

**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**FACILITIES COMMITTEE MEETING**  
**MONDAY, JULY 31, 2023**

A meeting of the Facilities Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Monday, July 31, 2023 at 4:30 PM.

The following were present:

David D. King, Committee Chair  
Jennifer Quirk-Pickman, Committee Member  
Vernon D. Burns, Board Chair  
Steven J. Lawrence, Executive Director  
Patricia A. Nisco, Chief Financial Officer  
Anthony Adamczyk, Director of Economic Development  
Charlie Garrelts, Airport Manager

ABSENT: James D. Chase, Director of Operations

David D. King, Committee Chair, called the meeting to order at 4:30 PM.

I. Business Items

A. Commerce Park

1. Childcare Initiative Project

Executive Director, Steven J. Lawrence, updated the Facilities Committee on the Childcare Initiative Project, and reported that a grant of \$2.1 million has been awarded from the USDA. Currently, an application is being submitted for 40% of the project cost (\$1.9 million) through the CFDA. If this grant is awarded, the project can be started. An RFQ is being put out for engineers; the contract to the selected engineer will be contingent on receiving the grant funding. There is another grant application for almost \$1 million from Northern Border, as they understand the need for and are supporting day care projects. If this is awarded, this grant would close any gaps in financing.

Phase 3 will begin November 2023, Phase 4 will begin Spring 2024, and completion in 2025 if everything falls into place.

## B. Ogdensburg International Airport

### 1. Approval of Airport Rates and Changes, Effective August 14, 2023

Airport Manager, Charlie Garrelts, reported that the current structure for fees is based on aircraft size brackets that some of the pilots feel are too broad. Now is a time for change. Previously, there was a heavy emphasis on ramp fees. The new rates have a smaller ramp fee and focus more on the handling fees. Infrastructure fees are, also, common at other comparable sized airports. These fees are comparable with industry standards. Many pilots have started asking about fuel discounts; therefore, a fuel discount chart was created. Pilots do choose to fly to airports that offer fuel discounts, if they can reasonably make those airports part of their flight plan.

Board Member, Jennifer Quirk-Pickman, asked how these proposed rates compared to the previous rates. Airport Manager, Charlie Garrelts, confirmed that the ramp fees have decreased and the handling fees have increased slightly.

Facilities Chairperson, David D. King, asked how much fuel a plane takes. Airport Manager, Charlie Garrelts, confirmed that it depends on the class. The range can be anywhere from 300 to 5,000 gallons of fuel.

Board Chair, Vernon D. Burns, made a motion to bring these new airport rates and charges to the full Board at the August 10<sup>th</sup> Board Meeting, seconded by Jennifer Quirk-Pickman. Motion carried.

### 2. Airport Expansion Project Update

Executive Director, Steven J. Lawrence, updated the Facilities Committee on

the Airport Expansion Project, and reported that there are meetings every two weeks with the project engineers and a monthly meeting with the representative from the DOT for the schedule and budget. Everything is on schedule from the higher view. Phase I includes moving the GSE building and working on utilities. Those bid documents will be out within the next month and probably bid in September. The bid documents and bidding will be December 2023 for the building and everything else. 30% of Phase II design is complete, 90% complete on Phase I. Executive Director, Steven J. Lawrence, asked if the PLA (Project Labor Agreement) needs to be approved by the Board. Board Chair, Vernon D. Burns, confirmed that it should be. Due to the time lag between the submission and award of the grant, there had to be some scope reductions. 30% of the design work has been done. There was a meeting with DANC to discuss the water and sewer tie in, which is regulatory. A flow test has been conducted; there are no issues there. The solar canopy and EV charging station requirements are being developed. The Airport Manager's office will be moved to the corner with a view of the ramp so he can have a view of what is going on outside the terminal. The airline office will be moved to a position with a door to the ramp. The team had a virtual walkthrough on July 18<sup>th</sup> with the engineers. This presentation can be given to the Board as well.

Board Member, Jennifer Quirk-Pickman, asked what the capacity change will be with the Great Room reduction. Executive Director, Steven J. Lawrence, confirmed that the capacity will be roughly 50 people less than originally designed.

### C. Port of Ogdensburg

## 1. Port Expansion

Executive Director, Steven J. Lawrence, updated the Facilities Committee on the Port Dock Expansion Project, and reported that the project is moving forward with two options for terminal construction:

- Option 1: Cell Construction with Dredging Prior to Construction
  - Cellular cofferdam option was originally proposed by Foth in 76% design drawings in 2018.
  - Limited dredging will be performed prior to bulkhead construction.
- Option 2: O-Pile Construction with Dredging Prior to Construction
  - The O-Pile system is a structural alternative to the cellular cofferdams.
  - In this scenario, a series of interlocking pipe piles combined with rock anchors will be installed.

Option 1 is pretty much designed; Option 2 will be done within the next six weeks. Once designs are completed, bid documents can be created. As there is a partnership with the DOT, they will need to approve this second design. Bidders will need to know that they can bid on two different options. Bidding two options will result in saving significant cost and making the projects more feasible. Construction will begin in June or July of 2024, but will depend on permits.

## II. Other Such Matters

### A. Branding Style Guide

Executive Director, Steven J. Lawrence, shared that staff have been working on the Branding Style Guide and stated that this would make things more uniform, especially for the new people here. Going forward, staff thought it would be easier to put things together as a guide for everyone. Everything on the Branding Style

Guide is the OBPA branding and this will be a living document that can be updated over time. Board Chair, Vernon D. Burns, stated that it would be nice to highlight the port on the Branding Style Guide with pictures. Executive Director, Steven J. Lawrence, stated that sharing this with the Board may reveal additional items that should be added to the guide.

B. E-Transit

Chief Financial Officer, Patricia A. Nisco, reported that conversations are being held with E-Transit regarding the technology in the toll booth. Representatives will be in Syracuse at the end of August, then will visit Ogdensburg. A list of items that need attention is being compiled by staff in the toll booth. Chief Financial Officer, Patricia A. Nisco, and Accounting Supervisor, Kathy Greene, will add items that they have noticed. There will be likely be some hardware and software upgrades that are necessary.

On a motion by Board Chair, Vernon D. Burns, seconded by Jennifer Quirk-Pickman, the Facilities Committee Meeting adjourned at 5:13 PM.

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David D. King  
Committee Chair