

**OGDENSBURG BRIDGE & PORT AUTHORITY  
BOARD MEETING  
THURSDAY, JUNE 13, 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, June 13, 2024 at 5:00 PM.

The following were present:

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

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

ABSENT: Toni Kennedy, Member

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

**II. Letters and Communications to the Board.**

Executive Director, Steven J. Lawrence, stated there were no letters or communications to the Board.

**III. Public Comment, Discussion and Approval of Essential Air Service.**

Board Chair, Vernon D. Burns, explained that the Board would listen to comments and then move forward with a resolution.

**- Sam Lamacchia, past Board Member and Chairman of the Board, Ogdensburg**

- Talked about the processes 10 years ago taken to bring about the desire to make an economic impact and build a bigger, better airport. Now the Board wants to enhance what was started.
- The public has lost confidence in Contour Airlines.
- The Board did a great job of looking at the proposal from Breeze.

- There is a new terminal building coming. He hopes there is a jet bridge in the developments. This needs to be part of the short- or long-range plan.
- Marketing is the next step. New York marketing isn't really necessary, but marketing in Ottawa is essential to bring the Canadian travelers back to the airport.

- **Wendy Hamilton, Ogdensburg**

- Recently moved to Ogdensburg from the south.
- One of the reasons she chose to move to Ogdensburg is because there was an airport here, and she takes a flight to DC often.
- She is trying to take a look at this from the DOT standpoint. Breeze will need waivers, and Contour is under the AEAS, which is a financial risk.
- The time of the proposed Breeze flight arrival in Dulles at that time of night; passengers will be going to a hotel – there are no flights going out.
- Wendy is concerned about Breeze's desire to bail if things don't work out.
- She has been talking to a lot of people and they would prefer to stick with Contour and use the SkyWest partnership.
- There should be a better job done to educate the community and making them aware of what is going on. The City of Ogdensburg made a recommendation, but please keep in mind that represents five individual opinions, not the entire community as a whole.

- **Brenda Lalone**

- Brenda is someone who has been stranded at OGS and was not very happy.
- The CEO from Breeze at the Airport Public Meeting didn't seem to have it together. She would definitely not take a flight to Washington at 7:00 at night.
- She spoke with the CEO from Contour after the Public Meeting, and he recognizes the problems.

- Boutique Airlines was top heavy, and putting on a show.
- Brenda felt that Contour put on the best presentation.
- Board Chair, Vernon D. Burns, stated that Ms. Hamilton brought up a good point and asked Airport Manager, Charlie Garrelts, if at any point in the three-year contract, which is what Breeze is proposing, if they could get out of the contract. Airport Manager, Charlie Garrelts, confirmed that after the three years they could break the contract.
- Board Chair, Vernon D. Burns, is grateful for the interest and the three proposals received. There are some details that the Board Members are privy to because of some of the board committees that exist. Some of the challenges have been difficult to deal with, which, in turn, has made it difficult financially. The nature of these details has to be considered by the Board Members as they move forward. The resolution from the City of Ogdensburg recommending Breeze Airlines as the preferred airline is in the Board Packet. Board Chair, Vernon D. Burns, stated that it was received and, on behalf of the Board, thanked them for even considering the submission of this resolution.

On a motion made by Vice Chair, Megan J.M. Whitton, seconded by David D. King, it was RESOLVED, that the Ogdensburg Bridge and Port Authority Board and Staff strongly recommend the United States Department of Transportation select Breeze Airline's EAS proposal to provide essential air services to Ogdensburg International Airport effective on October 1, 2024 with 7 non-stop flights per week to Washington-Dulles (IAD) on a 137-seat airbus A220 at a subsidy of \$8.8 million the first year and a 3% increase per year in subsequent years.

#### DISCUSSION:

Board Member, Nicole Terminelli, stated that without the interline agreements and with the late departure and arrival at IAD, this would be an option that would not be well received by most travelers. Being stranded, possibly, overnight, as someone who travels with children, would not be a good option for her. In good conscience, she had to dismiss Breeze.

Board Chair, Vernon D. Burns, asked Airport Manager, Charlie Garrelts, if the late departure

and arrival time could be discussed with Breeze if their proposal were chosen. Airport Manager, Charlie Garrelts, stated that with public comments that have been received, he has already spoken to Breeze about the late departure time. He stated that when airlines put in a proposal, the Department of Transportation looks at the frequency of flights, not the schedule being offered. Airport Manager, Charlie Garrelts, believes they will have an afternoon departure and arrival at IAD. Vice Chair, Megan J.M. Whitton, stated that this has happened in the past with the EAS and AEAS partners: within the contract period, the departure and arrival times have changed. Vice Chair, Megan J.M. Whitton, asked about IAD being the only destination for the next three years. Airport Manager, Charlie Garrelts, stated because of the federal subsidy, yes it would be the only destination under the EAS contract. Board Chair, Vernon D. Burns, stated that the contract with the new airline won't start until October 1, 2024; therefore, Breeze has time to set up interline agreements.

A vote was called.

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

NAYES: Nicole Terminelli

MOTION CARRIED.

IV. **Approval of Meeting Minutes.**

- **April 5, 2024 Board Meeting**
- **May 9, 2024 Finance Committee Meeting**
- **May 9, 2024 Board Meeting**

On a motion made by David King, and seconded by Jennifer Quirk-Pickman, these meeting minutes were approved by voice vote.

Board Chair, Vernon D. Burns, asked for a motion to modify the agenda and go directly into business items. On a motion made by Finance Chair, Nicole Terminelli, seconded by Jennifer Quirk-Pickman, the motion was passed by a voice vote.

V. **Presentations and Reports**

1. Committee Reports

a) Finance Committee

- Finance Committee Chair, Nicole Terminelli, reported that the Finance Committee met before the Board Meeting and went over the April Financials. 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. AEAS Receivables includes both what Contour and the DOT owes the OBPA. Accounts Receivable Regular is at \$159,914 and, of that number, 94% of the open A/R is current or 1-30 days. Accounts Payable - Regular is at \$622,923. Accounts Payable – AEAS/Contour is at \$378,417. NYS Retirement is still at \$124,033. Projects Accounts Payable is at \$857,027.
- Chief Financial Officer, Patricia A. Nisco, reported that the line of credit with Watertown Savings Bank has been approved for the Airport Revitalization Project. All Project Accounts Payable will be paid tomorrow.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual and reported that Bridge Revenue was budgeted at 80%, but the Revenue came in at 84%. Unfortunately, the increase had nothing to do with the Solar Eclipse, but more due to the holidays. There is a hope this will continue during the summer. The Marine Terminal Revenue is up. When budgeting for the Port, one important assumption is that there is no salt on the dock at the end of the season. As there is a fair amount of salt at the Port, the Authority is still collecting rental income. The Bridge Salary Expense is under budget. In April, the summer Bridge Crewmembers and summer Groundskeepers had not yet been hired, so in May and June the increase will be noticed. All seasonal help has been hired now. With the new line of credit, the ongoing Airport debt interest expense was moved down to principal and interest on loans, so the interest will only show the interest incurred on the line of credit. If it is broken out, this will allow for better

trackability. During April, the line of credit had not been finalized reflecting the zero interest expense. The Utility Expense in the Industrial Park shows a credit balance due to the assumption that there are no tenants in the industrial park; but as there are, they are paying their share of utilities. When the budget was created, it was not anticipated that the OBPA would take money off of a general line of credit, so the difference on principal & interest shows the additional amount being paid on the line of credit. There is an excess in the compensating balance account that will be transferred over to bring the amount due down. It is gratifying that these funds were set aside in the past and can be used to help pay for this additional advance

2. Chief Financial Officer, Patricia A. Nisco, moved on to the Cash Flow: April 2024 – September 2024, and reported that the grant expenses/reimbursements are color coded to show the timing between the two. The Cash Flow will show the extra layer with the Airport Revitalization Project. For example, the 76% reimbursement for the April expenditure will not appear until June. The NYS reimbursement for the Airport Revitalization Project is approximately 76% of what was spent, therefore, the OBPA share is the remaining 34%. There will be other funding sources to cover the part of difference which are in the pipeline now. Otherwise, the Cash Flow is as it would be expected to be.
3. Reports
  - a) Bridge Traffic Report
    - The Bridge is 15.9% down from 2019, which is the normal year for the Bridge. Auto crossings were down 16.6% and truck traffic went down 10.5%. Overall revenue is down \$37,000 from May of 2019 and up \$10,000 from last year. The recent trend can be seen as continuing.

b) Airport Activity Report

- Airport Manager, Charlie Garrelts, reported for the month of May that the load factor is still around 30%, which is down a little from last month, but keeping a high completion rate and on-time performance. Hardly any flight cancellations or delays for the month.
- Airport Manager, Charlie Garrelts, reviewed the water line images that were provided to the Board Members. Discussion regarding the water line ensued.

c) Port Activity Report

- Director of Operations, James D. Chase, reported for salt and tarping, everything was buttoned up, but a few last-minute townships decided they wanted to mix their sand and salt for next year. The Port staff recovered the piles and are waiting for any type of delivery of new salt for the upcoming season.
- Director of Operations, James D. Chase, reported that 10 rail cars of meal were received in May and loaded out 950 tons (about nine trucks).
- Director of Operations, James D. Chase, reported that there were no rail cars of pellets received for May, but loaded out 12 trucks (363 tons).
- Director of Operations, James D. Chase, reported there was recently an inspection audit for a customer that went fairly well.
- Director of Operations, James D. Chase, stated that Port staff are cleaning up the buildings and property and preparing for the coming season.

d) Economic Development Report, Including Building Occupancy

- Director of Economic Development, Anthony Adamczyk, reported 88% occupancy of the Commerce Park, and holding steady. Commerce Park space has been shown to a company that specializes in quality assurance instruments for ag, food, and pharmaceutical industries. These discussions are ongoing, but the company appears to be very serious about coming to Ogdensburg.

- Director of Economic Development, Anthony Adamczyk, reported that a number of meetings have been taking place with the architects and engineering firm for the Childcare Facility to start building out plans. This is progressing forward. These meetings have been taking place with The Arc to make sure the plans are meeting their needs and codes.
- Director of Economic Development, Anthony Adamczyk, reported that he has been working with about 15 tenants to renew leases and get them in line. Currently there is a low turnover rate.

VI. **Unfinished Business**

1. None.

VII. **Business Items**

A. General Administration

1. None.

B. Ogdensburg-Prescott International Bridge

1. Approval of Lease Agreement with Daniel J. Dodge, LCSW-R. 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 a new Lease Agreement with Daniel J. Dodge, LCSW-R for 170 square feet of office space in Suite 207A of the Bridge Administration Building for a one (1) year period commencing July 1, 2024 and terminating June 30, 2025 at a rate of \$16.50 per square foot equaling \$233.75 per month, \$2,805.00 for the one (1) year period, inclusive of utilities.

A vote was called.

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

MOTION CARRIED.

C. Commerce Park

1. Approval of Lease Supplement No. 1 with Day Automation. On a motion made by Jennifer Quirk Pickman, seconded by David D. King, it was



RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 1 with Day Automation for 2,324 square feet of office and warehousing space in Building 4 of the Commerce Park Campus for a one (1) year period commencing June 1, 2024 and terminating May 31, 2025 at a rate of \$6.00 per square foot equaling \$1,162.00 per month, \$13,944.00 for the one (1) year period, exclusive 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: Jennifer Quirk-Pickman  
Vernon D. Burns  
Megan J.M. Whitton  
David D. King

ABSTENTIONS: Nicole Terminelli

MOTION CARRIED.

2. Approval of Lease Supplement No. 3 with KDM Analytics, Inc. 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 Lease Supplement No. 3 with KDM Analytics, Inc. for 211 square feet of office space in Building 1 of the Commerce Park Campus for a one (1) year period commencing September 1, 2024 and terminating August 31, 2025 at a rate of \$16.50 per square foot equaling \$290.13 per month, \$3,481.50 for the one (1) year period, exclusive 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: Vernon D. Burns  
Megan J.M. Whitton  
Nicole Terminelli  
David D. King  
Jennifer Quirk-Pickman

MOTION CARRIED.

D. Ogdensburg International Airport

1. Approval of T-Hangar Lease Agreement with Rich Kelly. On a motion

made by Nicole Terminelli, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Rich Kelly for T-Hangar No. 9 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: Megan J.M. Whitton  
Nicole Terminelli  
David D. King  
Jennifer Quirk-Pickman  
Vernon D. Burns

MOTION CARRIED.

2. Approval of Corporate Hangar Lease Agreement with Timothy Burtch. On a motion made by David D. King, seconded by Jennifer Quirk-Pickman, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Timothy Burtch for space in the Corporate Hangar at the Ogdensburg International Airport for a four (4) month and nine (9) day period commencing May 23, 2024 and terminating September 30, 2024 at a rate of \$240.00 per month, \$1,029.68 for the specified period, inclusive of utilities.

A vote was called.

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

MOTION CARRIED.

E. Port of Ogdensburg

1. Approval of Lease Agreement with Woodcrest Dairy, LLC. On a motion made by Megan J.M. Whitton, seconded by Nicole Terminelli, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a lease agreement with Woodcrest Dairy, LLC for approximately 42 acres of vacant land, consisting of 14 acres east of Acco and approximately 28 acres on Wagner Road, for a period commencing May 1, 2024 and terminating November 30, 2024 at a rate of \$60 per acre or \$2,520.00 for the lease period and be it, FURTHER RESOLVED, the lease gives the Authority the option to cancel the lease with sixty days' notice should the need arise that a major industrial project requires the acreage and be it,

FURTHER RESOLVED, that Woodcrest Dairy shall provide proof of appropriate

insurance coverage naming the Ogdensburg Bridge and Port Authority as an additional insured.

A vote was called.

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

ABSTENTIONS: David D. King

MOTION CARRIED.

F. New York & Ogdensburg Railroad

1. Approval of Easement Agreement with Niagara Mohawk Power Corporation. On a motion made by Nicole Terminelli, seconded by Jennifer Quirk-Pickman, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute an Easement Agreement with Niagara Mohawk Power Corporation to clear, install a gravel lot, and have access to a portion of New York & Ogdensburg Railroad property not to exceed 0.1 acres located in Norfolk, New York adjacent to existing Niagara Mohawk Power Corporation infrastructure for a period of five (5) years, commencing June 1, 2024 and terminating May 31, 2029 at a rate of \$3,175.00 per year.

A vote was called.

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

MOTION CARRIED.

G. Border Station

1. None.

H. Other Such Matters

1. Approval of Contract with Luck Bros. Inc. for the Border Station Pavement

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

RESOLVED, that the Executive Director is hereby authorized and directed to execute any and all documents associated with the contract documents with Luck

Bro. Inc. for the Border Station Pavement Resurfacing Project, for a cost not to exceed \$251,200.00.

A vote was called.

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

ABSTENTIONS: Vernon D. Burns

MOTION CARRIED.

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

1. Board Chair, Vernon D. Burns, reported that there is a new Board Member appointed by the Senate, Diane Para. She was unable to be at the meeting tonight due to a prior commitment, but hopes to be at the next Board Meeting. Board Chair, Vernon D. Burns, has encouraged her to take a tour with Mr. Lawrence so that she can see the scope of the work done by the OBPA.
2. Board Chair, Vernon D. Burns, reported that two current Board Members have been re-appointed reminding them that they need to submit their Oath of Office forms.
3. Sam Lamacchia, community member, asked about the relationship between the OBPA and the City Council and making the same recommendation as the City of Ogdensburg, and if it had made a difference if the OBPA made the endorsement of Breeze Airlines before the City of Ogdensburg.

Board Chair, Vernon D. Burns, stated that public comment and feedback is important, though, in this case, he was not sure the decision would have been different. He doesn't have a problem with having opposing viewpoints.

Chief Financial Officer, Patricia A. Nisco, reviewed the public comment submissions that were submitted to the DOT platform.

IX. **Next Meeting Date**

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

X. **Adjournment**

On a motion made by Finance Committee Chair, Nicole Terminelli, seconded by David D. King, the meeting adjourned at 6:22 PM.

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Jennifer Quirk-Pickman  
Secretary

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Vernon D. Burns  
Chairperson