

**OGDENSBURG BRIDGE AND PORT AUTHORITY  
SEPTEMBER BOARD MEETING  
THURSDAY, SEPTEMBER 12, 2024**

- I. Meeting Called to Order by Chairperson Vernon D. Burns at 5:00 PM.
- II. Letters and Communications to the Board.
  - City of Ogdensburg Letters to Senators Charles Schumer and Kirsten Gillibrand re: \$2.5 million grant for Ogdensburg International Airport.
  - City of Ogdensburg comments during Senator Charles Schumer's visit on September 4, 2024, highlighting support of OBPA business.
- III. Approval of Board Minutes:
  - August 8, 2024 Finance Committee Meeting
  - August 8, 2024 Board Meeting
  - August 29, 2024 Special Board Meeting
- 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 Agreement with Dr. Carol Griffith and Mr. Harold Lambert.
    2. Approval of Lease Agreement Supplement 4 with Cortech, LLC.
  - C. Commerce Park
    1. Approval of Lease Agreement with Hoagies N More.
  - D. Ogdensburg International Airport
    1. Approval of T-Hangar Lease Agreement with Pete Bogardus.
    2. Approval of T-Hangar Lease Agreement with Bird Tate.
    3. Approval of Airport Commercial Fueling and Service Rates.
    4. Change Directive in Work Change Authorization Levels.

5. Airport-Gateway Improvements Enabling Work – Approval of Change Order 001 with DC Building Systems.

E. Port of Ogdensburg

1. Approval of Repair to Electrical Connection at Port Building #3.

F. New York & Ogdensburg Railroad

1. None.

G. Border Station

1. None.

H. Other Such Matters

- 1.

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

VIII. Next Meeting Dates:

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: September 10, 2024

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Patricia A. Nisco  
Chief Financial Officer

Board of Directors:

Mr. Vernon D. "Sam" Burns, Chairperson  
Ms. Megan J. M. Whitton, Vice Chair  
Ms. Nicole Terminelli, Treasurer  
Ms. Jennifer Quirk-Pickman, Secretary  
Ms. Diane Para, Member  
Ms. Toni Kennedy, Member  
Mr. David King, 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

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Ms. Toni Kennedy, Member  
Mr. David King, Member

Staff:

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Ms. Dawn Merz, Radio Station YES FM  
WWNY TV-7  
Mr. Jimmy Lawton, North Country Now  
Mr. Jim Leven, Community Broadcasters

## Karin Blackburn

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**From:** Steve Lawrence  
**Sent:** Thursday, September 5, 2024 2:28 PM  
**To:** Karin Blackburn  
**Subject:** FW: [EXTERNAL] FW: Scans  
**Attachments:** Schumer Letter re OBPA Sept 3, 2024.pdf; Gillibrand Letter re OBPA Sept 3, 2024.pdf

**From:** mtooley@ogdensburg.org <mtooley@ogdensburg.org>  
**Sent:** Thursday, September 5, 2024 10:57 AM  
**To:** 'Storm Cilley' <scilley@ogdensburg.org>; 'Michael Powers' <mpowers@ogdensburg.org>; mpow121@msn.com; 'Dan Skamperle' <dskamperle@ogdensburg.org>; jstevenson@ogdensburg.org; 'Donna Trimm' <dtrimm@ogdensburg.org>; 'Michael Weaver' <mweaver@ogdensburg.org>  
**Cc:** Fonda Chronis <fchronis@ogdensburg.org>; Steve Lawrence <slawrence@ogdensport.com>  
**Subject:** [EXTERNAL] FW: Scans

Good morning -

I share recent letters to Senator Schumer and Senator Gillibrand re \$2.5 million grant to OBPA.

Mike

Michael J. Tooley  
Mayor, City of Ogdensburg  
330 Ford Street  
Ogdensburg, NY 13669  
[mtooley@ogdensburg.org](mailto:mtooley@ogdensburg.org)  
(315) 393-1130 office

-----Original Message-----

**From:** "Cathy Jock" <[cjock@ogdensburg.org](mailto:cjock@ogdensburg.org)>  
**Sent:** Thursday, September 5, 2024 10:48am  
**To:** "Michael Tooley" <[mtooley@ogdensburg.org](mailto:mtooley@ogdensburg.org)>  
**Subject:** Scans

**Cathy A. Jock**  
City Clerk  
330 Ford Street, Room #4  
Ogdensburg, NY 13669  
(315) 393-3540  
(315) 393-1136 fax

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## **CITY OF OGDENSBURG, NEW YORK**

CITY HALL • 330 FORD STREET • OGDENSBURG, NY 13669 • (315) 393-1130



Office of the Mayor

September 3, 2024

The Honorable Charles E. Schumer  
U.S. Senator – New York  
Syracuse Office  
100 South Clinton Street, Room 841  
PO Box 7318  
Syracuse, NY 13261

Senator Schumer:

I write to express appreciation by the City of Ogdensburg for your recent announcement of a grant of \$2,565,051 to the Ogdensburg Bridge and Port Authority to help finance the renovations at the Ogdensburg International Airport. These funds, to be distributed from the FAA Airport Infrastructure Grant Program, will help support the expansion and reconstruction of our airport's terminal.

Federal and state grants to the OBPA dedicated to the Ogdensburg International Airport are vital to its ongoing modernization of the terminal to make it a state-of-the-art facility. The City of Ogdensburg and the entire North Country look forward to seeing our airport become a regional transportation hub which will help spur economic activity in our area.

Thank you for your continuing commitment in support of the OBPA, of which the City of Ogdensburg is a beneficiary.

Sincerely,

Michael J. Tooley  
Mayor  
City of Ogdensburg

cc: City Council  
Fonda Chronis, City Manager  
Steven J. Lawrence, Executive Director, OBPA

## **CITY OF OGDENSBURG, NEW YORK**

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Office of the Mayor

September 3, 2024

The Honorable Kirsten E. Gillibrand  
U.S. Senator – New York  
Syracuse Office  
James M. Hanley Federal Building  
100 S. Clinton Street, Room 1470  
PO Box 7378  
Syracuse, NY 13261

Senator Gillibrand:

I write to express appreciation by the City of Ogdensburg for your recent announcement of a grant of \$2,565,051 to the Ogdensburg Bridge and Port Authority to help finance the renovations at the Ogdensburg International Airport. These funds, to be distributed from the FAA Airport Infrastructure Grant Program, will help support the expansion and reconstruction of our airport's terminal.

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Thank you for your continuing commitment in support of the OBPA, of which the City of Ogdensburg is a beneficiary.

Sincerely,

Michael J. Tooley  
Mayor  
City of Ogdensburg

cc: City Council  
Fonda Chronis, City Manager  
Steven J. Lawrence, Executive Director, OBPA

## Karin Blackburn

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**Sent:** Thursday, September 5, 2024 2:28 PM  
**To:** Karin Blackburn  
**Subject:** FW: [EXTERNAL] FW: Scans  
**Attachments:** introduction of Sen. Schumer Sept 5, 2024.docx

**From:** mtooley@ogdensburg.org <mtooley@ogdensburg.org>  
**Sent:** Thursday, September 5, 2024 2:15 PM  
**To:** Steve Lawrence <slawrence@ogdensport.com>  
**Cc:** 'Storm Cilley' <scilley@ogdensburg.org>; 'Michael Powers' <mpowers@ogdensburg.org>; mpow121@msn.com; 'Dan Skamperle' <dskamperle@ogdensburg.org>; jstevenson@ogdensburg.org; 'Donna Trimm' <dtrimm@ogdensburg.org>; 'Michael Weaver' <mweaver@ogdensburg.org>; Fonda Chronis <fchronis@ogdensburg.org>; Vernon Burns <vburns@twcny.rr.com>  
**Subject:** RE: [EXTERNAL] FW: Scans

Hi Steve -

Glad to do it.

The attached are the comments I made at Senator Schumer's visit today to Ogdensburg, I highlighted his support of OPBA business.

Mike

Michael J. Tooley  
Mayor, City of Ogdensburg  
330 Ford Street  
Ogdensburg, NY 13669  
[mtooley@ogdensburg.org](mailto:mtooley@ogdensburg.org)  
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**Cc:** "Fonda Chronis" <fchronis@ogdensburg.org>, "Vernon Burns" <vburns@twcny.rr.com>  
**Subject:** RE: [EXTERNAL] FW: Scans

Mayor Tooley,

Thank you for sending the appreciation letters to Senators Schumer and Gillibrand. It's great to see the city acknowledging the Senator's help in securing the FAA AIP grant for the airport expansion project! The City's support is important in highlighting the significance of this funding for our community.

Best,  
Steve

Steve Lawrence  
EXECUTIVE DIRECTOR



OGDENSBURG BRIDGE & PORT AUTHORITY

1 Bridge Plaza  
Ogdensburg New York 13669

p 315.393.4080 ext 226  
f 315.393.7068  
email: [slawrence@ogdensport.com](mailto:slawrence@ogdensport.com)  
web: [www.ogdensport.com](http://www.ogdensport.com)

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**Cc:** Fonda Chronis <[fchronis@ogdensburg.org](mailto:fchronis@ogdensburg.org)>; Steve Lawrence <[slawrence@ogdensport.com](mailto:slawrence@ogdensport.com)>  
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## CITY OF OGDENSBURG, NEW YORK

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Office of the Mayor

### INTRODUCTION OF SENATOR SCHUMER ST. LAWRENCE COUNTY VISIT SEPTEMBER 5, 2024

Good afternoon, I am Mike Tooley, Mayor of the City of Ogdensburg. Thank you for joining today as we greet Senator Schumer in his annual visit to St. Lawrence County.

As we all know, when Senator Schumer was first elected to office as Senator in 1999, 25 years ago, he pledged to visit every one of New York State's 62 counties each year. He has honored that commitment to us every year, and the City of Ogdensburg is honored to host his St. Lawrence County visit in 2024.

We continue to appreciate Senator Schumer's commitment to St. Lawrence County and its municipalities in our efforts to spur economic growth in our area. The most recent example of the Senator's support is the grant of a little over \$2.5 million to the Ogdensburg Bridge and Port Authority to help finance renovations at the Ogdensburg International Airport. In previous years Senator Schumer was instrumental in the OBPA gaining approval for runway expansion at the airport. Other grants to the OBPA - \$5 million to aid in expansion of the Port of Ogdensburg; \$3 million for construction and repairs to the Ogdensburg-Prescott International Bridge; two grants totaling \$3.1 million for construction of a Child Care Center in the OBPA Industrial Park – demonstrates his commitment to the improvement of our North Country economy.

On behalf of the citizens of St. Lawrence County, please welcome Senator Charles Schumer.

**OGDENSBURG BRIDGE & PORT AUTHORITY  
FINANCE COMMITTEE MEETING  
THURSDAY, AUGUST 8, 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, August 8, 2024 at 4:30 PM.

The following were present:

Nicole Terminelli, Finance 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: David D. King

Finance Committee Chair, Nicole Terminelli, called the meeting to order at 4:30 PM.

I. Business Items

a. June Internal 2024 Financials

- Chief Financial Officer, Patricia A. Nisco, started with the Statement of Financial Position and reported that the 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. Accounts Payable Regular is at \$710,129. Accounts Payable – AEAS/Contour is one month of Contour payments equaling \$402,831. NYS Retirement is at \$124,033. All Project A/P is at \$285,598 which includes the Airport Revitalization and the Childcare Center projects.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual and reported that being a quarter into the new fiscal year, a lot of the expenses haven't started to build up. Most of the income is above budget, which is positive. Bridge Revenue was budgeted at 80% and so far, it is approximately 86%, and the Border Station lease amount increased in January. At the Airport, there have been more fuel sales than anticipated, and the adjusted rates and charges for general aviation flights have brought in additional revenue. The continued salt storage has increased the

Marine Terminal income. So far, most of the expenses have been under budget.

Bridge Maintenance expenses will start going up as the bridge crew has been in place for about a month, month and a half. Fuel expense is up, but it is offset by the increase in fuel sales. Marine Terminal Employee Benefits are overbudget primarily due to the unemployment benefits being collected by ILA members.

- Chief Financial Officer, Patricia A. Nisco, moved on to the June – November 2024 Cash Flow, and reported that the numbers in yellow are operational expenses being covered by the stabilization funding. The additional income for October is a placeholder for the sale of the property to the school.

II. Other Such Matters

None.

On a motion by Board Chair, Vernon D. Burns, seconded by David D. King, the Finance Committee Meeting adjourned at 4:40 PM.

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Nicole Terminelli  
Finance Committee Chair

**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

**OGDENSBURG BRIDGE & PORT AUTHORITY  
SPECIAL BOARD MEETING  
THURSDAY, AUGUST 29, 2024**

The Special Board 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 29, 2024 at 5:00 PM.

The following were present:

Vernon D. Burns, Chairperson  
Nicole Terminelli, Finance Committee Chair  
Toni Kennedy, Member (virtual, Potsdam, NY)  
David D. King, Member  
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: Megan J. M. Whitton, Vice-Chairperson  
Jennifer Quirk-Pickman, Secretary

I. Vernon D. Burns, Board Chair, called the meeting to order at 5:05 PM.

II. Unfinished Business.

None.

III. Business Items.

A. Ogdensburg International Airport

1. Approval of Water Service Agreement with the City of Ogdensburg. On a motion made Nicole Terminelli, seconded by Diane Para, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Water Service Agreement with the City of Ogdensburg to provide municipal water to the airport.

DISCUSSION:

Board Chair, Vernon D. Burns, asked Executive Director, Steven J. Lawrence, to go into more detail before a vote is called. Executive Director, Steven J. Lawrence,

responded saying that the OBPA has been working on the Water Service Agreement with the City of Ogdensburg for the last two months, being careful to look at the Ogdensburg Municipal Code. The OBPA has agreed to meet the City's specifications and is upsizing the pipe from the original 8" to 12" for the main water line to the airport. Then the OBPA has consented to install a lateral line from the middle of the OGS property to State Route 812 for the City's future use along State Route 812. This will grant the OBPA a waiver on the Outside User Fee.

Board Chair, Vernon D. Burns, asked what happens once this resolution is passed. Executive Director, Steven J. Lawrence, responded saying the project needs to do directional boring under State Highway 37. NYS DOT would not approve highway crossing permits until this agreement was complete. Once there is a signed agreement, NYS DOT will be notified. NYS DOT has already done some preliminary plans; therefore, it should not take too much time. The Contractor is on site and indicated that he can begin with the lateral line. More pipe will need to be ordered, but there's enough pipe to do the lateral line and then do the directional boring to tie everything together. Depending on when the state approves the permits, this should be done within the next five to six weeks.

Board Chair, Mr. Vernon D. Burns, confirmed that if the Board approves this resolution, everyone can be notified; work can be started within the week; and there should not be any more delays with the airport project.

Executive Director, Steven J. Lawrence, confirmed that he believes there is nothing else in the OBPA's way.

Finance Committee Chair, Nicole Terminelli, asked about the additional cost of the project, which Executive Director, Steven J. Lawrence, confirmed to be approximately \$300,000. The Executive Director stated that there are contingency monies of approximately \$800,000 budgeted for the overall project; however, it will not be known until the end of the project whether the project will be over or under

budget. Board Member, Diane Para, asked if the City of Ogdensburg is aware of the total additional cost to the project. Executive Director, Steven J. Lawrence, confirmed yes. In addition, he stated that the City of Ogdensburg will be responsible for the maintenance of most of the water line.

A vote was called.

AYES: Nicole Terminelli  
David D. King  
Vernon D. Burns  
Diane Para  
Toni Kennedy

MOTION CARRIED.

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

None.

V. Next Meeting Date

The next Board meeting was confirmed for Thursday, Thursday, September 12, 2024, at 5:00 PM.

VI. Adjournment

On a motion made by Diane Para, seconded by David D. King, the meeting adjourned at 5:41 PM.

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David D. King  
Assistant Secretary

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Vernon D. Burns  
Chairperson

**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**STATEMENT OF FINANCIAL POSITION**  
as of July 31, 2024

ASSETS: Things that OBPA OWNS

**Current Assets:**

Cash - Checking Accounts	\$	272,149	
Cash - Reserves & Other Restricted Accounts		10,317,565	①
Cash - Security Deposits		175,951	
Accounts Receivable - Regular		108,688	
Accounts Receivable - AEAS		884,848	
Grants Receivable		6,573	
Investments		-	
Inventories		65,415	
Prepaid Expenses		4,131	
<b>Total Current Assets</b>	<b>\$</b>	<b>11,835,320</b>	

**Fixed Assets:**

Land & Land Improvements	\$	46,674,118	
Buildings & Building Improvements		108,711,370	
Machinery & Equipment		8,946,184	
Vehicles		2,018,770	
Furniture & Fixtures		142,506	
Signage		181,132	
Bond Issuance Costs - 2017 Series		171,663	
<b>Total Fixed Assets</b>	<b>\$</b>	<b>166,845,744</b>	
Less Accumulated Depreciation		<u>(81,563,502)</u>	
<b>Net Fixed Assets</b>	<b>\$</b>	<b>85,282,241</b>	

**Other Assets:**

1,322,559

**Construction in Progress**

\$ 8,999,567 ②

**TOTAL ASSETS** \$ 107,439,687

LIABILITIES: Things OBPA OWES

**Current Liabilities:**

Accounts Payable - Regular		280,641	③
Accounts Payable - AEAS/Contour		370,279	
Accounts Payable - NYS Retirement		124,033	
Accounts Payable - All Project A/P		345,731	
Current Portion of Long Term Debt		990,166	
Accrued Expenses		22,382,180	
<b>Total Current Liabilities</b>		<u>24,493,031</u>	

**Other General Liabilities**

591,590

**Long Term Liabilities**

Long Term Portion of Long Term Debt		7,959,456	
<b>Total Long Term Liabilities</b>		<u>7,959,456</u>	

**Capital**

74,395,611

**TOTAL LIABILITIES** 107,439,687

0



①	Restricted Accounts - Top 5 Bank Accounts		
	RBC Investment Account	5,838,296	
	Consolidated Reserve Fund - CBNA	3,347,220	
	Debt Service Reserve Fund - Wilmington Trust	544,194	
	Tompkins Trust Security Reserve Deposit	377,647	
	M&T Deposit - Bond Payable Reserve Funds	96,868	
		<u>10,204,226</u>	
	8 Additional Restricted Bank Accounts share the balance	113,339	
②	Construction in Progress - Top 4 Projects		
	Airport Revitalization Project	2,889,810	
	Airport EA PH 1 Drainage & Terminal Area	2,161,523	
	Airport MASLF	2,005,201	
	Port - Dock Wall Expansion	668,063	
		<u>7,724,598</u>	
	6 Additional Projects share the balance	1,274,969	
③	Regular Accounts Payable - Top 10 Vendors		PAID - AUGUST 2024
	Wadis	47,137	PAID \$32,290
	Excellus - Current Invoice	35,680	PAID IN FULL
	Ascent Aviation	34,907	PAID IN FULL
	Comptroller, City of Ogdensburg - Current LEO Invoice	25,547	PAID IN FULL
	Strategic Development	24,000	PAID \$18,000
	EFPR	20,000	PAID IN FULL
	PERMA - Current Quarterly Invoice	18,225	PAID IN FULL
	National Grid - Current Invoicing	13,949	PAID IN FULL
		<u>219,444</u>	
	73 +/- Additional Vendors share the balance	61,197	

Eligible for and were paid with Stabilization Funding

**OGDENSBURG BRIDGE & PORT AUTHORITY: JULY 2024 BUDGET TO ACTUAL**

**INCOME**

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
Bridge Revenue	308,500	361,708	53,208	1,156,617	1,276,809	120,192
Airport Revenue	35,650	45,013	9,363	148,754	179,108	30,354
Airport Revenue - Fuel Sales	48,277	43,530	(4,747)	173,637	250,795	77,158
Airport Revenue - AEAS Income	451,659	370,279	(81,380)	1,774,084	1,558,427	(215,657)
Industrial Park Campus Revenue	77,511	77,225	(286)	310,045	311,463	1,418
Marine Terminal (Port) Revenue	32,314	22,500	(9,814)	125,064	153,754	28,690
Marine Terminal - Interest Income	0	37,046	37,046	0	110,191	110,191
Railroad Revenue	0	0	0	0	8,149	8,149
<b>TOTAL INCOME</b>	<b>953,911</b>	<b>957,301</b>	<b>3,390</b>	<b>3,688,201</b>	<b>3,848,694</b>	<b>160,493</b>

**EXPENSES**

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
<b>BRIDGE EXPENSE</b>						
Salary Expense	116,399	124,480	8,081	451,594	433,507	(18,087)
Employee Benefits	53,258	35,571	(17,687)	213,031	160,390	(52,641)
Maintenance Expense	7,445	3,677	(3,768)	29,790	26,332	(3,458)
Bridge Maintenance Expense	9,621	779	(8,841)	14,965	779	(14,186)
Utility Expense	7,000	6,482	(518)	28,300	27,931	(369)
General Expenses	45,441	17,968	(27,473)	177,332	150,477	(26,855)
Legal Expense	10,500	14,847	4,347	58,000	93,452	35,452
<b>TOTAL BRIDGE EXPENSES</b>	<b>249,663</b>	<b>203,805</b>	<b>(45,859)</b>	<b>973,012</b>	<b>892,868</b>	<b>(80,144)</b>
<b>AIRPORT EXPENSE</b>						
Salary Expense	29,473	31,989	2,516	117,893	118,034	141
Employee Benefits	10,371	8,574	(1,797)	41,482	39,654	(1,828)
Maintenance Expense	4,500	4,647	147	26,653	26,007	(646)
Fuel Sales Expense	28,390	34,528	6,138	151,087	158,222	7,135
Utility Expense	11,700	3,798	(7,902)	30,700	20,934	(9,766)
General Expenses	38,774	53,735	14,961	184,822	258,430	73,608
Interest Expense	2,200	0	(2,200)	4,400	0	(4,400)
Legal Expense	7,500	5,357	(2,143)	31,500	7,282	(24,218)
AEAS Expense	451,659	370,279	(81,380)	1,774,084	1,558,427	(215,657)
<b>TOTAL AIRPORT EXPENSES</b>	<b>584,567</b>	<b>512,908</b>	<b>(71,659)</b>	<b>2,362,621</b>	<b>2,186,990</b>	<b>(175,631)</b>

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
<b>COMMERCE PARK EXPENSE</b>						
Salary Expense	3,500	3,502	2	14,000	14,008	8
Employee Benefits	1,098	336	(762)	4,393	1,344	(3,049)
Maintenance Expense	2,104	1,175	(929)	8,417	5,877	(2,540)
Utility Expense	19,307	13,682	(5,625)	64,941	25,149	(39,792)
General Expenses	6,903	113	(6,790)	27,610	11,425	(16,185)
Interest Expense	0	0	0	0	780	780
<b>TOTAL COMMERCE PARK EXPENSES</b>	<b>32,912</b>	<b>18,808</b>	<b>(14,104)</b>	<b>119,361</b>	<b>58,583</b>	<b>(60,778)</b>

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
<b>MARINE TERMINAL (PORT) EXPENSE</b>						
Salary Expense	35,812	15,675	(20,137)	143,247	59,807	(83,440)
Employee Benefits	15,640	7,963	(7,677)	44,455	44,001	(454)
Maintenance Expense	18,657	7,196	(11,461)	62,198	29,707	(32,491)
Utility Expense	6,363	5,818	(545)	22,052	19,323	(2,729)
General Expenses	29,394	16,235	(13,159)	117,578	70,508	(47,070)
Interest Expense	0	233	233	0	465	465
Legal Expense	0	0	0	0	0	0
<b>TOTAL MARINE TERMINAL EXPENSES</b>	<b>105,866</b>	<b>53,120</b>	<b>(52,746)</b>	<b>389,530</b>	<b>223,811</b>	<b>(165,719)</b>
<b>RAILROAD EXPENSES</b>						
	0	0	0	0	0	0
<b>BORDER STATION EXPENSES</b>						
	0	6,295	6,295	0	17,374	17,374

<b>TOTAL EXPENSES</b>	<b>973,008</b>	<b>794,936</b>	<b>(178,073)</b>	<b>3,844,524</b>	<b>3,379,626</b>	<b>(464,898)</b>
<b>OPERATING INCOME (Net Gain/(Loss))</b>	<b>(19,097)</b>	<b>162,366</b>	<b>(156,323)</b>	<b>(156,323)</b>	<b>469,068</b>	<b>(625,391)</b>
Principal Payments on Loans	-----	98,367		-----	476,601	
OPBA Portion of Projects & Capital	-----	66,507		-----	235,938	
<b>OPERATING INCOME (Net Gain/(Loss))</b>		<b>(2,508)</b>			<b>(243,471)</b>	

CASH FLOW: JULY - DECEMBER 2024

Cash Balance - JUNE 162,366

Income	July	August	September	October	November	December	TOTAL
Bridge Toll Income	248,738	184,879	177,367	184,283	162,690	160,668	1,118,625
Airport Revenue	35,509	66,145	32,306	21,129	21,129	21,129	197,348
Rental Income - BR	112,969	113,021	112,969	112,969	112,969	112,969	677,866
Rental Income - IP	77,222	77,213	77,222	77,222	77,222	77,222	463,321
Rental Income - AP	9,503	9,003	9,503	5,697	5,697	5,697	45,101
Airport Fuels Sales	43,530	66,737	68,597	15,000	15,000	9,000	217,864
Airport AEAS	370,279	415,038	374,348				1,159,665
Port Operating & Rental Fees	22,500	144,076	144,076	33,200	33,200	33,200	410,253
Interest Income	39,336	11,680	16,769	16,769	16,769	16,769	118,092
Other Income				47,270	175,000		222,270
Other Income - Stavlization Funding	112,074	533,035	270,135	287,843	259,865	112,932	1,575,884
<b>Regular Income</b>	<b>1,071,661</b>	<b>1,620,927</b>	<b>1,283,292</b>	<b>801,382</b>	<b>879,541</b>	<b>549,586</b>	<b>6,206,289</b>
<b>Expense</b>							
Salaries and Wages	175,646	259,430	194,207	145,190	145,125	160,125	1,079,723
Payroll Taxes & EE Benefits	52,445	60,730	78,618	48,800	44,425	46,675	331,693
Insurance	6,069	443,999		18,225			468,293
Utilities	29,780	6,725	26,845	35,081	28,854	35,820	163,105
General Expenses	49,711	29,364	35,356	33,769	30,584	30,584	209,367
Legal	40,617	20,150	26,515	26,515	26,515	20,150	160,462
Maintenance - BR	9,972	13,671	89,054	159,500	160,282	9,500	441,978
Maintenance - IP	1,175	954	5,427	5,425	3,753	3,753	20,487
Maintenance - AP	4,647	5,130	7,518	7,518	4,297	4,297	33,407
Maintenance - MT	7,196	5,013	10,297	7,163	8,348	7,756	45,773
Bridge Maintenance	779	4,812	78,220	3,125	2,526		89,462
Airport Fuel Purchases	34,528	28,032	29,285	15,000	15,000	9,000	130,845
Airport LEO	25,770	25,077	25,120	25,120	25,120	25,120	151,326
Airport Parking	17,005	17,005	17,005	17,005	17,005	17,005	102,031
Airport AEAS	370,279	415,038	374,348				1,159,665
Marine Terminal Management Fees	9,681	10,649	10,649	9,681	9,681	9,681	60,022
OBPA Grant Portion	61,216	40,311	63,525	80,104	50,811	33,281	329,248
OBPA Capital Expenses					175,000		175,000
All Debt Expense	96,453	96,453	96,453	143,723	93,826	93,826	620,734
<b>Regular Expenses</b>	<b>992,969</b>	<b>1,482,542</b>	<b>1,168,442</b>	<b>780,944</b>	<b>841,151</b>	<b>506,573</b>	<b>5,772,622</b>
Prior Month	162,366	241,058	379,342	494,192	514,630	553,020	596,033
Current Month Inc - Exp	78,692	138,285	114,849	20,438	38,390	43,013	596,033
Gain/(Loss)	241,058	379,342	494,192	514,630	553,020	596,033	596,033

0

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

August 1 - August 31	Auto Crossings		All Other Crossings		Total Crossings		Revenue	
	2024	2019	2024	2019	2024	2019	2024	2019
	60,606	65,820	6,038	6,663	66,644	72,483	\$180,978.00	\$245,554.50
		-7.92%		-9.38%		-8.06%		

August 1 - August 31	Auto Crossings		All Other Crossings		Total Crossings		Revenue	
	2024	2023	2024	2023	2024	2023	2024	2023
	60,606	51,385	6,038	5,995	66,644	57,380	\$180,978.00	\$166,399.50
		17.94%		0.72%		16.14%		

Month	Auto Crossings		All Other Crossings		Total Crossings		Revenue	
	2024	2019	2024	2019	2024	2019	2024	2019
December								
November								
October								
September								
August	60,606	65,820	6,038	6,663	66,644	72,483	\$180,978.00	\$245,554.50
July	53,583	60,506	6,413	6,587	59,996	67,093	\$166,730.50	\$227,506.75
June	45,174	53,785	5,909	6,434	51,083	60,219	\$138,953.25	\$198,334.25
May	42,541	51,016	6,182	6,911	48,723	57,927	\$109,505.25	\$146,528.00
April	37,688	45,707	6,257	6,905	43,945	52,612	\$114,572.50	\$154,635.00
March	38,206	44,523	5,398	6,036	43,604	50,559	\$115,421.00	\$128,733.50
February	32,455	35,864	5,140	5,662	37,595	41,526	\$97,026.00	\$106,063.25
January	29,971	35,667	5,454	6,234	35,425	41,901	\$88,059.00	\$104,184.25
<b>TOTALS</b>	<b>340,224</b>	<b>392,888</b>	<b>46,791</b>	<b>51,432</b>	<b>387,015</b>	<b>444,320</b>	<b>\$1,011,245.50</b>	<b>\$1,311,539.50</b>

**Loss of Revenue for Calendar Year \$300,294.00**



**Passenger Activity Report  
January - December 2024  
Contour Aviation**

	Flights	Enplaned	Flt. Load	Non Rev.	Completion	On Time Performance	Flt. Load	Deplaned	Non Rev.	Total
<b>CONTOUR</b>										
January	30	258	29%	0	60%	68%	29%	260	0	518
February	38	293	26%	0	76%	74%	26%	304	0	597
March	48	453	31%	0	97%	59%	31%	451	0	904
April	47	502	36%	0	98%	83%	36%	467	0	969
May	50	448	30%	0	96%	83%	30%	489	0	937
June	50	457	30%	0	92%	73%	30%	518	0	975
July	45	671	50%	0	79%	35%	50%	668	0	1,339
August										
September										
October										
November										
December										
2024 Total	<b>308</b>	<b>3,082</b>	<b>33%</b>	<b>0</b>			<b>33%</b>	<b>3,157</b>	<b>0</b>	<b>6,239</b>
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

**Compass Minerals Inventory Activity for: Ogdensburg/20606**

Report by Monday Morning (9:00 am CST) to: Email - leathersd@compassminerals.com

**HWY Salt**

Ending Balance from last Month: 88,104.31

Running Balance 88,104.31

DATE of Activity (mm/dd/yr)	Receiving Barge/Vessel Name	TONS IN	TONS OUT	Running Balance
8/1/2024				88,104.31
8/2/2024				88,104.31
8/3/2024				88,104.31
8/4/2024				88,104.31
8/5/2024				88,104.31
8/6/2024				88,104.31
8/7/2024				88,104.31
8/8/2024				88,104.31
8/9/2024				88,104.31
8/10/2024				88,104.31
8/11/2024				88,104.31
8/12/2024				88,104.31
8/13/2024			(142.56)	87,961.75
8/14/2024			(75.89)	87,885.86
8/15/2024			(70.23)	87,815.63
8/16/2024				87,815.63
8/17/2024				87,815.63
8/18/2024				87,815.63
8/19/2024			(72.29)	87,743.34
8/20/2024				87,743.34
8/21/2024			(107.88)	87,635.46
8/22/2024				87,635.46
8/23/2024				87,635.46
8/24/2024				87,635.46
8/25/2024				87,635.46
8/26/2024				87,635.46
8/27/2024				87,635.46
8/28/2024				87,635.46
8/29/2024				87,635.46
8/30/2024				87,635.46
8/31/2024				87,635.46
<b>MONTH-END TOTALS &amp; BALANCE</b>				<b>87,635.46</b>

**Compass Minerals Inventory Activity for: Ogdensburg/20606**

Report by Monday Morning (9:00 am CST) to: Email - leathersd@compassminerals.com

**THAWROX**

Ending Balance from last Month:

Running Balance 721.82

DATE of Activity (mm/dd/yr)	Receiving Barge/Vessel Name	TONS IN	TONS OUT	Running Balance
8/1/2024				721.82
8/2/2024				721.82
8/3/2024				721.82
8/4/2024				721.82
8/5/2024				721.82
8/6/2024				721.82
8/7/2024				721.82
8/8/2024				721.82
8/9/2024				721.82
8/10/2024				721.82
8/11/2024				721.82
8/12/2024				721.82
8/13/2024				721.82
8/14/2024				721.82
8/15/2024				721.82
8/16/2024				721.82
8/17/2024				721.82
8/18/2024				721.82
8/19/2024				721.82
8/20/2024				721.82
8/21/2024				721.82
8/22/2024				721.82
8/23/2024				721.82
8/24/2024				721.82
8/25/2024				721.82
8/26/2024				721.82
8/27/2024				721.82
8/28/2024				721.82
8/29/2024				721.82
8/30/2024				721.82
8/31/2024				721.82
<b>MONTH-END TOTALS &amp; BALANCE</b>				<b>721.82</b>

(0.00)

0.00

**MONTH-END TOTALS & BALANCE**

**MEAL - AUGUST 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>
	<b>Balance Forward</b>					<b>89.98</b>	<b>179950</b>
8/8/2024	BL 90764434			73680	36.84	53.14	106270
8/8/2024	BL 90763665			63960	31.98	21.16	42310
8/15/2024	BL 90764421			43500	21.75	0.00	0

**PELLETS - AUGUST 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>
	<b>Balance Forward</b>					<b>66.7</b>	<b>133409</b>
8/8/2024	BL 90763668			56320	28.16	38.54	77089
8/9/2024	BL 90764420			57500	28.75	0.00	0

**LOOSE FEED - AUGUST 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>
	<b>Balance Forward</b>					<b>0</b>	<b>0</b>
8/22/2024	GACX 13609	151550	75.78			75.78	151550
8/22/2024	BL 90788866			51700	28.55	47.23	99850
8/22/2024	BL 90788864			57580	28.79	18.44	42270
8/23/2024	GACX 13582 - BL 90763478	155400	77.70			96.14	197670
8/23/2024	CCLX 95019 - BL 90763481	155800	77.90			174.04	353470
8/26/2024	BL 90786831			62840	31.42	142.62	290630
8/26/2024	BL 90788853			41360	20.68	121.94	249270
8/28/2024	BL 90790585			40520	20.26	101.68	208750
8/30/2024	BL 90791147			47480	23.74	77.94	161270
8/30/2024	BL 90791146			39400	19.7	58.24	121870
8/30/2024	CRDX 312304 - BL 90774279	164100	82.05			140.29	285970





**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**BUILDING OCCUPANCY REPORT**  
 September 12, 2024

**Commerce Park Campus**

<i>Building</i>	<i>% Occupied</i>	<i>Total SF</i>	<i>Available</i>	<i>Occupied</i>	<i>Tenant</i>
1	70%	30,000	8,938	7,356	Lincare
				3,626	AB Thermal Technology
				500	West End Asset Management
				424	Miracle Ear / Quality Hearing
				211	KDM Analytics
				187	Nova Networks
				8,758	Non-Rentable
3	100%	15,000	0	10,000	NAC Logistics
				4,860	AN Deringer
				140	Non-Rentable
4	42%	20,000	11,659	4,892	T-Base Communications
				2,324	Day Automation
				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
	88%	170,200	20,597	149,603	

**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	Burtch / 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				1,036	Kelly
10				0	Vacant
				1,046	Mechanical / Operations Storage
	96%	26,022	1,036	24,986	

**OGDENSBURG BRIDGE & PORT AUTHORITY  
SEPTEMBER 12, 2024 BOARD MEETING**

Agenda Item B. Ogdensburg-Prescott International Bridge

1. Approval of Lease Agreement with Dr. Carol Griffith and Mr. Harold Lambert.

**REPORT:**

Staff has negotiated a new Lease Agreement with Dr. Carol Griffith and Mr. Harold Lambert for 389 square feet of office space in Suites 205 and 206 of the Bridge Administration Building for a two (2) year period commencing September 1, 2024 and terminating August 31, 2026 at a rate of \$19.00 per square foot equaling \$615.92 per month, \$14,782.00 for the two (2) year period, inclusive of utilities.

**RESOLUTION:**

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Dr. Carol Griffith and Mr. Harold Lambert for 389 square feet of office space in Suites 205 and 206 of the Bridge Administration Building for a two (2) year period commencing September 1, 2024 and terminating August 31, 2026 at a rate of \$19.00 per square foot equaling \$615.92 per month, \$14,782.00 for the two (2) 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  
SEPTEMBER 12, 2024 BOARD MEETING**

Agenda Item B. Ogdensburg-Prescott International Bridge  
2. Approval of Lease Supplement 4 with Cortech, LLC.

**REPORT:**

Staff has negotiated Lease Supplement 4 with Cortech, LLC for 140 square feet of office space in Suite 201 of the Bridge Administration Building for a one (1) year period commencing October 1, 2024 and terminating September 30, 2025 at a rate of \$24.76 per square foot equaling \$288.87 per month, \$3,466.40 for the one (1) year period, inclusive of utilities.

**RESOLUTION:**

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement 4 with Cortech, LLC for 140 square feet of office space in Suite 201 of the Bridge Administration Building for a one (1) year period commencing October 1, 2024 and terminating September 30, 2025 at a rate of \$24.76 per square foot equaling \$288.87 per month, \$3,466.40 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  
SEPTEMBER 12, 2024 BOARD MEETING**

Agenda Item C. Commerce Park Campus

1. Approval of Lease Agreement with Hoagies N More.

**REPORT:**

Staff has negotiated a new Lease Agreement with Hoagies N More for 1,217 square feet of kitchen and office space in Building 1 of the Commerce Park Campus for a one (1) year period commencing October 1, 2024 and terminating September 30, 2025 at a rate of \$10.00 per square foot equaling \$1,014.17 per month, \$12,170.00 for the one (1) year period, exclusive of utilities.

**RESOLUTION:**

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Hoagies N More for 1,217 square feet of kitchen and office space in Building 1 of the Commerce Park Campus for a one (1) year period commencing October 1, 2024 and terminating September 30, 2025 at a rate of \$10.00 per square foot equaling \$1,014.17 per month, \$12,170.00 for the one (1) year period, exclusive of utilities.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY:



MOTION PASSED BY: \_\_\_\_\_

Unanimous: Yes

No

SECONDED BY: \_\_\_\_\_

Abstained By: \_\_\_\_\_

**OGDENSBURG BRIDGE & PORT AUTHORITY  
SEPTEMBER 12, 2024 BOARD MEETING**

Agenda Item D. Ogdensburg International Airport

1. Approval of T-Hangar Lease Agreement with Pete Bogardus.

**REPORT:**

Staff has negotiated a new Lease Agreement with Pete Bogardus for T-Hangar No. 6 at the Ogdensburg International Airport for a six (6) month period commencing September 1, 2024 and terminating February 28, 2025 at a rate of \$240.00 per month, \$1,440.00 for the six (6) month period, inclusive of utilities.

**RESOLUTION:**

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with Pete Bogardus for T-Hangar No. 6 at the Ogdensburg International Airport for a six (6) month period commencing September 1, 2024 and terminating February 28, 2025 at a rate of \$240.00 per month, \$1,440.00 for the six (6) month period, inclusive of utilities.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY:



MOTION PASSED BY: \_\_\_\_\_

Unanimous: Yes

No

SECONDED BY: \_\_\_\_\_

Abstained By: \_\_\_\_\_

**OGDENSBURG BRIDGE & PORT AUTHORITY  
SEPTEMBER 12, 2024 BOARD MEETING**

Agenda Item D. Ogdensburg International Airport  
2. 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, 2025 and terminating December 31, 2025 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, 2025 and terminating December 31, 2025 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  
SEPTEMBER 12, 2024 BOARD MEETING**

Agenda Item D. Ogdensburg International Airport  
3) Approval of Airport Commercial Fueling and Services Rates

**REPORT:**

In August 2023, the Ogdensburg International Airport updated its Airport Rates & Charges. As the EAS airline is changing October 01, 2024, it is an opportune time to update its Commercial Airline Fueling & Fueling Service Rates. It is good practice to establish standardized rates and fees for the use of Airport facilities and services related to aircraft fueling to ensure access across the board and to cover the costs of infrastructure, maintenance, and operations. Staff has reviewed the current market conditions, operational costs, and best practices in the aviation industry to determine appropriate and competitive rates. These rates will include:

- 1. Hook-Up Fee
  - a. A Hook-Up Fee shall be charged to commercial airlines utilizing the Airport's fueling system infrastructure to connect fueling equipment or vehicles to the Airport's fueling system
  
- 2. Flowage Fee
  - a. A Flowage Fee shall be charged to commercial carriers for each gallon of fuel dispensed through the Airport's fueling system
  
- 3. Fuel Storage Facility Fee
  - a. A Fuel Storage Facility Fee shall be charged for the storage of fuel in Airport-owned or -operated storage facilities. This fee is applicable to commercial air companies storing fuel for resale or commercial use.

Staff recommends acceptance of the proposed rates as reasonable and needed for the continued development and financial sustainability of the Airport. These Fueling & Service Rates will be added to the existing Airport Rates & Charges, and would be made available to all commercial carriers

**RESOLUTION:**

RESOLVED, that the Airport Manager is hereby authorized and directed to include the Fueling & Services Rates to the existing Airport Rates & Charges; and to begin charging the new EAS carrier and any other commercial airlines who use Ogdensburg International Airport per this schedule.

INITIATOR/PREPARER: Charlie Garrelts

APPROVED BY: 

MOTION PASSED BY: \_\_\_\_\_

Unanimous:    Yes                      No

SECONDED BY: \_\_\_\_\_

Abstained By: \_\_\_\_\_





**COMMERCIAL AIRLINE FUELING & SERVICES RATES**  
**Tentative Effective Date: September 13, 2024**

**This schedule of fees, services and rates is subject to future updates**

	<b><i>Aircraft Passenger Capacity</i></b>	<b><i>Hook-up Fee</i></b>
<b><i>Commercial Carrier Fueling Fees</i></b>	1 - 69	\$75.00
	70 – 250	\$150.00
	251 or greater	\$225.00
<b><i>Flowage Fee</i></b>	\$0.14 per gallon	
<b><i>Fuel Storage Facility Fee</i></b>	\$0.20 per gallon	

**OGDENSBURG BRIDGE & PORT AUTHORITY  
SEPTEMBER 12, 2024, BOARD MEETING**

Agenda Item D. Ogdensburg International Airport  
4) Change Directive in Work Change Authorization Levels

**REPORT:**

In reference to the "Terminal Renovation / Expansion & Exterior Improvements at the Ogdensburg International Airport, (Project) identified as NYDOT PIN 7A03.01. (Phases 1 and 2) at the Ogdensburg International Airport: it has been recognized that there may need to be critical changes/adjustments that must be seen to immediately. In light of this, the following are the established authorization levels for Critical Change Orders:


<u>Dollar Thresholds</u>	<u>Approval By:</u>
Scope of Work Changes for Net Zero Amounts	James Chase
Scope of Work Changes for amounts up to \$10,000	Steven Lawrence & Patricia Nisco
Scope of Work Changes for amounts \$10,001-\$25,000	Steven Lawrence & Patricia Nisco
Scope of Work Changes for amounts over \$25,000	Board Approval

ALL change orders, regardless of value, will be presented to the Board at the next regularly scheduled Board Meeting.

**RESOLUTION:**

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby approve the following established authorization levels associated with the "Terminal Renovation / Expansion & Exterior Improvements at the Ogdensburg International Airport", (Project) identified as NYDOT PIN 7A03.01.:

<u>Dollar Thresholds</u>	<u>Approval By:</u>
Scope of Work Changes for Net Zero Amounts	James Chase
Scope of Work Changes for amounts up to \$10,000	Steven Lawrence & Patricia Nisco
Scope of Work Changes for amounts \$10,001-\$25,000	Steven Lawrence & Patricia Nisco
Scope of Work Changes for amounts over \$25,000	Board Approval

INITIATOR / PREPARER Steven Lawrence APPROVED BY: 

MOTION MADE BY \_\_\_\_\_ Unanimous Yes  No

SECONDED BY \_\_\_\_\_ Abstained \_\_\_\_\_

**OGDENSBURG BRIDGE & PORT AUTHORITY  
SEPTEMBER 12, 2024 BOARD MEETING**

Agenda Item D. Ogdensburg International Airport  
5) Airport-Gateway Improvements Enabling Work - Approval of Change Order 001 with DC Building

**REPORT:**

In reference to the general construction of the Gateway Improvements Enabling Work Project, identified as OGS PIN 7A03.01, Change Order No. 001 to install additional 12" HDPE water pipe as required by the terms and conditions OBPA/City of Ogdensburg Water Agreement, DC Building Systems has submitted a Change Order to the Authority for a total cost not to exceed \$226,187.00.


The additional 12" HDPE is for upsizing the original 1,275 feet of 8" HDPE pipe associated with the main waterline supply piping as required by the City of Ogdensburg.

These expenditures are the full responsibility of the Ogdensburg Bridge and Port Authority and are NYSDOT- eligible expenses. It is anticipated that the Gateway Improvement Project contingency funding will cover the additional costs.

Staff recommends approval of this Change Order with DC Building Systems.

**RESOLUTION:**

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Change Order with DC Building Systems for additional work associated with the 12" HDPE waterline pipe installation required for the Gateway Improvements Enabling Work Project, identified as OGS PIN 7A03.01, for a total cost not to exceed \$226,187.00.

INITIATOR / PREPARER Steven Lawrence APPROVED BY: 

MOTION MADE BY \_\_\_\_\_ Unanimous Yes  No

SECONDED BY \_\_\_\_\_ Abstained \_\_\_\_\_



# AIA<sup>®</sup>

## Document G701™ – 2001

### Change Order

**PROJECT: (Name and Address)**

Gateway Improvements Enabling Work  
 Ogdensburg International Airport  
 5840 State Highway 812  
 Ogdensburg, NY 13669

**CHANGE ORDER NUMBER:** 001**OWNER** **DATE:** August 15, 2024**ARCHITECT** **ARCHITECT'S PROJECT NUMBER:** 18372.13**CONTRACTOR** **TO CONTRACTOR: (Name and Address)**

D.C. Building Systems, Inc.  
 1015 Water Street  
 Watertown, NY 13601

**CONTRACT DATE:** October 23, 2023**FIELD** **OTHER** **CONTRACT FOR:** General Construction**The Contract is changed as follows:***(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)*

Water Line: From Station 7+50 to Station 20+25 - Deduct 1175 LF of 8" HDPE (Open Trench) with 8" Live Tap and 100 LF 8" HDPE (HDD), and Add 475 LF of 12" HDPE (Open Trench) with 12" Live Tap and 800 LF 12" HDPE (HDD) with Stabilized Entrance to Drill Pit

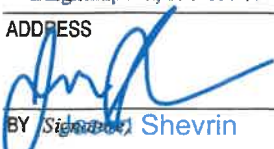
Sewer Line: Pump Station - Deduct (2) LEH102M2 Liberty Pumps, (1) AE24H=2 Controller, Conical Cover with Frame and Cover and Add (2) LEH102M2 Liberty Pumps, (1) AE24H=2 Controller with Restock Fee, Flat Cover with 2' Riser and Aluminum Hatch. Connect to Existing: Deduct Connect to Existing Pump Station, Add 4" Live Tap to 10" Force Main.


GSE Building: Deduct GSE Building Foundation Blocks (10% of 150), Deduct GSE Building Treated Lumber Shimming, Add GSE Building Leveling Pad

**The Contract Sum was:**\$ 794,400.00**The net change by previously authorized Change Orders was:**\$ 0.00**The Contract Sum prior to this Change Order was:**\$ 794,400.00**The Contract Sum will be increased by:**\$ 226,187.00**The new Contract Sum including this Change Order will be:**\$ 1,020,587.00**The Contract Time will be increased by:** ( TBD ) days**The date of Substantial Completion as of the date of this Change Order therefore is:** Pending NYSDOT Permit

*(Note: This Change Order does not include changes in the Contract Sum, Contract Time, or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.)*

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER**

McFarland Johnson  
 ARCHITECT (Firm Name)  
 49 Court Street, Suite 240  
 Binghamton, NY 13902  
 ADDRESS  
  
 BY (Signature) Shevrin  
 (Typed Name)  
 8/22/2024  
 DATE

D.C. Building Systems, Inc  
 CONTRACTOR (Firm Name)  
 1015 Water Street  
 Watertown, NY 13601  
 ADDRESS  
  
 BY (Signature)  
 Robert Pinter  
 (Typed Name)  
 8/20/24  
 DATE

Ogdensburg Bridge & Port Authority  
 OWNER (Firm Name)  
 1 Plaza Drive  
 Ogdensburg, NY 13669  
 ADDRESS  
 BY (Signature)  
 (Typed Name)  
 DATE

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original ensures that changes will not be obscured.**



# AIA<sup>®</sup>

## Document G701™ – 2001 Instructions

### Change Order

#### GENERAL INFORMATION

##### **Purpose**

AIA Document G701 is for implementing changes in the Work agreed to by the Owner, Contractor and Architect. Execution of a completed G701 indicates agreement upon all the terms of the change, including any changes in the Contract Sum (or Guaranteed Maximum Price) and Contract Time.

##### **Use of Current Documents**

Prior to using any AIA Contract Document, users should consult [www.aia.org](http://www.aia.org) or a local AIA component to verify the most recent edition.

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#### COMPLETING THE G701 FORM

##### **Description of Change in the Contract**

Insert a detailed description of the change or reference specific exhibits describing, in detail, the change to be made in the Contract by this Change Order. Include any drawings, specifications, documents or other supporting data to clarify the scope of the change.

##### **Determination of Costs**

Insert in the blanks provided, or strike out the terms in parentheses that do not apply, the original Contract Sum or Guaranteed Maximum Price; the net change by previously authorized Change Order (note that this does not include changes authorized by Construction Change Directive unless such changes were subsequently agreed to by the Contractor and recorded as a Change Order); the Contract Sum or Guaranteed Maximum Price prior to this Change Order; the amount of increase or decrease, if any, in the Contract Sum or Guaranteed Maximum Price; and the new Contract Sum or Guaranteed Maximum Price as adjusted by this Change Order.

##### **Change in Contract Time**

Insert in the blanks provided, and strike out the unused terms in parentheses, the amount (in days) of the increase or decrease, if any in the Contract Time. Also insert the date of Substantial Completion, including any adjustment effected by this Change Order.

#### EXECUTION OF THE DOCUMENT

When the Owner and Contractor, in occurrence with the Architect, have reached agreement on the change to be made in the Contract, including any adjustments in the Contract Sum (or Guaranteed Maximum Price) and Contract Time, the G701 document should be executed in triplicate by the two parties and the Architect, each retaining an original.

**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**September 12, 2024 BOARD MEETING**

Agenda Item E. Port of Ogdensburg  
1) Approval of Repair to Electrical Connection at Port Building #3

**REPORT:**


The electrical connection of the existing 200-amp 3 phase service melted in a fault event. Collins Hammond will remove existing service, install new, and get the repairs inspected prior to re-activating the service. The building is a leased space and; therefore, it is crucial to have the power back up and running as soon as possible.

Per the attached proposal, Collins Hammond is proposing to complete the repairs is \$6,486.

Due to the ability of Collins Hammond to undertake this work immediately, and the historical relationship with the Authority, Staff recommends engaging Collins Hammond for these repairs.

**RESOLUTION:**

RESOLVED, that the Director of Operations is hereby authorized and directed to execute a Purchase Order with Collins Hammond to schedule the repairs with a total cost not to exceed \$6,486.

INITIATOR / PREPARER James Chase APPROVED BY: 

MOTION MADE BY \_\_\_\_\_ Unanimous Yes  No

SECONDED BY \_\_\_\_\_ Abstained \_\_\_\_\_

# **COLLINS- HAMMOND**

**ELECTRICAL CONTRACTORS**

P.O. Box 1034, Ogdensburg, NY 13669  
(315) 393-4910 FAX (315)393-4916

## PROPOSAL

TO:  
Ogdensburg Bridge and Port Authority  
James Chase

DATE:  
8/26/2024  
JOB LOCATION:  
Port Building #3

JOB NUMBER:

We hereby submit specifications and estimates for:

The existing 200 amp 3 phase 480/ 277 volt service was melted in a fault event.

- 1) Remove existing melted meter channel.
- 2) Remove existing feeder to the pole
- 3) Remove existing feeders to the building MDP.
- 4) Rework conduit and install a new meter.
- 5) Install new NEC compliant grounding
- 6) Swab conduit to the pole and pull new 4/0 XHHW aluminum
- 7) Terminate Meter channel and existing MDP.
- 8) Electrical inspection ( We will need a National Grid work request number for inspection)
- 9) Turn on and test after Ngrid energization.

<u>Materials</u>	\$1,385
Labor 48 hours at \$85	\$4,080
Electrical Inspection	\$175
15% Combined OH&P	\$846
Total No Tax	\$6,486

### **Exclude**

- 1) Any equipment unforeseen damage caused by the fault
- 2) Excavation or conduit repair or replacement if the existing conduit turn out to be unusable.
- 3) No NYS Sales Tax has been included.

Thank You for the opportunity to provide this quote.

**We propose** hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

Dollars ( **\$6,486.00** )

All material is guaranteed to be a specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Worker's Compensation Insurance.

AUTHORIZED BY:

ACCEPTED BY:

DATE:

**Kevin Poor**

This proposal may be withdrawn by us  
if not accepted within 30 days.

The above prices, specifications, and conditions are  
satisfactory and hereby accepted. You are authorized to proceed.