

**OGDENSBURG BRIDGE AND PORT AUTHORITY
BOARD MEETING
WEDNESDAY, DECEMBER 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:
 - November 9, 2023 Finance Committee Meeting Minutes
 - November 9, 2023 Board Meeting Minutes
 - November 13, 2023 Childcare Initiative Committee Meeting Minutes
 - December 1, 2023 Finance Committee Meeting Minutes
- IV. Reports
 - Presentations and Reports:
 1. Committee Reports
 - a) Finance Committee Report
 2. Reports:
 - a) Income/Expense Report
 - b) Bridge Traffic Report
 - c) Airport Activity Report
 - d) Port Activity Report
 - e) Economic Development Report, Including Building Occupancy
- V. Unfinished Business.
- VI. Business Items.
 - A. General Administration
 1. Approval of 2024 – 2025 Fiscal Year Budget.
 - B. Ogdensburg-Prescott International Bridge
 1. None.
 - C. Commerce Park
 1. Approval of a Contract with the Development Authority of the North Country (DANC)
 - D. Ogdensburg International Airport
 1. None.
 - E. Port of Ogdensburg
 1. Approval of Agreement with Seeler Engineering for a Project Labor Agreement
 2. Approval of Handling and Storage Agreement with Ingredion Canada, Inc.
 - F. New York & Ogdensburg Railroad
 1. None.

G. Border Station

1. None.

H. Other Such Matters

1. None.

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

VIII. Next Meeting Dates:

January 11, 2024	Thursday	5:00 PM	_____	(Proposed)
February 8, 2024	Thursday	5:00 PM	_____	(Proposed)
March 14, 2024	Thursday	5:00 PM	_____	(Proposed)
April 11, 2024	Thursday	5:00 PM	_____	(Proposed)
May 9, 2024	Thursday	5:00 PM	_____	(Proposed)
June 13, 2024	Thursday	5:00 PM	_____	(Proposed)
July 11, 2024	Thursday	5:00 PM	_____	(Proposed)
August 8, 2024	Thursday	5:00 PM	_____	(Proposed)
September 12, 2024	Thursday	5:00 PM	_____	(Proposed)
October 10, 2024	Thursday	5:00 PM	_____	(Proposed)
November 14, 2024	Thursday	5:00 PM	_____	(Proposed)
December 12, 2024	Thursday	5:00 PM	_____	(Proposed)

IX. Adjournment

Dated: December 8, 2023



Steven J. Lawrence
Executive Director

Board of Directors:

Mr. Vernon D. "Sam" Burns, Chairperson
 Ms. Megan J. M. Whitton, Vice Chair
 Mr. Christopher B. T. Coffin, Treasurer
 Mr. David King, Secretary
 Ms. Jennifer Quirk-Pickman, Member
 Ms. Nicole Terminelli, Member
 Ms. Toni Kennedy, Member

Staff:

Mr. Steven J. Lawrence, Executive Director
 Ms. Patricia A. Nisco, CFO
 Mr. Anthony Adamczyk, Director of Economic Development
 Mr. James D. Chase, Director of Operations
 Mr. Charlie Garrelts, Airport Manager

Press:

Mr. Andy Gardner, WDT
 Ms. Monica Sandreczki, North. Country Public Radio
 Ms. Dawn Merz, Radio Station YES FM
 WWNY TV-7
 Mr. Jimmy Lawton, North Country Now
 Mr. Jim Leven, Community Broadcasters

OGDENSBURG BRIDGE & PORT AUTHORITY
FINANCE COMMITTEE MEETING
THURSDAY, NOVEMBER 9, 2023

A meeting of the Finance Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Thursday, November 9, 2023 at 4:00 PM.

The following were present:

David D. King, Committee Chair
Vernon D. Burns, Board Chair
Steven J. Lawrence, Executive Director
Patricia A. Nisco, Chief Financial Officer
Anthony Adamczyk, Director of Economic Development
James D. Chase, Director of Operations
Charlie Garrelts, Airport Manager

Committee Chair, David D. King, called the meeting to order at 4:27 PM.

I. Business Items

a. September 2023 Financials

- Chief Financial Officer, Patricia A. Nisco, started with the Statement of Financial Position and reported that Accounts Receivable Regular are at \$287,093. 95% of the regular open A/R is either current or 1-30 days. AEAS is at \$287,093, this is two months' worth – right now AEAS is current with payments and reimbursements. Accounts Payable Regular is at \$319,349; AEAS is at one month; and an estimate for 2023 of \$220,000 was received for NYS Retirement. Project A/P is at \$1,571,002, spread over the CRISI Grant, the Airport Revitalization Project, and the Dock Wall Expansion Project. Details about the top 5 vendors for Regular Accounts Payable were reviewed.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual and reported that revenue is doing better than expected. Bridge Maintenance Expense is under budget due to the Load One Rating Inspection, which was budgeted for this year, has not being completed. Under General Expenses, a lot of what can be

deferred is being deferred. The Airport Interest Expense is down. The assumption of additional interest for the Revitalization Line of Credit was for a majority of the fiscal year, but it has not been to date. Under the Industrial Park Expenses, the Utility Expense is well under budget; the OBPA does not budget tenant utility reimbursement so as not to understate possible costs. As current tenants do reimburse the OBPA for their utilities, the actual remains less than budget. Under the Marine Terminal Expense, everything is pretty much what has been discussed all along. The Interest Expense is also under budget as it was planned to use a Line of Credit for the Port Expansion project, but it hasn't been used yet.

- Chief Financial Officer, Patricia A. Nisco, moved on to the Cash Flow Report, September 2023 – February 2024, and reported that a deep dive had been done into many of the items on the report, looking back what had been done over the past six months. Some of the figures were adjusted having looked at some recent historical numbers. Under the OBPA Grant Portion & Capital Expense, whatever is spent in September, a reimbursement should be received in October or, possibly, November.

II. Other Such Matters

None.

On a motion by Board Chair, Vernon D. Burns, seconded by David D. King, Finance Committee Chair, the Finance Committee Meeting adjourned at 4:39 PM.

David D. King
Finance Committee Chairperson

**OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
THURSDAY, NOVEMBER 9, 2023**

A meeting of the Board of Directors of the Ogdensburg Bridge and Port Authority was held in the Board Room of the Administration Building on Thursday, November 9, 2023 at 5:00 PM.

The following were present:

Vernon D. Burns, Chairperson
Megan J. M. Whitton, Vice-Chairperson
David D. King, Secretary, Member
Nicole Terminelli, Assistant Secretary, Member
Jennifer Quirk-Pickman, Member

ALSO: Jillian Brodock, Counsel
Steven J. Lawrence, Executive Director
Patricia A. Nisco, Chief Financial Officer
Anthony Adamczyk, Director of Economic Development
James D. Chase, Director of Operations
Charlie Garrelts, Airport Manager

ABSENT: Toni Kennedy, Member

I. Vernon D. Burns, Board Chair, called the meeting to order at 5:08 PM.

II. Letters and Communications to the Board.

Executive Director, Steven J. Lawrence, stated there were no letters or communications to the Board.

III. Approval of Meeting Minutes.

- **October 12, 2023 Board Meeting Minutes**

On a motion made by David D. King, Secretary, and seconded by Jennifer Quirk-Pickman, the meeting minutes were approved by voice vote.

IV. Presentations and Reports

1. Committee Reports

a) Finance Committee

- Finance Committee Chair, David D. King, reported that the Finance Committee met before the Board Meeting and turned it over to Chief Financial Officer, Patricia A. Nisco to review the September 2023 Financials.
- Chief Financial Officer, Patricia A. Nisco, started with the Statement of Financial Position, and reported that the Regular Accounts Receivable is at \$287,093 and 95% of that is either current or 1 – 30 days. AEAS Accounts Receivable is at \$887,042, that is two months' worth, but it is current now. Regular Accounts Payable is at \$319,349 and AEAS/Contour Accounts Payable is at \$415,118, which is one month. NYS Retirement is approximately \$240,000, that will end up on this report for December. Project A/P is at \$1,571,002, which includes the third piece of the CRISI Grant, and invoicing for the Airport Revitalization Grant, and the Dock Wall Expansion.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual, and reported that most of the income is either on target or above. Fuel sales did not come in where anticipated; however, the fuel sale expense is also under budget. All other income is currently exceeding budget figures. Expenses are, for the most part, at budget or under budget. Most of that is because items are being deferred. The Bridge Maintenance Expense is under budget due to the Load One Rating Inspection not being completed yet. The Airport Interest Expense is under budget due to not needing to use the line of credit for the Airport Revitalization Project; therefore, there is no interest being charged. The Industrial Park Utility Expense is well under budget due to the OBPA not assuming any tenant payments. The tenants do reimburse the OBPA for their utilities, so it does bring down the expense. The Marine Terminal Interest Expense is under budget, again due to not needing to use the line of credit for the Dock Wall Expansion Project; therefore, there's no interest being charged.

- Chief Financial Officer, Patricia A. Nisco, moved on to the Cash Flow Report September 2023 – February 2024, and reported that September and October show a gain, partly because of the timing of grant reimbursements on grant expenses for the OBPA portion of projects. A deep dive was done and numbers were adjusted. Hopefully the pattern of lower expenses will continue to be seen going forward.
- Chief Financial Officer, Patricia A. Nisco, reported that a letter from the IRS has been received stating that the OBPA has passed the IRS Audit on the \$6.3M bond that was used for the Airport. The initial Federal form that was submitted was done incorrectly, which triggered the audit. Chief Financial Officer, Patricia A. Nisco, had a conversation with the IRS Auditor and there were a few items that were not filed in house. The Auditor made recommendation about what should be filed, but was pleased, overall, with the amount of information that was supplied.

2. Reports

a) Bridge Traffic Report

- Executive Steven J. Lawrence reported that for October overall crossings were down by 19.3% as compared to 2019. He and Chief Financial Officer, Patricia A. Nisco, budgeted last year for 20% down for this year, so numbers are currently a little bit above that. This may be the new normal for bridge traffic. Auto crossings were down 20.5% compared to 2019, and truck crossings were down also. Overall revenue was down \$51,000 compared to 2019, but up \$12,000 from last year. The Bridge Maintenance Season has ended, any remaining bridge repairs have been put off until Spring of 2024.

b) Airport Activity Report

- Airport Manager, Charlie Garrelts, reported 519 enplanements for October 2023 and 25% Load Factor. A Completion Rate of 91% is one of the highest for

recent monthly calculations, and an 85% On Time Performance. No complaints out at the Airport, which he loves to see.

- He did an interview with the Business View Magazine, which is available in the Board Packet. This provides a little bit of advertising for the Airport. He talked about some of the benefits of the Airport, including the extended runway. In the interview, he stated he wants to generate more exposure in the Ogdensburg community. Being in this publication has generated two emails to the Airport Manager, once requesting space for a private jet.
- Excalibur, the surveying company has finished 20% of their work and has left for the winter. They will return in the spring to complete the remaining 80% of their work. Excalibur purchased fuel every day.
- Advanced Aviation, the digital marketing firm, reported 50,000 clicks on the Facebook Ads which led to Contour's website. It will take a few months to see if these ads are generating sales as most people book well in advance; he will keep his eye on this. The agreement is for 8 months.
- Board Member, Jennifer Quirk-Pickman, asked if there was a fee to do the interview with Business View Magazine. Airport Manager, Charlie Garrelts, confirmed that he asked that question before the interview and the answer was no – they have waived the fee because Mr. Garrelts did the interview.

c) Port Activity Report

- Director of Operations, James D. Chase, reported about 10,000 tons of road salt was transferred to the Thawrox inventory. No Thawrox was trucked out last month; it is expected more will move with snow in the Adirondacks. The Port saw a few more rail cars this month: 1 meal car, depositing 94 tons total in storage, and 8 pellet cars, dropping 1,265 tons in storage.
- Four of the transformers have been loaded out. It is intended to load out a fifth transformer next week with some crates.

- Director of Operations, James D. Chase, has reached out to some Salt Companies stating that the Port is able to receive another salt ship, if needed.
- The Bridge Crew finished up six flags and two priority repairs – this was a good year on the bridge.
- A few Commerce Park projects going on and some maintenance repair going on at the Port.

d) Economic Development Report, Including Building Occupancy

- Director of Economic Development, Anthony Adamczyk, reported that not much has changed when looking at the Building Occupancy report. There is some increased vacancy in Building 1 as one of the current tenants downsized slightly. In Building 4, some renovations are being done. It is anticipated that January 1 will see additional rented space in Building 1 will increase occupancy by approximately 20%.
- Director of Economic Development, Anthony Adamczyk, and Director of Operations, James D. Chase, attended a Vermont Rail Annual Customer Appreciation Day. Made some good, positive connections with Vermont Rail representatives and already talking about potential projects to utilize the railroad.
- Director of Economic Development, Anthony Adamczyk, attended the Annual H2O Conference, which is a conference for the Seaway Development Corporation. Had some good conversations about business that comes through the Port of Ogdensburg and strategies on how to leverage the Port for one of the major projects that is happening north of Ogdensburg.
- Working on expansion, and have started conversations about the sale of the Heavy Industrial Park and railroad related property. There are three properties that companies are interested in purchasing. Working through the details with the hope to present, in the somewhat near future, to the Board information on how the OBPA will reduce its portfolio to help these companies relocate to

Ogdensburg. Two of the three projects would include Bridge and Port components.

V. Unfinished Business.

None.

VI. Business Items

A. General Administration

1. None.

B. Ogdensburg-Prescott International Bridge

1. Approval of Lease Supplement No. 2 with AMMEX Tax & Duty Free shops. On a motion by Vice Chair, Megan J.M. Whitton, seconded by Nicole Terminelli, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 2 with AMMEX Tax & Duty Free Shops, Inc. for space located at 102 Bridge Approach Road, Ogdensburg, NY 13669 for a two (2) year period commencing June 1, 2023 and terminating May 31, 2025 with rent set at the greater of (i) fifteen (15) percent of Duty Free and Country Store Gross Annual Sales, or (ii) a minimum annual lease rental of \$50,000.00, 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: David D. King
Nicole Terminelli
Jennifer Quirk-Pickman
Vernon D. Burns
Megan J.M. Whitton

MOTION CARRIED

2. Approval of Lease Supplement No. 6 with Barbara Pleet. On a motion by Jennifer Quirk-Pickman, seconded by Secretary, David D. King, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 6 with Barbara Pleet for 158 square feet of office space in Suite 208 of the Bridge Administration Building for a two (2) year period commencing November 1, 2023 and terminating October 31, 2025 at a rate of \$19.00 per square foot equaling \$250.17 per month, \$6,004.00 for the two (2) 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.

A vote was called.

AYES: Nicole Terminelli
Jennifer Quirk-Pickman
Vernon D. Burns
Megan J.M. Whitton
David D. King

MOTION CARRIED.

C. Commerce Park

1. Approval of New Lease Agreement with Oburg Parcel Service, Inc. On a motion by Vice Chair, Megan J.M. Whitton, seconded by Nicole Terminelli, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Oburg Parcel Service Inc. for 3,626 square feet of manufacturing and warehousing space in Building 1 of the Commerce Park Campus for a two (2) year period commencing October 1, 2023 and terminating September 30, 2025 at a rate of \$5.98 per square foot equaling \$1,806.96 per month, \$21,683.48 for the period October 1, 2023 through September 30, 2024, and at a rate of \$6.16 per square foot equaling \$1,861.35 per month, \$22,336.16 for the period October 1, 2024 through September 30, 2025, non-inclusive of utilities.

A vote was called.

AYES: Jennifer Quirk-Pickman
Vernon D. Burns
Megan J.M. Whitton
David D. King
Nicole Terminelli

MOTION CARRIED.

D. Ogdensburg International Airport

1. None.

E. Port of Ogdensburg

1. Port Dock Expansion – Approval of Work Order No. 23-02 with FVD Engineering Services, S.C. On a motion by Jennifer Quirk-Pickman, seconded by Vice Chair, Megan J.M. Whitton, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Work Order Agreement for Work Order No. 23-02 with FVD Engineering Services, S.C. to perform the Engineering and Design Services related to the inspection of the Port Terminal Dock at the Port of Ogdensburg for a cost not to exceed \$9,146.00.

A vote was called.

AYES: Vernon D. Burns
Megan J.M. Whitton
David D. King
Nicole Terminelli
Jennifer Quirk-Pickman

MOTION CARRIED.

F. New York & Ogdensburg Railroad

1. None.

G. Border Station

1. None.

H. Other Such Matters

Executive Director, Steven J. Lawrence, stated there was a need for Executive Session under Open Meeting Law §105 item h of the Open Meeting Law to discuss contract negotiations. On a motion made by Nicole Terminelli, seconded by Vice Chair, Megan J.M. Whitton, the meeting went into Executive Session at 5:45 PM. On a motion made by Nicole Terminelli, seconded by Vice Chair, Megan J.M. Whitton, the meeting resumed at 6:38 PM.

1. **Following an Executive Session:** Renewal of Existing Line of Credit with Tompkins Trust Company. On a motion made by Secretary, David D. King, seconded by Jennifer Quirk-Pickman, it was

RESOLVED, that the Executive Director and/or Chief Financial Office is hereby authorized and directed to execute the renewal of the existing Line of Credit with Tompkins Trust Company, in an amount not to exceed \$500,000, with a term ending on June 28, 2024, and be it;

FURTHER RESOLVED, that the Board resolution on February 11, 2019 remains in full force and effect.

A vote was called.

AYES: David D. King
Nicole Terminelli
Jennifer Quirk-Pickman
Vernon D. Burns
Megan J.M. Whitton

MOTION CARRIED.

2. **Following an Executive Session:** Approval of Airport Security Agreement. On a motion made by Nicole Terminelli, seconded by Vice Chair, Megan J.M. Whitton, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a contract with the City of Ogdensburg to provide Law enforcement Officer services at the Ogdensburg International Airport for the period of January 1, 2024 through December 31, 2024, with the recommended changes; and be it,

FURTHER RESOLVED, that services will be provided for \$20,000 per month, with any additional hours billed at \$57.69 per hour; and be it,

FURTHER RESOLVED, that the Ogdensburg City Police shall participate in Airport Operational training provided at the expense of the City of Ogdensburg pursuant to CFR 1542; and be it,

FURTHER RESOLVED, that the Ogdensburg City Police shall participate in a four-hour training session on Airport-specific topics, conducted by and at the expense of the Ogdensburg Bridge and Port Authority.

A vote was called.

AYES: Nicole Terminelli
Jennifer Quirk-Pickman
Vernon D. Burns
Megan J.M. Whitton
David D. King

MOTION CARRIED.

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

1. None.

- VIII. Next Meeting Date

The next Board meeting was confirmed for Thursday, December 14, 2023, at 5:00 PM.

- IX. Adjournment

On a motion made by Secretary, David D. King, seconded by Nicole Terminelli, the meeting adjourned at 6:45 PM.

David D. King
Secretary

Vernon D. Burns
Chairperson

**OGDENSBURG BRIDGE & PORT AUTHORITY
CHILDCARE INITIATIVE COMMITTEE MEETING
MONDAY, NOVEMBER 13, 2023**

A meeting of the Childcare Initiative Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Monday, November 13, 2023, at 5:00 pm.

The following were present:

Toni A. Kennedy, Committee Chair
Nicole Terminelli, Member

ALSO: Steven J. Lawrence, Executive Director
Patricia A. Nisco, Chief Financial Officer
Anthony Adamczyk, Director of Economic Development
James Chase, Director of Operation

GUESTS: Lynn Pietroski, Chief Executive Officer, The Arc, Jefferson-St. Lawrence
Briane Tice, Regional Manager, NYS Office of Children & Family Services

Committee Chair, Toni Kennedy, called the meeting to order at 5:01 pm.

I. Business Items

1. Project Update

a) Update on Grant Funding for Project

- CFA grant funding application \$1.9 M (award notification 11/23)

Executive Director, Steven J. Lawrence, stated that the purpose of this meeting is to get the committee up to speed on the project. The big issue is always financing. The OBPA applied for \$1.9 million from the CFA grant, and has received \$954,000. In order to receive the full amount of the grant, there were specific criteria to be met as a charitable organization which was not understood when the application was submitted. The OBPA is very grateful for this amount.

- The OBPA secured a \$2.1 M grant from the USDA through Senator Gillibrand and Senator Schumer's offices.
- In late August it was announced that the OBPA secured a \$1 M NBRC Catalyst Grant.

Currently the funding is at \$4,054,000. The funding gap is about \$716,000.

Executive Director, Steven J. Lawrence, shared with the Committee members a draft copy of an RFQ for engineering services. The OBPA will be looking hard at a firm that has had a lot of experience. He indicated this would ready the Authority to begin work immediately when funding is secured. However, it was emphasized that work will not begin until all funding is in place. Executive Director, Steven J. Lawrence, moved forward with a project update, using the Childcare Planning Document.

- Phase I update: the project concept was accomplished; community outreach was completed.
- Phase II update: the team is built; there is support from the OBPA Board and Lynn Pietroski, Chief Executive Officer, The Arc, Jefferson-St. Lawrence. As experienced on the tour of the Bright Beginnings facility, The Arc has skill and proficiency in running a daycare facility in a first-class and professional manner. There are a number of programs that will meet the needs of the area. Upon Lynn Pietroski's suggestion, Briane Tice, Regional Manager, NYS Office of Children & Family Services, has been brought in to the process. Executive Director, Steven J. Lawrence, thanked Briane

for her interest and participation in this project. Briane Tice stated she is happy to be involved early in the process. Any support and guidance their office can give, they will. She also stated that Lynn is an excellent partner to be working with. Executive Director, Steven J. Lawrence, stated that the OBPA's legal counsel is also assisting with the planning. The last part of building the team is selecting an engineering firm. Thus the RFQ.

- Phase 3 update: this is the financing part. All the grants are summarized on the Childcare Planning Document. The OBPA wants to hit a September 2025 date for a completion date and opening, and other dates between now and then were reviewed. Executive Director, Steven J. Lawrence, asked Briane Tice or Lynn Pietroski to comment on timeline. Lynn stated the timeline is good, the expectation was a little sooner, but it's perfect. Executive Director, Steven J. Lawrence, asked with some of the things that need to be done to have the facility up to speed and inspected, can those be handled as plans go along. Briane Tice confirmed that from a licensing stand point, it takes about 90 – 120 days. Just stay in touch with her office along the way. Executive Director, Steven J. Lawrence, asked the Committee members for their comments. Nicole Terminelli stated said she is excited to move forward. She is confident that the last bit of financing will be found. She is also happy to have OCFS on board as the space is designed to ensure that what is needed will be in place. She likes the idea of the bi-weekly meetings moving forward. She is thrilled

to be able to provide this opportunity in the North Country to make work more accessible. Committee Chair, Toni Kennedy, thanked Briane Tice for being part of the team. She is excited to see dates coming together for a completion date. She asked about the Community Needs Survey that was done two years ago and asked if another one needed to be done. Lynn Pietroski stated that with the services they are providing right now in the North Country, from what they are experiencing first hand, another survey wouldn't be necessary. Briane Tice, agreed with Lynn Pietroski. All 14 counties are experiencing the same needs, she doesn't think much has changed since the initial survey. Executive Director, Steven J. Lawrence, stated that the results of the Community Needs Survey would be sent to Brian Tice tomorrow. He also stated that the RFQ would be advertised and a selection committee would be chosen to review the submissions from the RFQ. Depending on the time, it will be after the holidays. Nicole Terminelli stated she could make herself available for anything that is needed that could help move things along. Lynn Pietroski shared that she met with SUNY Potsdam's new President and talked a lot about the school setting and new daycare setting. They are doing a teacher assistant certification class, so this could be helpful. Committee Chair, Toni Kennedy, stated that scheduling more regular meetings in 2024 to check-in and touch base would be important. Executive Director, Steven J. Lawrence, agreed. This will help getting things done.

II. Other Such Matters

1. None.

On a motion by Nicole Terminelli, seconded by Toni Kennedy, the meeting adjourned at 5:26 PM.

Toni Kennedy
Childcare Initiative Committee Chairperson

OGDENSBURG BRIDGE & PORT AUTHORITY
FINANCE COMMITTEE MEETING
FRIDAY, DECEMBER 1, 2023

A meeting of the Finance Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Friday, December 1, 2023 at 3:45 PM.

The following were present:

David D. King, Committee Chair
Vernon D. Burns, Board Chair
Steven J. Lawrence, Executive Director
Patricia A. Nisco, Chief Financial Officer
James D. Chase, Director of Operations
Charlie Garrelts, Airport Manager

ABSENT: Anthony Adamczyk, Director of Economic Development

Committee Chair, David D. King, called the meeting to order at 3:45 PM.

I. Business Items

a. October 2023 Financials

- Chief Financial Officer, Patricia A. Nisco, started with the Statement of Financial Position and reported that the Regular Accounts Receivable is at \$726,246 and 97% of that is either current or 1-30 days. AEAS/Contour Accounts Receivable is at \$563,153 with the AEAS portion paid back in full. Accounts Payable Regular is at \$465,616; AEAS/Contour Accounts Payable is at \$415,118; and All Project A/P Accounts Payable is at \$1,876,483. Of that \$1,876,483, \$1,175,795 has been paid bringing the total outstanding down to approximately \$700,000. The retirement bill will have been received before the next Finance Committee meeting; which should be around \$208,000, of which there is approximately \$95,000 set aside. Board Chair, Vernon D. Burns, asked when the MALSF would be completed. Executive Director, Steven J. Lawrence, confirmed that the close out was just completed.

Chief Financial Officer, Patricia A. Nisco, reported that Contour's lack of payment,

which would more than cover the payment for airline fuel, has now caused the Authority to use funds earmarked for medical insurance, and the commercial insurance finance plan to be used for airline fuel in order to keep relations healthy with the supplier.

- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual, reporting that not much has changed since last month. Under Bridge Maintenance Expense, the month is over, but the year is still under. The Bridge Inspection invoice has been received for this year causing the monthly increase. The same holds true for the Airport Expense line as the runway line striping invoice has been received. All other lines are pretty much the same as last month.
- Chief Financial Officer, Patricia A. Nisco moved on to the Cash Flow: October 2023 – March 2024 and reported that everything is as expected. If something is paid out in October, it will be seen in November. Finishing the fiscal year a little better than anticipated.

b. Review 2024 – 2025 Budget

- A. Chief Financial Officer, Patricia A. Nisco, reported there is a new format for the 2024 – 2025, similar to other NYS Authorities. She feels it is important to have a first page that describes who the OBPA is. Other Authorities include a certification page as well. The first page is very high level and explains that the budget is \$11,643,551, which includes: \$9,399,075 for operational expenses, \$1,213,701 for debt service, \$808,776 for the OBPA's portion of various projects and \$224,000 for capital expenditures.
- Subsequent, is a discussion on how the figures were calculated for traffic and toll revenues. There have been some spikes, but crossings have remained consistent at 80% of pre-COVID crossings. The \$11,643,551 reflects a \$3,416,813 reduction from the 2023-2024 budget in large part to the change in the AEAS program. The current layout of the budget doesn't state what the actual loss in budget would be, you have to do the math. Is there a need to state the deficit somewhere and be up front about it? Finance

Committee Chair, David D. King, stated it should be stated. Chief Financial Officer, Patricia A. Nisco, will include that information. She highlighted the statement about deferral of items and the explanation of the difference between EAS and AEAS. Highlights on Fuel Sales Income and Airport Income in the 2024 – 2025 budget were discussed. Chief Financial Officer, Patricia A. Nisco, discussed the Expense Summary page, noting that salaries will go up given there is a Collective Bargaining Agreement, but the OBPA has five positions that are not being filled/unfunded. Other expense highlights were discussed. Other organizations are comparable when it comes to employee salaries and benefits. The Debt Service page is very in depth, showing loans that are being paid, and some loans that have been paid off. The next two pages show departmental budgets. The only budget that stands on its own is the Airport. Chief Financial Officer, Patricia A. Nisco, stated that there are items that can be added to this new format, for instance, a personnel graph, a graph that shows where the staff is, but she believes this is a good start.

Executive Director, Steven J. Lawrence, stated there was a need for Executive Session under Open Meeting Law §105 item f of the Open Meeting Law to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. No action is anticipated after the Executive Session. On a motion made by Board Chair, Vernon D. Burns, seconded by Committee Chair, David D. King, the meeting went into Executive Session at 4:21 PM. On a motion made by Board Chair, Vernon D. Burns, seconded by Committee Chair, David D. King, the meeting resumed at 4:58 PM.

II. Other Such Matters

None.

On a motion by Board Chair, Vernon D. Burns, seconded by David D. King, Finance Committee Chair, the Finance Committee Meeting adjourned at 4:59 PM.

David D. King
Finance Committee Chairperson

OGDENSBURG BRIDGE & PORT AUTHORITY: OCTOBER 2023 BUDGET TO ACTUAL

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
INCOME						
Bridge Revenue	290,443	319,831	29,388	2,048,039	2,175,851	127,812
Airport Revenue	35,524	45,392	9,868	257,684	282,734	25,050
Airport Revenue - Fuel Sales	89,004	83,995	(5,009)	729,279	415,382	(313,897)
Airport Revenue - AEAS Income	414,856	406,900	(7,956)	2,903,992	2,972,773	68,781
Industrial Park Campus Revenue	81,375	80,768	(607)	567,587	562,612	(4,975)
Marine Terminal (Port) Revenue	142,446	124,032	(18,414)	534,172	1,180,528	646,356
Marine Terminal - Interest Income	0	23,876	23,876	0	144,428	144,428
Railroad Revenue	0	0	0	0	7,154	7,154
TOTAL INCOME	1,053,648	1,084,794	31,146	7,040,753	7,741,462	700,709

EXPENSES

BRIDGE EXPENSE						
Salary Expense	111,634	97,883	(13,751)	837,252	831,910	(5,342)
Employee Benefits	45,610	42,223	(3,387)	350,101	317,641	(32,460)
Maintenance Expense	3,782	6,687	2,905	47,275	64,617	17,342
Bridge Maintenance Expense	5,220	57,424	52,204	77,963	70,708	(7,255)
Utility Expense	6,707	6,399	(308)	54,614	48,185	(6,429)
General Expenses	51,665	38,041	(13,624)	371,734	236,975	(134,759)
Legal Expense	9,583	3,850	(5,733)	67,083	74,640	7,557
TOTAL BRIDGE EXPENSES	234,201	252,507	18,306	1,806,022	1,644,676	(161,346)
AIRPORT EXPENSE						
Salary Expense	25,691	26,746	1,055	192,683	183,467	(9,216)
Employee Benefits	10,588	10,460	(128)	81,223	72,446	(8,777)
Maintenance Expense	5,427	56,565	51,138	36,989	95,159	58,170
Fuel Sales Expense	149,060	33,388	(115,672)	633,506	228,910	(404,596)
Utility Expense	7,481	6,506	(975)	62,346	45,971	(16,375)
General Expenses	55,576	79,010	23,434	389,032	443,966	54,934
Interest Expense	45,340	38,364	(6,976)	317,383	290,442	(26,941)
Legal Expense	20,833	25,619	4,786	83,333	81,962	(1,371)
AEAS Expense	414,856	406,900	(7,956)	2,903,992	2,972,773	68,781
TOTAL AIRPORT EXPENSES	734,852	683,558	(51,294)	4,700,487	4,415,096	(285,391)

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
INDUSTRIAL PARK EXPENSE						
Salary Expense	3,400	3,367	(33)	25,500	25,255	(245)
Employee Benefits	1,842	333	(1,509)	13,872	4,739	(9,133)
Maintenance Expense	2,021	3,510	1,489	14,146	13,506	(640)
Utility Expense	14,215	2,899	(11,316)	142,149	31,002	(111,147)
General Expenses	2,672	4,561	1,889	18,703	34,426	15,723
Interest Expense	167	0	(167)	667	961	294
TOTAL INDUSTRIAL PARK EXPENSES	24,317	14,670	(9,647)	215,037	109,889	(105,148)

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
MARINE TERMINAL (PORT) EXPENSE						
Salary Expense	57,265	34,760	(22,505)	218,526	145,839	(72,687)
Employee Benefits	12,000	31,051	19,051	90,196	128,330	38,134
Maintenance Expense	23,760	14,699	(9,061)	76,560	108,856	32,296
Utility Expense	5,628	5,594	(34)	37,395	32,656	(4,739)
General Expenses	27,655	33,947	6,292	180,431	194,915	14,484
Interest Expense	5,200	4,374	(826)	26,000	5,045	(20,955)
Legal Expense	0	0	0	0	49,563	49,563
TOTAL MARINE TERMINAL EXPENSES	131,508	124,425	(7,083)	629,108	665,204	36,096

RAILROAD EXPENSES 0 0 0 0 0 0

BORDER STATION EXPENSES 0 4,297 4,297 0 29,367 29,367

TOTAL EXPENSES 1,124,878 1,079,457 (45,421) 7,350,654 6,864,232 (486,422)

OPERATING INCOME (Net Gain/(Loss)) (71,230) 5,337 (309,901) 877,230

Principal Payments on Loans ---- 46,415 329,405

OPBA Portion of Projects & Capital ---- 618,090 1,244,042

OPERATING INCOME (Net Gain/(Loss)) (659,168) (696,217)

OGDENSBURG BRIDGE & PORT AUTHORITY
STATEMENT OF FINANCIAL POSITION
as of October 31, 2023

Current Assets:

Cash - Checking Accounts	\$ 169,983	
Cash - Reserves & Other Restricted Accounts	7,723,392	①
Cash - Security Deposits	185,759	
Accounts Receivable - Regular	726,246	
Accounts Receivable - AEAS	563,153	
Grants Receivable	88,324	
Investments	-	
Inventories	80,316	
Prepaid Expenses	80,393	
Total Current Assets	\$ 9,617,565	

Fixed Assets:

Land & Land Improvements	\$ 46,674,118
Buildings & Building Improvements	108,711,370
Machinery & Equipment	8,813,510
Vehicles	2,018,770
Furniture & Fixtures	142,506
Signage	181,132
Bond Issuance Costs - 2017 Series	178,968
Total Fixed Assets	\$ 166,720,374
Less Accumulated Depreciation	<u>(77,786,346)</u>
Net Fixed Assets	\$ 88,934,028

Other Assets:

1,323,916

Construction in Progress

\$ 6,415,440 ②

TOTAL ASSETS \$ 106,290,950

Current Liabilities:

Accounts Payable - Regular	465,616	③
Accounts Payable - AEAS/Contour	415,118	
Accounts Payable - NYS Retirement	-	
Accounts Payable - All Project A/P	1,876,483	
Current Portion of Long Term Debt	\$ 911,040	
Accrued Expenses	21,711,457	
Total Current Liabilities	\$ 25,379,714	

Other General Liabilities

590,455

Long Term Liabilities

Long Term Portion of Long Term Debt	8,388,916
Total Long Term Liabilities	<u>8,388,916</u>

Capital

71,931,865

TOTAL LIABILITIES 106,290,950

(0)

①	Restricted Accounts - Top 5 Bank Accounts		
	Consolidated Reserve Fund - CBNA	6,494,641	
	Debt Service Reserve Fund - Wilmington Trust	525,020	
	Tompkins Trust Security Reserve Deposit	370,897	
	M&T Deposit - Bond Payable Reserve Funds	208,361	
	PFC Account	54,122	
		<u>7,653,040</u>	
	8 Additional Restricted Bank Accounts share the balance	70,352	
②	Construction in Progress - Top 4 Projects		
	Airport MASLF	1,948,025	
	Airport EA PH 1 Drainage & Terminal Area	1,861,381	
	Airport Revitalization Project	1,191,423	
	Port - Dock Wall Expansion	565,065	
		<u>5,565,894</u>	
	6 Additional Projects share the balance	849,546	
③	Regular Accounts Payable - Top 5 Vendors		
	Ascent - World Fuels	68,934	
	Parsons Transportation Group - Bridge Inspection	56,647	
	Wladis	55,115	PAID \$25,646.29 - 08 NOVEMBER
	City of Ogdensburg - 2 LEO & Water/Sewer	51,719	PAID \$21,568.35 - 08 NOVEMBER
	Excellus Health Plan	34,132	PAID 08 NOVEMBER
		<u>266,546</u>	
	80+/- Additional Vendors share the balance	199,070	

CASH FLOW: OCTOBER 2023 - MARCH 2024

Anticipated Cash Balance - SEPT 95,745

Income	October	November	December	January	February	March	TOTAL
Bridge Toll Income	167,691	132,721	163,164	161,079	137,708	147,348	909,711
Airport Revenue	27,259	25,922	28,260	25,922	25,863	25,863	159,089
Rental Income - BR	108,063	106,802	108,356	108,356	108,356	108,356	648,289
Rental Income - IP	80,764	81,375	80,764	80,764	80,764	80,764	485,195
Rental Income - AP	9,578	9,602	9,602	9,602	9,602	9,602	57,588
Airport Fuels Sales	83,995	42,989	66,832	36,839	12,308	36,839	279,802
Airport AEAS	406,900	358,072	325,520	207,519	207,519	325,520	1,831,050
Port Operating & Rental Fees	118,677	105,011	154,366	181,578	138,726	131,790	830,147
Interest Income	26,046	24,964	24,964	24,964	24,964	25,964	151,866
Other Income	394,677	607,850	40,754	570,221	175,000	216,000	2,004,502
Regular Income	1,423,651	1,495,308	1,002,582	1,406,844	920,810	1,108,045	7,357,239
Expense							0
Salaries and Wages	162,757	162,012	158,594	158,594	237,891	158,594	1,038,442
Payroll Taxes & EE Benefits	77,112	53,839	67,115	79,115	79,115	130,540	486,835
Insurance	27,861	27,861	35,322	35,322	35,322	35,322	197,010
Utilities	21,397	28,488	38,459	38,459	38,459	38,459	203,721
General Expenses	49,149	53,445	53,445	61,556	61,556	63,403	342,554
Legal	29,469	54,267	30,416	30,416	30,416	30,416	205,400
Maintenance - BR	3,681	2,385	7,091	10,282	10,282	10,282	44,002
Maintenance - IP	3,434	2,880	2,037	2,875	2,021	5,427	18,673
Maintenance - AP	9,409	3,109	2,021	9,045	9,045	9,045	41,674
Maintenance - MT	13,045	23,760	11,880	14,520	14,520	11,616	89,341
Bridge Maintenance	57,424	2,526	1,000	1,000	1,000	3,475	66,425
Airport Fuel Purchases	33,388	37,586	53,465	29,471	31,350	37,586	222,845
Airport LEO	21,563	21,652	22,401	22,401	23,261	22,401	133,679
Airport Parking	18,782	16,674	21,969	20,143	17,745	17,745	113,057
Airport AEAS	406,900	386,555	325,520	207,519	207,519	374,348	1,908,361
Marine Terminal Management Fees	26,680	13,651	28,987	18,955	17,766	17,766	123,805
OBPA Grant Portion & Capital Expense	452,845	618,090	739,065	585,000	435,540	609,756	3,440,296
All Debt Expense	95,020	95,020	95,020	664,826	94,605	94,605	1,139,097
Regular Expenses	1,509,916	1,603,798	1,693,807	1,989,499	1,347,413	1,670,785	9,815,219
							0
Prior Month	95,745	9,479	(99,011)	(790,236)	(1,372,892)	(1,799,495)	
Current Month Inc - Exp	(86,266)	(108,490)	(691,225)	(582,656)	(426,603)	(562,740)	
Gain/(Loss)	9,479	(99,011)	(790,236)	(1,372,892)	(1,799,495)	(2,362,235)	

0 CK

0 CK

0 CK

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

Nov 1 - Nov 30	Auto Crossings			All Other Crossings			Total Crossings			Revenue			
	2023	2019	% Change	2023	2019	% Change	2023	2019	% Change	2023	2019	2023	2019
	37,792	46,345	-18.46%	5,713	6,300	-9.32%	43,505	52,645	-17.36%	\$118,917.00	\$167,706.00		

Nov 1 - Nov 30	Auto Crossings			All Other Crossings			Total Crossings			Revenue			
	2023	2022	% Change	2023	2022	% Change	2023	2022	% Change	2023	2022	2023	2022
	37,792	35,376	6.83%	5,713	5,646	1.19%	43,505	41,022	6.05%	\$118,917.00	\$113,335.50		

Month	Auto Crossings			All Other Crossings			Total Crossings			Revenue			
	2023	2019	% Change	2023	2019	% Change	2023	2019	% Change	2023	2019	2023	2019
December													
November	37,792	46,345	-18.46%	5,713	6,300	-9.32%	43,505	52,645	-17.36%	\$118,917.00	\$167,706.00		
October	42,521	53,477	-20.49%	6,087	6,749	-9.81%	48,608	60,226	-19.29%	\$134,620.25	\$185,449.00		
September	41,917	51,320	-18.32%	5,797	6,582	-11.93%	47,714	57,902	-17.60%	\$136,214.25	\$189,000.25		
August	51,385	65,820	-21.93%	5,995	6,663	-10.03%	57,380	72,483	-20.84%	\$166,399.50	\$245,554.50		
July	49,521	60,506	-18.16%	5,755	6,587	-12.63%	55,276	67,093	-17.61%	\$160,980.50	\$227,506.75		
June	42,439	53,785	-21.10%	5,842	6,434	-9.20%	48,281	60,219	-19.82%	\$128,109.50	\$198,334.25		
May	40,429	51,015	-20.75%	6,226	6,911	-9.91%	46,655	57,926	-19.46%	\$123,644.50	\$199,425.25		
April	34,489	45,707	-24.54%	5,724	6,905	-17.10%	40,213	52,612	-23.57%	\$101,151.50	\$154,635.00		
March	30,844	44,523	-30.72%	5,840	6,036	-3.25%	36,684	50,559	-27.44%	\$95,768.00	\$128,733.50		
February	28,164	35,864	-21.47%	5,074	5,662	-10.39%	33,238	41,526	-19.96%	\$82,599.75	\$106,063.25		
January	27,850	35,667	-21.92%	5,653	6,234	-9.32%	33,503	41,901	-20.04%	\$84,515.25	\$104,184.25		
TOTALS	427,351	544,029	-21.45%	63,706	71,063	-10.35%	491,057	615,092	-20.17%	\$1,332,920.00	\$1,906,592.00		

Compass Minerals Inventory Activity for: Ogdensburg/20606				Compass Minerals Inventory Activity for: Ogdensburg/20606			
Report by Monday Morning (9:00 am CST) to: Email - leathersd@compassminerals.com				Report by Monday Morning (9:00 am CST) to: Email - leathersd@compassminerals.com			
		HWY Salt				THAWROX	
Ending Balance from last Month:		147,685.30		Ending Balance from last Month:		16,351.41	
DATE of Activity (mm/dd/yr)	Receiving Barge/Vessel Name	TONS IN	TONS OUT	Receiving Barge/Vessel Name	TONS IN	TONS OUT	Running Balance
12/1/2023			(1186.50)			(138.30)	16,213.11
12/2/2023							16,213.11
12/3/2023							16,213.11
12/4/2023							16,213.11
12/5/2023							16,213.11
12/6/2023							16,213.11
12/7/2023							16,213.11
12/8/2023							16,213.11
12/9/2023							16,213.11
12/10/2023							16,213.11
12/11/2023							16,213.11
12/12/2023							16,213.11
12/13/2023							16,213.11
12/14/2023							16,213.11
12/15/2023							16,213.11
12/16/2023							16,213.11
12/17/2023							16,213.11
12/18/2023							16,213.11
12/19/2023							16,213.11
12/20/2023							16,213.11
12/21/2023							16,213.11
12/22/2023							16,213.11
12/23/2023							16,213.11
12/24/2023							16,213.11
12/25/2023							16,213.11
12/26/2023							16,213.11
12/27/2023							16,213.11
12/28/2023							16,213.11
12/29/2023							16,213.11
12/30/2023							16,213.11
12/31/2023							16,213.11
MONTH-END TOTALS & BALANCE		0.00	(1186.50)	MONTH-END TOTALS & BALANCE	0.00	(138.30)	16,213.11

MEAL - NOVEMBER 2023

<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					94.3	188590
11/1/2023	GACX 13603 - BL 90388213	182350	91.175			185.48	370940
11/1/2023	CCLX 92067 - BL 90388215	180700	90.35			275.83	551640
11/2/2023	GACX 13646 - BL 90388214	174750	87.375			363.20	726390
11/13/2023	BL 90412188			64220	32.11	331.09	662170
11/14/2023	CCLX 95000 - BL 90404614	187750	93.875			424.97	849920
11/14/2023	GACX 13649 - BL 90404615	185600	92.8			517.77	1035520
11/17/2023	BL 90424892			68660	34.33	483.44	966860
11/17/2023	BL 90424891			72380	36.19	447.25	894480
11/17/2023	BL 90424799			58400	29.2	418.05	836080
11/20/2023	BL 90424893			61420	30.71	387.34	774660
11/20/2023	SO 7208960			73720	36.86	350.48	700940
11/22/2023	BL 90430694			73900	36.95	313.53	627040

PELLETS - NOVEMBER 2023

<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					1265.73	2531440
11/1/2023	BL 90402244			79600	39.8	1225.93	2451840
11/2/2023	BL 90405836			79360	39.68	1186.25	2372480
11/3/2023	BL 90405837			80240	40.12	1146.13	2292240
11/6/2023	BL 90407066			78820	39.41	1106.72	2213420
11/6/2023	BL 90405838			44340	22.17	1084.55	2169080
11/7/2023	SO 7203717			78280	39.14	1045.41	2090800
11/8/2023	BL 907412189			74880	37.44	1007.97	2015920
11/9/2023	BL 90412190			75660	37.83	970.14	1940260
11/13/2023	BL 90421454			75980	37.99	932.15	1864280
11/13/2023	BL 90412191			74260	37.13	895.02	1790020
11/13/2023	BL 90421455			74560	37.28	857.74	1715460
11/14/2023	BL 90421458			77060	38.53	819.21	1638400
11/14/2023	BL 90421457			74760	37.38	781.83	1563640
11/15/2023	BL 90424794			75500	37.75	744.08	1488140
11/15/2023	BL 90424795			75400	37.7	706.38	1412740
11/16/2023	BL 90424796			77020	38.51	667.87	1335720
11/16/2023	BL 90424797			72580	36.29	631.58	1263140
11/17/2023	BL 90424798			76400	38.2	593.38	1186740
11/17/2023	BL 90421456			75000	37.5	555.88	1111740
11/20/2023	BL 90430691			75600	37.8	518.08	1036140
11/21/2023	BL 90430693			76000	38	480.08	960140
11/22/2023	BL 90430692			78640	39.32	440.76	881500
11/27/2023	BL 90439598			61460	30.73	410.03	820040
11/27/2023	BL 90439597			57200	28.6	381.43	762840
11/28/2023	BL 90439596			58800	29.4	352.03	704040
11/28/2023	BL 90439599			60620	30.31	321.72	643420
11/29/2023	BL 90439600			60420	30.21	291.51	583000
11/30/2023	BL 90439801			62740	31.37	260.14	520260
11/30/2023	BL 90439802			61900	30.95	229.19	458360



OGDENSBURG BRIDGE & PORT AUTHORITY
BUILDING OCCUPANCY REPORT
December 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	71%	30,000	8,835	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	23%	20,000	15,490	2,324	Day Automation
				1,061	T-Base Communications
				850	5G Technologies USA
				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
	86%	170,200	24,325	145,875	

Bridge Administration Building

<i>Suite</i>	<i>% Occupied</i>	<i>Total SF</i>	<i>Available</i>	<i>Occupied</i>	<i>Tenant</i>
BAB	100%	5,316	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				158	Barbara Pleet
209				180	Knudsen Systems
210				292	Glenda Jones
	100%	5,316	0	5,316	

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	Oudheusden
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**

**HIGHLY CONFIDENTIAL –
DRAFT 2024-2025 BUDGET –
DO NOT SHARE**

**OGDENSBURG BRIDGE & PORT AUTHORITY
2024-2025 BUDGET**

OGDENSBURG BRIDGE & PORT AUTHORITY ORGANIZATION & PRIOR YEAR DISCUSSION

In 1950, Governor Thomas E. Dewey signed a bill (Article 3, Title 8) creating the Ogdensburg Bridge Authority. Legislation in 1958 (Article 6, Title 3) created the Ogdensburg Port Authority. The two Authorities were combined into the Ogdensburg Bridge and Port Authority in 1961 (Article 3, Title 8). Today, the Ogdensburg Bridge and Port Authority manage \$90 million in assets including the following holdings:

- The Ogdensburg-Prescott International Bridge
- The Port of Ogdensburg
- The Ogdensburg International Airport (OGS)
- The Ogdensburg Border Station
- Commerce Park Campus/Heavy Industrial Park (Foreign Trade Zone 110)
- New York and Ogdensburg Railway: a short-line railroad

Each entity operates according to the Authority's central mission:

While remaining self-sustaining, the Authority creates sound economic business development through the promotion of buildings and river, road, rail, and air transportation. This is accomplished by providing exceptional customer service, safe and secure facilities, good environmental stewardship, and focused professionalism.

The COVID-19 pandemic has continued to impact the OBPA in a variety of ways and varying levels of significance:

- The Ogdensburg-Prescott International Bridge provides a vital link to economic markets in the U.S. and Canada. In the year prior to the pandemic, the bridge handled in excess of 655,000 vehicles. During the first year of the pandemic, the OBPA experienced a 78.84% drop in overall bridge traffic due to the border between the U.S. and Canada closed to all but essential and commercial traffic. Traffic is rebounding as a result of the majority of restrictions being lifted and the major repairs to the bridge completed. Currently, the only restriction left to enter the US from Canada is that non-US citizens must be able to prove that they have been vaccinated. That final restriction is tentatively being lifted in May 2023. Vehicle traffic has recovered to between 75% - 80% of pre-COVID numbers. The bridge improvements completed the fall of 2021 have been a crucial step forward in the critical capital rehabilitation needed to secure the bridge's future and the continued support of the regional economy. The Authority continues to advocate with state and federal officials to acquire the funding for the rehabilitation.
- The Port of Ogdensburg continues to handle the inflow of products to the region. Grain and salt shipments; and storage of these commodities have remained strong during this past year. A very brisk fall and winter unloading, storing, and shipping out of salt for road contracts has kept the Port active. In conjunction with the Port's private partner, Ogdensburg Marketing and Logistics Company, three Wind Turbine Projects were completed during the 2022-2023 fiscal year. Additional projects, including a steel storage and shipping project, have increased Port visibility and revenue in this fiscal year.
- The Ogdensburg International Airport (OGS) experienced the departure of its EAS partner, SkyWest Airlines. SkyWest remained the air carrier for OGS until Contour Airlines, an AEAS (Alternative Essential Air Service) airline began service on 01 July 2022. Contour, a code share

partner with American Airlines, flies to Philadelphia International Airport from which passengers can fly to over seventy (70) domestic and international destination.

- ARPA (the American Rescue Plan Act) Funds were awarded to OGS to continue to support airport operations. Through the reimbursement plans of both the CARES ACT and CRRSA and now ARPA, OGS has been able to maintain its normal operations on the commercial and FBO sides of the airport while maintaining the cleaning/disinfecting regimen required to have a safe environment for passengers and airport staff.
- The Commerce Park Campus has remained near capacity during fiscal year 2022-2023. While two tenants left the Park, three new tenants have taken up residence in the Commerce Park.
- New York and Ogdensburg Railway shipments remains strong bringing service from the Port to the greater North Country region and beyond. Railway traffic increases can be attributed to both volume growth from existing clients and new accounts to the rail line. Bridge rehab to two bridges continues bringing their capacity to the 286,000 lbs. standard for rail freight to ensure commercial success into the future.

OGDENSBURG BRIDGE & PORT AUTHORITY
2024-2025 BUDGET OVERVIEW

- The 2024-2025 Overall Budget: The 2024-2025 Budget for the Ogdensburg Bridge & Port Authority (OBPA, Authority) totals \$11,678,564. This includes:
 - \$9,434,087 for the operational costs associated with the OBPA
 - \$1,213,701 for debt service
 - \$806,776 for the OBPA's portion of various projects
 - \$224,000 for capital expenditures

- Traffic and Toll Revenues: The 2024-2025 Budget calculates total bridge traffic of 530,486 crossings, reflecting a reduction of less than 1,000 crossings or 0.18% below 2023-2024 budgeted crossings. This corresponds to a toll revenue forecast of \$2,015,574, reflecting a decrease of \$4,760 or 0.03% below the 2023-2024 budget. Bridge traffic has reached approximately 80% of pre-COVID crossings with some spikes over 80%; however, crossings have peaked and remained consistent at an average 80% of pre-COVID numbers.

- Other Revenue: In addition to toll revenue, the Authority receives income from other sources: rental income, fuel sales at the Airport, AEAS reimbursements, and income derived from activity at the Marine Terminal & Railroad. The 2024-2025 forecast for the other revenue is \$7,087,155, a \$2,853,716 or approximate 28.7% reduction from the 2023-2024 budget. This reduction is reflective of the change in the AEAS program.

- The 2024-2025 Budget provides for total uses of \$11,678,564 reflecting a \$3,381,801 or 22% decrease from the 2023-2024 budget in large part to the change in the AEAS program.

- The 2024-2025 Budget deficit is anticipated to be \$2,575,835. This deficit is \$523,325 smaller than the 2023-2024 projected deficit.

- Project Expenses: The Authority is constantly repairing/replacing and upgrading its facilities and equipment in all of its departments: Bridge & Bridge Administration Building, Commerce Park, Airport, Marine Terminal & Railroad. In addition to funding received from outside sources, the Authority is usually responsible for a financial portion of the projects it undertakes. Spending for projects is budgeted at \$806,766, and increase of \$180,000 or 28.8% from the 2023-2024 budget.

- EAS/AEAS: The EAS/AEAS programs offered through USDOT connect rural locations/small regional airports to mid or large sized airport hubs. The main difference between the two programs:
 - Under EAS, the airline providing services invoices USDOT directly for reimbursement of their qualifying expenses
 - Under AEAS, the airline providing services invoices the Airport who pays the airline; then, the Airport requests reimbursement from USDOT
 - Currently, the airline at Ogdensburg International Airport is paid under the AEAS program. Reverting back to EAS will remove any need for AEAS income/expense accounts, and the Line of Credit for payment of the invoices.

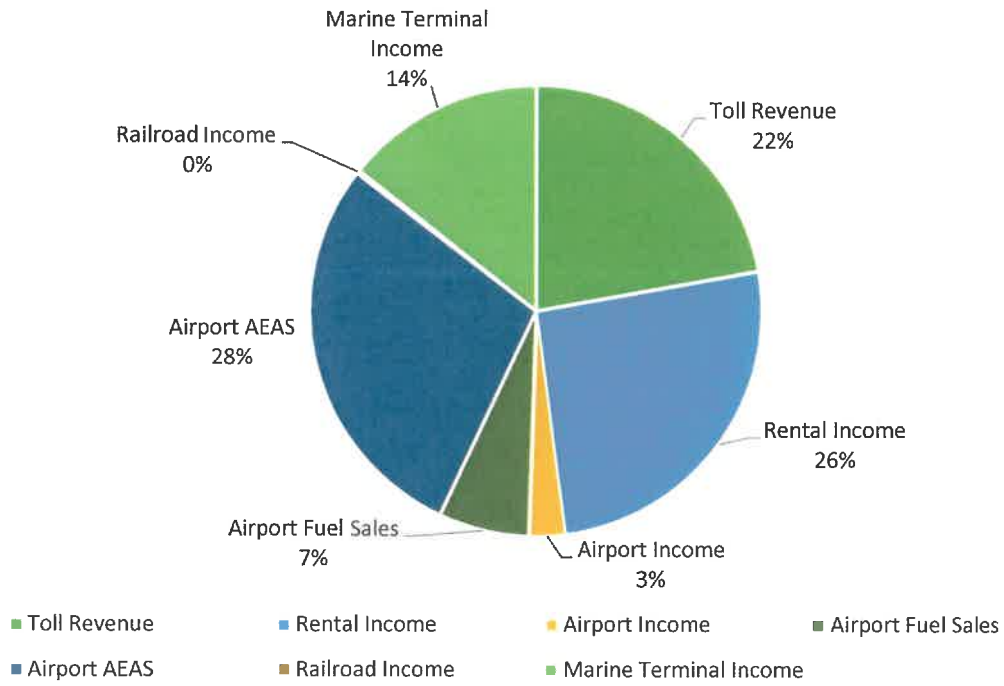
**2024-2025 OPERATING BUDGET SUMMARY
SOURCES OF FUNDS – REVENUE SUMMARY**

	<i>2023-2024 Budget</i>	<i>2024-2025 Budget</i>	<i>\$ Change</i>
Toll Revenue	2,020,334	2,015,574	(4,760)
Rental Income	2,360,152	2,347,229	(12,293)
Airport Income	324,200	235,866	(88,334)
Airport Fuel Sales	1,073,197	589,054	(484,143)
Airport AEAS	4,978,272	2,591,953	(2,386,319)
Marine Terminal Income	1,187,050	1,305,054	118,004
Railroad Income	18,000	18,000	0
TOTAL	11,961,205	9,102,729	(2,858,476)

The 2024-2025 Budget estimates the total Ogdensburg Bridge & Port Authority revenue to be \$9,102,729, a decrease of \$2,858,476 compared to the 2023-2024 Budget Projection, a 24% reduction in sources of income. Significant changes:

- **AEAS:** The AEAS program was budgeted for the entire 2023-2024 fiscal year as the new airline was being paid under AEAS. With the upcoming re-bidding of service to become effective in October 2024, the Authority will return to the EAS program thus removing AEAS Income (and corresponding expense) as of the 30th of September 2024.
- **Fuel Sales Income:** the 2023-2024 Budget was based on an early 2022-2023 actual surge in fuel sales that, at budget time, was anticipated to carry through the fiscal year. Fuel sales did not remain artificially high and the 2024-2025 Budget figure is more in line with the 2022-2023 actual year end figure.
- **Airport Income:** The new Airport Manager has restructured Rates & Charges for both the Commercial and FBO side of the Ogdensburg International Airport. While these changes are more in line with industry standards, they do represent a negative adjustment (or right-sizing adjustment) to the income budgeted to be received.

2024-2025 BUDGET: Revenue Sources - \$9,102,729

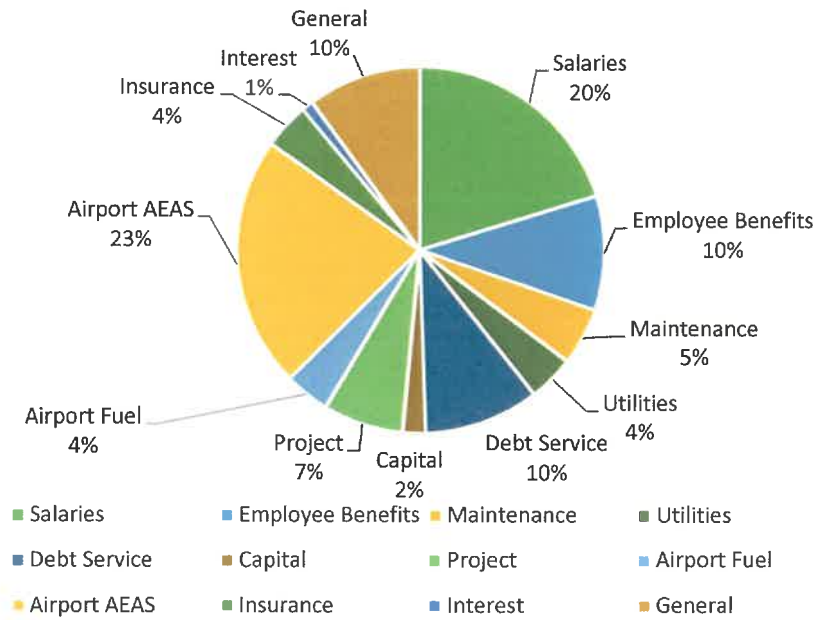


**2024-2025 OPERATING BUDGET SUMMARY
USES OF FUNDS – EXPENSE SUMMARY**

	<i>2023-2024 Budget</i>	<i>2024-2025 Budget</i>	<i>\$ Change</i>
Salaries	2,269,752	2,380,086	110,334
Employee Benefits	1,190,872	1,212,528	21,656
Maintenance Expense	466,893	587,656	120,763
Utilities	572,336	476,832	(95,504)
Airport Fuel Expense	931,627	425,000	(506,627)
Airport AEAS Expense	4,978,272	2,591,953	(2,386,319)
General Expense	1,432,305	1,195,804	(236,501)
Insurance Expense	524,581	498,728	(25,853)
Interest Expense	54,000	65,500	11,500
OPERATING TOTAL	12,420,638	9,434,087	(2,986,551)
Debt Service	1,353,583	1,213,701	(139,882)
Capital	660,000	224,000	(436,000)
Portion of Project Exp	626,144	806,776	180,632
TOTAL	15,060,365	11,678,564	(3,381,801)

- The 2024-2025 Budget provides for total uses of \$11,678,564 reflecting a \$2,986,551 or 22% decrease from the 2023-2024 budget.
- Salaries and Employee Benefits reflect the mandated increases by the Collective Bargaining Agreement with the Union and anticipated insurance increases. The Authority has seven open positions, six of which will not be funded in the 2024-2025 fiscal year in order to keep personnel increases to a minimum.
- The 2024-2025 Budget shows the reduction in Airport AEAS Expense. With the return to the EAS program, AEAS expenses (and corresponding income) will disappear.
- The 2024-2025 Budget assumes a total of \$224,000 to support the capital plan of the Authority. This represents a decrease of \$436,000 or 66% over the 2023-2024 budget. This conscious reduction reflects the deferral of many capital projects with the knowledge that, at any time, one of these deferrals may become a necessity for which the funds will not be budgeted.

2024-2025 BUDGET: Uses of Funds - \$11,678,564



2024-2025 DEBT SERVICE

		<i>Loan/Mortgage End Date</i>	<i>2023-2024 Budget</i>	<i>2024-2025 Budget</i>
Land Mortgage	Principal	12/21/2026	26,024	27,602
	Interest		5,498	3,921
Loan from LOC	Principal	7/27/2026	97,986	103,256
	Interest		15,848	10,578
Airport Mortgage	Principal	2/1/2028	403,368	420,137
	Interest		79,635	62,866
Term Loan from LOC	Principal	5/1/2023	10,000	0
	Interest		380	0
Airport LOC	Principal	<i>Ongoing</i>	120,000	0
	Interest		14,568	0
Self-Serve Fuel Station Term Loan	Principal	10/1/2023	3,212	0
	Interest		110	0
Parking Software Promissory Note	Principal	04/01/2027	38,307	40,400
	Interest		6,921	4,828
Series 2017 Tax Exempt Bond	Principal	07/01/2047	110,000	125,000
	Interest		346,725	340,113
NYS 1 st Instance Advance			75,000	75,000
			1,353,583	1,213,700

The Ogdensburg Bridge & Port Authority has not taken on any new loans or mortgages since the 2022-2023 fiscal year when one of its Lines of Credit was turned into a Term Loan. Debt Service calculations include principal and only the interest associated with the loan/mortgage principal.

The Authority has two Lines of Credit and will be obtaining two more Lines of Credit for project related pre-payments. The interest found on the Interest Expense line refers to the interest that will be charged for the time that there are advances on the Lines of Credit:

- Current Line of Credit: In order to pre-pay Marine Terminal equipment purchases partially reimbursed by a CRISI Grant (will expire 12/31/2023)
- Current Line of Credit: In order to pre-pay Contour Aviation for monthly AEAS fully reimbursed by USDOT (will expire 09/30/2024)
- New Line of Credit: To pre-pay Airport Revitalization invoices reimbursable by NYSDOT, and FAA (should expire 07/01/2025)
- New Line of Credit: To pre-pay Port Dock Wall Expansion invoices reimbursable by NYSDOT Railroad Division

2024-2025 DEPARTMENTAL BUDGETS

<i>BRIDGE</i>	<i>2024-2025 BUDGET</i>
TOLL INCOME	2,014,574
RENTAL INCOME	1,285,759
OTHER	1,000
TOTAL INCOME	3,301,333
SALARIES	1,483,022
EMPLOYEE BENEFITS	874,903
MAINTENANCE	285,050
UTILITIES	91,297
GENERAL	407,731
INSURANCE	271,629
INTEREST	1,500
DEBT SERVICE	75,000
TOTAL EXPENSES	3,490,132
PROFIT/(LOSS)	(188,799)

<i>COMMERCE PARK</i>	<i>2024-2025 BUDGET</i>
RENTAL INCOME	930,135
OTHER	0
TOTAL INCOME	930,135
SALARIES	35,360
EMPLOYEE BENEFITS	18,609
MAINTENANCE	25,250
UTILITIES	215,509
GENERAL	18,225
INSURANCE	44,605
INTEREST	20,000
TOTAL EXPENSES	377,558
PROFIT/(LOSS)	552,577

Bridge & Commerce Park: The only salary charged to the Commerce Park is a portion of the Director of Economic Development for the time spent with tenancy renewals and, at times, concerns tenants may have with their space. Otherwise, all salaries, benefits and most equipment expense is recorded in the Bridge Budget though shared with Commerce Park. Therefore, the profit/(loss) of these two departments can be combined for a more accurate understanding of the two departments.

<i>MARINE TERMINAL & RAILROAD</i>	<i>2024-2025 BUDGET</i>
RENTAL INCOME	38,700
MARINE TERMINAL	1,305,054
RAILROAD	18,000
OTHER	0
TOTAL INCOME	1,361,754
SALARIES	465,553
EMPLOYEE BENEFITS	143,970
MAINTENANCE	208,356
UTILITIES	56,187
GENERAL	287,606
INSURANCE	71,727
INTEREST	22,000
TOTAL EXPENSES	1,255,399
PROFIT/(LOSS)	106,355

The Railroad sits on a corner of the property owned and operated by the Port of Ogdensburg. Therefore, the same relationship exists between the Marine Terminal and Railroad as exists between the Bridge and Commerce Park.

<i>AIRPORT</i>	<i>2024-2025 BUDGET</i>
RENTAL INCOME	92,635
FUEL SALES	589,054
AEAS	2,591,953
FEES & OTHER	235,865
TOTAL INCOME	3,509,507
SALARIES	396,151
EMPLOYEE BENEFITS	175,045
MAINTENANCE	69,000
FUEL EXPENSE	425,000
AEAS	2,591,953
UTILITIES	113,839
GENERAL	482,242
INSURANCE	110,767
INTEREST	22,000
DEBT SERVICE	1,138,701
TOTAL EXPENSES	5,524,698
PROFIT/(LOSS)	(2,015,191)

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

Agenda Item C. Commerce Park Campus

1. Approval of a Contract with the Development Authority of the North Country (DANC)

REPORT:

Pursuant to the NBRC 2023 Catalyst Grant Award for the Childcare Initiative Project, the Ogdensburg Bridge and Port Authority is required to enter into a contract with the NBRC-designated Local Development District (LDD) which is the Development Authority of the North Country (DANC).

DANC is designated as the Local Development District (LDD) for Jefferson, Lewis, St. Lawrence and Franklin counties by the NBRC. The NBRC has designated the LDDs as the preferred entity to administer NBRC grants. LDDs have received specialized training to assist the OBPA with completing NBRC grant requirements for the Childcare Project.

It is Staff's recommendation that the Development Authority of the North Country (DANC) be awarded the NBRC LDD Grant Administration contract for an amount not to exceed \$20,000.00.

Funding for this contract is included in the NBRC 2023 Catalyst Grant Award.

This agreement will terminate automatically upon completion by the contract date as listed within the OBPA's Contract with the NBRC or the completion of the project, whichever comes first.

RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to execute an contract with the Development Authority of the North Country (DANC) to provide Grant Administration services for the NBRC 2023 Catalyst Grant Award associated with the Childcare Initiative Project, for a cost not to exceed \$20,000.00, and be it,

FURTHER RESOVED that this agreement will terminate automatically upon completion by the contract date as listed within the OBPA's Contract with the NBRC or the completion of the project, whichever comes first.

INITATOR/PREPARER: Steve Lawrence APPROVED BY: 

MOTION PASSED BY: _____ Unanimous: Yes No

SECONDED BY: _____ Abstained By: _____

**DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY
ENGINEERING TECHNICAL SERVICES AGREEMENT FOR
NORTHERN BORDER REGIONAL COMMISSION GRANT ADMINISTRATION**

WITH THE

OGDENSBURG BRIDGE AND PORT AUTHORITY

This Agreement entered into this ____ day of _____ 2023, by and between:

OGDENSBURG BRIDGE AND PORT AUTHORITY, a public benefit corporation organized and existing under the laws of the State of New York, having an office and principal place of business located at 1 Bridge Plaza, Ogdensburg, New York, 13669 herein after referred to as the "Grantee",

And

DEVELOPMENT AUTHORITY OF THE NORTH COUNTRY, a public benefit corporation organized and existing under the laws of the State of New York, having an office and principal place of business located at 317 Washington Street, Watertown, New York 13601, hereinafter referred to as the "Authority" of "LDD".

Recitals

1. The Grantee intends to carry out a project to construct a new 15,000 square foot childcare center in the City of Ogdensburg. The Grantee was awarded a \$1,000,000 grant from the Northern Border Regional Commission (NBRC23GNY09).
2. The Authority is designated as the Local Development District (LDD) for Jefferson, Lewis, St. Lawrence and Franklin counties by the NBRC. The NBRC has designated the LDDs as the preferred entity to administer NBRC grants
3. The Grantee has requested the Authority provide technical service for the administration of NBRC23GNY08. At its Board meeting held on _____, 2023, the Grantee selected the Authority to assist with this task. **A copy of this Resolution has been attached as Exhibit A.**
4. This Agreement is authorized under Section 2704(17) of the Public Authorities Law.

Agreement

In consideration of the mutual covenants herein contained, the parties agree as follows:

1. The scope of services that will be performed by the Authority consists of the following:

- a. Quarterly Reporting: Ensure that the Grantee files quarterly reports on time and with sufficient detail to provide a meaningful outline of where the project is at in the process.
- b. Reimbursement Requests: Provide guidance to the Grantee on filing reimbursement requests and ensure that reimbursement requests are accurate, within approved budget and contain all the necessary documentation to provide evidence of match and reimbursements that are expected to be paid by NBRC.
- c. Final Reporting: Ensure that the Grantee has filed their final report and financial report in a timely manner after the project is complete.
- d. General Assistance: Be available to provide guidance to the Grantee with other issues such as what their responsibilities are regarding procurement of goods and services and contractors. Have a general knowledge base about federal grant programs, specifically NBRC.

NOTE: The Authority's scope of work does not include conducting bid processes and assessing bid documents for completion, interviewing potential consultants or other procurement processes. The Authority's scope of work also does not include administration of other grants related to the same project. If the Grantee wishes to engage the Authority in additional services beyond NBRC grant administration, a separate contract would be executed with the Grantee.

- 2. The Authority will conduct work under the sole direction of a single, primary point of contact of the Grantee.
- 3. The Grantee shall pay the Authority for such services at the labor hour burdened rate for the specific job classification performing the services as indicated in Table 1 below. The Authority reserves the right to update the hourly rates annually effective April 1, i.e. the beginning of the Authority's fiscal year. The Authority will provide an updated rate table at that time; noting however, the total cost of these services shall not exceed \$20,000. This agreement will terminate automatically upon completion by the contract date as listed within the Grantee's Contract with the NBRC or the completion of the project, whichever comes first. The Authority shall submit monthly invoices properly itemized and supported. The Grantee shall make payment thereof within 30 days of receipt of each invoice.

TABLE 1 – FYE2024 HOURLY RATES

Employee Wage Rate	Standard	Overtime
Director of Engineering	\$132	NA
Assistant Director of Engineering	\$100	NA
Controls Engineer	\$95	NA
Project Engineer	\$85	NA
GIS Supervisor	\$85	NA
GIS Analyst	\$78	NA
Director of Water Quality Management	\$110	NA

Employee Wage Rate	Standard	Overtime
Assistant Director of Water Quality Management	\$105	NA
Water Quality Supervisor - Operations	\$87	NA
Water Quality Supervisor - Management Services	\$83	NA
Water Quality Senior Operator	\$70	\$89
Water Quality Coordinator	\$70	NA
Water Quality Operator	\$63	\$80
Administrative Specialist	\$62	\$80
Water Quality Technician	\$55	\$71

4. The Grantee shall provide the reasonable support services of its attorney other staff as appropriate to assist in implementing the project.
5. The Grantee shall carry general liability insurance in the customary amounts and coverages maintained on its general operations, and shall name the Authority as additional insured on the liability policy. The Authority shall carry general public liability insurance in the customary amounts and coverages maintained on its general operations, and shall name the Grantee as additional insured on the liability policy.
6. The Grantee will at all times indemnify and save harmless the Authority against all liabilities, judgments, costs, damages, expenses and attorney's fees for loss, damage or injury to persons or property resulting in any manner from the willful malfeasance, intentional or negligent acts or omissions, of the Grantee, its officers, agents or employees pertaining to the activities to be carried out pursuant to the obligations of this Agreement. The Authority will at all times indemnify and save harmless the Grantee against all liabilities, judgments, costs, damages, expenses and attorney's fees for loss, damage or injury to persons or property resulting in any manner from the willful malfeasance, or negligent acts or omissions, of the Authority, its agents or employees pertaining to the activities to be carried out pursuant to the obligations of this Agreement.
7. The Authority shall use reasonable diligence to provide the services herein required, but shall not be liable to the Grantee for damages, breach of contract, or otherwise, for failure, suspension, diminution, or other variations of service occasioned by any cause beyond the control of the Authority. The Grantee will not be liable in the event of a breach beyond their control. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the government in its sovereign or contractual capacity, fires, floods, epidemics, riots, strikes, civil disturbance, quarantine, restrictions, or inability to obtain equipment or supplies.
8. All accounts, reports and other records generated by the Authority or required under this Agreement, in the performance hereof, shall be open to inspection and audit at all reasonable times by the Grantee. Such records shall be retained by the Authority for a minimum of seven years following the expiration or earlier termination of this Agreement or an extended Agreement.

9. The parties acknowledge that the Authority has undertaken and may undertake various projects unrelated to this Agreement. It is the intent of the parties that this Agreement, the service provided hereunder and all payments, accounts receivable and equipment resulting from or required by such service shall be separate from and independent of all unrelated projects and activities of the Authority. The Grantee shall have no right to, or claim upon, the assets, insurance proceeds or income of the Authority other than those associated with the performance of this Agreement, in satisfaction of any claim by the Grantee arising hereunder. A similar restrictive clause is contained and will be provided in all service agreements made by the Authority with others.
10. The Authority is an independent contractor with the Grantee and this Agreement does not create and shall not be construed as creating a relationship of principal and agent, landlord and tenant, or employer and employee.
11. No waiver by Grantee or Authority of any breach of any term, covenant or condition contained in this Agreement shall operate as a waiver of such term, covenant or condition itself, or of any subsequent breach thereof.
12. This Agreement shall be construed and enforced in accordance with the laws of the State of New York. If any provision of this Agreement shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby and shall continue to be valid and enforceable to the fullest extent permitted by law.
13. This Agreement contains the entire agreement of the parties and may be modified or amended only by the written mutual agreement of the parties.
14. All notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if sent by certified or registered mail, return receipt requested, postage prepaid to the addresses indicated above.
15. The Grantee and/or Authority may terminate this Agreement with or without cause upon 30 days prior written notice provided however, that the Grantee shall pay the Authority all costs incurred by the Authority to the date of termination.

All of the above is established by the signatures of the authorized representatives of the parties set forth below.

**DEVELOPMENT AUTHORITY
OF THE NORTH COUNTRY**

OGDENSBURG BRIDGE AND PORT AUTHORITY

By: _____
Carl E. Farone, Jr.
Executive Director

By: _____
Steven Lawrence
Executive Director

Date: _____

Date: _____

OGDENSBURG BRIDGE & PORT AUTHORITY
DECEMBER 13, 2023 BOARD MEETING

Agenda Item A. Port of Ogdensburg

1. Approval of Agreement with Seeler Engineering for a Project Labor Agreement.

REPORT:

The Ogdensburg Bridge and Port Authority ("Authority"), as operator of the Ogdensburg Port, desires to provide for the efficient, safe, quality, and timely completion of construction of new dock wall associated non-federal channel dredging generally referred to as the Port Dock Improvement Project in a manner designed to afford the lowest reasonable costs to the Authority, and the public it represents, and to thereby promote the mission of the Authority. The Authority wishes to consider the application of a Project Labor Agreement (PLA) to assist in these objectives and consistent with Section 222 of New York State Labor Law.

A PLA was completed in 2019 by Seeler Engineering, P.C. ("Seeler") of Penfield NY. Due to the scope of the project changing, a revised PLA is required. Seeler Engineering was selected to prepare a revised PLA because of their work on the previous 2019 PLA. The selection of Seeler Engineering is due to their specialized expertise and historical relationship with the Authority, the continuation of which is in its best interest.

Seeler Engineering has provided a proposal to perform the work for a revised PLA for Lump Sum of \$18,800.

The cost of the revised PLA is reimbursable through NYS project grant funding.

RESOLUTION:

RESOLVED, the Authority hereby authorizes entering into of a contract with Seeler Engineering, P.C. ("Seeler") in the amount of \$18,800 as presented in the full scope of services contained in the letter scope of services dated November 10, 2023 to undertake a revised PLA study as to whether the use of a Project Labor Agreement would best serve the Authority's interests and to assist in the negotiation of an agreement if desired.

INITIATOR/PREPARER: Steve Lawrence APPROVED BY: 

MOTION MADE BY: _____ UNANIMOUS YES NO

SECONDED BY: _____ ABSTAINED BY: _____

November 10, 2023

Mr. Steve Lawrence
Executive Director
Ogdensburg Bridge and Port Authority
1 Bridge Plaza
Ogdensburg, New York 13669

Re: Proposal – Updated PLA Benefit Analysis
Port of Ogdensburg Terminal Expansion Project

Dear Mr. Lawrence:

We have reviewed the current project scope and schedule for your Terminal Expansion Project and revisited the scope and schedule of the project contained in our 2018 Report. We believe that the addition of dredging to the project scope along with some of the details of the dock extension construction itself and a very different construction marketplace from that of five years ago suggests that it is prudent to update the PLA assessment contained in our 2018 Report.

We are, therefore, providing you with this proposal to prepare an updated analysis of potential benefits of a PLA to the Project in a written report and to assist in updating the PLA that was negotiated for the 2018 version of the project if applicable. Our proposed Scope of Work, Schedule, and Cost are included below for your review.

SCOPE OF WORK

Task 1 – Prepare Benefits Analysis Study

Under this task, Seeler will evaluate the merits of a project labor agreement (PLA) for the “new” Project. Both economic and non-economic benefits will be included in the evaluation.

To assess economic benefits preliminary labor estimates will be prepared for the project followed by an analysis of existing labor agreements applicable to the work and labor demands for the project to determine the potential for cost savings through implementation of a PLA. Seeler will utilize conceptual project scope and conceptual project cost estimates which have been developed by the Authority’s project team. Seeler will also utilize available data from other projects with similar scope elements that are available from previous project work, if any, and applicable for this project scope.

The projection of economic benefits will be based upon PLA terms and conditions that Seeler believes to be reasonable for a project of this nature and terms and conditions that have been historically agreed to on other projects in New York.

Non-economic benefits will also be assessed and will include but not be limited to:

- an analysis of labor unrest/volatility to assess the potential for adverse cost and schedule impacts resulting from strikes, lockouts, or other job actions,
- providing for enhanced control of project schedule and contractor coordination,
- providing for enhanced security, stability, and work opportunities,
- providing enhanced work force diversity and training opportunities for the community, and
- maximizing project safety conditions for workers and the public.

The assessment will be consistent with requirements for analysis of PLAs in accordance with Section 222 of New York State Labor Law. The assessment, with supporting documentation, will be presented to the Authority's project team in an updated draft report. The draft document will be provided to you for review and comment in an electronic format. Seeler will then meet with project team reviewers to discuss the draft report and gather comments and input. Following the review, the final report will be prepared which will document projected cost savings, if any, identify specific non-economic benefits, and make recommendations for subsequent actions if warranted.

Included in the base cost of our work is time for three teleconferences conducted with Ogdensburg during the project. For budgeting purposes, we have assumed the following.

- A project initiation teleconference to review our work plan and schedule, gather any preliminary information available on the nature of the construction scope, schedule and budget, and review, on a preliminary basis, potential terms and conditions to be utilized in the analysis.
- A teleconference with project team reviewers to discuss the draft report and gather input.
- A teleconference with Authority leadership to present our analysis and answer questions.

Our proposed scope of work and estimated cost above does not include negotiation of a PLA. Should the decision be made to implement a PLA, negotiation and finalization of an updated Project Labor Agreement for execution, and preparation of an updated report that reflects actual terms and conditions as agreed upon in any negotiation would be provided as Task 2 below at additional cost.

Task 2 – Develop Draft Agreement, Conduct PLA Negotiations, and Prepare Final Agreement

Under this task Seeler will assist the Project Team in developing an updated draft PLA which will parallel project benefits identified in the benefits analysis report. Seeler, as part of the Project negotiating team, will then conduct negotiation sessions with representatives of the Central & Northern New York Building and Construction Trades Council to finalize an agreement. For budgeting purposes, we have estimated one negotiation session in person in Ogdensburg followed by teleconferences to finalize an agreement. Following the negotiation sessions, we will prepare a final draft agreement for review and work with the Project legal counsel and representatives of the Central & Northern New York Building and Construction Trades Council to finalize the agreement. In parallel Seeler will also prepare an updated benefits report, if necessary, confirming benefits available based upon the actual negotiated agreement.

SCHEDULE

We estimate the time frame for the completion of the project as follows:

Draft Report	4 weeks
Final Report	1 week following receipt of comments on Draft Report
Negotiations	4 weeks

COST

We propose to conduct the work outlined above on a Lump Sum basis for each Task as follows with a total budget of \$18,800.00.

<u>Task</u>	<u>Cost</u>
Task 1 – Prepare Benefits Analysis Study	\$14,100.00
Task 2 – Develop Draft Agreement, PLA Negotiations, and Prepare Final Agreement	\$4,700.00
Total Cost	\$18,800.00

Mr. Steve Lawrence
November 10, 2023
Page 3 of 3

Monthly billings will be prepared based upon our estimate of the work completed for each Task at the close of the month. Hourly rates for any additional services are as follows.

Class of Employee	Hourly Rate (\$/Hr.)
Principal	210.00
Project Engineer	130.00

Payment is expected within thirty days of the date of the invoice. A 1.5% per month service charge is assessed on any unpaid balance in excess of thirty days.

Thank you for considering Seeler Engineering, P.C. If you have any questions please do not hesitate to contact me at (585) 388-6616 ext. 101 or by email at timseeler@seelerengineering.com . We look forward to working with you.

Very truly yours,
Seeler Engineering, P.C.
Tim A. Seeler
Tim A. Seeler, P.E.
Principal

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

Agenda Item E. Port of Ogdensburg

2. Approval of Handling and Storage Agreement with Ingredion Canada Inc.

REPORT:

Staff has negotiated a Handling and Storage Agreement with Ingredion Canada Inc. for grain cargo at the Port of Ogdensburg for a period of two (2) years, commencing January 1, 2024 and terminating December 31, 2025, at the rates provided below:

Service	Rate
Truck Receiving, Stockpiling, & Load-Out	\$10.00/Short Ton
Rail Receiving, Stockpiling, & Truck Load-Out	\$12.85/Short Ton
Storage	\$2.00/Short Ton
Overtime Labor	\$80.00/person hour, 4 hour minimum

RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Handling and Storage Agreement with Ingredion Canada Inc. for grain cargo at the Port of Ogdensburg for a period of two (2) years, commencing January 1, 2024 and terminating December 31, 2025, at the rates provided below:

Service	Rate
Truck Receiving, Stockpiling, & Load-Out	\$10.00/Short Ton
Rail Receiving, Stockpiling, & Truck Load-Out	\$12.85/Short Ton
Storage	\$2.00/Short Ton
Overtime Labor	\$80.00/person hour, 4 hour minimum

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____