

OGDENSBURG BRIDGE AND PORT AUTHORITY

SPECIAL BOARD MEETING

TUESDAY, MAY 30, 2023 – 5:00 PM

- I. Meeting Called to Order by Chairperson Vernon D. Burns at 5:00 PM.
- II. Approval of Minutes
 - May 9th Personnel Committee Meeting
 - May 11th Board Meeting
- III. Unfinished Business. None.
- IV. Business Items.
 - A. General Administration
 - 1. Authorization to Apply for and Accept Grant Funding from the Northern Border Regional Commission Catalyst Program
 - 2. Appointment of Airport Manager
- V. Concluding Comments from Citizens, Board Members, and/or Authority Staff.
- VI. Next Meeting Dates:

| | | | | |
|--------------------|----------|---------|-------|------------|
| June 8, 2023 | Thursday | 5:00 PM | _____ | (Proposed) |
| July 13, 2023 | Thursday | 5:00 PM | _____ | (Proposed) |
| August 10, 2023 | Thursday | 5:00 PM | _____ | (Proposed) |
| September 14, 2023 | Thursday | 5:00 PM | _____ | (Proposed) |
| October 12, 2023 | Thursday | 5:00 PM | _____ | (Proposed) |
| November 9, 2023 | Thursday | 5:00 PM | _____ | (Proposed) |
| December 14, 2023 | Thursday | 5:00 PM | _____ | (Proposed) |

VII. Adjournment

Dated: May 22, 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

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
PERSONNEL COMMITTEE MEETING
TUESDAY, MAY 9, 2023

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

The following were present:

Jennifer Quirk-Pickman, Committee Chair
Vernon D. Burns, Board Chair
Steven J. Lawrence, Executive Director
Patricia A. Nisco, Chief Financial Officer
Anthony Adamczyk, Economic Development Officer

Absent:

Toni Kennedy, Committee Member

Committee Chair Quirk-Pickman called the meeting to order at 4:00 PM. Ms. Quirk-Pickman stated that there was a need for Executive Session under section 105 § item f of the Open Meetings Law to discuss the employment history of a particular person or corporation or matters leading to the appointment of a particular person or corporation. On a motion by Vernon D. Burns, seconded by Jennifer Quirk-Pickman, the meeting moved into Executive Session at 4:01 PM. On a motion by Vernon D. Burns, seconded by Jennifer Quirk-Pickman, the meeting resumed at 5:16 PM. The Personnel Committee has no business to report on. On a motion by Vernon D. Burns, seconded by Jennifer Quirk-Pickman, the meeting adjourned at 5:18 PM.

Jennifer Quirk-Pickman
Personnel Committee Chairperson

**OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
THURSDAY, MAY 11, 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, May 11, 2023 at 5:00 PM.

The following were present:

Vernon D. Burns, Chairperson
Megan J. M. Whitton, Vice-Chairperson
Christopher B. T. Coffin, Treasurer
Nicole Terminelli, Member
Jennifer Quirk-Pickman, Member

ALSO: Jennifer Granzow, Counsel
Patricia A. Nisco, Chief Financial Officer
Anthony Adamczyk, Director of Economic Development
James Chase, Director of Operations

ABSENT: David D. King, Secretary, Member
Toni Kennedy, Member
Steven J. Lawrence, Executive Director

- I. Vernon D. Burns, Board Chair, called the meeting to order at 5:00 PM.
- II. Letters and Communications to the Board.

Chief Financial Officer, Patricia Nisco, stated there were no letters or communications to the Board.
- III. Approval of **Board Minutes**. On a motion by Treasurer, Christopher B.T. Coffin, seconded by Jennifer Quirk-Pickman, the minutes from the **April 13, 2023**, meeting were approved by voice vote.

Approval of **Finance Committee Meeting Minutes**. On a motion by Treasurer, Christopher B.T. Coffin, seconded by Jennifer Quirk-Pickman, the minutes from the **March 27, 2023**, meeting were approved by voice vote.

Approval of **Childcare Initiative Meeting Minutes**. On a motion by Jennifer Quirk-Pickman,

seconded by Nicole Terminelli, the minutes from the **March 14, 2023**, meeting were approved by voice vote.

IV. Presentations and Report

1. Committee Reports

a) Finance Committee

Chief Financial Officer, Patricia A. Nisco, reported that the Finance Committee didn't meet in April, as preparations are underway for the audit. There is a meeting scheduled for May 30, 2023.

2. Reports

b) Bridge Traffic Report

- Chief Financial Officer, Patricia A. Nisco, reported for Executive Director, Steven J. Lawrence, from this month's Bridge Traffic Report the numbers have been steadily rising since January.

c) Airport Activity/Occupancy Report

- Chief Financial Officer, Patricia A. Nisco, reported that the enplanements are still low for the month of April, noting that there would have to be roughly 833 enplanements monthly necessary to reach the 10,000 enplanements by the end of the year. At the current rate of enplanements, the ability to reach the 10,000 enplanements by calendar year end is unlikely.

d) Port Activity Report

- Director of Operations, James D. Chase, reported that the port staff are still continuing to reshape and recover piles.
- Bridge work is starting.
- Interviews for summer help have started and we hope to have them starting soon.
- Board Chairperson, Vernon D. Burns, asked that Maintenance Reports become a regular part of the Board Agenda through October.

e) Building Occupancy Report & Industrial/Commercial Prospect Report.

- Economic Development Director, Anthony Adamczyk, reported that aside from a short-term tenant leaving at the end of April, the occupancy is remaining consistent. He continues to work with current tenants on renewals as they arise.
- The Facilities Team has been making improvements in Building 4, such as energy-efficient lighting upgrades, which will ultimately help attract new tenants to the space.
- The OBPA attended the grand opening of the new Wills Transfer Distribution Center in Ingleside, Ontario, which generated new contacts in the economic development and real estate development fields on the other side of the border.
- Chairperson, Vernon D. Burns, asked about airport advertising activities.
Economic Development Director, Anthony Adamczyk, stated that the OBPA has been focusing resources on print, digital, and radio advertising, but the billboard advertising would be expanded via the resolutions he would be presenting later in the meeting.

V. Unfinished Business.

None.

VI. Business Items

A. General Administration

1. None.

B. Ogdensburg-Prescott International Bridge

1. None.

C. Commerce Park

1. Approval of New Lease Agreement with 5G Technologies USA, LTD. On a motion by Treasurer, Christopher B.T. Coffin, seconded by Nicole Terminelli, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with 5G Technologies USA, LTD. for 850 square feet of office space in Building 4 of the Commerce Park Campus for an eight (8) month period commencing May 1, 2023 and terminating December 31, 2023 at a

rate of \$7.30 per square foot equaling \$517.08 per month, \$4,136.64 for the eight (8) month period, exclusive of utilities.

A vote was called.

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

D. Ogdensburg International Airport

1. Approval of T-Hangar Lease Agreement with Glass Box Research Company. 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 Glass Box Research Company for T-Hangar No. 5 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
Christopher B.T. Coffin
Vernon D. Burns
Megan J.M. Whitton
Nicole Terminelli

MOTION CARRIED

2. Approval of Advertising Contract with OUTFRONT Media Canada. On a motion by Jennifer Quirk-Pickman, seconded by Megan J.M. Whitton, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a contract with OUTFRONT Media Canada for out-of-home marketing services in Ottawa, Ontario, Canada in the amount of \$19,375.00.

A vote was called.

AYES: Christopher B.T. Coffin
Vernon D. Burns
Megan J.M. Whitton
Jennifer Quirk-Pickman

ABSTAIN: Nicole Terminelli

MOTION CARRIED

3. Approval of Advertising Contract with Pattison Ottawa. On a motion by Treasurer,

Christopher B.T. Coffin, seconded by Megan J.M. Whitton, it was RESOLVED, that the Executive Director is hereby authorized and directed to execute a contract with Pattison Ottawa for out-of-home marketing services in Ottawa, Ontario, Canada in the amount of \$7,500.00.

A vote was called.

AYES: Vernon D. Burns
Megan J.M. Whitton
Jennifer Quirk-Pickman
Christopher B.T. Coffin

ABSTAIN: Nicole Terminelli

MOTION CARRIED

4. Approval of Selection of Consultant for Five-Year Capital Improvement Projects. On a motion by Jennifer Quirk-Pickman, seconded by Vice Chair, Megan J. M. Whitton, it was

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby select McFarland-Johnson, Inc. as the Authority's Consultant for its Five-Year Capital Improvement Projects at the Ogdensburg International Airport for the next five-year period subject to final approval by the Federal Aviation Administration.

A vote was called.

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

MOTION CARRIED

E. Port of Ogdensburg

1. None.

F. Other Such Matters

Chief Financial Officer, Patricia A. Nisco, stated that there was a need for Executive Session under §105 item f of the Open Meetings Law to discuss the appointment or employment of a particular person. On a motion made by Vice Chair, Megan J. M.

Whitton, seconded by Jennifer Quirk-Pickman, the meeting went into Executive Session at 6:04 PM. On a motion made by Treasurer, Christopher B.T. Coffin, seconded by Jennifer Quirk-Pickman, the meeting resumed at 6:40 PM.

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

1. None.

VIII. Next Meeting Dates

The next Board meeting was confirmed for Thursday, June 8, at 5:00 pm.

IX. Adjournment

On a motion by Nicole Terminelli, seconded by Vice Chair, Megan J.M. Whitton, the meeting adjourned at 6:45 PM.

Nicole Terminelli
Assistant Secretary

Vernon D. Burns
Chairperson

**OGDENSBURG BRIDGE & PORT AUTHORITY
MAY 30, 2023 BOARD MEETING**

Agenda Item A. General Administration

1. Authorization to Apply for and Accept Grant Funding from the Northern Border Regional Commission Catalyst Program.

REPORT:

The Ogdensburg Bridge & Port Authority is submitting an application for grant funding from the Northern Border Regional Commission Catalyst Program in the amount of \$1,000,000 for the construction of a new Childcare Center at a cost of \$4,770,000. Bridge (PIN 775376). This resolution authorizes the Executive Director to apply for and accept, if awarded grant funding from the Northern Border Regional Commission Catalyst Program funding.

RESOLUTION:

WHEREAS, the Northern Border Regional Commission Catalyst Program offers grant funding for construction and pre-construction costs such as engineering of new infrastructure for up to \$1,000,000 in grant funding; and

WHEREAS, the estimated total cost of the new childcare center is \$4,770,000 and acceptance into the NBRC Grant Program provides a potential opportunity to receive \$1,000,000 in grant funding; and

WHEREAS, the project has already secured \$2,100,000 in funding from Congressionally Directed Spending; and

WHEREAS, the Ogdensburg Bridge and Port Authority will commit up to \$1,670,000 to cover the remaining costs of the project; and

WHEREAS, the Board of Directors has determined that applying for and accepting the grant funding, if awarded, is in the best interests of the Ogdensburg Bridge and Port Authority;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Ogdensburg Bridge and Port Authority, New York that it authorizes the undertaking of the project and obligates the necessary match funding of up to \$1,670,000 to be paid by the Ogdensburg Bridge and Port Authority if the grant funding is awarded; and

BE IT FURTHER RESOLVED, by the Board of Directors of the Ogdensburg Bridge and Port Authority, New York that the Executive Director, Steven Lawrence, is hereby authorized to apply for and accept, if awarded, a grant from the Northern Border Regional Commission Catalyst Program for \$1,000,000, and upon the award of such funding to enter into and execute all documents and contracts with the Northern Border Regional Commission for said purposes and further, to carry out and comply with the terms of such project agreement(s).

INITIATOR/PREPARER: Steven Lawrence/Karin Blackburn APPROVED : 

MOTION PASSED BY: _____ Unanimous: Yes No

SECONDED BY: _____ Abstained By: _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
May 30, 2023 SPECIAL BOARD MEETING**


Agenda Item A. General Administration
2. Appointment of Airport Manager

REPORT:

Steven Baldwin Associates was contracted to assist the Ogdensburg Bridge & Port Authority in finding a new Manager for the Ogdensburg International Airport. A thorough review and evaluation of candidates initially completed by SBA and reviewed with the OBPA led to the selection of applicants for further consideration and interviews. Based on the results of those interviews, it is recommended that Charlie Garrelts be appointed to the position of Airport Manager at the starting salary of \$90,000, pro-rated effective on or about 06/12/2023, with a one-year probationary period and management confidential benefits.

RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to appoint Charlie Garrelts to the position of Airport Manager with the Ogdensburg Bridge and Port Authority at the starting salary of \$90,000, pro-rated effective on or about 06/12/2023, with a one-year probationary period and management confidential benefits.

| | | | |
|----------------------|-----------------------|--------------|---|
| INITIATOR / PREPARER | <u>Patricia Nisco</u> | APPROVED BY: |  |
| MOTION MADE BY | _____ | Unanimous | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| SECONDED BY | _____ | Abstained | _____ |