15, 2022 and terminating October 14, 2022 at a rate of \$4.67 per square foot, equaling \$7,783.33 for the month period, and be it;

FURTHER RESOLVED, that River Vista Holdings, Inc. will be responsible for its pro-rated share 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.

A vote was called.

AYES: Vernon D. Burns
Megan J. M. Whitton
Christopher B. T. Coffin
Nicole A. Terminelli

MOTION CARRIED

3. Approval of Lease Agreement with KDM Analytics. Staff has negotiated a Lease Agreement with KDM Analytics for 211 square feet of office space in Building 1 of the Commerce Park Campus for a one (1) year period commencing September 1, 2022 and terminating August 31, 2023 at a rate of \$12.00 per square foot equaling \$211.00 per month, \$2,532.00 per year including utilities. On a motion by Christopher B. T. Coffin, seconded by Nicole A. Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Lease Agreement with KDM Analytics for 211 square feet of office space in Building 1 of the Commerce Park Campus for a one (1) year period commencing September 1, 2022 and terminating August 31, 2023 at a rate of

\$12.00 per square foot equaling \$211.00 per month, \$2,532.00 per year including utilities.

A vote was called.

AYES: Megan J. M. Whitton
Christopher B. T. Coffin
Nicole A. Terminelli
Vernon D. Burns

MOTION CARRIED

4. Approval of Lease Supplement No. 1 with A.N. Deringer, Inc. Staff has negotiated Lease Supplement No. 1 with A.N. Deringer, Inc. for 4,860 square feet of warehousing space in Building 3 of the Commerce Park Campus for a two (2) year period commencing November 1, 2022 and terminating October 31, 2024 at a rate of \$4.73 per square foot, equaling \$1,915.65 per month, \$22,987.80 for the first year, and \$4.97 per square foot, equaling \$2,012.85 per month, \$24,154.20 for the second year. A.N. Deringer, Inc. will be responsible for its pro-rated share 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. On a motion by Megan J. M. Whitton, seconded by Nicole A. Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 1 with A.N. Deringer, Inc. for 4,860 square feet of warehousing space in Building 3 of the Commerce Park Campus for a two (2) year period commencing November 1, 2022 and terminating October 31, 2024 at a rate of \$4.73 per square foot, equaling \$1,915.65 per month, \$22,987.80 for the first year, and \$4.97 per square foot, equaling \$2,012.85 per month, \$24,154.20 for the second year, and be it;

FURTHER RESOLVED, that A.N. Deringer, Inc. will be responsible for its pro-rated share 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.

A vote was called.

AYES: Christopher B. T. Coffin
Nicole A. Terminelli
Vernon D. Burns
Megan J. M. Whitton

MOTION CARRIED

5. Approval of Lease Supplement No. 1 with A.N. Deringer, Inc. Staff has negotiated Lease Supplement No. 1 with A.N. Deringer, Inc. for 4,920 square feet of warehousing space in Building 4 of the Commerce Park Campus for a one (1) month period commencing September 1, 2022 and terminating September 30, 2022 at a rate of \$3.61 per square foot, equaling \$1,480.00 for the one (1) month period. A.N. Deringer, Inc. will be responsible for its pro-rated share 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. On a motion by Megan J. M. Whitton, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 1 with A.N. Deringer, Inc. for 4,920 square feet of warehousing space in Building 4 of the Commerce Park Campus for a one (1) month period commencing September 1, 2022 and terminating September 30, 2022 at a rate of \$3.61 per square foot, equaling \$1,480.00 for the one (1) month period, and be it;

FURTHER RESOLVED, that A.N. Deringer, Inc. will be responsible for its pro-rated share 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.

A vote was called.

AYES: Nicole A. Terminelli
Vernon D. Burns
Megan J. M. Whitton
Christopher B. T. Coffin

MOTION CARRIED

D. Ogdensburg International Airport

1. Approval of T-Hangar Leases. Staff has prepared these Transfer and Storage Agreements for hangar space at the Ogdensburg International Airport with Frederick A. Proven, Pete Bogardus, Jim Phillips (Soaring Eagle Aviation), Mark Mueller (Glass Box Research Company), James Robertson, and Frank Richardson. The monthly rental for these hangars is \$215. The terms of the Agreements are as follows:

- | | |
|--|--|
| - Frederick A. Proven – Hangar #3 | - September 1, 2022 through August 31, 2023 |
| - Pete Bogardus – Hangar #6 | - September 1, 2022 through August 31, 2023 |
| - Soaring Eagle Aviation – Hangar #4 | - October 1, 2022 through September 30, 2023 |
| - Glass Box Research Company – Hangar #5 | - September 1, 2022 through August 31, 2023 |
| - James Robertson – Hangar #1 | - October 1, 2022 through September 30, 2023 |
| - Frank Richardson – Hangar #2 | - August 15, 2022 through August 14, 2023 |
| - Frank Richardson – Hangar #10 | - August 15, 2022 through August 14, 2023 |

Included in the agreement is the requirement that proof of the appropriate insurance coverage be provided naming the Ogdensburg Bridge and Port Authority as an additional insured. On a motion by Christopher B. T. Coffin, seconded by Nicole Terminelli, this item was tabled because there would not be quorum to pass a vote, as Megan J. M. Whitton needed to abstain from voting due to a conflict. Nicole A. Terminelli suggested that the resolution could be amended to remove Ms. Whitton’s family member, thus allowing her to vote on the resolution. On a motion by Nicole A. Terminelli, seconded by Christopher B. T. Coffin, the resolution was put back on the agenda. Megan J. M. Whitton, seconded by Christopher B. T. Coffin, the resolution was amended to remove the name of Pete Bogardus and to include the wording, “per hangar” in the paragraph about

Frank Richardson. On a motion by Megan J. M. Whitton, seconded by Nicole A. Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Transfer and Storage Agreement with Frederick A. Proven for hangar space at the Ogdensburg International Airport at the rate of \$215 per month for the period September 1, 2022 through August 31, 2023; and be it,

FURTHER RESOLVED, that the Executive Director is hereby authorized and directed to execute a Transfer and Storage Agreement with Soaring Eagle Aviation for hangar space at the Ogdensburg International Airport at the rate of \$215 per month for the period October 1, 2022 through September 30, 2023; and be it,

FURTHER RESOLVED, that the Executive Director is hereby authorized and directed to execute a Transfer and Storage Agreement with Glass Box Research for hangar space at the Ogdensburg International Airport at the rate of \$215 per month for the period September 1, 2022 through August 31, 2023; and be it,

FURTHER RESOLVED, that the Executive Director is hereby authorized and directed to execute a Transfer and Storage Agreement with James Robertson for hangar space at the Ogdensburg International Airport at the rate of \$215 per month for the period October 1, 2022 through September 30, 2023; and be it,

FURTHER RESOLVED, that the Executive Director is hereby authorized and directed to execute a Transfer and Storage Agreement with Frank Richardson for two hangar spaces at the Ogdensburg International Airport at the rate of \$215 per month, per hangar, for the period August 15, 2022 through August 14, 2023; and be it,

FURTHER RESOLVED, that Frederick A. Proven, Jim Phillips (Soaring Eagle Aviation), Mark Mueller (Glass Box Research Company), James Robertson, and Frank Richardson shall provide proof of the appropriate insurance coverage naming the Ogdensburg Bridge and Port Authority as an additional insured.

A vote was called.

AYES: Vernon D. Burns
Megan J. M. Whitton
Christopher B. T. Coffin
Nicole A. Terminelli

MOTION CARRIED

E. Port of Ogdensburg
There was none.

The next meeting date will need to be confirmed. On a motion by Nicole A. Terminelli, seconded by Megan J. M. Whitton, the meeting adjourned at 5:25 PM.

Nicole A. Terminelli
Assistant Secretary

Vernon D. Burns
Chairperson