

**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**BOARD MEETING**  
**THURSDAY, MAY 19, 2022**

A meeting of the Board of Directors of the Ogdensburg Bridge and Port Authority was held in the Board Room of the Administration Building on Thursday, May 19, 2022 at 4:00 PM.

The following were present:

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

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

- I. Board Chair Burns called the meeting to order at 4:00 PM.
- II. Letters and Communications to the Board. There were some news articles pertaining to the Authority.
- III. Approval of Board Minutes. On a motion by David D. King, seconded by Jennifer Quirk-Pickman, the minutes from the April 7, 2022 meeting were approved by voice vote.
- IV. Reports  
Presentation and Reports:  
  
Finance Committee Chair Christopher B. T. Coffin reported that the audit is under way and that the Finance Committee has not met during the audit. The Bridge Traffic, Airport Activity/Occupancy, Building Occupancy, and Port Activity reports were discussed briefly.

V. Unfinished Business.  
There was none.

VI. Business Items.

A. General Administration

1. Approval of Purchase of New Dump Truck with Snow Plow. The purchase of a new 2023 International Model HV-507 dump truck and associated Viking snow plow is required to replace the current 2002 International Plow truck which has reached its useful life. Staff has obtained a quote through Stadium International, under Onondaga County Contract #8996, for the purchase of a 2023 International Model HV-507 truck and associated Viking snow plow for the total cost of \$175,112.50. It was anticipated that funds that were available in the 2022-2023 budget would cover this expenditure but due to a longer than expected time for delivery of 15 months, the purchase will be completed in September of the 2023-2024 budget year. Staff reviewed the details of this purchase and recommends purchasing this vehicle from Stadium International.

On a motion by Christopher B. T. Coffin, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Purchase Order with Stadium International to purchase a new 2023 International Model HV-507 dump truck and associated Viking snow plow for a total cost not to exceed \$175,112.50.

A vote was called.

AYES: David D. King  
Christopher B. T. Coffin  
Jennifer Quirk-Pickman  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole Terminelli  
Toni Kennedy

MOTION CARRIED

B. Ogdensburg-Prescott International Bridge

1. Approval of Use Permit with Nigs II. Nigs II is sponsoring an annual Kick Ball Tournament to be held on June 11, 2022 and Yantze Morrow has requested use of Authority property for the event. A Use Permit has been prepared for Nigs II to use the field in front of the Bridge Approach Building for the tournament. The conditions attached to this approval include the requirement for proof of the appropriate insurance coverage naming the Ogdensburg Bridge and Port Authority as an additional insured and a security deposit in the amount of \$150.

On a motion by David D. King, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Use Permit with Nigs II for use of the Authority's property for a kickball tournament on June 11, 2022.

FURTHER RESOLVED, that Nigs II shall provide proof of the appropriate insurance coverage naming the Ogdensburg Bridge and Port Authority as an additional insured; and be it,

FUTHER RESOLVED, that Nigs II shall provide a security deposit in the amount of \$150.

A vote was called.

AYES: Christopher B. T. Coffin  
Jennifer Quirk-Pickman  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole Terminelli  
Toni Kennedy  
David D. King

MOTION CARRIED

2. Approval of Lease Agreement with Rhenus Project Logistics. Staff has negotiated an Industrial Lot Lease Agreement with Rhenus Project Logistics, Inc. for a section of Bridge Administration Building parking lot for the storage of up to 10

train car coaches for an 8-week period, commencing May 8, 2022 and terminating July 2, 2022, at a rate of \$500 per week per 5 coach cluster for 4 weeks, and increasing by \$100 each week commencing on week 5. On a motion by Jennifer Quirk-Pickman, seconded by Toni Kennedy, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute an Industrial Lot Lease Agreement with Rhenus Project Logistics, Inc. for a section of Bridge Administration Building parking lot for the storage of up to 10 train car coaches for an 8-week period, commencing May 8, 2022 and terminating July 2, 2022, at a rate of \$500 per week per 5 coach cluster for 4 weeks, and increasing by \$100 each week commencing on week 5.

A vote was called.

AYES: Jennifer Quirk-Pickman  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole Terminelli  
Toni Kennedy  
David D. King  
Christopher B. T. Coffin

MOTION CARRIED

3. Ratification of Lease Agreement with City of Ogdensburg – Beach. Staff has negotiated a lease agreement with the City of Ogdensburg to operate a municipal beach on vacant land adjacent to the Bridge Administration Building. The lease has a four-month term, commencing June 1, 2022 and terminating on September 20, 2022 at the following rates:

- Land Rental	\$1,000.00
- Non-Refundable Deposit	\$1,000.00
- Utility Costs	\$1,000.00

The City of Ogdensburg is also required to provide proof of the appropriate insurance coverage to the Authority, naming the Ogdensburg Bridge and Port

Authority as an additional insured. On a motion by Christopher B. T. Coffin, seconded by Nicole Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to enter into an agreement with the City of Ogdensburg to operate a municipal beach on vacant land adjacent to the Bridge Administration Building. The lease has a four-month term, commencing June 1, 2022 and terminating on September 20, 2022 at the following rates:

- Land Rental \$1,000.00
- Non-Refundable Deposit \$1,000.00
- Utility Costs \$1,000.00

FURTHER RESOLVED, that the Lessee shall provide proof of the appropriate insurance coverage to the Authority, naming the Ogdensburg Bridge and Port Authority as an additional insured.

A vote was called.

AYES: Vernon D. Burns  
Megan J. M. Whitton  
Nicole Terminelli  
Toni Kennedy  
David D. King  
Christopher B. T. Coffin  
Jennifer Quirk-Pickman

MOTION CARRIED

C. Commerce Park

1. Approval of Lease Supplement No. 4 with A-B Technology Group. Staff has negotiated Lease Supplement No. 4 with A-B Technology Group, Inc. for 3,626 square feet of commercial space in Building 1 of the Commerce Park Campus for a two year period commencing October 1, 2021 and terminating September 30, 2023 at a rate of \$5.50 per square foot, equaling \$1,661.92 per month, \$19,943.04 per year, for the period October 1, 2021 through September 30, 2022, and a rate of \$5.81 per square foot, equaling \$1,755.59 per month, \$21,067.08 per year, for the period October 1, 2022 through September 30, 2023. A-B Technology Group,

Inc. will be responsible for its pro-rated share of utilities. All other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed. On a motion by Christopher B. T. Coffin, seconded by Toni Kennedy, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 4 with A-B Technology Group, Inc. for 3,626 square feet of commercial space in Building 1 of the Commerce Park Campus for a two year period commencing October 1, 2021 and terminating September 30, 2023 at a rate of \$5.50 per square foot, equaling \$1,661.92 per month, \$19,943.04 per year, for the period October 1, 2021 through September 30, 2022, and a rate of \$5.81 per square foot, equaling \$1,755.59 per month, \$21,067.08 per year, for the period October 1, 2022 through September 30, 2023, and be it;

FURTHER RESOLVED, that A-B Technology Group, Inc. will be responsible for its pro-rated share of utilities, and be it;

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

A vote was called.

AYES: Megan J. M. Whitton  
Nicole Terminelli  
Toni Kennedy  
David D. King  
Christopher B. T. Coffin  
Jennifer Quirk-Pickman  
Vernon D. Burns

MOTION CARRIED

2. Approval of Lease Supplement No. 3 with River Vista Holdings, Inc. On a motion by Christopher B. T. Coffin, seconded by Nicole Terminelli, the resolution was amended to reflect the total of the three-month term. Staff has negotiated Lease Supplement No. 3 with River Vista Holdings, Inc. for 20,000 square feet of commercial space in Building 11 of the Commerce Park Campus for a three-month period commencing June 15, 2022 and terminating September 14, 2022 at

a rate of \$4.67 per square foot, equaling \$7,783.33 per month, for a total of \$23,350 for 3 months. River Vista Holdings, Inc. will be responsible for its pro-rated share of utilities. All other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed. On a motion by Christopher B. T. Coffin, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 3 with River Vista Holdings, Inc. for 20,000 square feet of commercial space in Building 11 of the Commerce Park Campus for a three-month period commencing June 15, 2022 and terminating September 14, 2022 at a rate of \$4.67 per square foot, equaling \$7,783.33 per month, \$23,350 total, and be it;

FURTHER RESOLVED, that River Vista Holdings, Inc. will be responsible for its pro-rated share of utilities, and be it;

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

A vote was called.

AYES: Nicole Terminelli  
Toni Kennedy  
David D. King  
Christopher B. T. Coffin  
Jennifer Quirk-Pickman  
Vernon D. Burns  
Megan J. M. Whitton

MOTION CARRIED

D. Ogdensburg International Airport

1. Acceptance of 202 AIR'99 grant offer from the New York State Department of Transportation (NYSDOT). Authorizing acceptance of a 2021 AIR'99 grant offer from the New York State Department of Transportation (NYSDOT) for work at the Ogdensburg International Airport described as security updates, IT

improvements, two emergency generators, a new PA system, improvements to security access, lighting and communications, and the acquisition of a patrol vehicle, PIN 7A03.00, on a motion by Jennifer Quirk-Pickman, seconded by Toni Kennedy;

WHEREAS, Ogdensburg Bridge and Port Authority desires to advance the Project by committing funds for the local match, the funding shares being State \$892,991; Local \$110,000; and Total \$1,002,991; and;

THEREFORE, Ogdensburg Bridge and Port Authority does hereby approve the above subject Project(s);

and it is hereby further

RESOLVED, that the Executive Director is hereby authorized to execute all necessary Agreements on behalf of Ogdensburg Bridge and Port Authority with NYSDOT in connection with the Project,

and it is further;

RESOLVED, that a Certified copy of this Resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project;

and it is further;

RESOLVED, that this Resolution shall take effect immediately.

A vote was called.

AYES: Toni Kennedy  
David D. King  
Christopher B. T. Coffin  
Jennifer Quirk-Pickman  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole Terminelli

MOTION CARRIED

2. Approval of T-Hangar Lease. Staff has prepared a Transfer and Storage Agreement for hangar space at the Ogdensburg International Airport with



Timothy Burtch. Mr. Burtch has hangared his aircraft with OGS in the past and is in good standing. This is a new lease at the approved rate, security deposit, and required proof of insurance. The monthly rental for the hangar is \$215. The terms of the Agreement are as follows:

- Timothy Burtch, hangar 9 - June 1, 2022 through September 30, 2022

On a motion by Nicole Terminelli, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Transfer and Storage Agreement with Timothy Burtch for hangar 9 at the Ogdensburg International Airport, from June 1, 2022 until September 30, 2022, at the current rate of \$215 per month, with a \$215 security deposit.

A vote was called.

AYES: David D. King  
Christopher B. T. Coffin  
Jennifer Quirk-Pickman  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole Terminelli  
Toni Kennedy

MOTION CARRIED

E. Port of Ogdensburg

1. Approval of Handling and Storage Agreement with Cargill Incorporated. Staff has negotiated Handling and Storage Agreement Supplement No. 5 with Cargill Incorporated extending the current agreement for an additional 4 years, commencing April 1, 2022 and terminating March 31, 2026 and updating the Scope of Services and Handling Fees, which in summary increases the wharfage & receiving and truck loading & scaling rates by approximately 4 and 5 percent, respectively, for the first year of the supplement, and 2 percent annually thereafter. All other terms and conditions of the original Handling and Storage Agreement shall remain in full force and effect and are hereby ratified and

affirmed. On a motion by David D. King, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Handling and Storage Agreement Supplement No. 5 with Cargill Incorporated extending the current agreement for an additional 4 years, commencing April 1, 2022 and terminating March 31, 2026 and updating the Scope of Services and Handling Fees, which in summary increases the wharfage & receiving and truck loading & scaling rates by approximately 4 and 5 percent, respectively, for the first year of the supplement, and 2 percent annually thereafter, and be it;

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

A vote was called.

AYES: Christopher B. T. Coffin  
Jennifer Quirk-Pickman  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole Terminelli  
Toni Kennedy  
David D. King

MOTION CARRIED

F. Other Such Matters

Christopher B. T. Coffin reported that the feedback from the community about the new airline has been very positive. Nicole Terminelli added that a member of the community was grateful that the Authority will continue to offer larger planes at Ogdensburg International Airport, as smaller planes cannot accommodate our disabled population. The next meeting was confirmed for Tuesday, June 7, 2022 at 4:00 PM. Board Chair Vernon D. Burns stated that there was a need for Executive Session to discuss a personnel matter and a proposed contract. On a motion by Jennifer Quirk-Pickman, seconded by Toni Kennedy, the meeting moved into Executive Session at 4:48 PM. On a motion by Jennifer Quirk-Pickman, seconded by David D. King, the

meeting resumed at 5:00 PM. There was no action to be taken out of the Executive Session. On a motion by Toni Kennedy, seconded by David D. King, the meeting adjourned at 5:00 PM.

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David D. King  
Secretary

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Vernon D. Burns  
Chairperson