

**OGDENSBURG BRIDGE & PORT AUTHORITY  
BOARD MEETING  
THURSDAY, MAY 9, 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, May 9, 2024 at 5:00 PM.

The following were present:

Vernon D. Burns, Chairperson  
Megan J. M. Whitton, Vice-Chairperson  
Nicole Terminelli, Finance Committee Chair  
David D. King, Secretary, Member  
Toni Kennedy, Member

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

ABSENT: Jennifer Quirk-Pickman, Secretary  
Steven J. Lawrence, Executive Director

I. Vernon D. Burns, Board Chair, called the meeting to order at 5:00 PM.

II. Letters and Communications to the Board.

Director of Economic Development, Anthony Adamczyk, stated there were no letters or communications to the Board.

III. Approval of Meeting Minutes.

- **April 5, 2024 Finance Committee Meeting**

On a motion made by David King, and seconded by Vice Chair, Megan J.M. Whitton, these meeting minutes were approved by voice vote.

IV. Presentations and Reports

1. Committee Reports

a) Finance Committee

- Finance Committee Chair, Nicole Terminelli, stated that the Finance Committee met before the Board Meeting and Chief Financial Officer, Patricia A. Nisco, reviewed the unaudited financials and process that was gone through with the

Auditors. The results of the audit will be back in about two weeks. Chief Financial officer, Patricia A. Nisco, will be sharing year to date, year-end, unaudited numbers. Finance Committee Chair, Nicole Terminelli, 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 \$213,261. 96% - 98% of the open Regular Accounts Receivable is either current or 1-30 days. Everything that is being billed is coming back in a timely fashion. Accounts Receivable AEAS is at \$883,139. Grants Receivable fluctuates depending on the amount of billable work carried out each month on all open projects. Fixed Assets at year-end are at \$86,814,227 net of depreciation. Under Liabilities, current Accounts Payable is at \$688,088. Accounts Payable – AEAS/Contour is at \$386,555; which represents just one month that the Authority owes to Contour. NYS Retirement is still at the \$124,033. Project Accounts Payable on March 31<sup>st</sup> was at \$1,268,261. The Authority has succeeded in paying off \$575,000 in project A/P; reducing the Authority's obligations for its many ongoing projects.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual, and reported on the biggest changes. It was budgeted that the toll income for the bridge would come in at 20% under the base year of 2019-2020; however, it averaged at 18% below. The budget number for fuel sales was way too high, it was budgeted based on what Contour was initially spending when they started, however, that pattern did not continue. With sales not as robust, there hasn't been as much fuel purchased as one offsets the other. The AEAS income was based on the assumption of the number of flights that the airline flew last year, but more flights than anticipated have been cancelled this year, lessening the income figure. On the AEAS Expense side: with less flights coming in, there is

less expense. Under the Marine Terminal, there was one extra salt ship, an unexpected transformer project, a small repair for a turbine project, and some additional reimbursable income which has added the additional income for the Marine Terminal. Under Expenses, the biggest expense under General Expenses under the Bridge, there was more budgeted for the Commercial Insurance to be borne by the Bridge and the final finance agreement came in under that amount. Under Airport Expense, as stated with income: with less fuel sold, less needed to be purchased. The Interest Expense under the Airport included an expense budgeted for the line of credit for the Revitalization Project. This line of credit was just approved last week so there was no interest to expend during last fiscal year. The AEAS Expense corresponds with the loss of income. Under the Utility Expense under the Industrial Park, it is budgeted that there will be no tenants in the Industrial Park so that the OBPA would have to pay all of the Utilities for the Park, but the tenants pay a good portion of the utility bills resulting in this ongoing credit. The Salary Expense under the Marine Terminal, there is a sizeable credit due to the Warehouseman position not being filled in 2023-2024 and the use of the Longshoremen didn't come in as anticipated; therefore, some money was saved there. The same interest expense: an anticipated line of credit for the Port Expansion project has not had to be exercised as the construction portion has been pushed out. The interest credit is there.

- Finance Committee Chair, Nicole Terminelli, announced that a letter was received through the NYS Budget Office and asked Chief Financial Officer, Patricia A. Nisco to explain.

Chief Financial Officer, Patricia A. Nisco, explained that in the Department of Transportation - Aid to Localities Budget within the 2024-2025 New York State Budget, the OBPA received a line item equal to the 2023-2024 budget shortfall, which is \$3.1 million. Finance Committee Chair thanked New York State for

adding this into the budget. Board Chair, Vernon D. Burns, thanked Governor Hochul and her Legislators for moving that forward. He stated that this certainly helps pay some of the bills that were acquired in the last fiscal year. The cause of the OBPA shortfall was COVID and the close of the border, which caused Bridge Revenue to fall. The one thing that will help is the continued improved traffic across the bridge.

## 2. Reports

### a) Bridge Traffic Report

- In Executive Director, Steve Lawrence's absence, Chief Financial Officer, Patricia A. Nisco, reported that for April auto crossings are at 37,688, down 17%. The budget shortfall has not been changed; it is still at 20% below the 2019-2020 numbers. Down 17% is a little better than was anticipated. Truck and other crossings are down 9.3%, which is a total reduction of 16% and total revenue loss of approximately \$40,000 for April. Unfortunately, there was no sizeable increase during the April Eclipse traffic. The toll lanes were ready for the traffic. All four lanes were open, but weren't needed, which was unfortunate.

### b) Airport Activity Report

- Airport Manager, Charlie Garrelts, reported on Airport activity for March and April. In March, there were 453 passenger enplanements, with a general flight load of 31% and bad performance rate due to a number of mechanical issues. For April, there were 502 passenger enplanements, with a 98% completion rate with really good on time performance.

Finance Committee Chair, Nicole Terminelli, asked if the data exists about travelers whose flights are delayed, if they go somewhere else and the time between when they booked until the time they actually take off. Airport Manager, Charlie Garrelts, confirmed that he could likely get this from Contour. What is happening is for those individuals who cannot make it to their connecting flight

get swapped to fly out of Plattsburgh or Watertown. He will work on this to get the data collected.

Board Chair, Vernon D. Burns, asked what the year-to-date enplanements are.

Airport Manager, Charlie Garrelts, confirmed that year-to-date enplanements are at 1,506 enplanements.

- Airport Manager, Charlie Garrelts, confirmed that all FAA Inspections are complete with no big findings, except for concurring the airport certification manual and a few lights that aren't up to regulation. The Airport was given until 5/31/2024 to complete these items.
- Airport Manager, Charlie Garrelts, reported that the TSA Inspection is coming up on June 12<sup>th</sup>. This inspection is on all the Airport's security documents and an audit will be done on all the badges are up to date. This will be a two-day process, so should be done by June 14<sup>th</sup>.
- Airport Manager, Charlie Garrelts, reported that construction is underway. The GSE building has been completely moved and the new cover installed. Collins Hammond just needs to come do the lights in that building, and the water set up. Excavation for the water line has started. Board Chair, Vernon D. Burns, asked Airport Manager, Charlie Garrelts, to provide a map of the water line for the June Board Meeting that shows where the water line will go and other details. Airport Manager, Charlier Garrelts, reported that Murnane Construction started pre-mobilizing at the airport for phase two of the project. Board Chair, Vernon D. Burns, and Airport Manager, Charlie Garrelts discussed the water drainage construction.
- Airport Manager, Charlie Garrelts, confirmed that bids for the EAS program at the airport are due at 11:59pm on May 15<sup>th</sup>. Board Chair, Vernon D. Burns, stated that those bids will go to the Department of Transportation for review and then the bids will be sent to the OBPA. Board Chair, Vernon D. Burns, requested that

an open, public meeting be scheduled and invite all entities that submitted a bid to make a presentation. This meeting would include not only the community, but representative(s) from the City Council, all who could make recommendations to the Board.

c) Port Activity Report

- Director of Operations, James D. Chase reported April was fairly slow for salt. 2,200 tons of highway salt and 1,500 tons of the treated Thawrox were shipped out.
- Director of Operations, James D. Chase, reported that just a few weeks ago the salt companies had their covering companies out and cover up all their piles. Everything is tidied up and done for the season.
- Director of Operations, James D. Chase, did some rough calculations and discovered that 3,000 tons more of regular highway salt were shipped out this year compared to last year, and 6,000 tons more of Thawrox were shipped out this year compared to last year.
- Director of Operations, James D. Chase, reported that 20 trucks, 601 tons, of gluten meal were shipped out bringing the product inventory to zero. For pellets, 2 trucks, 67 tons was trucked out the door.
- Director of Operations, James D. Chase, reported that he and Adam Johnson of QSL spent a few days in Canada touring four or five different ports where QSL also has a footprint. The purpose of the port visits was to look at operations, inventory, and processes. He thanked the OBPA and QSL for allowing him to do the trip.
- Board Chair, Vernon D. Burns, asked Board Members, David D. King and Nicole Terminelli, who the OBPA should talk to, to offer help to the farmers. Board Member, David D. King, suggested the St. Lawrence County Farm Bureau.

d) Economic Development Report, Including Building Occupancy

- Director of Economic Development, Anthony Adamczyk, reported that the Building Occupancy report looks pretty standard with no new vacancies. The OBPA is working through renewals and the vast majority of everyone is staying. The lease rates are now more in line that CPI increases can be used reliably.
- Director of Economic Development, Anthony Adamczyk, reported that there have been two meetings regarding the Childcare Facility in April with the project engineers and architects. This facility will be a welcome addition for the Commerce Park and the community.
- Director of Economic Development, Anthony Adamczyk, reported that the OBPA has been working on some multi-year agreements on the port front with some larger customers. This has been going very well.
- Director of Economic Development, Anthony Adamczyk, reported that OBPA staff attended the 2024 Travel and Vacation Show in Ottawa. Attendees had some wonderful things to say about their experiences using the Ogdensburg International Airport, even with the current airline. A lot of people still didn't know about the Airport and what it has to offer. Security at the Airport is a big draw for Canadians. Board Chair, Vernon D. Burns, talked about the Canadians who still don't know about the Ogdensburg Airport and how it makes him question the marketing in Canada. Director of Economic Development, Anthony Adamczyk, responded by saying he doesn't think the OBPA has scratched the surface on social media. The marketing on the electronic billboards has been done and there isn't enough tangible information to support doing that again. Radio advertising has been done, but that has limited impact, and there is very limited television advertising. Social media is where the money should be spent. The OBPA has met with NYS Labor Department's Social Media Team to get hints and tips from one state agency to another.

- Director of Economic Development, Anthony Adamczyk, reported that the OBPA met with a Great Lakes St. Lawrence Seaway Development Corporation company called FedWriters. GLS is sponsoring a video project of all the ports on the Seaway. The Ogdensburg Port will be the first port in the project. They will be here Monday and Tuesday of next week.

V. Unfinished Business.

None.

VI. Business Items

A. General Administration

1. Approval of the Justification of Sale Price of Surplus Property to Ogdensburg City School District. On a motion made by Toni Kennedy, seconded by Vice Chair, Megan J.M. Whitton, it was

RESOLVED, that the Executive Director is hereby authorized and directed to accept the sale price of \$305,000.00 for the sale of the surplus property to the Ogdensburg City School District even though it is lower than the appraised market value.

A vote was called.

Ayes: Nicole Terminelli  
David D. King  
Vernon D. Burns  
Megan J.M. Whitton  
Toni Kennedy

MOTION CARRIED.

B. Ogdensburg-Prescott International Bridge

1. US Approach Truss Span Painting & US Approach Paving Rehabilitation (Engineering Design and Construction Services). On a motion made by Vice Chair, Megan J.M. Whitton, seconded by David D. King, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute an agreement with Greenman-Pedersen, Inc. (GPI) to provide services associated with the Painting and Rehabilitation Repairs of U.S. Truss Spans and U.S. Approach Paving Rehabilitation at a cost not to exceed \$ 993,000.

OBPA's approval of the GPI proposal is conditional on the New York Department of Transportation's review and approval of the GPI proposal and associated costs.



A vote was called.

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

MOTION CARRIED.

2. Approval of Proposal with Parsons for Professional Engineering Services for the Ogdensburg-Prescott International Bridge. On a motion made by David D. King, seconded by Nicole Terminelli, it was

RESOLVED, that the Director of Operations is hereby authorized and directed to execute a four-year contract with Parsons to provide professional engineering services to the OBPA for safety inspection and load rating of the Ogdensburg-Prescott International Bridge for a fee not to exceed \$491,448.

A vote was called.

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

MOTION CARRIED.

#### C. Commerce Park

1. Approval of Lease Supplement No. 2 with LiveFast Motors, LLC. On a motion made by David D. King, seconded by Vice Chair, Megan J.M. Whitton, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 2 with LiveFast Motors, LLC for 103 square feet of office space and 490 square feet of reserved parking space at Building 1 of the Commerce Park Campus for a two (2) month period, commencing April 1, 2024, and terminating May 31, 2024, at a rate of \$15.00 per square foot for office space and \$2.00 per square foot for reserved parking space equaling a total of \$210.42 per month, \$420.84 for the two (2) month 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: Megan J.M. Whitton  
Toni Kennedy  
Nicole Terminelli

David D. King

ABSTENTIONS: Vernon D. Burns

MOTION CARRIED.

2. Approval of Lease Agreement with 5G Technologies USA, LTD. On a motion made by Nicole Terminelli, seconded by Toni Kennedy, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with 5G Technologies USA, LTD for 850 square feet of office space in Building 4 of the Commerce Park Campus for a one (1) year and two (2) week period commencing on February 15, 2024, and terminating February 28, 2025, at a rate of \$7.30 per square foot, equaling a total of \$517.08 per month, \$6,205.00 for the lease period, inclusive of utilities.

A vote was called.

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

MOTION CARRIED.

D. Ogdensburg International Airport

1. Approval of T-Hangar Lease Agreement with Gregory Oudheusden. On a motion made by Nicole Terminelli, seconded by Vice Chair, Megan, J.M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Gregory Oudheusden for T-Hangar No. 7 at the Ogdensburg International Airport for a one (1) year period commencing June 1, 2024 and terminating May 31, 2025 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: Nicole Terminelli  
David D. King  
Vernon D. Burns  
Megan J.M. Whitton  
Toni Kennedy

MOTION CARRIED.

2. Approval of Task Order Authorization # 2 for Preparation of a Title VI Plan for the Ogdensburg International Airport. On a motion made by Toni Kennedy, seconded by

Nicole Terminelli, it was

RESOLVED, that the Executive Director is hereby authorized to execute Task Order No. 2 with McFarland-Johnson, Inc. to provide professional services for preparation of a Title VI Plan for the Ogdensburg International Airport consistent with Federal Aviation Administration (FAA) requirements, for an amount not to exceed \$20,165.00.

A vote was called.

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

MOTION CARRIED.

E. Port of Ogdensburg

1. Approval of Handling and Storage Agreement with V6 Agronomy, Inc. On a motion made by Megan J.M. Whitton, seconded by David D. King, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Handling and Storage Agreement with V6 Agronomy, Inc. for granular fertilizer cargo at the Port of Ogdensburg for a period of one (1) year, commencing April 1, 2024 and terminating March 31, 2025, at the rates provided below:

Service	Rate
Truck Receiving, Stockpiling, & Load-Out	\$10.00/Short Ton
Rail Receiving, Stockpiling, & Truck Load-Out	\$12.85/Short Ton
Storage	\$2.00/Short Ton/Month
Overtime Labor	\$130.00/person hour, 4 hour minimum

A vote was called.

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

MOTION CARRIED.

F. New York & Ogdensburg Railroad

None.

G. Border Station

None.

H. Other Such Matters

1. None.

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

1. None.

VIII. Next Meeting Date

The next Board meeting was confirmed for Thursday, June 13, 2024, at 5:00 PM.

IX. Adjournment

On a motion made by Finance Committee Chair, Nicole Terminelli, seconded by David D. King, the meeting adjourned at 6:01 PM.

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David D. King  
Assistant Secretary

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Vernon D. Burns  
Chairperson