

**OGDENSBURG BRIDGE & PORT AUTHORITY  
BOARD MEETING  
THURSDAY, AUGUST 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, August 8, 2024 at 5:00 PM.

The following were present:

Vernon D. Burns, Chairperson  
Megan J. M. Whitton, Vice-Chairperson  
Nicole Terminelli, Finance Committee Chair  
Diane Para, 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: Jennifer Quirk-Pickman, Secretary  
Toni Kennedy, Member  
David D. King, 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. Approval of Meeting Minutes.

- July 17, 2024 Finance Committee Meeting
- July 17, 2024 Board Meeting

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

IV. **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 Chief Financial Officer, Patricia A.

Nisco, went over the June Financials, and everything looks great. 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 Accounts Receivable Regular is at \$164,401. 94% of the outstanding balance is either current or 1 – 30 days. The AEAS A/R represents two DOT reimbursements and one month of Contour invoicing. Fuel Inventory changes once a year at year end; therefore, this number will remain at \$65,415 for the fiscal year. The Prepaid Expense is all commercial insurance and thanks to the Stabilization Funding, all renewals have been paid in August instead of incurring finance charges. Accounts Payable Regular is at \$710,129. Accounts Payable AEAS/Contour, which includes one month owed to Contour. The NYS Retirement is stable at \$124,033. All Project Accounts Payable is coming in at \$285,598.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual, and reported that all income is above budget which is a positive beginning to the year. Bridge Revenue was budgeted to be at 80%, currently the actual average is approximately 86%. Airport Revenue is up due to increased GA traffic. The changes that the new Airport Manager instituted have brought in a additional revenue. AEAS Income is down due to less flights, resulting less being paid to the airline. Port Revenue is up due to salt storage and easement income. Under expenses, almost everything is still below budget. Bridge Maintenance Expenses will start to blossom in July as the Bridge Crew has been on the bridge for a full month and a half now. The Marine Terminal Employee Benefits overage is due primarily to the Unemployment Benefits payments to ILA members. There is a net gain of operating expense before the Debt Service and OBPA Portion of Projects & Capital.

- Chief Financial Officer, Patricia A. Nisco, moved on to the Cash Flow: June – November 2024, and reported that project income and project payments were taken out because the report was getting a little too intense, but the information is available to anyone who wants to review it. What can be seen on the report is a new income line that is the Stabilization Funding. Everything that is covered by the Stabilization Funding is highlighted in yellow and how it plays out over the next six months can be seen. Due to the Stabilization Funding, there is a positive balance at the end of November.

## 2. Reports

### a) Bridge Traffic Report

- Executive Director, Steven J. Lawrence, reported that overall crossings were down 10.5%, which is a very good sign. Auto crossings were down 11.4%, truck crossings were down 2.6%. Overall revenue was down \$61,000 over June 2019. YTD is down a total of \$174,941.25 over June YTD 2019. Revenue is up \$6,000 from 2023.

### b) Airport Activity Report

- Airport Manager, Charlie Garrelts, reported that Contour enplanement data was not received before the Board Meeting resulting in no report for this meeting. Although, from what he is seeing, the departure flights have been pretty full.
- Airport Manager, Charlie Garrelts, reported that GA traffic has been very busy the last two weeks.

### c) Port Activity Report

- Director of Operations, James D. Chase, reported that no movement for salt inventory for the month of July, however, the first vessel may be arriving in the next week or two. The NYS bid was announced, so the people who won that bid will start using the Ogdensburg Port.

- Director of Operations, James D. Chase, reported that 18 trucks came to pick up meal with 570 tons out of the door. Received 1 meal car for the month and 4 pellet cars. 11 pellet trucks left the facility at a little over 318 tons.
- d) Economic Development Report, Including Building Occupancy
- Director of Economic Development, Anthony Adamczyk, reported that Commerce Park Campus is maintaining 88% occupancy; the Bridge Administration Building is at 100% occupancy, and the Airport has 11 T-Hangar Rental Tenants with only 10 T-Hangars available. The Corporate T-Hangar has been made available to accommodate the additional, seasonal lease.
  - Director of Economic Development, Anthony Adamczyk, reported that the OBPA hosted the Regional Economic Development Council's North Country Road Show at the Airport this month, which was fairly well attended.
  - Director of Economic Development, Anthony Adamczyk, reported that the OBPA has been working with a tenant on ways that the OBPA can help them with their workforce development initiatives, tying into the Airport Expansion and hosting their events out there.
  - Director of Economic Development, Anthony Adamczyk, reported that he attended the Advanced Manufacturing Roundtable event that was at SUNY Canton this month. One of the Commerce Park tenants was able to attend. The programs available at the state level through the Department of Labor were announced for apprenticeship.
  - Director of Economic Development, Anthony Adamczyk, reported that across the Commerce Park, Port, and Airport, there have been some discussions about various potential customers to bring projects: the Commerce Park, to bring food through – on site, and cargo to the Port and Airport. So, he hopes to have more to report next month.

V. **Unfinished Business**

1. None.

VI. **Business Items**

A. General Administration

1. None.

B. Ogdensburg-Prescott International Bridge

1. None.

C. Commerce Park

1. Approval of Lease Supplement No. 2 with A.N. Deringer, 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. 2 with A.N. Deringer, Inc. for 4,860 square feet of warehousing space in Building 3 of the Commerce Park Campus for a two (2) year period commencing November 1, 2024 and terminating October 31, 2026 at a rate of \$5.22 per square foot equaling \$2,114.10 per month, \$25,369.20 for the period November 1, 2024 through October 31, 2025 and at a rate of \$5.48 per square foot equaling \$2,219.40 per month, \$26,632.80 for the period November 1, 2025 through October 31, 2026, 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: Nicole Terminelli  
Vernon D. Burns  
Megan J. M. Whitton  
Diane Para

MOTION CARRIED.

D. Ogdensburg International Airport

1. Approval of PAPI (Precision Approach Path Indicators) Lighting Repairs and Equipment. On a motion made by Vice Chair, Megan J. M. Whitton, seconded by Diane Para, it was,

RESOLVED, that the Airport Manager is hereby authorized and directed to execute a Purchase Order with SPX and Collins Hammond for the PAPI lighting, repairs and

upgrades for a total cost not to exceed \$25,224.00, and to schedule the FAA inspection for a cost not to exceed \$12,421.08.

A vote was called.

AYES: Vernon D. Burns  
Megan J. M. Whitton  
Diane Para  
Nicole Terminelli

MOTION CARRIED.

2. Approval of T-Hangar Lease Agreement with Frank Richardson. On a motion made by Nicole Terminelli, seconded by Megan J. M. Whitton, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Frank Richardson for T-Hangar No. 2 at the Ogdensburg International Airport for a one (1) year and two (2) week period commencing August 15, 2024 and terminating August 31, 2025 at a rate of \$240.00 per month, \$3,000.00 for the one (1) year and two (2) week period, inclusive of utilities.

A vote was called.

AYES: Megan J. M. Whitton  
Diane Para  
Nicole Terminelli  
Vernon D. Burns

MOTION CARRIED.

3. Approval of T-Hangar Lease Agreement with Keith Weston. On a motion made by Diane Para, seconded by Nicole Terminelli, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Keith Weston for T-Hangar No. 4 at the Ogdensburg International Airport for a one (1) year period commencing October 1, 2024 and terminating September 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: Diane Para  
Nicole Terminelli  
Vernon D. Burns  
Megan J. M. Whitton

MOTION CARRIED.

E. Port of Ogdensburg

1. None.

F. New York & Ogdensburg Railroad

1. None.

G. Border Station

1. None.

H. Other Such Matters

1. Approval of Grant Offer with the Federal Aviation Administration to Construct

Terminal Renovation and Expansion. 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 Grant Offer with the Federal Aviation Administration to use OGS FY-2024 Entitlement Funds to construct Terminal Renovation and Expansion:

- Renovation of Existing Hold Room
- Expansion of Existing Hold Room
- Renovation of Existing Restrooms (Men & Women)
- Apron Expansion

Financing participation is as follows:

Federal Aviation Administration (95%):	\$2,000,000
New York State Department of Transportation (2.5%):	\$ 52,632
Ogdensburg Bridge & Port Authority (2.5%):	\$ 52,632
	\$2,105,264

A vote was called.

AYES: Nicole Terminelli  
 Vernon D. Burns  
 Megan J. M. Whitton  
 Diane Para

MOTION CARRIED.

2. Approval of Grant Offer with the Federal Aviation Administration to Construct

Terminal Renovation and Expansion: Bid Package 1 and 2. On a motion made by Diane Para, seconded by Nicole Terminelli, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Grant Offer with the Federal Aviation Administration to accept the OGS FY – 2024 BIL AIG Grant Offer to the Ogdensburg Bridge and Port Authority in the amount of \$2,700,054 to construct Terminal Renovation and Expansion: Bid Package 1 and 2 as listed below:

Bid Package 1:  
 Installation of new Security Fence and Bollards

Installation of Airside Security Cameras  
Installation of IT Network

Bid Package 2:

Renovation of existing Ticket Lobby  
Expansion of existing Ticket Lobby  
Renovation of existing Baggage Screening Area  
Expansion of the existing Baggage Screening Area  
Renovation of the existing Baggage Claim Area  
Expansion of the existing Baggage Claim Area

Financing participation is as follows:

Federal Aviation Administration (95%):	\$2,565,051
New York State Department of Transportation (2.5%)	\$ 67,502
Ogdensburg Bridge and Port Authority (2.5%)	\$ 67,502
Total	\$2,700,054

A vote was called.

AYES: Vernon D. Burns  
Megan J. M. Whitton  
Diane Para  
Nicole Terminelli

MOTION CARRIED.

Executive Director, Steven J. Lawrence, stated there was a need for Executive Session under §105 item h of the Open Meeting Law to discuss the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof. On a motion made by Diane Para, seconded by Nicole Terminelli, the meeting went into Executive Session at 5:43 PM. On a motion made by Megan J.M. Whitton, seconded by Nicole Terminelli, the meeting resumed at 6:28 PM. No action needed to be taken after Executive Session.

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, Thursday, September 12, 2024, at 5:00 PM.



IX. Adjournment

On a motion made by Nicole Terminelli, seconded by Megan J.M. Whitton, the meeting adjourned at 6:30 PM.

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Vernon D. Burns  
Chairperson