

**OGDENSBURG BRIDGE & PORT AUTHORITY  
BOARD MEETING  
MONDAY, SEPTEMBER 25, 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 Monday, September 25, 2023 at 5:00 PM.

The following were present:

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

ALSO: Jennifer Granzow, 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: Nicole Terminelli, Assistant Secretary  
Toni Kennedy, Member

I. Vernon D. Burns, Board Chair, called the meeting to order at 5:13 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.

- **August 10, 2023 Board Meeting Minutes**
- **August 28, 2023 Finance Committee Meeting Minutes**
- **September 17, 2023 Special Board Meeting**

On a motion by Secretary, David D. King, 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 there was no Finance Committee meeting due to travel earlier today and asked Chief Financial Officer, Patricia A. Nisco, to review the financials now.
- Chief Financial Officer, Patricia A. Nisco, started with the Statement of Financial Position, and reported that Accounts Receivable Regular are at \$376,666. 95% of the regular A/R is being collected in the current month or on 1 to 30 days. For AEAS, an adjustment to the contract had to be submitted to allow for four more flights in the summer. The OBPA is completely reimbursed through July, waiting for August. Accounts Payable AEAS/Contour is just for August, and Accounts Payable Regular is at \$504,381.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual, and reported that everything is doing well. The Bridge Revenue is up. Port Revenue is up slightly. Fuel sales revenue is still down, but that means the fuel expense will be down as well as they offset one another. The AEAS income is up because the additional flights were added for the summer months. The salary line under the Bridge is over just a little bit. There wasn't enough set aside for the third payroll in August. Salt deliveries, that generally do not arrive until September or October, and a transformer project appeared all at the same time, creating a busy August at the Port. The Bridge Maintenance Expense include the repairs to the boiler. Everything else is pretty much under budget for the Bridge. Airport expenses have been under budget. Under General expenses, the ferry flight had to be written off because it was not reimbursed. Board Chair, Vernon D. Burns, asked why the OBPA has to pay for the ferry flight. Airport Manager, Charlie Garrelts, explained that due to delays and shortage of staff, Contour had to fly additional staff here. For future reference, ferry flights are not allowed because they aren't being reimbursed. Board Members argued that Contour staff are being flown in and the OBPA shouldn't be charged for that.

Airport Manager, Charlie Garrelts, confirmed that the DOT is not reimbursing the OBPA. Board Chair, Vernon D. Burns, asked the Airport Manager to go back to Contour and explain that the DOT is not reimbursing the OBPA for the ferry flights. Airport Manager, Charlie Garrelts, agreed. The Industrial Park is over budget as the invoices for the Free Trade Zone are being carried forward as well as the down payment for the insurance. Marine Terminal expenses are up since a majority of the unemployment charges are for non-working ILA members. Chief Financial Officer, Patricia A. Nisco did some checking on the Maintenance Expense and the Loader rental was not budgeted, which is just over \$4,000 every month. There was also the scale repair, loader, dozer, and forklift rentals for some of the salt and transformers, but those can be billed back to the client. Under General Expenses, the down payment for the insurance, and the overage also includes the conveyor delivery charge. The Revitalization is being reimbursed so that will reduce the OBPA portion. Board Chair, Vernon D. Burns, asked why the MALSF is still on the Budget to Actual, he thought it was closed. Executive Director, Steven J. Lawrence, confirmed that the portion of money from the FAA wouldn't be seen until third quarter. This will be closed out before the end of the calendar year.

- Chief Financial Officer, Patricia A. Nisco, moved on to the Cash Flow: August 2023 – January 2024, reported that there are items under Capital Expense that are going to be reimbursed: an expense in this month and a reimbursement in the next month. Everything else is as expected.

## 2. Reports

### a) Bridge Traffic Report

- Executive Director, Steven J. Lawrence, reported for August auto crossing were down roughly 22%, which is higher than what was expected. The OBPA was looking for some kind of momentum that crossings were going to get back to

normal, but it doesn't appear to be that way. Truck traffic stayed the same as last month. The revenue difference from this month compared to 2019 matters.

b) Airport Activity Report

- Airport Manager, Charlie Garrelts, reported that for the month of August there were 49 flights with 713 total enplanements and a 49% load factor. The completion rate of flights for August is 73% and on time performance is 63%. This isn't the most positive scenario and the numbers went down from last month. Airport Manager, Charlie Garrelts, is in regular communication with Contour's CEO regarding some of the issues. Board Chair, Vernon D. Burns, asked what Contour's completion rate is at other Airports. Airport Manager, Charlie Garrelts stated he would have this information available for the next Board meeting. There have not been any delays for the last two weeks which is an encouraging sign. The Airport just completed the Triennial Training Exercise. The first responders cleared a 30-seat plane in 30 minutes. This was impressive. A Contour plane was used to create as realistic a drill as possible. All of 'the passengers' was triaged within one hour. One of the challenges was that dispatch never contacted Local or State Police. The purpose of the exercise is to test local response time of how much can be handled, to find shortfalls, and fix them.

c) Port Activity Report

- Director of Operations, James Chase, reported that the month of August was quite slow with product leaving the port, but in September some townships have begun taking some salt to fill their barns. A final ship will be coming in this Wednesday, which will top off the product. Right now, Thawrox is being blended. The ability to get ahead of this in September vs. December is beneficial. August was also a slow month for agricultural products. Inventory will be back up after

product is received this week. The BBC Skipper arrived in mid-August from Spain and unloaded transformers in 140 crates. Board Chair, Vernon D. Burns, asked if there were any pictures taken. Director of Operations, James Chase, confirmed that he is working with the company that took drone footage to see if he can acquire the footage. If he acquires access, he will share with the staff and the Board. Board Chair, Vernon D. Burns, recommended that this get put out to the media. Director of Operations, James Chase, shared pictures with the Board of the third conveyor that was received this week. This is a hopper conveyor, 8 x 16, which loads into the telescoping conveyer. The generator that is expected to run the conveyors is expected in October. The Bridge Inspection went well. Used the snoop truck to find some electrical issues that were fixed with Collins-Hammond. A lighting issue was also fixed. Secretary, David D. King, asked about storage for soy beans as there are a lot of soy beans this year, more soy beans than ever.

d) Economic Development Report, Including Building Occupancy

- Director of Economic Development, Anthony Adamczyk, reported that the Building Occupancy Report is holding steady. Two current tenants are looking to expand. Tenancy in Building 4, will hopefully increase with these expansions. A renewed interest in the Heavy Industrial Park properties, some from the US and some from Canada, is good to see. The potential tenants are land owners who can utilize the port, bridge, and railroad.
- Director of Economic Development, Anthony Adamczyk, reported that there are multiple marketing campaigns underway for the Airport, the digital billboards and the social media campaign. He is excited to be able to bring some statistics to the October Board Meeting.

- Director of Economic Development, Anthony Adamczyk, reported he is very close to having a meeting at the Embassy the week of the 23<sup>rd</sup> with the Deputy Senior Commerce Official.

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. Acceptance of Benefit Analysis Recommendations and Authorization of Project Labor Agreement. On a motion by Secretary, David D. King, seconded by Vice Chair, Megan J.M. Whitton, it was,

RESOLVED, that the Ogdensburg Bridge and Port Authority Board of Directors hereby accepts the recommendations contained in the Benefit Analysis Study, and be it further

RESOLVED, that the Ogdensburg Bridge and Port Authority Board of Directors authorizes the use of a Project Labor Agreement for the Ogdensburg International Airport Gateway Improvements Project (State Project) so long as it contains terms and conditions consistent with those identified in the PLA Study and is contingent upon the full funding of the State Project, and be it further

RESOLVED, that the Ogdensburg Bridge and Port Authority Board of Directors authorizes the incorporation of the Project Labor Agreement into the bid specifications and contract documents for the Ogdensburg International Airport Gateway Improvements Project (State Project), and be it further,

RESOLVED, that the Executive Director is hereby authorized and directed to implement the Project Labor Agreement for the Ogdensburg International Airport Gateway Improvements Project (State Project).

A vote was called.

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

MOTION CARRIED

2. Approval of T-Hangar Lease Agreement with Frederick Proven. On a motion by Vice Chair, Megan J.M. Whitton, seconded by Jennifer Quirk-Pickman, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Frederick Proven for T-Hangar No. 3 at the Ogdensburg International Airport for a one (1) year period commencing September 1, 2023 and terminating August 31, 2024 at a rate of \$240.00 per month, \$2,880.00 for the one (1) year period, inclusive of utilities.

A vote was called.

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

MOTION CARRIED

E. Port of Ogdensburg

1. Approval of Equipment Lease – CAT Wheel Loader from Milton – CAT. On a motion by Jennifer Quirk-Pickman, seconded by Vice Chair, Megan J. M. Whitton, it was

RESOLVED, that the Director of Operations is hereby authorized and directed to execute an Equipment Lease Agreement with Milton CAT for the lease of a CAT 966 Wheel Loader for operations at the Port of Ogdensburg at the cost of \$6,258.82 per month for 60 months.

A vote was called.

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

MOTION CARRIED

F. New York & Ogdensburg Railroad

1. None.

G. Border Station

1. None.

H. Other Such Matters

1. Approval of Roth Contributions for Employee Deferred Compensation Plan. On a motion by Vice Chair, Megan J.M. Whitton, seconded by Secretary, David D. King, it was

RESOLVED, that the Chief Financial Officer/Director of Human Resources is hereby authorized and directed to execute the New York State Deferred Compensation Plan Roth Contributions Participation Agreement for Ogdensburg Bridge and Port Authority Employees.

A vote was called.

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

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, October 12, 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 6:06 PM.

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David D. King  
Secretary

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Vernon D. Burns  
Chairperson