

**OGDENSBURG BRIDGE AND PORT AUTHORITY
BOARD MEETING
WEDNESDAY, DECEMBER 13, 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:
 - January 10, 2024 Childcare Initiative Committee Meeting Minutes
 - January 11, 2024 Finance Committee Meeting Minutes
 - January 11, 2024 OBA Annual Meeting Minutes
 - January 11, 2024 OBSI Annual Meeting Minutes
 - January 11, 2024 OBPA Annual 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. 5 with Demers, Inc.
 - C. Commerce Park
 1. None.
 - D. Ogdensburg International Airport
 1. Approval of Advertising Agreement with WPBS.
 2. Approval of T-Hangar Lease Agreement with James Robertson.
 3. Approval of T-Hangar Lease Agreement with Bird Tate.
 4. Approval of Task Order No. 1 with McFarland-Johnson, Inc.
 - E. Port of Ogdensburg
 1. Approval of Electrical Connection to Complete CRISI Grant.

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:

March 14, 2024	Thursday	5:00 PM	_____	(Proposed)
April 11, 2024	Thursday	5:00 PM	_____	(Proposed)
May 9, 2024	Thursday	5:00 PM	_____	(Proposed)
June 13, 2024	Thursday	5:00 PM	_____	(Proposed)
July 11, 2024	Thursday	5:00 PM	_____	(Proposed)
August 8, 2024	Thursday	5:00 PM	_____	(Proposed)
September 12, 2024	Thursday	5:00 PM	_____	(Proposed)
October 10, 2024	Thursday	5:00 PM	_____	(Proposed)
November 14, 2024	Thursday	5:00 PM	_____	(Proposed)
December 12, 2024	Thursday	5:00 PM	_____	(Proposed)

IX. Adjournment

Dated: February 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
CHILDCARE INITIATIVE COMMITTEE MEETING
WEDNESDAY, JANUARY 10, 2024**

A meeting of the Childcare Initiative Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Wednesday, January 10, 2024, at 5:00 pm.

The following were present:

Toni A. Kennedy, Committee Chair
Nicole Terminelli, Member
Vernon D. Burns, Board Chair

ALSO: Steven J. Lawrence, Executive Director
Patricia A. Nisco, Chief Financial Officer
Anthony Adamczyk, Director of Economic Development

Committee Chair, Toni Kennedy, called the meeting to order at 5:03 pm.

I. Business Items

Executive Director, Steven J. Lawrence, stated that there was a need for Executive Session under Open Meeting Law §105 item F of the Open Meetings Law to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. On a motion made by Nicole Terminelli, seconded by Board Chair, Vernon D. Burns, the meeting went into Executive Session at 5:04 PM. On a motion made by Board Chair, Vernon D. Burns, seconded by Nicole Terminelli, the meeting resumed at 5:41PM.

Board Chair, Vernon D. Burns, thanked Committee Chair, Toni Kennedy, and Nicole Terminelli for all the work they've done on this project. Committee Chair, Toni Kennedy, stated she is excited to be at this point, and Nicole Terminelli thanked Executive Director, Steven J. Lawrence, and the staff for their work on

this project as well. Executive Director, Steven J. Lawrence, stated that the key is keeping things moving in the right direction and this is a good step in doing that. Nicole Terminelli stated that access to adequate and affordable childcare is definitely a barrier to employment, and employment leads to economic growth and status in the county.

On a motion made by Nicole Terminelli, it was recommended to bring to the full Board to accept the RFQ from C&S for the Child Care Facility Design & Consultant Services, seconded by Board Chair, Vernon D. Burns. MOTION CARRIED.

On a motion by Nicole Terminelli, seconded by Board Chair, Vernon D. Burns, the meeting adjourned at 5:43 PM.

Toni Kennedy
Childcare Initiative Committee Chairperson

OGDENSBURG BRIDGE & PORT AUTHORITY
FINANCE COMMITTEE MEETING
THURSDAY, JANUARY 11, 2024

A meeting of the Finance Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Thursday, January 11, 2024 at 4:15 PM.

The following were present:

David D. King, Committee Chair
Vernon D. Burns, Board Chair
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:

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

I. Business Items

a. November 2023 Financials

- Chief Financial Officer, Patricia A. Nisco, started with the Statement of Financial Position and reported that the Accounts Receivable Regular is at \$199,657, with a 97% current or 1–30-day rate. Open AEAS spans two months which represents the timing between proving payment has been received, submitting reimbursement request and receiving the reimbursement. Accounts Payable Regular is at \$581,049, of that \$345,000 can be attributed to five vendors. Progress continues on making payments, 61-90 days was just paid. In December, the NYSLRS bill will be seen in Accounts Payable.
- A conscious decision has been made to only send \$50,000 to Tompkins vs. the previous \$75,000. The additional funds are used to keep the compensating balance above its required limit. There will still be additional funding of the compensating balance, just not as much as before.

- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual and reported that other than the fuel sales, income is coming in fairly well. A majority of the expense lines are under budget; however, most are deferred expenses. The overage in Bridge Maintenance Expense is the boiler repair that was not in the budget. The Airport Maintenance Expense overage is due to the runway striping, which was not budgeted, and the emergency AWOS repairs. The overage in Airport General expenses can be attributed to the increase in Airport Liability Insurance, the new software package requested by the new Airport Manager and the recruitment costs to secure the new Airport Manager. Industrial Park Maintenance Expenses are slightly over budget and can be allocated to repairs in Buildings one, three and four. The unbudgeted Free Trade Zone expenses and the under estimated Industrial Park insurance led to a small excess in Industrial Park General Expenses. The Marine Terminal Maintenance Expense includes the unanticipated repair to the scale; the unbudgeted loader rental; and the repairs to the Hyundai and CAT loaders. The legal expense under the Marine Terminal represents the cost for the ILA grievance.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Cash Flow November 2023 – April 2024. Moving into the 2024-2025 Fiscal Year, with April, salaries and wages, and associated payroll taxes and benefits will be increasing with the mandated union CBA raises and benefits. Bridge Maintenance is pretty much done for the year, but will pick up again in March or April. Airport Law Enforcement is staying steady between \$21,000 and \$23,000; and assumed weather impediments are reflected in a reduction in AEAS income/expense.
- Board Chair, Vernon D. Burns, asked by the February Grant Portion / Capital Expense is so much higher than the other months. Executive Director, Steven Lawrence, stated that construction is starting and the GSE building project has started.

b. Review of 2022 – 2023 Audits

Chief Financial Officer, Patricia A. Nisco, reviewed the 2022-2023 OBPA and PFC (Passenger Facility Charge) Audits for the Finance Committee.

II. Other Such Matters

None.

On a motion by Board Chair, Vernon D. Burns, seconded by David D. King, Finance Committee Chair, the Finance Committee Meeting adjourned at 4:43 PM.

David D. King
Finance Committee Chairperson

OGDENSBURG BRIDGE AUTHORITY
ANNUAL BOARD MEETING
THURSDAY, JANUARY 11, 2024

The Annual Meeting of the Board of Directors of the Ogdensburg Bridge Authority was held in the Board Room of the Administration Building on Thursday, January 11, 2024 immediately following the meeting of the Ogdensburg Border Station, Inc.

The following were present:

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

ALSO: 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

I. Board Chair Burns called the meeting to order at 6:40 PM.

II. Election of Officers:

David D. King, seconded by Megan J.M. Whitton, moved that the following slate of officers be elected:

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

A vote was called.

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

MOTION CARRIED

Jennifer Quirk-Pickman, seconded by David D. King, moved that Steven J. Lawrence be designated Executive Director and that Patricia A. Nisco be designated Chief Financial Officer.

A vote was called.

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

MOTION CARRIED

Jennifer Quirk-Pickman, seconded by David D. King, moved that Wladis Law Firm (US) and Gowling Lafleur Henderson LLP (Canada) be named as Counsel.

A vote was called.

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

MOTION CARRIED

III. Next Meeting Date:

July 11, 2024

5:00 PM

Thursday

(Proposed)

On a motion by Megan J.M. Whitton, seconded by David D. King, the meeting adjourned at 6:42 PM.

David D. King
Secretary

Vernon D. Burns
Chairperson

OGDENSBURG BORDER STATION, INC.

ANNUAL BOARD MEETING

THURSDAY, JANUARY 11, 2024

The Annual Meeting of the Board of Directors of the Ogdensburg Border Station, Inc. was held in the Board Room of the Administration Building on Thursday, January 11, 2024 immediately following the meeting of the Ogdensburg Bridge and Port Authority.

The following were present:

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

ALSO: 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

- I. Board Chair Burns called the meeting to order at 6:34 PM.
- II. Election of Officers:

David D. King, seconded by Jennifer Quirk-Pickman, moved that the following

slate of officers be elected:

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

A vote was called.

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

MOTION CARRIED

David D. King, seconded by Jennifer Quirk-Pickman, moved that Steven J. Lawrence be designated Executive Director and that Patricia A. Nisco be designated Chief Financial Officer.

A vote was called.

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

MOTION CARRIED

Megan J.M. Whitton, seconded by Jennifer Quirk-Pickman, moved that Wladis Law Firm (US) and Gowling, Lafleur Henderson LLP (Canada) be named as Counsel, that the Watertown Daily Times be named as the official newspaper for legal notices, and that Community Bank, N.A.; M&T Bank N.A. (Wilmington Trust), Bank of America; Key Bank; Tompkins Trust; and other Full-Service Commercial Institutions be named as banks for the Authority.

A vote was called.

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

MOTION CARRIED

III. Concluding Comments from Citizens, Board Members, and/or Authority Staff
None.

IV. Next meeting date:

July 11, 2024

5:00 PM

Thursday (Proposed)

On a motion by Nicole Terminelli, seconded by Jennifer Quirk-Pickman, the meeting
adjourned at 6:37 PM.

David D. King
Secretary

Vernon D. Burns
Chairperson

**OGDENSBURG BRIDGE & PORT AUTHORITY
ANNUAL BOARD MEETING
THURSDAY, JANUARY 11, 2024**

The Annual 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, January 11, 2024 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
Toni Kennedy, Member

ALSO: Jennifer Granzow, Counsel
Jillian Brodock, 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

I. Vernon D. Burns, Board Chair, called the meeting to order at 5:01 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.

- **December 13, 2023 Finance Committee Meeting Minutes**

On a motion made by Vice Chair, Megan J.M. Whitton, and seconded by Jennifer Quirk-Pickman, the meeting minutes were approved by voice vote.

IV. Report from the Nominating Committee. David D. King, gave a brief report from the Nominating Committee.

V. Election of Officers

On a motion made by David D. King, seconded by Vice Chair, Megan J.M. Whitton, the following slate of officers were elected:

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

A vote was called.

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

MOTION CARRIED.

On a motion made by David D. King, seconded by Jennifer Quirk-Pickman, Steven J. Lawrence was designated Executive Director and Patricia A. Nisco was designated Chief Financial Officer.

A vote was called.

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

MOTION CARRIED.

On a motion made by Jennifer Quirk-Pickman, seconded by Vice Chair Megan J.M. Whitton, Wladis Law Firm (US) and Gowling, Lafleur Henderson LLP (Canada) were named as Counsel; Watertown Daily Times was named as the official newspaper for legal notices; and Community Bank, N.A., M&T Bank N.A. (Wilmington Trust), Bank of America, Key Bank; Tompkins Trust, Watertown Savings Banks, and other Full-Service Commercial Institutions were named as banks for the Authority.

A vote was called.

AYES: Jennifer Quirk-Pickman
Vernon D. Burns
Megan J.M. Whitton
Toni Kennedy

David D. King
Nicole Terminelli

MOTION CARRIED.

VI. Presentations and Reports

1. Committee Reports

a) Finance Committee

- Finance Committee Chair, David D. King, stated that the Finance Committee met before the Board Meeting and turned it over to Chief Financial Officer, Patricia A. Nisco.
- Chief Financial Officer, Patricia A. Nisco, started with the Statement of Financial Position and reported that Accounts Receivable Regular is at \$199,657 and 97% is current or 1-30 days. Open AEAS spans two months which represents the timing between proving payment has been received, submitting reimbursement request and receiving the reimbursement. Regular Accounts Payable is at \$581,049.
- A conscious decision has been made to reduce the \$75,000 sent to Tompkins every month, and send \$50,000. The mortgage that is being paid to Tompkins will still be covered, and there will be some funding to the compensating balance limit, just less than in the past. This reduction will allow for an additional \$25,000 to be available for operating capital.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual, and reported that all income is above budget. Under Expenses, any expenses that are under budget are, for the most part, a result of expenses being deferred where they can be. The Bridge Maintenance Expense is over budget due to the repair to the boiler costing approximately \$15,000, which was not in the budget. Airport Maintenance Expenses are over budget due to the runway striping, which wasn't in the budget. However, the PFC (Passenger Facility Charges) funds can be used to pay the \$45,000 runway striping invoice. Airport General Expenses

are over budget due to the purchase of a new software package for the Airport, the Recruitment Expenses for the Airport Manager position, and the Airport Liability Insurance has increased. The Industrial Park Maintenance Expenses are slightly over budget due to building repairs to Buildings one, three, and four. Industrial Park General Expenses are up partly because of the Free Trade Zone expenses and the increase in the Industrial Park's insurance. The unanticipated scale repair makes up part of the overage for the Marine Terminal Maintenance Expense, which will follow through the rest of the fiscal year.

- Chief Financial Officer, Patricia Nisco, moved on to the Cash Flow: November 2023 – April 2024, and reported that it is what it is expected to be. In April, many of the expenses are increased due to the start of a new fiscal year, which includes the new salaries and payroll taxes for staff that have wage increases, and the benefits that are linked to employee salaries. In the winter, the bridge maintenance is suspended and will start up again in March or April. Airport fuel purchases seem to be occurring every other month during the winter months. Everything else is what it would be expected to be.
- Chief Financial Officer, Patricia A. Nisco, moved on to the review of the PFC (Passenger Facility Charges) and OBPA Audits that are now complete. The PFC Program allows for the collection of fees per passenger at every commercial airport controlled by a public agency. The fees are paid by the airline. The airport can use these fees to fund FAA approved projects that enhance safety, security, or capacity.

2. Reports

a) Bridge Traffic Report

- Executive Director, Steven J. Lawrence, reported that overall crossings were down overall by 17.3%, which is what the trend has been. Not gaining and not losing. Auto crossings were down 18.1% and truck traffic down 9.8% from 2019,

which was the bridge's last normal year. Overall revenue was down \$49,400 from November of 2019, but revenue was up \$13,000 from November 2022.

Loss of Revenue for Calendar Year: \$623,062.25

- Executive Director, Steven J. Lawrence, stated he would send the Board the BTOA annual numbers from the other bridges via email.

b) Airport Activity Report

- Airport Manager, Charlie Garrelts, reported that for the month of December, completion rate and on time performance rate were down due to aircraft maintenance and weather. There were issues with a low ceiling which hinder a pilot's ability to land safely using a visual approach. A few times, the flights had to divert to Plattsburgh. For the month, there were a total of 42 flights and 441 enplanements. For the 2023 year, 5,719 enplanements. He continues to talk with the head of Contour about these issues.
- Airport Manager, Charlie Garrelts, confirmed that the OBPA is looking into other carriers as the current contract for Essential Air Service expires in September. The DOT confirmed that bids will go out sometime in the middle of March or early April. Any airline interested in servicing the Ogdensburg International Airport can submit a bid.
- Airport Manager, Charlie Garrelts, confirmed that if flights are disrupted due to weather, the airline is not required to compensate passengers. If disruption is due to mechanical issues, the airline is required to offer compensation.
- Airport Manager, Charlie Garrelts, confirmed there are two gentleman that are on the waitlist for hangar rental.

c) Port Activity Report

- Director of Operations, James D. Chase, reported that for the month of December outbound salt deliveries were fairly steady, which is weather dependent. Last month there were 11,486 tons of regular highway salt and

2,123 tons of treated salt trucked out of the Port. Blending might start again in January.

- Director of Operations, Jame D. Chase, reported that 408 tons of meal was moved out and 4 rail cars were received. 205 tons of pellets were moved out, a pellet rail car hasn't been received in November or December.

Also, 19 additional crates were loaded from the transformer project last month, with an additional 19 or 20 that went out this week. There are two more shipments of 19 crates that the customer wants on site by the end of the month. Some lighting was upgraded in two of the buildings down at the Port to make it more energy efficient, with increased lighting. The lights cost \$1/each.

d) Economic Development Report, Including Building Occupancy

- Director of Economic Development, Anthony Adamczyk, reported that the Building Occupancy Report remains unchanged from last month, which is about 9% below where he wants it to be.
- Director of Economic Development, Anthony Adamczyk, reported that Director of Operations, James D. Chase, and his team completed renovations on Building #4 that a current tenant is planning to expand into sometime in February.
- Director of Economic Development, Anthony Adamczyk, reported that there was a possible railroad adjacent property sale in Norwood. However, after the very interested buyer did a walk-through of the property, he realized that parts of the parcel were not suitable for their operation.
- Director of Economic Development, Anthony Adamczyk, reported that there is an expectation of a sale on the Industrial Park property in January.
- Director of Economic Development, Anthony Adamczyk, reported that Airport Billboard advertising has come to an end. Unfortunately, the enplanement numbers do not seem to reflect any advertising influence, but the reasons are out of the OBPA's control.

- Director of Economic Development, Anthony Adamczyk, reported that the OGS Website is near completion.

VII. Unfinished Business.

None.

VIII. Business Items

A. General Administration

1. Committee Assignments

Board Chair, Vernon D. Burns, stated this would be completed before the end of the month.

2. Approval of State Mandated Officer Appointments

On a motion made by Nicole Terminelli, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby authorize and approve the following appointments for the period January 1, 2024, through December 31, 2024:

Officer Title	Appointed Officer
<i>Contracting Officer</i>	<i>Executive Director</i>
<i>Liaison, Office of Prevention of Domestic Violence</i>	<i>Executive Director</i>
<i>Internal Control Officer</i>	<i>Board Action of March 4, 2019</i>
<i>Minority Women/Business Enterprise Officer</i>	<i>CFO</i>
<i>Ethics Officer</i>	<i>Executive Director</i>
<i>Data Coordinator</i>	<i>CFO</i>
<i>Records Access Officer</i>	<i>Senior Administrative Assistant</i>
<i>Service-Disabled Veteran-Owned Business Officer</i>	<i>CFO</i>
<i>Sustainability Coordinator</i>	<i>Director of Operations</i>

A vote was called.

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

MOTION CARRIED.

3. Acceptance of 2022 – 2023 Audits

On a motion made by David D. King, seconded by Megan J.M. Whitton, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby approve and accept the audit reports for the Ogdensburg

Bridge and Port Authority, and Airport Schedule of Passenger Facility Charges for the fiscal year ending March 31, 2023, as prepared by EFPR Group, CPAs.

A vote was called.

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

Motion carried.

B. Ogdensburg-Prescott International Bridge

1. None.

C. Commerce Park

1. Approval of Lease Supplement No. 1 with Frank Ralph's, Inc. On a motion made by Vice Chair, Megan J.M. Whitton, seconded by Nicole Terminelli, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 1 with Frank Ralphs, Inc. for 20,000 square feet of manufacturing space in Building 11 of the Commerce Park Campus that adjusts the original payment schedule as outlined below:

Time Period	Rental Amount (\$)		
	per Square Foot	Monthly	Annually/Period
11/01/2022-10/31/2023	\$7.10	\$11,833.34	\$142,000.00
11/01/2023-01/31/2024	\$7.17	\$11,951.67	\$35,855.01
02/01/2024-12/31/2024	\$4.80	\$8,000.00	\$88,000.00
01/01/2025-10/31/2026	\$8.58	\$14,303.36	\$314,673.84

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

MOTION CARRIED.

D. Ogdensburg International Airport

1. None.

E. Port of Ogdensburg

1. None.

F. Other Such Matters

Executive Director, Steven J. Lawrence, stated there was a need for Executive Session under Open Meeting Law §105 item f of the Open Meeting Law to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. On a motion made by Nicole Terminelli, seconded by Vice Chair, Megan J.M. Whitton, the meeting went into Executive Session at 5:59 PM. On a motion made by Nicole Terminelli, seconded by Vice Chair, Megan J.M. Whitton, the meeting resumed at 6:22 PM.

1. **After an Executive Session:** Re-appointment of OBPA Executive Director

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

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority hereby reappoint Steve Lawrence as Executive Director of the Ogdensburg Bridge and Port Authority, and

BE IT FURTHER RESOLVED, that Steve Lawrence will receive the salary already approved by the Board of Directors.

A vote was called.

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

MOTION CARRIED.

2. **After an Executive Session:** Approval of Employment Agreement with Patricia Nisco, Chief Financial Officer

On a motion made by Megan J.M. Whitton, seconded by Nicole Terminelli, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority hereby accept the Employment Agreement with Patricia Nisco as Chief Financial Officer and all the provisions within the Employment Agreement, and

BE IT FURTHER RESOLVED, that Patricia Nisco receive the salary in said Employment Agreement.

A vote was called.

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

MOTION CARRIED.

3. After an Executive Session: Selection of Childcare Facility Engineering Consultant

On a motion made by Nicole Terminelli, seconded by Toni Kenndy, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby select C&S Engineers as the Authority's Consulting Engineer for the Childcare Facility Project, and further

RESOLVED, that the Executive Director is hereby authorized to approve and execute all necessary agreements with C&S Engineers on behalf of the Ogdensburg Bridge and Port Authority.

A vote was called.

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

MOTION CARRIED.

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

1. None.

X. Next Meeting Date

The next Board meeting was confirmed for Thursday, February 8 11, 2024, at 5:00 PM.

XI. Adjournment

On a motion made by Jennifer Quirk-Pickman, seconded by Toni Kennedy, the meeting adjourned at 6:35 PM.

Jennifer Quirk-Pickman
Assistant Secretary

Vernon D. Burns
Chairperson

OGDENSBURG BRIDGE & PORT AUTHORITY
STATEMENT OF FINANCIAL POSITION
as of December 31, 2023

Current Assets:

Cash - Checking Accounts	\$ 131,612	
Cash - Reserves & Other Restricted Accounts	7,403,953	①
Cash - Security Deposits	175,691	
Accounts Receivable - Regular	183,599	
Accounts Receivable - AEAS	850,521	
Grants Receivable	415,335	
Investments	-	
Inventories	80,316	
Prepaid Expenses	54,345	
Total Current Assets	\$ 9,295,372	

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	(78,567,008)
Net Fixed Assets	\$ 88,153,366

Other Assets:

1,323,916

Construction in Progress

\$ 6,818,203 ②

TOTAL ASSETS \$ 105,590,857

Current Liabilities:

Accounts Payable - Regular	487,171	③
Accounts Payable - AEAS/Contour	337,727	
Accounts Payable - NYS Retirement	220,873	
Accounts Payable - All Project A/P	968,903	
Current Portion of Long Term Debt	\$ 829,014	
Accrued Expenses	21,767,194	
Total Current Liabilities	24,610,882	

Other General Liabilities

590,548

Long Term Liabilities

Long Term Portion of Long Term Debt	8,377,916
Total Long Term Liabilities	8,377,916

Capital

72,011,511

TOTAL LIABILITIES 105,590,857

① Restricted Accounts - Top 5 Bank Accounts
Consolidated Reserve Fund - CBNA

6,139,854

Debt Service Reserve Fund - Wilmington Trust	527,102
Tompkins Trust Security Reserve Deposit	315,286
M&T Deposit - Bond Payable Reserve Funds	285,949
Aviation Credit Card (Fuel Sales Account)	57,818
	<u>7,326,009</u>
8 Additional Restricted Bank Accounts share the balance	77,944

② Construction in Progress - Top 4 Projects	
Airport MASLF	1,948,025
Airport EA PH 1 Drainage & Terminal Area	1,945,971
Airport Revitalization Project	1,411,480
Port - Dock Wall Expansion	596,563
	<u>5,902,040</u>
6 Additional Projects share the balance	916,163

③ Regular Accounts Payable - Top 5 Vendors		
Wladis	103,580	PAID \$12,809.37 02 JANUARY 2024
Parsons Transportation Group - Bridge Inspection	56,647	PAID \$15,000 04 JANUARY 2024
Excellus	36,590	PAID IN FULL 03 JANUARY 2024
Ascent Aviation	31,528	PAID \$530.00 12 JANUARY 2024
AEP Solar	28,395	
	<u>256,740</u>	
80+/- Additional Vendors share the balance	230,431	

OGDENSBURG BRIDGE & PORT AUTHORITY: DECEMBER 2023 BUDGET TO ACTUAL

INCOME

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
Bridge Revenue	266,737	277,180	10,443	2,583,597	2,738,076	154,479
Airport Revenue	39,711	38,009	(1,702)	335,257	358,954	23,697
Airport Revenue - Fuel Sales	66,828	49,363	(17,465)	872,715	487,034	(385,681)
Airport Revenue - AEAS Income	414,856	337,727	(77,129)	3,733,704	3,717,400	(16,304)
Industrial Park Campus Revenue	81,850	78,780	(3,070)	731,287	720,556	(10,731)
Marine Terminal (Port) Revenue	94,964	92,631	(2,333)	819,064	1,354,220	535,156
Marine Terminal - Interest Income	0	24,727	24,727	0	221,139	221,139
Railroad Revenue	0	0	0	0	7,154	7,154
TOTAL INCOME	964,946	898,417	(66,529)	9,075,624	9,604,533	528,909

EXPENSES

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
BRIDGE EXPENSE						
Salary Expense	111,634	130,566	18,932	1,060,519	1,068,984	8,465
Employee Benefits	238,150	208,208	(29,942)	633,862	564,133	(69,729)
Maintenance Expense	16,074	5,838	(10,236)	70,440	74,061	3,621
Bridge Maintenance Expense	870	0	(870)	83,183	73,234	(9,949)
Utility Expense	7,665	6,193	(1,472)	69,944	58,747	(11,197)
General Expenses	51,665	59,139	7,474	475,063	333,246	(141,817)
Legal Expense	9,583	7,703	(1,880)	86,250	93,354	7,104
TOTAL BRIDGE EXPENSES	435,641	417,647	(17,994)	2,479,261	2,265,759	(213,502)
AIRPORT EXPENSE						
Salary Expense	25,691	29,081	3,390	244,065	242,273	(1,792)
Employee Benefits	54,105	47,636	(6,469)	145,917	129,469	(16,448)
Maintenance Expense	5,427	8,584	3,157	47,843	107,181	59,338
Fuel Sales Expense	111,795	31,528	(80,267)	819,832	298,024	(521,808)
Utility Expense	13,716	6,537	(7,179)	89,778	57,803	(31,975)
General Expenses	55,576	73,287	17,711	500,184	567,954	67,770
Interest Expense	45,340	38,504	(6,836)	408,064	369,577	(38,487)
Legal Expense	20,833	28,900	8,067	104,167	154,118	49,951
AEAS Expense	414,856	337,727	(77,129)	3,733,704	3,717,400	(16,304)
TOTAL AIRPORT EXPENSES	747,340	601,784	(145,556)	6,093,554	5,643,799	(449,755)

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
INDUSTRIAL PARK EXPENSE						
Salary Expense	3,400	3,367	(33)	32,300	31,989	(311)
Employee Benefits	3,229	3,205	(24)	18,944	8,277	(10,667)
Maintenance Expense	2,021	1,359	(662)	18,188	18,619	431
Utility Expense	22,744	5,328	(17,416)	216,066	34,401	(181,665)
General Expenses	2,672	7,421	4,749	24,047	45,864	21,817
Interest Expense	167	571	404	833	1,532	699
TOTAL INDUSTRIAL PARK EXPENSES	34,233	21,251	(12,982)	310,378	140,682	(169,696)

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
MARINE TERMINAL (PORT) EXPENSE						
Salary Expense	57,265	17,029	(40,236)	333,057	181,913	(151,144)
Employee Benefits	34,710	24,778	(9,932)	136,905	167,074	30,169
Maintenance Expense	14,520	13,293	(1,227)	102,960	142,478	39,518
Utility Expense	6,628	2,307	(4,321)	48,651	37,567	(11,084)
General Expenses	31,653	27,770	(3,883)	240,022	220,299	(19,723)
Interest Expense	5,200	201	(4,999)	36,400	5,284	(31,116)
Legal Expense	0	0	0	0	49,563	49,563
TOTAL MARINE TERMINAL EXPENSES	149,976	85,378	(64,598)	897,995	804,178	(93,817)

RAILROAD EXPENSES	0	0	0	0	0	0
BORDER STATION EXPENSES	0	5,934	5,934	0	46,806	46,806

TOTAL EXPENSES	1,367,190	1,131,994	(235,196)	9,781,188	8,901,224	(879,964)
OPERATING INCOME (Net Gain/(Loss))	(402,244)	(233,577)	(705,564)	703,309		

Principal Payments on Loans	-----	46,094	-----	-----	422,431	
OPBA Portion of Projects & Capital	-----	98,115	-----	-----	1,410,300	
OPERATING INCOME (Net Gain/(Loss))		(377,786)			(1,129,422)	

CASH FLOW: DECEMBER 2023 - MAY 2024

Cash Balance - NOVEMBER 109,919

Income	December	January	February	March	April	May	TOTAL
Bridge Toll Income	169,688	127,342	131,162	135,097	139,150	143,325	845,764
Airport Revenue	28,629	42,430	17,295	18,160	19,522	20,986	147,022
Rental Income - BR	107,484	107,484	107,484	107,484	107,484	107,484	644,901
Rental Income - IP	78,777	78,777	78,777	78,777	78,777	78,777	472,664
Rental Income - AP	9,378	8,578	9,007	9,178	9,402	9,625	55,169
Airport Fuels Sales	49,363	36,042	30,636	38,746	41,652	44,776	241,215
Airport AEAS	337,727	299,175	299,175	378,955	378,955	394,693	2,088,680
Port Operating & Rental Fees	92,631	125,528	134,943	128,196	112,171	108,806	702,275
Interest Income	24,733	24,654	24,964	24,964	24,964	24,964	149,243
Other Income	352,466	203,780	73,803	382,763	461,994	795,568	2,270,373
Regular Income	1,250,876	1,053,790	907,246	1,302,319	1,374,071	1,729,004	7,617,306

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Expense

Salaries and Wages	180,043	162,535	243,803	158,594	164,571	164,541	1,074,087
Payroll Taxes & EE Benefits	283,827	76,463	92,957	61,971	74,582	74,582	664,382
Insurance	60,385	6,069	35,322	35,322	35,322	35,322	207,741
Utilities	20,368	18,029	21,526	17,221	17,221	17,221	111,586
General Expenses	55,909	45,861	44,425	44,425	44,425	44,425	279,469
Legal	36,603	20,154	30,416	30,416	30,416	30,416	178,421
Maintenance - BR	9,105	10,407	10,282	10,282	10,282	10,282	60,640
Maintenance - IP	1,359	1,251	3,753	5,427	5,427	5,427	22,645
Maintenance - AP	8,584	15,530	6,537	7,518	7,518	7,518	53,204
Maintenance - MT	13,332	11,582	10,150	10,150	12,688	12,688	70,589
Bridge Maintenance	0	143,597	1,000	3,475	5,200	5,200	158,472
Airport Fuel Purchases	31,528	0	33,104	34,760	34,760	34,760	168,912
Airport LEO	21,221	23,377	24,250	23,377	23,377	23,377	138,978
Airport Parking	16,679	16,679	17,345	17,745	17,745	17,745	103,937
Airport AEAS	337,727	299,175	299,175	378,955	378,955	394,693	2,088,680
Marine Terminal Management Fees	16,863	11,013	11,563	12,345	13,536	13,536	78,856

OBPA Grant Portion & Capital Expense	299,383	756,096	1,007,981	1,442,344	1,139,033	1,838,292	6,483,128
All Debt Expense	86,725	664,826	86,725	86,725	86,725	86,725	1,098,451
Regular Expenses	1,479,639	2,282,642	1,980,313	2,381,051	2,101,783	2,816,750	13,042,178

0 CK

Prior Month	109,919	(118,845)	(1,347,697)	(2,420,764)	(3,499,496)	(4,227,208)	(5,314,954)
Current Month Inc - Exp	(228,763)	(1,228,852)	(1,073,067)	(1,078,732)	(727,712)	(1,087,746)	(5,314,954)
Gain/(Loss)	(118,845)	(1,347,697)	(2,420,764)	(3,499,496)	(4,227,208)	(5,314,954)	(5,314,954)

0 CK

OGDENSBURG BRIDGE and PORT AUTHORITY
BRIDGE TRAFFIC FIGURES & COMPARISONS
CALENDAR YEAR 2024

Jan 1 - Jan 31	Auto Crossings			All Other Crossings			Total Crossings			Revenue	
	2024	2019	% Change	2024	2019	% Change	2024	2019	% Change	2024	2019
Jan 31	29,971	35,667	-15.97%	5,454	6,234	-12.51%	35,425	41,901	-15.46%	\$88,059.00	\$104,184.25

Jan 1 - Jan 31	Auto Crossings			All Other Crossings			Total Crossings			Revenue	
	2024	2023	% Change	2024	2023	% Change	2024	2023	% Change	2024	2023
Jan 31	29,971	27,850	7.62%	5,454	5,652	-3.50%	35,425	33,502	5.74%	\$88,059.00	\$84,515.25

Month	Auto Crossings			All Other Crossings			Total Crossings			Revenue	
	2024	2019	% Change	2024	2019	% Change	2024	2019	% Change	2024	2019
December											
November											
October											
September											
August											
July											
June											
May											
April											
March											
February											
January	29,971	35,667	-15.97%	5,454	6,234	-12.51%	35,425	41,901	-15.46%	\$88,059.00	\$104,184.25
TOTALS	29,971	35,667	-15.97%	5,454	6,234	-12.51%	35,425	41,901	-15.46%	\$88,059.00	\$104,184.25

Loss of Revenue for Calendar Year \$16,125.25



Passenger Activity Report
January - December 2024
Contour Aviation

	Flights	Enplaned	Flt. Load	Non Rev.	Completion	On Time Performance	Flt. Load	Deplaned	Non Rev.	Total
CONTOUR										
January	30	258	29%	0	60%	68%	29%	260	0	518
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										
2024 Total	30	258	29%	0			29%	260	0	518
2023 Total	511	5,322								
2022 Total	519	7,872						7,998		
2021 Total	613	10,292						5,184		
2020 Total	548	4,279								
2019 Total	806	12,115								

2020 Enplanements with Allegiant 8,944

2019 Enplanements with Allegiant 22,438

Minimum Monthly Passenger Count to Reach

10,000 Enplanements in a Year 833

		HWY Salt		Ending Balance from last Month:		Treated Salt			
		136,198.83		14,228.12		14,228.12			
DATE of Activity (mm/dd/yr)	Receiving Barge/Vessel Name	TONS IN	TONS OUT	Running Balance	DATE of Activity (mm/dd/yr)	Receiving Barge/Vessel Name	TONS IN	TONS OUT	Running Balance
1/1/2024				136,198.83	1/1/2024				14,228.12
1/2/2024			(536.60)	135,662.23	1/2/2024				14,228.12
1/3/2024			(138.84)	135,523.39	1/3/2024			(497.31)	13,730.81
1/4/2024			(207.09)	135,316.30	1/4/2024			(525.09)	13,205.72
1/5/2024			(409.66)	134,906.64	1/5/2024			(686.79)	12,518.93
1/6/2024				134,906.64	1/6/2024				12,518.93
1/7/2024				134,906.64	1/7/2024				12,518.93
1/8/2024			(612.39)	134,294.25	1/8/2024			(345.50)	12,173.43
1/9/2024			(955.94)	133,338.31	1/9/2024			(282.89)	11,890.54
1/10/2024			(916.13)	132,422.18	1/10/2024			(33.59)	11,856.95
1/11/2024			(991.21)	131,430.97	1/11/2024			(209.41)	11,647.54
1/12/2024			(1504.07)	129,926.90	1/12/2024			(142.68)	11,504.86
1/13/2024				129,926.90	1/13/2024				11,504.86
1/14/2024				129,926.90	1/14/2024				11,504.86
1/15/2024				129,926.90	1/15/2024				11,504.86
1/16/2024			(1244.39)	128,682.51	1/16/2024			(129.83)	11,375.03
1/17/2024			(1838.13)	126,844.38	1/17/2024			(70.08)	11,304.95
1/18/2024			(796.90)	126,047.48	1/18/2024			(417.10)	10,887.85
1/19/2024			(735.84)	125,311.64	1/19/2024			(446.80)	10,441.05
1/20/2024				125,311.64	1/20/2024				10,441.05
1/21/2024				125,311.64	1/21/2024				10,441.05
1/22/2024			(1831.27)	123,480.37	1/22/2024			(34.38)	10,406.67
1/23/2024			(1765.33)	121,715.04	1/23/2024			(419.18)	9,987.49
1/24/2024			(2180.63)	119,534.41	1/24/2024				9,987.49
1/25/2024			(699.06)	118,835.35	1/25/2024			(454.42)	9,533.07
1/26/2024			(1737.15)	117,098.20	1/26/2024			(40.66)	9,492.41
1/27/2024				117,098.20	1/27/2024				9,492.41
1/28/2024				117,098.20	1/28/2024				9,492.41
1/29/2024			(1577.03)	115,521.17	1/29/2024			(548.44)	8,943.97
1/30/2024			(1919.60)	113,601.57	1/30/2024			(344.35)	8,599.62
1/31/2024			(1697.99)	111,903.58	1/31/2024			(864.28)	7,735.34
				111,903.58					7,735.34
				111,903.58					7,735.34
MONTH-END TOTALS & BALANCE		0.00	(24295.25)	111,903.58	MONTH-END TOTALS & BALANCE		0.00	(6492.78)	7,735.34

MEAL - JANUARY 2024

<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					251.82	503600
1/3/2024	BL 90479535			80080	40.04	211.78	423520
1/3/2024	BL 90470652			81160	40.58	171.20	342360
1/4/2024	BL 90479536			79480	39.74	131.46	262880
1/5/2024	BL 90487057			76380	38.19	93.27	186500
1/5/2024	GACX 13588 - BL 90470646	202400	101.2			194.47	388900
1/5/2024	GCCX 42043 - BL 90470643	197550	98.78			293.25	586450
1/8/2024	GACX 516187 - BL 90470645	196950	98.475			391.73	783400
1/11/2024	BL 90489780			53820	26.91	364.82	729580
1/18/2024	SO 7264972			61660	30.83	333.99	667920
1/22/2024	CCLX 92062	188650	94.325			428.31	856570
1/23/2024	CCLX 95115	199450	99.725			528.04	1056020
1/31/2024	BL 90518083			60680	30.34	497.70	995340

PELLETS - JANUARY 2024

<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					23.29	46560
1/26/2024	BL 90509696			60340	30.17	-6.88	-13780



**OGDENSBURG BRIDGE & PORT AUTHORITY
BUILDING OCCUPANCY REPORT
February 8, 2024**

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
FEBRUARY 8, 2024 BOARD MEETING**

Agenda Item B. Ogdensburg-Prescott International Bridge
1. Approval of Lease Supplement No. 5 with Demers, Inc.

REPORT:

Staff has negotiated Lease Supplement No. 5 with Demers, Inc. for 120 square feet of office space in Suite 201A of the Bridge Administration Building for a one (1) year period commencing February 1, 2024 and terminating January 31, 2025 at a rate of \$18.57 per square foot equaling \$185.70 per month, \$2,228.40 for the one (1) 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. 5 with Demers, Inc. for 120 square feet of office space in Suite 201A of the Bridge Administration Building for a one (1) year period commencing February 1, 2024 and terminating January 31, 2025 at a rate of \$18.57 per square foot equaling \$185.70 per month, \$2,228.40 for the one (1) 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
FEBRUARY 8, 2024 BOARD MEETING**

- Agenda Item D. Ogdensburg International Airport
1. Approval of Advertising Agreement with WPBS.

REPORT:

Staff seeks to enter into an agreement with WPBS of Watertown, New York for one (1) year of television and website advertising for the Ogdensburg International Airport, which includes thirty (30) television spots per week and one (1) rotating advertisement on wpbstv.org, at a total cost of \$6,000.00. Agreement shall commence on February 1, 2024 and terminate on January 31, 2025. WPBS coverage map is provided below for reference:



RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to execute an agreement with WPBS of Watertown, New York for one (1) year of television and website advertising for the Ogdensburg International Airport, which includes thirty (30) television spots per week and one (1) rotating advertisement on wpbstv.org, at a total cost of \$6,000.00, and be it;

FURTHER RESOLVED, that the agreement shall commence on February 1, 2024 and terminate on January 31, 2025.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: _____

MOTION PASSED BY: _____

Unanimous: Yes

No

SECONDED BY: _____

Abstained By: _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
FEBRUARY 8, 2024 BOARD MEETING**

Agenda Item D. Ogdensburg International Airport
2. Approval of T-Hangar Lease Agreement with James Robertson.

REPORT:

Staff has negotiated a new Lease Agreement with James Robertson for T-Hangar No. 1 at the Ogdensburg International Airport for a one (1) year period commencing October 1, 2023 and terminating September 30, 2024 at a rate of \$240.00 per month, \$2,880.00 for the one (1) year period, inclusive of utilities.

RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with James Robertson for T-Hangar No. 1 at the Ogdensburg International Airport for a one (1) year period commencing October 1, 2023 and terminating September 30, 2024 at a rate of \$240.00 per month, \$2,880.00 for the one (1) year period, inclusive of utilities.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
FEBRUARY 8, 2024 BOARD MEETING**

Agenda Item D. Ogdensburg International Airport
3. Approval of T-Hangar Lease Agreement with Bird Tate.

REPORT:

Staff has negotiated a new Lease Agreement with Bird Tate for T-Hangar No. 8 at the Ogdensburg International Airport for a one (1) year period commencing January 1, 2024 and terminating December 31, 2024 at a rate of \$240.00 per month, \$2,880.00 for the one (1) year period, inclusive of utilities.

RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Bird Tate for T-Hangar No. 8 at the Ogdensburg International Airport for a one (1) year period commencing January 1, 2024 and terminating December 31, 2024 at a rate of \$240.00 per month, \$2,880.00 for the one (1) year period, inclusive of utilities.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____

OGDENSBURG BRIDGE & PORT AUTHORITY
February 8, 2024 BOARD MEETING

Agenda Item D. Ogdensburg International Airport
4. Approval of Task Order No. 1 with McFarland-Johnson, Inc.

REPORT:

McFarland-Johnson, Inc. has provided the Authority with a Lump Sum Consultant Agreement for Task Order No. 1 to provide Construction Observation and Administration Services for the Gateway Improvement Project at the Ogdensburg International Airport.

The Task Order No. 1 costs associated with providing these services are \$ 1,748,027.36.

The FAA funding is provided through the FAA Airport Improvement Program (AIP). Under Federal Aviation Administration Regulations, projects over \$100,000 require that an Independent Fee Estimate (IFE) be prepared, one of which was performed recently.

The five-year agreement for Professional Engineering Services between the Ogdensburg Bridge & Port Authority and McFarland-Johnson, Inc., for Professional Services at the Ogdensburg International Airport, dated May 11, 2023, shall govern all TASK ORDERS.

Staff recommends approval of this agreement with McFarland-Johnson, Inc.

RESOLUTION :

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Lump Sum Consultant Agreement for Task Order No. 1 to provide Construction Observation and Administration Services for the Gateway Improvement Project at the Ogdensburg International Airport.

The Task Order No. 1 costs associated with providing these services are \$1,748,027.36.

The FAA funding is provided through the FAA Airport Improvement Program (AIP), and be it;

FURTHER RESOLVED, that the five-year agreement for Professional Engineering Services between the Ogdensburg Bridge & Port Authority and McFarland-Johnson, Inc., for Professional Services at the Ogdensburg International Airport, dated May 11, 2023, shall govern all TASK ORDERS.

INITIATOR/PREPARER: Steve Lawrence

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____

**TASK ORDER
AUTHORIZATION
NO. 1**

Resolution # _____
Approval Date _____
PIN # _____
FAA AIP # _____
MJ Project # 19151.01

PROJECT: Five-Year Consultant Services Contract for Ogdensburg International Airport

DATE OF ISSUANCE: January 31, 2024

PROJECT DESCRIPTION: The items of work to be accomplished under this Task Order include the following and are further described on the attached Scope of Work page(s):
1 – 19

- Construction Observation and Administration Services for the Gateway Improvement Project at Ogdensburg International Airport.

METHOD OF COMPENSATION: Cost Plus Fixed Fee

THIS TASK ORDER AMOUNT No. 1

\$ 1,748,027.36

DAYS OR DATES TO COMPLETE THIS TASK ORDER

December 1, 2023 – June, 2025

The Agreement for Professional Engineering Services between Ogdensburg Bridge and Port Authority and McFarland-Johnson, Inc., for Professional Services at Ogdensburg International Airport, five-year period, dated December 20, 2023, shall govern all TASK ORDERS executed under this Assignment, unless modified in writing and agreed to by CONSULTANT and SPONSOR.

ACCEPTED:

McFarland Johnson, Inc.

by _____

James M. Festa
Chief Executive Officer

APPROVED:

Ogdensburg Bridge and Port Authority

by _____

Steven Lawrence
Executive Director

EXHIBIT A

Task Order No. 1

OGDENSBURG International Airport
Ogdensburg, New York

Airport Gateway Improvement Project

CONSTRUCTION OBSERVATION AND ADMINISTRATION SERVICES

PROJECT OVERVIEW/DESCRIPTION

The project shall consist of the Renovation and Expansion to the existing Passenger Terminal Building (PROJECT) at the Ogdensburg International Airport (OGS) for Ogdensburg Bridge and Port Authority (SPONSOR). The project has been separated into two packages for bidding purposes. The project management and administration for both packages will be managed concurrently. The primary goal of the PROJECT is to complete a Gateway Improvements (expansion) of the existing terminal consistent with the general intent of the New York State Department of Transportation (NYSDOT) Upstate Airport Economic Development and Revitalization (AEDR) grant application.

- **CURBSIDE:** The existing curbside canopy and terminal access to be removed in favor of the new Gateway Welcome Plaza and canopy. Terminal access to be via the new Welcome Plaza. Existing curbside signage to be removed and replaced with new markings and signage, based on the new drop-off and pickup locations at the Plaza. Curbside scope includes an extended entrance canopy with elongated drop off area, new canopy over portions of the bag claim area, courtyard featuring seating areas and planters, solar panels and EV charging station, safety treatments for passengers walking between the aircraft and building as well as a façade renovation of the existing building.
- **CIVIL/SITE:** Modification of utility service lines (water, sewer, natural gas, electric, telephone, cable to service the building expansion and renovation, including new connections to public utilities. Modifications to the existing stormwater collection system will accommodate the proposed building expansion and renovation. The following is a list of the utilities being affected:

-
- Water City of Ogdensburg
 - Sewer City of Ogdensburg
 - Propane Superior Plus
 - Electric National Grid
 - Telephone Verizon
-
- **AIRSIDE:** Expansion of the apron pavement accommodate new inbound baggage claim access and passenger ingress to the Great Room. This will include hardscaping as well as landscaping. The existing Ground Services Equipment (GSE) building will be relocated as part of the Bid package one (Enabling), to the existing Employee Parking Area, Infrastructure and pavement will be extended to the new location to service the building and for vehicle access. The existing propane tanks between the existing terminal and GSE building will be relocated as part of enabling works as well.

 - **TICKET LOBBY:** Demolition and renovation of existing ticketing hall, counters, partitions, ceilings, and finishes consistent with proposed configuration including new partitions, counters, kiosks, interior finishes, mechanical/electrical/plumbing/fire protection (MEP/FP), lighting, and signage.
 - Any screening system changes will be done with the oversight and concurrence of the TSA.
 - The level, capacity, and type of bag screening systems, equipment, and staffing will be similar to that currently being provided at OGS.
 - Temporary ticketing operations will be included to allow for project phasing.

 - **PASSENGER SECURITY SCREENING CHECKPOINT:** Will be relocated.
 - The passenger screening system final layout will have the concurrence of the TSA.
 - The level, capacity, and type of passenger screening systems, equipment, and staffing will be similar to that currently provided at OGS.

 - **POST-SECURITY PASSENGER CONCOURSE, HOLD ROOMS, AND RESTROOMS:** The post security area will be expanded and updated with the space expanding into what was previously the security screening area. Existing restrooms will be reconstructed on the public side of the terminal.

 - **RESTAURANT & KITCHEN:** Provisions to be provided for a concession location.

 - **ARRIVALS LOBBY:** Arrivals will enter into the new Great Room with adjoined baggage claim device and access as designed on the contract documents.

-
- **BAGGAGE CLAIM / INBOUND BAG DISTRIBUTION:** Renovation of existing space, including the removal of the existing inbound and claim devices and new claim area shall be provided. Provisions for temporary inbound baggage claim to be provided during construction.
 - **OPEN COURTYARDS:** “Gateway” courtyard to be constructed and finished as shown on contract documents.
 - **SUSTAINABILITY:** Infrastructure for future Solar panels will be included as well as electric vehicle charging opportunities/locations.
 - **MEP/FP/INFORMATION TECHNOLOGY(IT) / SECURITY:** Renovations to existing mechanical, electrical, and other systems and systems support spaces, including main service rooms and ancillary support spaces throughout existing terminal areas. HVAC includes, new mechanical, electrical, and other systems in the new terminal expansion area. IT and Security systems will include a new passenger information display system, upgraded wi-fi for customer use and new security doors as well as CCTV cameras.

PROJECT SCHEDULE: Eligible costs can be incurred against the PROJECT beginning approximately December, 2023, and substantial construction completion has a targeted completion date of March 2025.

- **PROJECT CONSTRUCTION BUDGET:** The PROJECT’s current ESTIMATED Construction budget is split between two bid phases:
 - PHASE 1: \$ 890,000
 - PHASE 2: \$ 17,910,000The budget includes soft costs and a construction contingency, which has been established in conjunction with Stakeholders and SPONSOR. The total approved construction cost is approximately \$18,800,000. This scope and fee have been established based on this budget.
- **PROJECT TEAM:** The PROJECT will be executed by the following firms noting their primary scope of responsibilities:

Prime Consultant

McFarland Johnson, Inc. (CONSULTANT)

Project Management,
Structural, Civil, Technology

Major Subconsultants (SUBCONSULTANTS)

Fennick McCredie Architecture.

Building Architecture, Space
Planning, Code Compliance

Arora Engineers. Inc.

Mechanical Plumbing, Electrical, Fire
Alarm, and Fire ProtectionEnvironmental Design & Research,
Landscape Architecture (EDR).

Landscape Architecture

Atlantic Testing Laboratories (ATL).

Special Inspections and Material
Testing

- **RESPONSIBILITY OF THE SPONSOR:** The SPONSOR shall coordinate all efforts of the Airport Staff and Airport Tenants with the following tasks:
 - Engagement of Airlines, TSA, FAA, County officials and other project Stakeholders.
 - Coordination and determination of ground operations including ground equipment, (bag carts, tugs etc.) and staffing required to service airline operations, customers, baggage handling and terminal functions. Any building or infrastructure requirements associated with said equipment and staffing must be communicated to the CONSULTANT.

SCOPE OF WORK

The CONSULTANT shall provide the following professional services including administration/project management, construction administration and full-time resident observation during the construction of the PROJECT. The CONSULTANT will be supported by efforts from the SUBCONSULTANT's.

A. ADMINISTRATION/PROJECT MANAGEMENT:

Services provided for under this phase include:

1. Shall provide advice to the SPONSOR during construction, including the holding of two (2) pre-construction conferences, two (2) substantial completion conferences,

and two (2) final inspection conferences as required by the FAA and NYSDOT. The CONSULTANT shall also participate in the above conferences. Work includes preparation of an agenda and sign-in sheet, graphics for presentation at the meetings, presenting the meeting on behalf of the SPONSOR and development of meeting minutes. The effort includes up to 12 hours each for the Project Manager and Senior Project Engineer for each meeting.

2. **Preconstruction Coordination:** CONSULTANT shall participate in project coordination during the preconstruction phases for each of the construction contracts of the project including the following:
- A. Coordination, review and filing of up to two (2) separate “Buy American” Type 3 Waiver requests with the FAA as required to be submitted for each of the two (2) construction contracts. Each of the Type 3 waiver requests includes up to three (3) review iterations. The effort assumes that none of the contractors have any experience in the Type 3 waiver submission process and the CONSULTANT will be required to guide each contractor through the process.
 - B. Coordination of Contractor’s Project Scheduling for two (2) construction contracts including the overall project schedule including
 - C. Up to two (2) “Pull Planning” construction scheduling sessions for each of two (2) construction contracts (total of four (4) sessions) using methodologies developed by the Lean Construction Institute. These sessions will be led by the Contractors and attended by all subcontractors and CONSULTANTS. The effort includes up to 8 hours each for the Project Manager and Senior Project Engineer for each meeting.
 - D. Up to six (6) reviews of submitted construction contractor schedules by the CONSULTANT. The effort includes up to 8 hours each for the Project Manager and Senior Project Engineer for each schedule review.
 - E. Coordination of Contractor mobilizations to the project site including up to one (1) pre-mobilization meeting with each of two (2) construction Contractors. These meetings will be held at the project site and will be attended by the SPONSOR, and CONSULTANT . The effort includes up to 8 hours each for the Project Manager and Senior Project Engineer for each meeting.

- F. Coordination of scheduling and site logistics requirements with SPONSOR, City of Ogdensburg, Superior Plus, National Grid, and Verizon, to provide upgrades and modifications to the utilities serving the facility. This coordination will be performed by the CONSULTANT and includes up to four (4) on-site meetings. The effort includes up to 4 hours each for the Project Manager and Senior Project Engineer for each meeting.
- G. Coordination, scheduling and presenting up to two (2) separate Pre-construction meetings for

CONSULTANT CONSULTATION AND COORDINATION MEETING SUMMARY

DISCIPLINE	CONSULTANT TASK - MEETINGS					
	Pre-Construction	Substantial Completion	Final Inspection	Schedule Pull Planning	Premobilization	Site Utility Coordination
Project Manager	2	2	2	4	2	4
Senior Project Engineer	2	2	2	4	2	4

* Refer also to attached Subconsultant Scopes for additional scope information.

- 3. **Site Visits:** CONSULTANT's Project Manager, Senior Project Engineer, and Project Engineers involved with design of the project shall make visits to the site at intervals appropriate to the various stages of construction, as CONSULTANT deems necessary, in order to observe the progress and adherence to the Contract Documents of the various aspects of the CONTRACTOR(s)' work. The number of anticipated site visits is defined in the table below for each discipline and limited to twelve (12) hours per site visit. The SUB-CONSULTANTS shall also make visits to the site at intervals appropriate to the various stages of construction in order to observe the progress and adherence to the Contract Documents of the various aspects of the CONTRACTOR(s)' work.

CONSULTANT SITE VISIT SUMMARY

DISCIPLINE (Number of Staff)	*SITE VISITS
Project Manager (1)	56
Senior Project Engineer (1)	56
Aviation (2)	18
Structural (1)	12
Mechanical (1)	24
Electrical (2)	24
Plumbing (1)	16
Fire Protection (1)	4
Site/Civil (2)	12

* Refer also to attached Subconsultant Scopes for additional scope information.

4. **Shop Drawings, Requests for Information (RFI):** CONSULTANT and SUB-CONSULTANTS shall review and take other appropriate action with respect to Shop Drawings, Material Submittals, Samples and other data which the CONTRACTOR(s) are required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a function of the whole as indicated in the Contract Documents. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incidental thereto. It is anticipated that CONSULTANT and SUB-CONSULTANTS shall review and issue responses to RFI submitted by the CONTRACTORS during the construction contract period. This includes the issuance of design changes to the contract documents as necessary depending on the nature of the RFIs and responses thereto.

***CONSULTANT SUBMITTAL & RFI SUMMARY**

DISCIPLINE (Number of Staff)	TASK		
	**Submittal Reviews	RFI Responses	Issuance of Design Changes
Project Manager (1)	30 @ 0.5 hr	30 @ 0.5 hr	30 @ 0.5 hr
Senior Project Engineer (1)	30 @ 1 hr	30 @ 1 hr	3 @ 1 hr
Airport (2)	20 @ 1 hr	20 @ 1 hr	5 @ 2 hr
Structural (3)	10 @ 3 hr	10 @ 1 hr	5 @ 8 hr
Mechanical (2)	30 @ 2 hr	30 @ 2 hr	20 @ 8 hr
Electrical (2)	30 @ 1 hr	30 @ 1 hr	25 @ 4 hr
Plumbing (1)	20 @ 1 hr	20 @ 1 hr	10 @ 4 hr
Fire Protection (1)	10 @ 1 hr	10 @ 1 hr	10 @ 4 hr
Site/Civil (2)	30 @ 1 hr	30 @ 1 hr	20 @ 2 hr
Passenger Boarding Bridges (2)	5 @ 8 hr	5 @ 2 hr	2 @ 8 hr

*Refer to attached sub-consultant scopes for additional scope information regarding Submittals, RFIs and Design Changes.

** Assumes one (1) initial review and up to two (2) additional reviews per each Submittal.

5. **Change Orders (CO):** CONSULTANT and SUB-CONSULTANTS shall review and take other appropriate action with respect to Change Order requests from each of the construction contractors during the construction of the project. Given the increased complexity in the administration of this project while maintaining the project schedule, it is anticipated that the CONSULTANT and SUB-CONSULTANTS will be required to employ a well above-average effort to effectively address a significantly higher quantity of construction contract change orders for each construction contract and construction phase. It is anticipated that up to fifty (50) Change Orders will be required in total for both construction contracts. CONSULTANT's effort includes up to 8 hours for the Project Manager and 16 hours for the Senior Project Engineer for each Change Order.

6. Meetings:

CONSULTANT shall prepare for and participate in the following additional meetings other than defined in Item 1 above:

- 56 weekly on-site meetings with SPONSOR
- 56 weekly virtual teleconference design team meetings
- 16 monthly virtual teleconference meetings with NYSDOT and/or FAA

CONSULTANT shall provide meeting materials such as agendas, graphics for presentation, and meeting minutes.

The design team meetings will be with the CONSULTANT's project design staff, and SUB-CONSULTANTS staff during the construction contract period for the purpose of coordinating reviews and responses to Submittals, RFIs and Requests for Change Orders made by the CONTRACTORS.

CONSULTANT shall participate in the following meetings other than noted in Item 1 above:

- 56 weekly CONTRACTOR construction progress meetings
- 56 weekly Project Scheduling meetings with the CONTRACTORS to update the overall project construction schedule.

CONSULTANT shall provide meeting materials such as agendas, graphics for presentation, and meeting minutes. Effort includes up to 4 hours of preparation performed by CONSULTANT for each meeting.

CONSULTANT's RPR will also attend 56 weekly meetings with Airport Operations staff to review scheduled construction activity as it relates to airport operations and coordinate the issuance of appropriate NOTAMs (Notices to Air Missions) by airport staff. Effort includes preparation of meeting agendas and minutes by CONSULTANT's RPR for each meeting.

The above administrative meetings will concern project activities and progress, project budgetary items, scheduling of project operations with users and tenants, coordination of activities with the Airport's Management and tenants, and

meetings with the grant funding agencies.

***CONSULTANT PROJECT MEETING SUMMARY**

DISCIPLINE (Number Attending)	TASK				
	Weekly Contractor Progress Meetings (4 hrs ea.)	Weekly SPONSOR Meetings (2 hours ea.)	Weekly Site observation/inspection/closeout Meetings (8 hours ea.)	Weekly Design Team Meetings (2 hours ea.)	NYSDOT / FAA Monthly Meetings (2 hours ea.)
Project Manager (1)	60	56	60	56	16
Senior Project Engineer (1)	60	56	60	56	16
Aviation (2)		26	30	56	
Structural (1)		4	8	56	
Mechanical (2)		2	16	56	
Electrical (2)		2	16	56	
Plumbing (1)		2	8	56	
Fire Protection (1)			3	56	
Site/Civil (2)		4	10	56	
Special Inspections (1)	4	2	10	8	

*Refer to attached sub-consultant scopes for additional information regarding meetings and attendance.

Construction Management Plan: A Construction Management Plan in accordance with the requirements of FAA AC 150/5370-12B will not be required for this project.

B. CONSTRUCTION OBSERVATION:

Construction observation services shall be provided by a competent full-time (total of 280 days at 12 hours per day, and 40 days at 8 hours per day) Resident Project Representative (RPR) familiar with airport operations at a facility similar to that of the SPONSOR's employed by the CONSULTANT. Construction observation services shall also be provided by a Senior Project Manager, (1 hour a week for 56 weeks), Project Manager (PM) (12 hours a week for 64 weeks), Aviation Project Manager (APM), (4 hour a week for 56 weeks), Technology Project Manager (TPM), (4 hour a week for 56 weeks)

Applications for Payment: Based on 1) CONSULTANT's on-site observations of work progress; 2) information provided by the RPR and PCM; 3) review of the applications for payment including the accompanying data and schedules:

1. CONSULTANT, using information regarding CONTRACTOR progress provided by the RPR, shall determine the amounts owing the CONTRACTOR(s) and recommend in writing payments to CONTRACTOR(s) in such amounts. Such recommendations of payment will constitute a representation to the SPONSOR based on such observations and review, that the work has progressed to the point indicated, and that, to the best of the CONSULTANT's knowledge, information and belief, the quality of such work is generally in accordance with the Contract Documents (subject to an evaluation of such work as to a functioning whole prior to, or upon, Substantial Completion, to the results of any subsequent tests called for in the Contract Documents and to any other qualifications stated in the recommendation). In the case of unit price work, CONSULTANT's recommendations of payment will include final determinations of quantities and classifications of such work (subject to any subsequent adjustments allowed by the Contract Documents).
2. By recommending any payment, CONSULTANT will not thereby be deemed to have represented that exhaustive, continuous or detailed reviews or examination have been made by CONSULTANT to check the quality or quantity of CONTRACTOR(s) work as it is furnished and performed beyond the responsibilities specifically assigned to CONSULTANT in the Agreement and the Contract Documents. CONSULTANT agrees that it will exercise reasonable professional judgement in verifying that the adherence to the Contract Documents and quantity of the work meets the requirements of the Contract Documents for which CONSULTANT is contractually

responsible. CONSULTANT's review of CONTRACTOR(s)' work for the purposes of recommending payments will not impose on CONSULTANT responsibility to supervise, direct, or control such work or for the means, methods, techniques, sequences, direct, or procedures of construction or safety precautions or programs incident thereto or CONTRACTOR(s) compliance with laws, rules, regulations, ordinances, codes, or orders applicable to their furnishing and performing the work. It will also not impose responsibility on CONSULTANT to make any examination to ascertain how or for what purpose any CONTRACTOR has used the monies paid on account of the Contract Price, or to determine that title to any of the work, materials, or equipment has passed to SPONSOR free and clear of any lien, claims, security interests, or encumbrances, or that there may not be other matters at issue between SPONSOR and CONTRACTOR(s) that might affect the amount that should be paid.

1. **Resident Review:** Provide technical observation of construction by CONSULTANT, and supporting staff, who will also:
 - a. Maintain a project record in conformance with the Federal Aviation Administration and Manual of Uniform Record Keeping (MURK), adopted for use on an Airport Improvement Project, (AIP).
 - b. Complete, review, and verify requests for periodic and final payments for CONTRACTOR(s). Given the anticipated 14-month project construction duration and two (2) construction contracts, it is anticipated that there will be up to thirty-four (34) applications for payment including the accompanying data and schedules submitted for review.
 - c. Assist SPONSOR in preparation of partial and final requests for reimbursement for State and Federal aid.
 - d. Prepare, compile, and negotiate change order documentation and supplemental agreements with the CONTRACTOR including routine coordination on behalf of the SPONSOR.
 - e. The CONSULTANT will employ a qualified material testing firm experienced with geotechnical and construction materials laboratory and field testing including Granular Subbase and Base course materials, Bituminous Asphalt mixtures, and Portland Cement Concrete mixtures. The CONSULTANT shall

assure that all Federal and State requirements, as applicable to specified materials and construction, are adhered to.

- f. The CONSULTANT will employ a qualified firm with experience in providing Special Inspection services consistent with the requirements of the 2020 Building Code of New York State (BCNYS) and in accordance with the *Statement of Special Inspections* issued by the CONSULTANT for the project. Special Inspection reports required by said code will be provided to the SPONSOR's appointed Authority Having Jurisdiction (AHJ).
2. **Progress Reports:** Submit weekly progress reports of construction activity and problems encountered as required by the SPONSOR, and the Federal Aviation Administration. FAA Form 5370-1, "Construction Progress and Inspection Report" will be utilized for this purpose.
3. **CONTRACTOR(s)' Completion Documents:** CONSULTANT, ARCHITECT, and ENGINEERS shall receive and review maintenance and operating instructions, schedules, guarantees, bonds, and certificates of inspection, test reports, and approvals which are to be assembled and submitted by CONTRACTOR(s).
4. **Observation:** CONSULTANT, and ARCHITECT, shall conduct reviews to determine if the work is substantially complete, develop and update punch lists, and perform final reviews to determine if the work is acceptable so that CONSULTANT may recommend, in writing, final payment to CONTRACTOR(s) and may give written notice to SPONSOR and the CONTRACTOR(s) that the work is acceptable (subject to any conditions therein expressed), but any such recommendation and notice will be subject to the limitations expressed in this Section "B.l.b."
5. **Completion Certificates:** Issue certificates of completion to the SPONSOR, the State of New York and the Federal Aviation Administration at the completion of construction.
6. **Limitation of Responsibility:** CONSULTANT shall not be responsible for the acts or omissions of any CONTRACTOR(s), or of any Subcontractor or supplier, or any of the CONTRACTOR(s) work, nor shall the CONSULTANT have the responsibility to supervise, direct, or control CONTRACTOR(s)' work or for the means, methods, techniques, sequences, or procedures of construction or for the safety precautions or safety programs of the CONTRACTOR(s).

8. Limitations of Authority: (RPR, CONSULTANT and On-Site Staff)

- a. Shall not authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by the CONSULTANT.
- b. Shall not exceed limitations of the CONSULTANT's authority as set forth in the agreement or the Construction Contract Documents.
- c. Shall not undertake any of the responsibilities of CONTRACTOR, subcontractors or CONTRACTOR's superintendent.
- d. Shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences or procedures of the construction unless such advice or directions are specifically required by Contract Documents.
- e. Shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the work.
- f. Shall not accept Shop Drawing or sample submittals from anyone other than the CONSULTANT.
- g. Shall not authorize SPONSOR to occupy the Project in whole or in part.
- h. Shall not participate in specialized field or laboratory tests or inspections conducted by others except as specifically authorized by CONSULTANT.

9. Responsibilities/duties of Construction Observation Staff: In general, the on-site RPR, PCM and staff are responsible for monitoring construction activity on the project and documenting their observations in a formal project record. The formal project record for this project will follow the format and guidelines of the MURK system adopted for an airport project.

The formal project record consists of the following entries and duties:

- a. CONSULTANT's Project Diary

-
- b. Preparation of FAA Weekly Reports
 - c. Prime/Subcontractor Work Summary
 - d. Preparation of Material Acceptance Reports
 - e. Preparation of Certification and Testing Log Book
 - f. Review Subcontractor approval forms
 - g. Prepare statement of days charged on a weekly basis
 - h. Conduct Wage Rate Interviews with prime and/or subcontractor employees
 - i. Conduct project meetings with Sponsor and CONTRACTORS
 - j. Field measure quantities on a weekly basis
 - k. Collect and monitor weekly payrolls for Davis Bacon Act Compliance
 - l. Review and/or preparation of Periodic Payment Requests
 - m. Record deviations from the contract plans for preparation of Record Drawings
 - n. Preparation and review of Change Orders/Force Account Work
 - o. Preparation and updating the overall project construction schedule on a monthly basis and based on the construction schedules submitted by the CONTRACTORS.

The RPR is also responsible for monitoring construction activity as it relates to airport operations and coordination of construction activities with airport operations staff, including appropriate NOTAMs (Notice to Airmen).

The CONSULTANT will be responsible for updating and maintaining the overall project construction schedule on a monthly basis and based on the construction schedules submitted by the CONTRACTORS.

The CONSULTANT will be responsible for providing updated summary of overall project construction contract costs on a monthly basis including pending and approved change orders to the construction contracts.

- 10. Contract Period:** CONSULTANT agrees to provide the services in this phase of the Agreement during the construction contracts period, which is estimated to be a

total of 455 calendar days starting in December 2023, with substantial completion in March 2025 as required by NYSDOT, and final project acceptance in June of 2025. Additionally, project initiation, administration, and project closeout are anticipated to include 30 calendar days prior to the notice to proceed and 60 calendar days after final project acceptance to complete the project records.

The fee contained in Exhibit “B” is based on the stated anticipated hours of effort. If these hours are exceeded, through no fault of the CONSULTANT, the CONSULTANT shall be entitled to additional compensation.

C. GRANT ADMINISTRATION / PROJECT CLOSEOUT:

1. Grant Administration

- a. A Grant Administrator will be assigned to the Project.
- b. The Grant Administrator will assist the SPONSOR with reimbursement requests to the funding agencies. The project duration requiring this task is estimated to be fourteen (14) months.
- c. Grant Administration services provided herein apply to the construction observation phase only.
- d. Grant Administration services shall also include necessary reporting and processing of FAA required paperwork.
- e. The Grant Administrator will coordinate electronic transfer processing of federal funds on behalf of the SPONSOR, when requested by the SPONSOR.

Given the anticipated 14-month project construction duration, two (2) construction contracts, a NYSDOT grant, and up to four (4) FAA construction grants requiring monthly funding reimbursement requests, up to one hundred twenty-eight (56) applications for grant reimbursements including the accompanying data and schedules are anticipated. The CONSULTANT’s effort includes up to 4 hours per request for a Grants Manager.

Closeout: The grant closeout entails obtaining records from the CONTRACTORS and SPONSOR, and organizing the project documents to conform with FAA and NYSDOT requirements for closing out a federally funded project. During the period from the submittal of the final paperwork and the audit to close the project, the CONSULTANT will field any questions from the funding agencies as well as the SPONSOR.

2. **“As-built” Record Plans:** CONSULTANT will review as-built drawings for the completed project and furnish two (2) hard copies, and PDF electronic version of the as-built drawings required to be submitted by the CONTRACTORS to the SPONSOR. PDF electronic versions will also be provided to the federal and state funding agencies, if required. The as-built drawings will show the completed construction per the CONTRACTOR’s records, as reviewed by the CONSULTANT, architect and sub-consultants. The as-built drawings are, however, not to be construed as being 100 percent accurate. Given the project will utilize two (2) construction contracts, it is anticipated that there will be two (2) separate sets of as-built plans requiring review.

3. **Operation and Maintenance (O&M) and Warranty Documents:** CONSULTANT will review O&M and product warranty documents required to be submitted by the CONTRACTORS for the completed project and furnish two (2) hard copies, and PDF electronic version of these documents to the SPONSOR. PDF electronic versions will also be provided to the federal and state funding agencies, if required. These documents will be for the completed construction per the CONTRACTOR’s records and submitted for review by the CONTRACTORS.

***CONSULTANT O&M & WARRANTY SUBMITTAL REVIEW SUMMARY**

DISCIPLINE (Number of Staff)	TASK	
	**O&M Reviews (2 hr. per ea.)	**Warranty Reviews (2 hr. per ea.)
Project Manager (1)	5	5
Senior Project Engineer (1)	25	25
RPR	0	0
Aviation (2)	1	1
Structural (2)	0	0
Mechanical (1)	6	6

Electrical (2)	9	9
Plumbing (1)	4	4
Fire Protection (1)	4	4
Site/Civil (2)	0	0

*Refer to attached CONSULTANT, ARCHITECT, AND LANDSCAPE ARCHITECT scopes for additional scope related to O&M's and Warranties.

** Assumes one (1) initial review and up to two (2) additional reviews per each Submittal

4. **Construction Testing and Quality Control Report:** Prepare and furnish two (2) copies of the final Construction Testing and Quality Control Report for the completed project to the SPONSOR. Three (3) copies will also be provided to the Federal Aviation Administration, as required. This report will provide a summary of the documented results of Quality Control Testing and Special Inspections completed over the course of the project.

D. SCHEDULE

The CONSULTANT agrees to complete the work of the Agreement in a manner satisfactory to the SPONSOR within the following schedule:

Completion of Scope of Services: within fourteen (14) months after receipt of an executed copy of this agreement from the SPONSOR accompanied by a resolution from its governing body authorizing said execution or within such extended periods as agreed to by the SPONSOR;

Construction Observation Portion: within fourteen (14) months after award of a construction contract and or within such extended periods as agreed to by the SPONSOR;

The CONSULTANT agrees to perform the services during the Construction Observation Portion of this agreement during the construction contract period estimated to be as follows:

Working Days

Pre-Construction:	Project Manager:	14 @ 4 hrs.
	Senior Project Engineer:	14 @ 8 hrs.
	Resident Project Representative	14 @ 8 hrs.
Construction:	Project Manager:	24 @ 1hrs.
	Senior Project Engineer:	280 @ 3 hrs.
	Resident Project Representative:	280 @ 12 hrs.
Post Construction:	Project Manager:	40 @ 2 hrs.
	Senior Project Engineer:	40 @ 4 hrs.
	Resident Project Representative	40 @ 8 hrs.

NOTE: THIS TABULATION DOES NOT INCLUDE ALL EXPECTED EFFORT BY CONSULTANT. REFER TO ESTIMATED HOURS SHEET IN EXHIBIT B FOR ALL EXPECTED EFFORT BY CONSULTANT.

K:\Ogdensburg\19151.01\Project Mgt\Contract-Agreements\CA

ATTACHMENT A

SUBCONSULTANT AGREEMENTS

December 19, 2023

REV3

Jason Shevrin
 Director of InfraSolutions
 McFarland Johnson
 1650 Market Street, Suite 3613
 Philadelphia, PA 19103

RE: Ogdensburg Int'l Airport Gateway Improvements – Task Order #2 - Construction Admin Services

SCOPE OF WORK

Section 1: Project Understanding

This proposal consists of Construction Administration phase services related to the OGS Ogdensburg International Airport Gateway Improvements project. The project will be completed in 2 Construction phases: BP1 (Equipment, Utilities, and GSE Building) and BP2 (Addition, Renovation, Airfield Sitework, Landside Sitework and Utilities, Landside Canopy and Drop-off plaza). This proposal includes construction phase services for BP2 only.

Construction Project Schedule:

A total Construction Administration duration of 14 months and Project Closeout duration of 3 months.

- Notice to Proceed: 12/29/2023
- BP2 Construction Start: 2/1/2024
- Substantial Completion: 2/1/2025
- Grand Opening: 3/25/2025
- Final Project Closeout: 6/30/2025

Section 2: Team Responsibilities

	Firm or Agency	Contracted to:	General Role/Responsibilities
OWNER	Ogdensburg Bridge and Port Authority	-	Owner. Establish project goals, design criteria, budget, and schedule.
PRIME	McFarland Johnson	OGS Bridge and Port Authority	Prime Consultant Aviation, Site/Civil, MEPFP, Structural, IT/Security
DESIGN	FM Architecture (FM)	MJ	Architect
	AKF Group	FM	Code Consulting
	Kalin Assoc.	FM	Specifications

Section 3: Scope of Work

1.00 Project Management

1.01 Project Administration & General Management Coordination with prime consultant to maintain and track design team budget and invoicing coordination. Provide general management of work of sub-consultants.

2.00 Submittals

2.01 Submittal review Review architectural submittals including shop drawings, materials submittals, mock-ups, product data and other required items. Assume up to two (2) resubmittals.

2.02 Special Inspections Provide secondary review of 3rd party testing and special inspections reports. Managing and coordinating special inspections to be by Owner and/or Contractor.

3.00 Request for Information (RFI)

3.01 RFI review Review and respond to architectural RFI's and disciplines under FM purview. Assume 150 RFIs.

3.02 Supplemental Information Issue sketches or architectural supplemental information as required to respond to RFI's.

4.00 Field Observation

4.01 Field observation Review construction progress in field as appropriate to the stages of construction and to become generally familiar with compliance of the work the contract documents. Issue field reports and non-compliance reports. Assume 14 trips. 1 person on-site per month + monthly field report.

5.00 Construction Changes

5.01 Proposed Change Orders (PCO) Provide secondary review of contractor PCO's and provide recommendations to prime consultant. Assume 20 PCOs.

5.02 Construction Change Directives Provide input and sketches for coordination of existing scope as required for Construction Change Directives (CCD's). Assume 60 CCD/ASIs.

6.00 Construction Meetings

6.01 OAC meetings Prepare for and attend Weekly Owner/Architect/Contractor site meetings (virtually). Assume 60 meetings 1hr ea. max. 1 attendee from FM. No meeting minutes.

6.02 Coordination Meetings Prepare for and attend coordination drawing conference with CM and key subconsultants to review completed coordination drawings prior to installation. Address technical issues and issue sketches as necessary. Assume 3 virtual meetings. No meeting minutes.

7.00 Project Close out

7.01	Punch Lists	Provide two (2) punch list walk-throughs and reports after the initial work-to-complete list is submitted by Contractor.
7.02	Operation and Maintenance manuals	Provide secondary review of O&M submittals.
7.03	Warranties	Provide secondary review of final executed warranties.
7.04	Final construction affidavits	Submit final construction affidavits as required.
7.05	Record drawings	Provide electronic conformed set of architectural drawings and specifications, which integrates all approved CCD's and sketches issued through the process of construction.

Section 4: Assumptions

- Responsibility for overall project schedule, submittal and RFI logs remains with the CM.
- Attendance at meetings to be virtual, unless noted otherwise, or coordinated with monthly site visits.
- Management of Owner soft costs are excluded.
- Prime consultant to provide review of all pay requisitions.
- No public engagement or outreach is required.
- LEED certification or other sustainability accreditation is not required.
- No tenant fit-out is included.
- Resident inspection/engineering services provided by others.
- No hazardous materials survey or testing is included as part of this scope, and we assume for the purposes of this proposal that no regulated hazardous materials are present.
- Testing and Inspections: Owner will contract with a qualified 3rd party testing lab and/or inspection agency as required.
- Building commissioning: Owner will contract with a certified building commissioning agency to commission HVAC systems.
- Punch list walk-throughs will not commence until the completion of the Contractor's punch list.
- Renderings or additional graphics are excluded from this proposal but can be provided as an additional service.
- Cost estimating is excluded from this proposal but can be provided as an additional service.
- FF&E procurement provided by Owner.
- All submissions to be electronic. PDF submissions to be non-layered pdfs.
- No professional photography is included. Professional images can be purchased directly from our 3rd party photographers.
- Design or construction phase services for added scope, including but not limited to OGS Bridge and Port, OGS Airport, NYSDOT, FAA, TSA, or tenant requested changes (to millwork, plan layouts, furniture, fixtures, or equipment, signage changes, etc.) or changes requested by the AHJ etc. are excluded from this proposal but can be provided as an additional service.

- Unloaded labor rates based on anticipated average of FY 2023/2024/2025 rates.
- Additional value engineering efforts are not included.
- Prime Consultant is primarily responsible for reviewing submittal scope that is related to and requires coordination of multiple disciplines and shall request specific input from the Architect when required.
- Prime Consultant is principally responsible for coordinating and resolving RFI's related to multiple disciplines/trades, with secondary input from Architect and when requested.
- Prime Consultant/Resident Engineer to provide daily site photographs, daily field reports, field dimensions, and other information on the construction progress.
- Prime Consultant/Resident Engineer to be available for daily phone calls to assist in resolving solutions to issues raised related to architectural scope of work.
- Services beyond the anticipated Final Project Closeout of 6/30/2025 are not included.
- Response to excessive, unnecessary, or spurious contractor RFI's are not included.
- Cost estimates for change work are not included.

Sincerely,
Fennick McCredie Architecture

Attachments:

- FM Fee Worksheet (2 pages)
dated 2023.12.19 Rev3
- FM Proposed Project Schedule (1
page) *dated 2023.05.16*

Sharon Reynolds, AIA
Associate Principal

OGS Ogdensburg International Airport Gateway Improvements

Task Order 2: Construction Administration Services

LABOR BREAKDOWN

Fennick McCredie Architecture

Date: 2023.12.19 Rev3

Scope	Multiplier: 1 Start week End week Unloaded Billing Rates	Labor Dollars		Labor Hours							Assumptions
		Labor subtotal (loaded)	Sub Task Totals (loaded)	PIC	PM	PA	SA	A	D		
				Principal Architect	Senior Project Manager	Project Architect	Senior Tech Architect	Architect	Designer		
				100	73	57	69	49	32		

Construction Administration (Estimated Duration: 14 Months + 3 Months Closeout)										
1.00 Project Management		\$19,600								
1.01 Project Administration, General Management and team coordination		\$19,600		40	120	120				
2.00 Submittals		\$29,580								
2.02 Submittal Review		\$29,580				220	80			360
3.00 Request for Information (RFI)		\$45,900								
3.01 RFI Review		\$18,150				150				300 Assume 150 RFIs @8h ea
3.02 Issue Supplemental Information as required to respond to RFIs		\$27,750				150				600
4.00 Field Observation		\$24,920								
4.01 Monthly Field Observation		\$24,920				280				280 Assume 14 trips. 1 person on-site per month + monthly field report
5.00 Construction Changes		\$38,020								
5.01 Proposed Change Orders (PCO) and Change Order (CO) Review		\$8,980		20		100				40 Assume 20 PCOs @8h ea
5.02 Construction Change Directives (CCD)		\$29,040				240				480 Assume 60 CCD/ASIs @12h ea
6.00 Meetings		\$7,716								
6.04 Weekly OAC Meetings (60)		\$6,840				120				Assume 60 mtgs @1hr max. Incl 1hr prep and follow-up. 1 attendee. Virtual unless coor w/monthly on-site. No minutes
6.06 Coordination Meetings		\$876				12				6 Assume 3. Virtual. No minutes.
7.00 Project Close out		\$20,358								
7.01 Punch Lists		\$10,080				96				144 Assume two (2)
7.02 Review O&M Manuals		\$2,420				20				40
7.03 Review Final Warranties		\$1,168				16				8
7.04 Final Construction Affidavits		\$570		2		2				8
7.05 Record Drawings		\$6,120				40				120 Electronic submission.
Construction Administration (Estimated Duration: 14 Months)			4,234 hrs	42	120	1,560	80	0	2,388	
Construction Administration (Estimated Duration)			\$186,094	\$4,200	\$8,760	\$49,368	\$5,520	\$0	\$76,352	

Fee Breakdown by Phase		% labor
Construction Administration (Estimated Durz	\$186,094.00	0 40.4%
Overhead @ 1.15	\$214,008.10	
Fee @ 15%	\$60,015.32	
Total labor	\$460,117.42	0 100.0%
Expenses	\$27,522.00	
Consultant Total (labor & Expenses)	\$487,639.42	

OGS Ogdensburg International Airport Gateway Improvements

Task Order 2: Construction Administration Services

DIRECT EXPENSES

Fennick McCredie Architecture

Date: 2023.12.19 Rev3

Expense	Units	Cost	Qty	Total	Notes
Parking	LS			\$0.00	
Rental cars	LS			\$0.00	
Taxi/Uber/Public trans.	LS	\$50.00	32	\$1,600.00	14 site visits + 2 punchlist visits
Mileage	MI	\$0.63		\$0.00	
Hotel	Ea	\$150.00	18	\$2,700.00	1 person/1 night per month + 2 punchlist visits
Flight	LS	\$600.00	18	\$10,800.00	1 person per month + 2 punchlist visits
Meals (per Diem)	Ea	\$79.00	18	\$1,422.00	1 person per month + 2 punchlist visits
Security badge	Ea			\$0.00	
Reproductions	LS			\$0.00	
Material samples/mock-ups	LS			\$0.00	
Other	LS			\$0.00	
Specifications	LS			\$5,000.00	
Code	LS			\$6,000.00	
Envelope	LS			\$0.00	
Hardware Consulting	LS			\$0.00	
				\$0.00	
Estimated Total:				\$27,522.00	

Notes:

1.

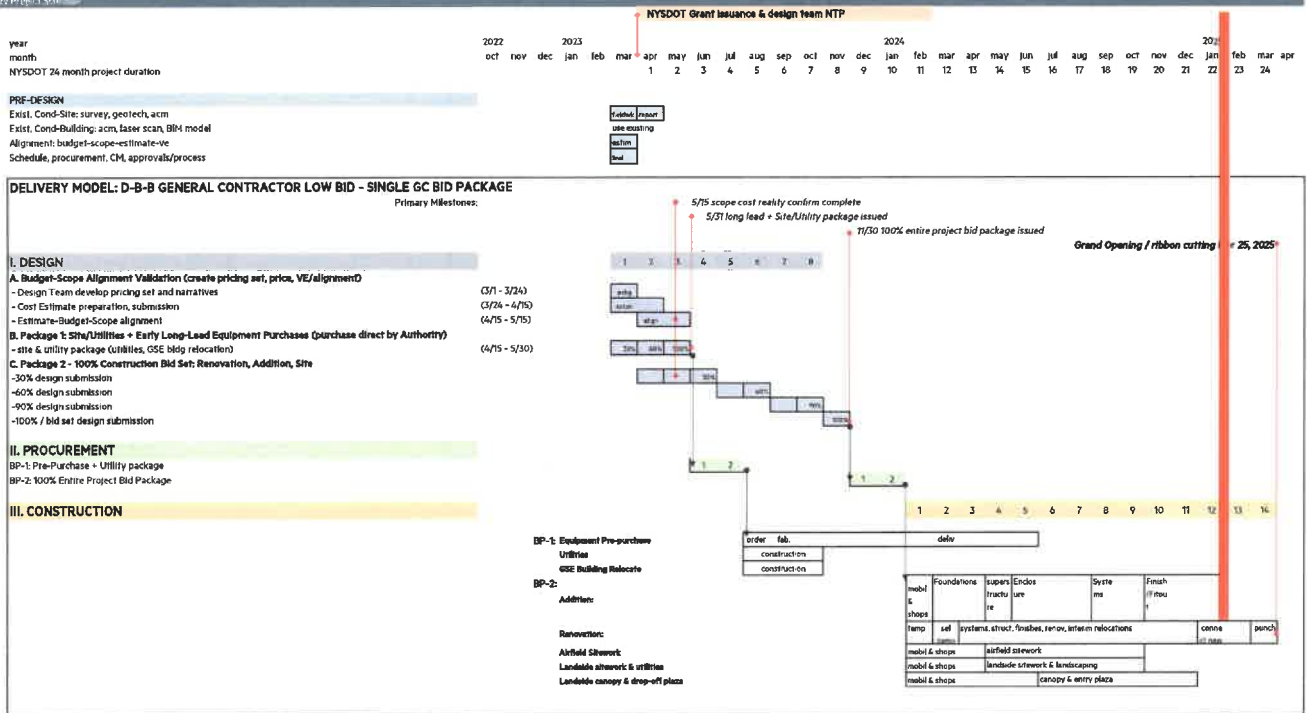
OGS Ogdensburg Airport Terminal Improvements

Fennick McCracken Architecture

Orig Date: 30/21/2022

Rev Date: 5/02/2023

Preliminary Project Schedule





McFarland Johnson
 OGS - Ogdensburg International Airport
 08/18/23

	Principal	LA Senior Project Manager	Senior Landscape Architect	Landscape Architect	Total Hours Per Task	Labor Subtotal
Hourly Billing Rate	\$ 225.00	\$ 150.00	\$ 145.00	\$ 105.00		

11 CONSTRUCTION PHASE (11-month duration + Punch List)							
1	Attend one (1) pre-construction meeting with the Client and selected bidder to review the project specifics.	8.0			8	\$ 1,200.00	
2	Provide technical support to supplement the construction documents on an as needed basis.	2.0	4.0	20.0	26	\$ 2,980.00	
3	Review submittals and shop drawings.	2.0	4.0	40.0	46	\$ 5,080.00	
4	Attend one (1) pre-installation conference.		8.0		8	\$ 1,160.00	
5	Perform (4) periodic on-site visual observation (6-hour duration with travel) of construction progress + 2 hours each for minutes etc			32.0	32	\$ 3,360.00	
6	When construction is completed, perform a (1) site inspection and prepare a punch list of constructed site amenities.	1.0	8.0	16.0	25	\$ 3,065.00	
7	EDR performs one last site visit to review construction completion.	1.0	6.0	6.0	13	\$ 1,725.00	
8	Project Management	44.0			44	\$ 6,600.00	
	Task Subtotal	2	56	30	114	202	\$ 25,170.00



Arora Engineers, Inc.
212 West 35th Street, 9th Floor
New York, NY 10001

P (347) 897-5958
F (347) 897-5958
aroraengineers.com

August 17, 2023,
October 24, 2023,

Revision: 01

Jason Shevrin, PE
Director
McFarland Johnson
1650 Market Street, Suite 3613
Philadelphia, PA 19103
Cell: 215-284-1744
Email: jshevrin@mjiinc.com

RE: Ogdensburg International Airport Terminal Expansion Project – CA Services

Dear Mr. Shevrin,

Arora Engineers, LLC (Arora) is pleased to offer this fee proposal for Construction Support Services (CSS) for the Ogdensburg International Airport Terminal Expansion Project Bid Package 2 scope of work. Arora will provide CSS services for the duration of construction, anticipated to be 14 months, from March 2024 to May 2025.

On October 17, 2023, McFarland Johnson asked Arora to reduce the overall fee by 5-7%. Arora revised the staff hours and adjusted the resulting CSS fee accordingly.

Scope of Work:

Arora understands the overall scope of work to include:

- Review and comment on shop drawings and change orders.
- Review and approve contractor plan and approach.
- Respond to Requests for Information (RFIs)
- Evaluate completed contractor installations and preparation of as-built drawings.
- Participate in periodic coordination meetings with the contractors.
- Identify, resolve, and correct technical problems.

Staffing:

Chief Engineer II/Director
Practice Lead
Project Manager / Engineer
Engineer III/Sr. Specialist III
Engineer III/Sr. Specialist III
Engineer II/Sr. Specialist II
Designer III/Specialist III
Designer III/Specialist III
CAD/BIM Technician
Project Coordinator/Administrator

Meetings & Site Visits

During the construction period, Arora will participate in at least one monthly teleconference meeting. Additionally, Arora will conduct regular on-site inspection services to ensure that the

October 24, 2023
Ogdensburg International Airport Terminal Expansion Project – CA Services

construction aligns with the contract plans and specifications. Throughout the construction phase, Arora anticipates undertaking a total of six site visits involving various disciplines as required.

Schedule and Deliverables:

- Construction Start: March 2024
- Construction Complete: May 2025

Scope of Work	Senior Project Manager (Hours)	Project Architect (Hours)	Architect (Hours)
Construction and coordination meetings	50	200	100
Review Submittals and Shop Drawings		80	360
Review and respond to RFI's and CO's	20	100	100
Project Closeout	20	48	48
Total	90	428	608

Exclusions:

1. Deviations to installed systems or design modifications.
2. MEP / FLS CSS services beyond those described above.
3. LEED and/or sustainability efforts during CSS.
4. Destructive and/or non-destructive testing.
5. Value engineering.
6. Cost estimating.

Assumptions:

1. All documents shall be transmitted electronically; reproduction costs are not included in this proposal.
2. Most systems trade packages are assumed to be the basis of design layouts to be completed by the installing contractor.

I trust that you will find this proposal in order and look forward to working with you on this project. Please contact me at 347.897.2386 if you have any questions.

Sincerely,
ARORA ENGINEERS, INC.



Steve Giordano, PE, LEED AP
Vice President
Arora Engineers, Inc.

Proposal Accepted by:

Jason Shevrin, PE

Date

CC: Marketing (P23-565, 148923.001); Steve Giordano, PE, LEED AP

The Terms & Conditions of the existing contract Master Service Agreement (MSA) will apply.



ATLANTIC TESTING LABORATORIES

WBE certified company

Canton
6431 U.S. Highway 11
Canton, NY 13617
315-386-4578 (T)
atlantictesting.com

December 19, 2023

McFarland-Johnson, Inc.
49 Court Street, Suite 240
Binghamton, New York 13901

Telephone: 607-723-9421
Email: mmartin@mjinc.com

Attn: Michael Martin
Project Manger

Re: Special Inspection and Construction Materials Engineering and Testing Services
Ogdensburg International Airport – Gateway Improvements Project
Ogdensburg, New York
ATL No. CT998-3375-12-23

Thank you for the opportunity to submit a proposal for the referenced services. In accordance with your request, please find enclosed the following items for review:

- ♦ Scope of Services
- ♦ Fee Schedule
- ♦ AGREEMENT for Special Inspection and Construction Materials Engineering and Testing Services

ATL is WBE certified by the New York State Department of Economic Development, Division of Minority & Women's Business Development.

To accept ATL's proposal, return a signed AGREEMENT with attachments via email or to:

Atlantic Testing Laboratories, Limited
Contracts Department
6431 US Highway 11
Canton, New York 13617

One countersigned AGREEMENT will be returned via email, unless otherwise directed.

This proposal is valid for 90 days from the date of issuance. Thereafter, ATL reserves the right to declare the proposal null and void and/or adjust the proposed fees.

If you have any questions or require additional information, please contact me at your convenience. We look forward to your response.

Sincerely,
ATLANTIC TESTING LABORATORIES, Limited

Phillip A. Wagschal
Operations Manager

PAW/sb

Enclosures

**SCOPE OF SERVICES FOR SPECIAL INSPECTIONS AND CONSTRUCTION
MATERIALS ENGINEERING AND TESTING**

**Ogdensburg International Airport – Gateway Improvements Project
1 Bridge Plaza
Ogdensburg, St. Lawrence County, New York**

Based on information provided to ATL by Michael Martin of McFarland Johnson, Inc., it is our understanding that the project consists of Special Inspections and Construction Materials Engineering and Testing Services for the renovations of the Ogdensburg International Airport located at 1 Bridge Plaza, Ogdensburg, New York. It is further understood that the anticipated period of performance will be January 2024 through March 2025.

The following Scope of Services for providing Special Inspection and Construction Materials Engineering and Testing services is based on plans and documents provided by Michael Martin of McFarland Johnson, Inc.

Professional Engineering services, required to perform the Scope of Services outlined below, will be provided by ATL Engineering, P.C.

CLIENT will be responsible for determining, requesting, authorizing, and scheduling services. CLIENT agrees that ATL is not responsible for performing services that are neither requested nor authorized by CLIENT, including but not limited to, services that are required by the construction documents and/or outlined in the following Scope of Services.

A. Field Services:

1. Soil:

Provide a **Special Inspector/Technician** to perform the following field testing of fill materials:

- ♦ ASTM D 75: Practice for Sampling Aggregates
- ♦ ASTM D 2922: Density of Soil and Soil-Aggregate in Place by Nuclear Methods
- ♦ ASTM D 3017: Water Content of Soil and Rock in Place by Nuclear Methods
- ♦ ASTM D 6938: In-place Density and Water Content of Soil and Soil-Aggregate by Nuclear Methods

Provide a **Special Inspector/Technician** to observe the following items for compliance with the approved geotechnical report, as required in Section 1705.6 and Table 1705.6 of the Building Code of New York State:

- ♦ Type of controlled fill material used
- ♦ Lift thickness of controlled fill material
- ♦ Testing frequency and results of the in-place density testing

Provide an **Engineer** to observe the following, as required in Section-1705.6 of the Building Code of New York State:

- ♦ Foundation subgrade preparation in accordance with the approved geotechnical report and documents prepared by the Registered Design Professional prior to placement of shallow footings and controlled fill.

2. Concrete:

Provide a **Special Inspector/Technician** to perform the following field tests of freshly mixed concrete:

- ♦ ASTM C 31: Making and Curing Concrete Test Specimens in the Field
- ♦ ASTM C 143: Slump of Hydraulic Cement Concrete

- ◆ ASTM C 172: Sampling Freshly Mixed Concrete
- ◆ ASTM C 173: Air Content of Freshly Mixed Concrete by the Volumetric Method
- ◆ ASTM C 231: Air Content of Freshly Mixed Concrete by the Pressure Method
- ◆ ASTM C 1064: Temperature of Freshly Mixed Portland Cement Concrete
- ◆ Report quantity of fresh concrete tested and test results

Provide a **Special Inspector/Technician** to observe the following items, as required in Section 1705.3 and Table 1705.3 of the Building Code of New York State:

- ◆ Reinforcing steel and placement
- ◆ Formwork dimensions and general location
- ◆ Bolts to be installed in concrete prior to and during placement of concrete where allowable loads have been increased
- ◆ Use of required design mix
- ◆ Sampling and testing of fresh concrete, including fabrication of specimens for strength testing
- ◆ Placement of concrete

3. **Structural Steel:**

The CLIENT, OWNER, and/or contractor will ensure that steel fabrication shop inspection and material verifications are performed to satisfy the building code and project document requirements.

Provide a **Special Inspector** to observe the following field items, as required in Section 1705.2 of the Building Code of New York State:

- ◆ Review material certifications, Welder Performance Qualification Records (WPQR), Welding Procedure Specifications (WPS), and Procedure Qualification Records (PQR) for conformance with project documents and application during erection
- ◆ Compare filler metals and welded joints used for conformance with project documents and approved WPS
- ◆ High strength bolted connections
- ◆ Welding of structural steel, including complete and partial penetration groove welds, singlepass and multiplepass fillet welds, and deck welds
- ◆ Steel frame joint details for compliance with approved construction documents, including details for bracing and stiffening, member locations, and application of joint details

B. **Laboratory Services:**

1. **Soil:**

- ◆ ASTM D 422: Particle-Size Analysis of Soils (without Hydrometer analysis)
- ◆ ASTM D 422: Particle-Size Analysis of Soils (with Hydrometer analysis)
- ◆ ASTM D 698: Laboratory Compaction Characteristics of Soil Using Standard Effort
- ◆ ASTM D 1557: Laboratory Compaction Characteristics of Soil Using Modified Effort
- ◆ ASTM D 2216: Moisture Content of Soil and Rock by Mass
- ◆ ASTM D 4318: Liquid Limit, Plastic limit, and Plasticity Index of Soils
- ◆ ASTM D 4972: pH of Soils

2. Concrete and Aggregate:

- ◆ ASTM C 39: Compressive Strength of Cylindrical Concrete Specimens
- ◆ ASTM C 88: Sodium Sulfate Soundness (5 cycle)
- ◆ ASTM C 131: Resistance to Degradation
- ◆ ASTM C 142: Clay Lumps and Friable Particles
- ◆ ASTM D 2419: Sand Equivalent Value of Soils and Fine Aggregate
- ◆ ASTM D 4791: Flat and Elongated Particles
- ◆ ASTM D 5821: Percentage of Fractured Particles

C. Additional Services:

1. Transport samples, as required, for laboratory analysis.
2. Provide a **Project Manager** to perform the following:
 - ◆ Review project plans and specifications, as provided to ATL, which are relevant to the services outlined in this Exhibit.
 - ◆ Review test data generated by ATL.
 - ◆ Attend project meetings as directed by CLIENT.
 - ◆ Prepare and distribute reports. Reports will be distributed to CLIENT by email, unless otherwise directed.

D. Client Responsibilities:

1. Prior to project initiation, provide ATL with copies of the PROJECT plans and specifications, all revisions and addenda, and the statement of special inspections, approved material submittals, approved shop drawings, the geotechnical report, and other applicable documents.
2. Provide safe access, conforming to applicable OSHA and other pertinent regulations, to sampling and testing locations.
3. File the Notice of Termination form with the appropriate regulatory agencies.
4. Provide contact information for report distribution.

NOTES TO THE SCOPE OF SERVICES

ATL's representatives will not accept or reject construction materials, means and methods, material quantities, and/or completed construction.

Untested portions of soil, concrete, and aggregate samples will be discarded two weeks after completion of the testing.

Compressive strength test specimens will be discarded upon completion of the testing, and hold cylinders upon the 28-day compressive strength exceeding the minimum specified value, unless instructed otherwise.

We require a minimum of two days advance notice prior to project initiation and one day advance notice for subsequent scheduling of field services. Cancellation of scheduled services must be received prior to personnel departure for the PROJECT site, or a minimum charge in accordance with the Fee Schedule will be applicable.

Prior to project initiation, CLIENT will provide ATL with copies of the PROJECT plans and specifications and all revisions and addenda, and the Statement of Special Inspections, approved material submittals, approved shop drawings, and the geotechnical report OR other applicable documents.

	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Total</u>
☒ Soil/Concrete Technician – P-209 and subbase placement, In-place Nuclear Density Tests Concrete Slump and Air Content	<u>30</u>	Day	<u>\$605.00</u>	<u>\$18,150.00</u>
	<u>15</u>	½ Day	<u>\$417.00</u>	<u>\$6,255.00</u>
	<u>40</u>	HR OT	<u>\$93.75.00</u>	<u>\$3,750.00</u>
	<u>16</u>	HR Sun/Hol	<u>\$99.00</u>	<u>\$1,584.00</u>
☒ Special Inspector - Steel	<u>10</u>	Day	<u>\$750.00</u>	<u>\$7,500.00</u>
☒ Special Inspector - Fireproofing	<u>5</u>	½ Day	<u>\$417.00</u>	<u>\$2085.00</u>
☒ Trip Charge (charged only if work canceled at time of arrival or for cylinder/sample pickup if no other work is scheduled for that day)	<u>12</u>	Trip	<u>\$75.00</u>	<u>\$900.00</u>
☒ Sieve Analysis: Sample subbase material and perform sieve analysis for compliance with FAA P-209 and NYSDOT Specifications.	<u>4</u>	Each	<u>\$95.00</u>	<u>\$380.00</u>
☒ Lab Proctors				
☒ ASTM D-698	<u>2</u>	Each	<u>\$140.00</u>	<u>\$280.00</u>
☒ ASTM D-1557	<u>4</u>	Each	<u>\$200.00</u>	<u>\$800.00</u>
☒ Atterburg Limits	<u>4</u>	Each	<u>\$125.00</u>	<u>\$500.00</u>
☒ Natural Moisture Content	<u>4</u>	Each	<u>\$10.00</u>	<u>\$40.00</u>
☒ Hydrometer Analysis	<u>4</u>	Each	<u>\$120.00</u>	<u>\$480.00</u>
☒ Concrete Compressive Strength	<u>80</u>	Each	<u>\$18.00</u>	<u>\$1,440.00</u>
☒ Topsoil (pH)	<u>2</u>	Each	<u>\$60.00</u>	<u>\$120.00</u>
☒ Resistance to Degradation ASTM C131	<u>2</u>	Each	<u>\$200.00</u>	<u>\$400.00</u>
☒ Sodium Sulfate Soundness (5 cycle) ASTM C88	<u>2</u>	Each	<u>\$400.00</u>	<u>\$800.00</u>
☒ Other: Clay lumps and friable particles ASTM C142	<u>2</u>	Each	<u>\$100.00</u>	<u>\$200.00</u>
☒ Other: Percentage of Fractured Particles ASTM D5821	<u>2</u>	Each	<u>\$125.00</u>	<u>\$250.00</u>
☒ Other: Flat and Elongated Particles ASTM D4791	<u>2</u>	Each	<u>\$100.00</u>	<u>\$200.00</u>
☒ Other: Sand Equivalent ASTM D2419	<u>2</u>	Each	<u>\$100.00</u>	<u>\$200.00</u>
☒ Professional Engineer	<u>5</u>	Hour	<u>\$125.00</u>	<u>\$625.00</u>
Maximum Inspection, Field Test, & Laboratory Testing Total				<u>\$46,939.00</u>

NOTES TO THE FEE SCHEDULE

This AGREEMENT shall continue in force until December 31, 2025.

As used in this schedule:

A standard day is defined as time on-site during a 4- to 8-hour period, Monday through Friday, within the hours of 6:00 a.m. and 6:00 p.m.

Services provided for 4 or more hours outside the standard day, as defined above, are subject to a night differential.

Unless otherwise stated in the Fee Schedule, daily overtime rates are calculated by dividing the daily rate by 8 and multiplying by 1.50 and hourly overtime rates are calculated by multiplying the hourly rate by 1.50. Services performed on Saturdays and Sundays/Holidays will be invoiced at 1.50 and 1.75 times the unit fees, respectively. Travel performed on Saturdays/Sundays/Holidays may be invoiced at 1.25 times the unit fees.

Rates for ATL personnel are for time on-site only and are not invoiced portal-to-portal. Full day and Half Day rates include travel and report fees.

The fee for ASTM C 39 includes the handling and final curing outlined in ASTM C 31. All cylinders fabricated will be invoiced at the unit fee noted in the fee schedule.

The foregoing fees for laboratory services reflect a standard laboratory turn-around-time (TAT). A laboratory surcharge up to 100% is applicable to samples requiring priority TAT. Advance notification of priority TAT is required.

ATTACHMENT B

CA SERVICES FEE SHELL

OGS Gateway Improvement Project

Ogdensburg Port Authority
CA

In Review by OGS
10/10/23

FEE SUMMARY

	DESIGN / PLANNING SERVICES	CONSTRUCTION SERVICES
1. DIRECT TECHNICAL LABOR	\$336,113.00	
2. ESTIMATED OVERHEAD EXPENSES AND PAYROLL BURDEN Based on Percentage of Direct Salary Cost (exclusive of Premium Pay) with the estimated Percentage being 175.00 %	\$588,197.75	
3. SUBTOTAL OF ITEMS 1 & 2	\$924,310.75	
4. FIXED FEE / PROFIT	\$138,646.61	
5. DIRECT EXPENSES	\$27,516.00	
6. SUBCONSULTANT COSTS	\$610,615.00	
Architecture	\$487,639	
Landscape and Engineering	\$122,976	
7. SUBCONTRACT COSTS - (ESTIMATE)	\$46,939.00	
Special Inspections and Mat. Testing	\$46,939	
8. OVERTIME PREMIUM		
9. TOTAL FEE ESTIMATE	\$1,748,027.36	
10. TOTAL FEE FOR ALL SERVICES		\$1,748,028

NOTE: Authorized hours worked in excess of forty per week are subject to a premium time charge



OGS Gateway Improvement Project				
Ogdensburg Port Authority				
CA				
In Review by OGS				
10/10/23				
McFARLAND-JOHNSON LABOR RATES				
DIRECT TECHNICAL LABOR				
			CURRENT	PROJECT
			AVG. RATE	AVG. RATE
				2023
				MAX. RATE
CLASSIFICATION				
Vice President (VP)			\$103.12	\$108.79
Division Director/Reg.Div.Director (DD)			\$87.35	\$92.15
Senior Project Manager (SPM)			\$79.17	\$83.52
Sr. Project Engineer (SPE)			\$62.78	\$66.23
Project Engineer (PE)			\$54.98	\$58.00
Senior Engineer (SE)			\$45.51	\$48.01
Assistant Engineer (AE)			\$38.12	\$40.22
Junior Engineer/Planner/Envrmtlst (JEP1)			\$31.90	\$33.65
Junior Engineer/Planner/Envrmtlst (JEP2)			\$33.45	\$35.29
Technician Supervisor (TS)			\$50.00	\$52.75
Senior Technician (ST)			\$38.76	\$40.89
Assistant Technician (AT)			\$27.91	\$29.45
Junior Technician (JT)			\$20.80	\$21.94
Resident Inspector (RI)			\$51.03	\$53.84
Senior Inspector (SI)			\$44.95	\$47.42
Inspector (I)			\$40.04	\$42.24
	Assume Notice to Proceed:	12/1/2023		
	Design Project Duration (months):			
	Assume Salary Escalation:	4.0%		
Year	Compounded Escalation Factor	% Work in year	Effective %	
2023	1.000	2.0%	2.0%	
2024	1.040	60.0%	62.4%	
2025	1.082	38.0%	41.1%	
		100.0%	105.5%	

OGS Gateway Improvement Project
**Ogdensburg Port Authority
CA**
**In Review by OGS
10/10/23**
DIRECT COSTS

	DESIGN / PLANNING SERVICES	CONSTRUCTION SERVICES
Travel Related Costs:		
Vehicle Cost Plus Fuel	\$16,753	
Lodging and Meals	\$8,900	
Per Diem		
Reproduction		
CADD Plots		
Prints		
Photocopies		
Photo Costs		
Telephone/Fax:		
Postage/Delivery		
Miscellaneous	\$1,863	

\$27,516

\$27,516

**OGDENSBURG BRIDGE & PORT AUTHORITY
FEBRUARY 8, 2024 BOARD MEETING**

Agenda Item E. Port of Ogdensburg
1) Approval of Electrical Connection to Complete CRISI Grant

REPORT:

The electrical connection for the Generator and Conveyors is the last and necessary acquisition to ensure all pieces purchased under the CRISI Grant are operable. This purchase of this connection must be made in order for staff to be trained to operate and maintain the equipment.

As Collins Hammond is already being used to purchase the connection equipment, it was felt that they would be the best choice for the training so that everything was consistent.

RESOLUTION:

RESOLVED, that the Director of Operations is hereby authorized and directed to execute a Purchase Order with Collins Hammond to schedule the purchase of the electrical connection for the CRISI grant equipment, a total cost not to exceed \$5,348.00

INITIATOR/PREPARER: James D. Chase APPROVED BY: 

MOTION PASSED BY: _____ Unanimous: Yes No

SECONDED BY: _____ Abstained By: _____

