

**OGDENSBURG BRIDGE AND PORT AUTHORITY
BOARD MEETING
THURSDAY, NOVEMBER 9, 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:
 - October 12, 2023 Board 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. None.
 - B. Ogdensburg-Prescott International Bridge
 - 1. Approval of Lease Supplement No. 2 with AMMEX Tax & Duty Free Shops
 - 2. Approval of Lease Supplement No. 6 with Barbara Pleet
 - C. Commerce Park
 - 1. Approval of New Lease Agreement with Oburg Parcel Service, Inc.
 - 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.
 - 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:

December 14, 2023 Thursday 5:00 PM _____ (Proposed)

IX. Adjournment

Dated: November 6, 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
BOARD MEETING
THURSDAY, OCTOBER 12, 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, October 12, 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: Jennifer Granzow, Counsel
Steven J. Lawrence, Executive Director
Patricia A. Nisco, Chief Financial Officer
Charlie Garrelts, Airport Manager

ABSENT: Toni Kennedy, Member
Anthony Adamczyk, Director of Economic Development
James D. Chase, Director of Operations

I. Vernon D. Burns, Board Chair, called the meeting to order at 5:03 PM.

II. Letters and Communications to the Board.

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

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 the proposed acquisition, sale, or lease of real property. On a motion made by Jennifer Quirk-Pickman, seconded by Vice Chair Megan J.M. Whitton, the meeting went into Executive Session at 5:04pm.

III. Approval of Meeting Minutes.

- **September 25, 2023 Board Meeting Minutes**

On a motion by Jennifer Quirk-Pickman, seconded by Vice Chair Megan J.M. Whitton,

the meeting minutes were approved by voice vote.

IV. Presentations and Reports

1. Committee Reports

a) Finance Committee

- Due to the timing of the September Board Meeting, there are no new Financials to report at this time.

2. Reports

a) Bridge Traffic Report

- Overall traffic was down 17.6% from 2019; however, the trend is improving. Auto crossings was down 18.3%, truck traffic was down by 12.4%. Overall revenue was down \$52,000 over September of 2019, up \$29,000 from September of 2022. Heavy loads needed to be halted on the Bridge for a short time this month so the Bridge Crew could make some repairs. Those are now complete and heavy loads are now crossing again.

b) Airport Activity Report

- For the month of September there were 406 enplanements. Load factor was just under 30%. For September, OGS had 86% for on time performance. The Airport Manager added Altoona and Plattsburgh information to the report for September.
- Regarding the ferry flights. DOT responded saying that ferry flights are not reimbursable. He sent that response to the Chief Financial Officer
- A Canadian Geological Company is surveying out of OGS for the next month. The company is based out of Ottawa. Charlie explained how close OGS is and it secured them coming to OGS. The company will be purchasing fuel every day, and are paying the daily fees for their aircraft type. The crew is staying at the Granview. Vice Chair, Megan J.M. Whitton, and Nicole Terminelli commended Charlie for his work.

- c) Port Activity Report (done by Executive Director, Steven J. Lawrence)
 - Salt has settled down since all the fall fill ups, and has now leveled off.
 - Grain is moving in.
 - The bid process is moving ahead for the Dock Expansion. Coordinating a lot of this with the DOT Rail Division to get their approval. The Chief Financial Officer has been helping Mr. Lawrence with MWBE / WBE numbers. There pieces of information need to included.
 - Transformers are being shipped out next week from the port. There are over 100 areas where wires need to be moved. The journey to Chateaugay will take two and a half days. There are a total of seven transformers. They will be leaving the port every three to four days with a completion date before Thanksgiving.
 - James and staff did an excellent job getting the salt piles shaped and covered.
 - Board Chair, Vernon D. Burns, asked if a conversation about Thawrox had taken place with Assemblyman Jones. Executive Direction, Steven J. Lawrence, stated he needed to check with Director of Operations, James D. Chase.
- d) Economic Development Report, Including Building Occupancy (done by Chief Financial Officer, Patricia A. Nisco)
 - The Building Occupancy report is still holding steady at 86%.
 - Discussions are still taking place with a few tenants to take over some of the warehousing space.
 - Board Chair, Vernon D. Burns, asked about the non-rentable space in Building 1. 8,700 square feet. Executive Director, Steven J. Lawrence, reported that it is all hallways.

V. Unfinished Business.

None.

VI. Business Items

A. General Administration

1. None.

B. Ogdensburg-Prescott International Bridge

1. None.

C. Commerce Park

1. None.

D. Ogdensburg International Airport

1. Approval of Commercial Rates & Charges. On a motion by Secretary, David D.

King, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Authority Board of Directors authorize the implementation of the new Schedule of Commercial Rates & Charges effective immediately for new airline contracts.

A vote was called.

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

MOTION CARRIED

2. Approval of Contract –Gateway Improvements Enabling Work. On a motion by Secretary, David D. King, seconded by Vice Chair, Megan J.M. Whitton, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute contract documents with D.C. Building Systems for the construction of the Gateway Improvements Enabling Work at the Ogdensburg International Airport for a cost not to exceed \$855,400.00.

A vote was called.

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

MOTION CARRIED

E. Port of Ogdensburg

1. None.

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.

1. None.

VIII. Next Meeting Date

The next Board meeting was confirmed for Thursday, November 9, 2023, at 5:00 pm.

IX. Adjournment

On a motion by Jennifer Quirk-Pickman, seconded by Vice Chair, Megan J.M. Whitton, the meeting adjourned at 7:05 PM.

David D. King
Secretary

Vernon D. Burns
Chairperson

OGDENSBURG BRIDGE & PORT AUTHORITY
STATEMENT OF FINANCIAL POSITION
as of September 30, 2023

Current Assets:

Cash - Checking Accounts	\$	137,065	
Cash - Reserves & Other Restricted Accounts		7,333,130	①
Cash - Security Deposits		185,756	
Accounts Receivable - Regular		287,093	
Accounts Receivable - AEAS		887,042	
Grants Receivable		284,153	
Investments		-	
Inventories		80,316	
Prepaid Expenses		93,417	
Total Current Assets	\$	9,287,972	

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		(77,395,725)	
Net Fixed Assets	\$	89,324,649	

Other Assets:

1,323,916

Construction in Progress

\$ 5,693,819 ②

TOTAL ASSETS \$ 105,630,356

Current Liabilities:

Accounts Payable - Regular	319,349	③
Accounts Payable - AEAS/Contour	415,118	
Accounts Payable - NYS Retirement	-	
Accounts Payable - All Project A/P	1,571,002	
Current Portion of Long Term Debt	\$ 957,455	
Accrued Expenses	21,683,580	
Total Current Liabilities	<u>24,946,504</u>	

Other General Liabilities

190,291

Long Term Liabilities

Long Term Portion of Long Term Debt	8,729,017
Total Long Term Liabilities	<u>8,729,017</u>

Capital

71,764,545

TOTAL LIABILITIES 105,630,356

(0)

①	Restricted Accounts - Top 5 Bank Accounts		
	Consolidated Reserve Fund - CBNA	6,115,744	
	Debt Service Reserve Fund - Wilmington Trust	522,888	
	Tompkins Trust Security Reserve Deposit	436,197	
	M&T Deposit - Bond Payable Reserve Funds	169,342	
	PFC Account	52,998	
		<u>7,297,169</u>	
	8 Additional Restricted Bank Accounts share the balance	35,961	
②	Construction in Progress - Top 4 Projects		
	Airport MASLF	1,948,025	
	Airport EA PH 1 Drainage & Terminal Area	1,276,185	
	Airport Revitalization Project	1,055,197	
	Port - Dock Wall Expansion	565,065	
		<u>4,844,472</u>	
	6 Additional Projects share the balance	849,347	
③	Regular Accounts Payable - Top 5 Vendors		
	Ascent - World Fuels	65,147	PAID \$33,495 - 26 OCTOBER
	Excellus Health Plan	37,120	PAID IN FULL - 04 OCTOBER
	AEP - Solar	29,225	PAID \$15,103 - 26 OCTOBER
	Wladis	25,646	
	E-Transit	17,462	
		<u>174,601</u>	
	80+/- Additional Vendors share the balance	144,748	

OGDENSBURG BRIDGE & PORT AUTHORITY: SEPTEMBER 2023 BUDGET TO ACTUAL

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
INCOME						
Bridge Revenue	283,505	297,835	14,330	1,757,596	1,856,020	98,424
Airport Revenue	33,120	39,642	6,522	222,160	237,343	15,183
Airport Revenue - Fuel Sales	130,047	86,392	(43,655)	640,275	331,387	(308,888)
Airport Revenue - AEAS Income	414,856	419,107	4,251	2,489,136	2,565,873	76,737
Industrial Park Campus Revenue	81,236	79,160	(2,076)	486,212	481,844	(4,368)
Marine Terminal (Port) Revenue	142,446	172,941	30,495	391,726	1,032,620	640,894
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	1,085,210	1,118,953	33,743	5,987,105	6,656,669	669,564

EXPENSES

BRIDGE EXPENSE						
Salary Expense	111,634	112,372	738	725,618	734,027	8,409
Employee Benefits	45,610	72,250	26,640	304,491	275,418	(29,073)
Maintenance Expense	13,237	6,352	(6,885)	43,493	57,930	14,437
Bridge Maintenance Expense	6,525	4,373	(2,152)	72,743	13,283	(59,460)
Utility Expense	5,749	5,731	(18)	47,907	41,786	(6,121)
General Expenses	51,665	38,839	(12,826)	320,069	198,895	(121,174)
Legal Expense	9,583	0	(9,583)	57,500	70,790	13,290
TOTAL BRIDGE EXPENSES	244,003	239,917	(4,086)	1,571,821	1,392,129	(179,692)
AIRPORT EXPENSE						
Salary Expense	25,691	27,471	1,780	166,992	156,721	(10,271)
Employee Benefits	10,588	18,698	8,110	70,635	61,985	(8,650)
Maintenance Expense	4,221	10,313	6,092	31,562	38,594	7,032
Fuel Sales Expense	130,428	65,147	(65,281)	484,446	195,522	(288,924)
Utility Expense	7,481	3,060	(4,421)	54,864	37,443	(17,421)
General Expenses	55,576	52,017	(3,559)	333,456	364,956	31,500
Interest Expense	45,340	41,752	(3,588)	272,043	249,843	(22,200)
Legal Expense	0	0	0	62,500	56,343	(6,157)
AEAS Expense	414,856	415,118	262	2,489,136	2,561,884	72,748
TOTAL AIRPORT EXPENSES	694,181	633,576	(60,605)	3,965,634	3,723,291	(242,343)

CASH FLOW: SEPTEMBER 2023 - FEBRUARY 2024

Anticipated Cash Balance - AUGUST 323,630

Income	September	October	November	December	January	February	TOTAL
Bridge Toll Income	188,643	167,691	167,691	163,164	161,079	137,708	985,977
Airport Revenue	30,149	27,259	25,922	28,260	25,922	25,863	163,375
Rental Income - BR	109,190	108,063	108,356	108,356	108,356	108,356	650,677
Rental Income - IP	79,157	80,764	81,375	80,764	80,764	80,764	483,588
Rental Income - AP	9,493	9,578	9,602	9,602	9,602	9,602	57,480
Airport Fuels Sales	86,392	83,995	42,989	66,832	36,839	12,308	329,355
Airport AEAS	419,107	406,900	358,072	325,520	207,519	207,519	1,924,637
Port Operating & Rental Fees	172,940	118,677	105,011	154,366	181,578	138,726	871,298
Interest Income	23,882	26,046	24,964	24,964	24,964	24,964	149,784
Other Income	358,190	394,677	607,850	40,754	570,221	175,000	2,146,692
Regular Income	1,477,144	1,423,651	1,537,832	1,002,582	1,406,844	920,810	7,762,863
							0 CK
Expense							
Salaries and Wages	160,606	162,757	165,594	158,594	158,594	158,594	964,738
Payroll Taxes & EE Benefits	107,604	77,112	67,115	67,115	79,115	79,115	477,176
Insurance	35,322	27,861	35,322	35,322	35,322	35,322	204,471
Utilities	18,636	21,397	28,488	38,459	38,459	38,459	183,898
General Expenses	101,028	49,149	53,445	53,445	64,345	64,345	385,757
Legal	0	29,469	30,416	30,416	30,416	30,416	151,133
Maintenance - BR	6,352	3,681	3,785	7,091	16,074	16,074	53,057
Maintenance - IP	3,304	3,434	2,021	2,037	5,427	2,021	18,244
Maintenance - AP	10,313	9,409	5,427	2,021	9,045	9,045	45,260
Maintenance - MT	17,451	13,045	23,760	11,880	14,520	14,520	95,176
Bridge Maintenance	4,373	57,424	1,000	1,000	1,000	1,000	65,797
Airport Fuel Purchases	65,147	33,388	34,391	53,465	29,471	9,847	225,709
Airport LEO	21,194	21,563	22,401	22,401	22,401	23,261	133,221
Airport Parking	18,782	18,782	16,674	21,969	20,143	17,745	114,094
Airport AEAS	415,118	406,900	358,072	325,520	207,519	207,519	1,920,648
Marine Terminal Management Fees	9,264	26,680	13,651	28,987	18,955	17,766	115,303
OBPA Grant Portion & Capital Expense	428,957	452,845	1,335,486	125,000	270,000	168,000	2,780,288
All Debt Expense	95,020	95,020	95,020	95,020	664,826	94,605	1,139,513
Regular Expenses	1,518,472	1,509,916	2,292,068	1,079,742	1,685,632	987,653	9,073,464
							0 CK
Prior Month	323,630	282,302	196,036	(564,200)	(641,360)	(920,148)	
Current Month Inc - Exp	(41,328)	(86,266)	(760,236)	(77,160)	(278,788)	(66,843)	
Gain/(Loss)	282,302	196,036	(564,200)	(641,360)	(920,148)	(986,991)	0 CK

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

Oct 1 - Oct 31	Auto Crossings		All Other Crossings		Total Crossings		Revenue			
	2023	2019	% Change	2023	2019	% Change	2023	2019		
Oct 31	42,521	53,477	-20.49%	6,087	6,749	-9.81%	48,608	60,226	\$134,620.25	\$185,449.00

Oct 1 - Oct 31	Auto Crossings		All Other Crossings		Total Crossings		Revenue			
	2023	2022	% Change	2023	2022	% Change	2023	2022		
Oct 31	42,521	36,658	15.99%	6,087	5,939	2.49%	48,608	42,597	\$134,620.25	\$122,232.50

Month	Auto Crossings		All Other Crossings		Total Crossings		Revenue			
	2023	2019	% Change	2023	2019	% Change	2023	2019		
December										
November										
October	42,521	53,477	-20.49%	6,087	6,749	-9.81%	48,608	60,226	\$134,620.25	\$185,449.00
September	41,917	51,320	-18.32%	5,797	6,582	-11.93%	47,714	57,902	\$136,214.25	\$189,000.25
August	51,385	65,820	-21.93%	5,995	6,663	-10.03%	57,380	72,483	\$166,399.50	\$245,554.50
July	49,521	60,506	-18.16%	5,755	6,587	-12.63%	55,276	67,093	\$160,980.50	\$227,506.75
June	42,439	53,785	-21.10%	5,842	6,434	-9.20%	48,281	60,219	\$128,109.50	\$198,334.25
May	40,429	51,015	-20.75%	6,226	6,911	-9.91%	46,655	57,926	\$123,644.50	\$199,425.25
April	34,489	45,707	-24.54%	5,724	6,905	-17.10%	40,213	52,612	\$101,151.50	\$154,635.00
March	30,844	44,523	-30.72%	5,840	6,036	-3.25%	36,684	50,559	\$95,768.00	\$128,733.50
February	28,164	35,864	-21.47%	5,074	5,662	-10.39%	33,238	41,526	\$82,599.75	\$106,063.25
January	27,850	35,667	-21.92%	5,653	6,234	-9.32%	33,503	41,901	\$84,515.25	\$104,184.25
TOTALS	389,559	497,684	-21.73%	57,993	64,763	-10.45%	447,552	562,447	\$1,214,003.00	\$1,738,886.00

MEAL - OCTOBER 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					52.44	104880
10/12/2023	BL 90380092			47760	23.88	28.56	57120
10/17/2023	BL 90384899			41980	20.99	7.57	15140
10/31/2023	CCLX 95035 - BL 903881761	173450	86.73			94.30	188590

PELLETS - OCTOBER 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					697.44	1394870
10/2/2023	GACX 516062 - BL 90340650	181450	90.725			788.165	1576320
10/2/2023	CCLX 95049 - BL 90343649	193500	96.75			884.915	1769820
10/13/2023	NDYX 843365 - BL 90359051	189900	94.95			979.865	1959720
10/13/2023	CCLX 92000 - BL 90359052	186050	93.03			1072.895	2145770
10/13/2023	NDYX 843382 - BL 90359053	190550	95.275			1168.17	2336320
10/16/2023	BL 90367760			74700	37.35	1130.82	2261620
10/16/2023	GACX 13597 - BL 90359049	192750	96.375			1227.195	2454370
10/16/2023	NDYX 843326 - BL 90359050	193400	96.7			1323.895	2647770
10/17/2023	CEFX 389292 - BL 90359054	197650	98.825			1422.72	2845420
10/26/2023	BL 90397335			77820	38.91	1383.81	2767600
10/27/2023	BL 90397336			79340	39.67	1344.14	2688260
10/30/2023	BL 90402242			78600	39.3	1304.84	2609660
10/31/2023	SO 7199888			78220	39.11	1265.73	2531440



OGDENSBURG BRIDGE & PORT AUTHORITY
BUILDING OCCUPANCY REPORT
 November 9, 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
NOVEMBER 9, 2023 BOARD MEETING**

Agenda Item B. Ogdensburg-Prescott International Bridge
1. Approval of Lease Supplement No. 2 with AMMEX Tax & Duty Free Shops.

REPORT:

Staff has negotiated 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.

All other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed.

RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 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.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____

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

Agenda Item B. Ogdensburg-Prescott International Bridge
2. Approval of Lease Supplement No. 6 with Barbara Pleet.

REPORT:

Staff has negotiated 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.

All other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed.

RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 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.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____

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

Agenda Item C. Commerce Park Campus

1. Approval of New Lease Agreement with Oburg Parcel Service, Inc.

REPORT:

Staff has negotiated 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.

RESOLUTION:

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

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
November 9, 2023, BOARD MEETING**

Agenda Item E. Port of Ogdensburg

1. Port Dock Expansion-Approval of Work Order No. 23-02 with FVD Engineering Services, S.C.

REPORT:

During cargo unloading operations on September 26, 2023, the raised concrete cap at the Port of Ogdensburg port terminal facility was damaged when the portside bow of the Algoma Intrepid struck the pier cap front and underside. The visual extent of the damage above the waterline appeared to be restricted to an approximate 25 ft spall area on the lower front edge of the cap.

A dock inspection is required.

FVD Engineering Services, S.C. has provided the Authority with Work Order (23-02) agreement to perform the Engineering and Design Services related to the inspection of the Port Terminal Dock at the Port of Ogdensburg.

The Work Order No. 23-02 costs associated with providing these services are Unit Cost/Time Charges with a total amount not-to-exceed \$9,146.00

Staff recommends approval of this agreement with FVD Engineering Services, S.C.

RESOLUTION:

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.

INITIATOR/PREPARER: Steve Lawrence

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____

Project Title: Ogdensburg Bridge & Port Authority Terminal Expansion Project **FVD Project Number:** 160022.10

CLIENT Project Number: _____
 (If applicable)

This Work Order (in addition to and subject to the conditions contained in the Master Agreement for Services dated July 5, 2016), (hereinafter "Work Order"), is made and entered into this 13th day of October, 2023, by and between **FVD Engineering Services, S.C.**, (hereinafter "Consultant") and **Ogdensburg Bridge & Port Authority**, (hereinafter "Client"), for the services described under the Scope of Services (the "Services").

Client: Ogdensburg Bridge & Port Authority, Mr. Steve Lawrence
Address: One Bridge Plaza, Ogdensburg, NY 13669
Phone No: 315-393-4080 ext 226 **Email Address:** slawrence@ogdensport.com

Scope of Services Client hereby agrees to retain Consultant to perform the following Services:

FVD Engineering will impact the bulkhead and fender line in the area of the recent vessel impact. Investigations will be limited to above water conditions as this vessel is assumed to not have a bulbous bow. Foth will provide a memo of findings no later than seven days following the inspection. Results will be reviewed by a Licensed Professional Engineer.

(Additional description is contained in Exhibit A, OBPA Dual Bid Option for Terminal Expansion.)

Schedule Services shall be performed according to the following schedule:

To be completed no later than October 31, 2023



Compensation. In consideration of these Services, the Client agrees to pay Consultant compensation as follows:

- Lump-Sum in the amount of \$ _____ .00
- Unit Cost/Time Charges (Standard Rates) with a total amount not-to-exceed \$9,146.00
- Unit Cost/Time Charges (Standard Rates) for an estimated cost of \$ _____ .00
- Other as stated here:

Special Conditions (if any):

Entire Agreement: This Work Order, along with other approved project-specific Work Orders, together with and subject to the Master Agreement for Services referenced above, constitutes the entire understanding between the parties with respect to the subject matter hereof. This Work Order may be modified by subsequent written addenda mutually agreeable by both parties.

IN WITNESS WHEREOF, this Agreement is accepted on the date first written above, subject to the terms and conditions above stated and the provisions set forth herein.

CLIENT	FVD ENGINEERING SERVICES, S.C.
Signed: 	Signed: 
Name (printed): <u>Steve Lawrence</u>	Name (printed): <u>Susan Nilson</u>
Title: <u>Executive Director</u>	Title: <u>Senior Vice President Environment Division</u>
Date: <u>10/16/23</u>	Date: <u>3-31-2023</u>
	Signed: _____
	Name (printed): _____
	Title: _____
	Date: _____