

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

The 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, February 8, 2024 at 5:00 PM.

The following were present:

Vernon D. Burns, 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

ABSENT: Megan J. M. Whitton, Vice-Chairperson

I. Vernon D. Burns, Board Chair, called the meeting to order at 5:06 PM.

II. Letters and Communications to the Board.

Executive Director, Steven J. Lawrence, stated there were some letters shared by e-mail from the new Mayor of the City of Ogdensburg. He wanted to bring them to the Board's attention.

Board Chair, Vernon D. Burns, stated there was something else the Board should be made aware of. Last night at the Jefferson-Lewis-St. Lawrence County Labor Council Meeting, Mr. Lawrence did a presentation on behalf of the Bridge and Port Authority that was very well done and very well received. Mr. Burns thanked Mr. Lawrence.

III. Approval of Meeting Minutes.

- **January 10, 2024 Childcare Initiative Committee Meeting Minutes**
- **January 11, 2024 Finance Committee Meeting Minutes**
- **January 11, 2024 Annual Board Meeting Minutes**
- **January 11, 2024 OBA Annual Board Meeting Minutes**

- **January 11, 2024 OBSI Annual Board Meeting Minutes**

On a motion made by Jennifer Quirk-Pickman, and seconded by Toni Kennedy, all of the meeting minutes were approved by voice vote.

IV. Presentations and Reports

1. Committee Reports

a) Finance Committee

- David D. King, Finance Committee Chair, stated the Finance Committee had a meeting 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 the Regular Accounts Receivable is at \$183,599. 97% of that A/R is either current or 1-30 days; the OBPA is staying well on top of accounts receivable. Accounts Receivable AEAS, there are two months worth of reimbursements from USDOT. One was reimbursed on 2/2/24, and the other one was submitted on 1/31/24. As of this morning, the submission was still pending approval. Until the pending approval isn't showing, the reimbursement has not gone through to the payment processing. The airline has Accounts Receivable that is 1-30 days or 31-60 days overdue. Fixed Assets have not changed over the last couple of months. The only thing on the horizon to be added to the Fixed Assets is the generator to finish out the CRISI Grant. Regular Accounts Payable is at \$487,171. Accounts Payable - AEAS/Contour is at one month at \$337,727. The retirement invoice was posted in December and \$96,000 has been paid. Interest will be incurred as the full amount is not being paid by the deadline. All Project Accounts Payable is at \$968,903. At the current time, there is difficulty in paying A/P; payroll, benefits, and debt are being paid consistently. Regular Accounts Payable is lagging.

- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual, and reported that it was known that fuel sales were budgeted too high. The actuals that are seen on the report are on track to defend the reduction for the budget in airport fuel sales for 2024 – 2025. The Utility Income used to be added to the Rent Income; however, the Utility Income actually goes to offset the Utility Expense. She and the Director of Economic Development have discussed this. Due to the fact that this is showing up as a reduction to expense and not as income, it reflects a negative income to the Industrial Park. However, everything that was budgeted for the tenants, is right where it needs to be. There is no real deficit to the Industrial Park. There was one more salt vessel than anticipated and the transformer activity helped bring the Marine Terminal above budget. She and Executive Director discussed, there is no assumption that there is any salt left on the dock come March 31st. No salt is budgeted for the fiscal year except any new salt that is anticipated. The salary expense for almost every department is over budget for the month of December due to the vacation buy outs/buy backs being paid out. Those shouldn't be in salary; they should be in employee benefits, and will be reclassified next month. General expenses in almost every category are over budget for the month. The Commercial Insurance bill for January was paid in December to ensure timely payment during the holidays. Overall, the OBPA is not incurring a lot of additional expense, but this means that expenses are being deferred. The Border Station expenses are being kept separate to assist with the Attorney General's request to unwind the Border Station and re-dissolve it.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Cash Flow for December 2023 – May 2024, and reported that it is pretty much what it was expected to be. Under the Expenses, the OBPA Grant Portion & Capital Expense is going up significantly. Bid Package #2 for the construction of the

Airport Terminal and Great Room is now in sight, so the numbers are going up. Salary, Payroll, and Benefits are going up as of April due to the CBA mandated increase in wages and benefits.

- Board Chair, Vernon D. Burns, stated that there is nothing in these figures that was not anticipated and has not been talked about for the past year. The border/bridge could not be closed down during COVID as there was still a meaningful amount of commercial truck traffic, but there was a significant loss of revenue due to the inability of automobile traffic. How does the Authority make up \$5M in lost revenue. It's not going to happen. Some has bounced back a little, but not 100%. The numbers show that bridge traffic is improving. Not all bills are being paid as soon as they come due, unfortunately. As an ongoing Authority, moving ahead with its mission, doing the best it can.

2. Reports

a) Bridge Traffic Report

- Executive Director, Steven J. Lawrence, reported that even though the numbers are down, percentage-wise for January, 85% of pre-COVID traffic is encouraging. It was anticipated that the numbers would be running at 20% below pre-COVID through the whole budget. Anything above that, budget-wise, is encouraging. Overall revenue was down from the normal year, but up \$3,500 over last year.

b) Airport Activity Report

- Airport Manager, Charlie Garrelts, reported that for the month of January, 30 flights were completed with 258 passenger enplanements resulting in a 29% flight load. Flight completion rate was at 60% with on time performance at 68%. A lot of the flight issues were due to mechanical problems. When something happens and there aren't any spare parts, the plane sits on the ground until parts arrive.

- Airport Manager, Charlie Garrelts, reported that the OBPA is heavily involved with the USDOT regarding the new upcoming EAS bids. All bidders are welcome; increased interest can only benefit this community. USDOT stated that it will be 30 – 60 days before the request for proposals will be sent out. Then, a month for them to get the bids, two to three weeks for review, and then there will be time for the community's comments. Then, back to final approval. It is anticipated that awarding the new EAS carrier will happen in May or June.
- Airport Manager, Charlie Garrelts, reported that there is a public announcement that Sky West has acquired a 25% stake in Contour. The main purpose is to supply Contour with the CRJ aircraft. Sky West is one of the largest operators of the CRJ aircrafts in the world with 150 of them. Sky West is considering leasing around 50 to Contour. Contour would use those to their advantage to solve some of the operational issues they currently have.

Executive Director, Steven J. Lawrence, asked if this would improve Contour's performance at Ogdensburg International Airport. Airport Manager, Charlie Garrelts, confirmed that yes, it would. Pumping airplanes into the fleet would solve the problem of aircraft sitting on the ground waiting for service.
- Executive Director, Steven J. Lawrence, clarified that it is Sky West's partnership with Contour to supply aircraft to Contour. He doesn't want the public to misinterpret; SkyWest is not returning as a carrier.
- Board Chair, Vernon D. Burns, asked if the timeline for considering bids for a new airline service could be shortened. Airport Manager, Charlie Garrelts, did state that it could be shortened based upon bidder interest.

c) Port Activity Report

- Director of Operations, James D. Chase, reported that for January salt started satisfactorily, but ended on a high note. 24,295 tons of regular highway salt and 6,492 tons of the treated salt went out. January 31st was a 2,600-ton day. That

was the largest day he can remember. He thanked everyone involved: the truckers, loaders and operators.

Board Chair, Vernon D. Burns, asked if there has been discussion about the amount of treated salt being used on treated highway inside and outside of the Adirondack Park. Director of Operations, James D. Chase, said officially no, but stated there at least a dozen outside of the park that have hopped on board with treated salt. He also reported that for the month of January, five rail cars were received. All five rail cars had corn gluten meal on them, totaling almost 500 tons.

- Director of Operations, James D. Chase, reported that there was nothing too pressing as far as Ag at the port, but just received some more **pellet to pellet cars**. Inventory was running low on pellets, so that was good to see.
- Director of Operations, James D. Chase, reported that the Smart Path Transformer Project has been completed. The last 60 pieces left at the end of January. This was a first for the Director of Operations, and he feels the process went quite well. The customers were happy. They flew in from Spain to be involved with the project. Director of Operations, James D. Chase, thanked the local DOT, the City of Ogdensburg, the telecommunication companies, National Grid, local ILA members, and St. Lawrence County.
- Finance Committee Chair, David D. King, asked about the upright grain bins, if there had been any inquiries about their use. Director of Operations, James D. Chase, confirmed that last winter was the last time anyone had inquired. Board Chair, Vernon D. Burns, stated maybe working with Adam to get those to working order would be useful. Finance Committee Chair, David D. King, stated the yield for corn is high and there's no where to put it. Executive Director, Steven J. Lawrence, estimated it would take a quarter of million to \$300,000 to get them in working order.

d) Economic Development Report, Including Building Occupancy

- Director of Economic Development, Anthony Adamczyk, reported that the Building Occupancy Report shows that building occupancy is remaining consistent. Renovations are taking a little longer than expected, but nothing to cause alarm.
- Director of Economic Development, Anthony Adamczyk, reported a few highlights from January
 - A great meeting was had with the Deputy Senior Commercial Officer for U.S. Commercial service who is based in the U.S. Embassy in Ottawa. Another meeting is scheduled for next Wednesday to discuss further with their team a single location promotion. They would help assist and matchmake with other organizations in Canada. The focus would be on companies that are interested in expanding to the United States, but just as important to partner with economic development organizations that are in Canada. With an understanding of the OBPA, when there are successful companies in Canada who want to expand, these Canadian Economic Development Organizations can assist to see if the OBPA would be a good fit. The OBPA is not everything for everyone, but the OBPA offers good niches. This would be an event that Ambassador Cohen would introduce. This would be a very good event and he has some good ideas about inviting special guests from this side of the river.
 - Director of Economic Development, Anthony Adamczyk, had a good meeting with SUNY Canton's VP of Strategic Relations and the Executive Director for their Workforce Programs regarding possible collaboration. Everything from CNC Operator to Construction Skills to Manufacturers.
 - Director of Economic Development, Anthony Adamczyk, reported that there are interested parties in the heavy industrial park parcels. They are still in

their due diligence phase, but are still very interested. They realize they would be able to utilize the railroad and the port as part of any expansion in the Industrial Park Campus.

V. Unfinished Business.

None.

VI. Business Items

A. General Administration

1. None.

B. Ogdensburg-Prescott International Bridge

1. Approval of Lease Supplement No. 5 with Demers, Inc. On a motion made by David D. King, seconded by Nicole Terminelli, it was

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.

A vote was called.

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

MOTION CARRIED.

C. Commerce Park

1. None.

D. Ogdensburg International Airport

1. Approval of Advertising Agreement with WPBS. On a motion made by Toni Kennedy, seconded by Jennifer Quirk-Pickman, it was,

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.

A vote was called.

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

MOTION CARRIED.

2. Approval of T-Hangar Lease Agreement with James Robertson. On a motion made by Jennifer Quirk-Pickman, seconded by Nicole Terminelli, it was

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.

A vote was called.

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

MOTION CARRIED.

3. Approval of T-Hangar Lease Agreement with Bird Tate. On a motion made by David D. King, seconded by Nicole Terminelli, it was

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.

A vote was called.

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

MOTION CARRIED.

4. Approval of Task Order No. 1 with McFarland Johnson, Inc. Executive Director, Steven J. Lawrence, introduced Jeff Wood with McFarland Johnson, to give some background to this resolution. Given the scope of the terminal renovation and what it means to the project, Mr. Lawrence felt it was important for Mr. Wood to speak to the Board.

Jeff Wood, McFarland Johnson, reviewed the following:

- the agreement is for construction inspection services for the entire terminal project.
- one bid was received today for bid package #2. McFarland Johnson is in the process of evaluating it and at first glance it looks like it came in right around the engineer's estimate. There were a number of bid alternates in there. Now that there are hard numbers in there, they will go back and look at the budget and sit down with Executive Director, Steven J. Lawrence, and the staff and figure out where to go on what to award and what to not award.

Executive Director, Steven J. Lawrence, stated that there was a hope to have things a little more clear cut to bring to the Board today, but being a little more work is required, a Special Board Meeting may need to be called, given the timeline for this. He only requires the Board's time for 15 to 20 minutes.

- The scope of work is construction administration. Part of it is project management and part of it is grants administration. The grant requirements for this project are intense and detailed, so McFarland Johnson has a grants administrator who works with NYS DOT to make sure the reimbursements flow. There are at least three grants that are a part of this project – there is a NYS Grant, a NYS DOT Aviation Capital Grant, and there are FAA Infrastructure BIL monies. McFarland Johnson has also applied for another BIL grant, on the OBPA's behalf, that would help also fund the project. They haven't heard on this yet. There's a lot of moving parts as far as the financial reimbursements –

keeping the money flowing, paperwork done correctly, and everyone paid in a timely manner, is important. The other big part of this is the on-site resident project representative. There will be a local gentleman, who has worked here before and lives in St. Lawrence County, as their full-time on-site person. There are 280, 12-hour days budgeted for this. This also includes materials testing, special inspection, and all the other things that go into inspecting structural steel. Also, dealing with the contractor and scheduling and keeping everyone at the OBPA informed.

Executive Director, Steven J. Lawrence, stated that with a quote over \$100,000, an IFE (Independent Fee Estimate) is required. With that, you give the scope to another engineering firm, and they come back with their estimate of what it should cost. This is a requirement to authorities from the FAA. This was done, with an estimate from BCA Architects of Watertown that the cost should be in a range between \$2.5 million and \$3 million. This quote is well under that.

On a motion made by Toni Kennedy, seconded by Jennifer Quirk-Pickman, it was

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.

A vote was called.

AYES: Toni Kennedy
David D. King
Nicole Terminelli

Jennifer Quirk-Pickman
Vernon D. Burns

MOTION CARRIED.

E. Port of Ogdensburg

1. Approval of Electrical Connection to Complete CRISI Grant. On a motion made by Toni Kennedy, seconded by David D. King, it was

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.

A vote was called.

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

MOTION CARRIED.

F. New York & Ogdensburg Railroad

None.

G. Border Station

None.

H. Other Such Matters

None.

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

1. None.

VIII. Next Meeting Date

The next Board meeting was confirmed for Thursday, March 14, 2024, at 5:00 PM.

IX. Adjournment

On a motion made by David D. King, seconded by Nicole Terminelli, the meeting adjourned at 6:00 PM.

Jennifer Quirk-Pickman
Assistant Secretary

Vernon D. Burns
Chairperson