

**OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
WEDNESDAY, OCTOBER 9, 2024**

The 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 Wednesday, October 9, 2024 at 5:00 PM.

The following were present:

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

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

ABSENT: David D. King, Member
Toni Kennedy, Member (virtual, Potsdam, NY)
Diane Para, Member
Steven J. Lawrence, Executive Director
Anthony Adamczyk, Director of Economic Development

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

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

- Correspondence with City of Ogdensburg – Order Selecting Air Carrier to Provide Essential Air Service at Ogdensburg.

Board Chair, Vernon D. Burns, stated that the comments by Mayor Michael Tooley were nice comments and that the OBPA appreciates the support.

III. **Approval of Board Minutes:**

- September 12, 2024 Finance Committee Meeting
- September 12, 2024 Board Meeting

On a motion made by Jennifer Quirk-Pickman, 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, stated that the Finance Committee met earlier this evening and reviewed the August Internal Financials and everything was in order. She turned it over to Chief Financial Officer, Patricia A. Nisco, to review the highlights.
- Chief Financial Officer, Patricia A. Nisco, started with the Statement of Financial Position, and reported that the Accounts Receivable Regular is at \$223,545. 98% of that is either current or 1-30 days. Accounts Receivable – AEAS is at \$571,938, this includes one DOT AEAS invoice and three Contour invoices. The Prepaid Expenses have increased due to all of the commercial insurance being paid upfront this year. A monthly deduction will be made for the next twelve months. Accounts Payable Regular are at \$216,043. A/P AEAS/Contour is at \$415,038 which includes one invoice owed to Contour. NYS Retirement has been paid off, including the interest. All Project A/P is at \$572,733. Of which, \$58,000 has since been paid and another \$392,000 will be paid Friday. There will be one more Contour invoice for September; the invoice payment/reimbursement should be the final AEAS transaction. Moving forward, Breeze invoices will be sent directly to US DOT.

Board Chair, Vernon D. Burns, asked if at budget time the accumulated depreciation could be broken down by age. Chief Financial Officer, Patricia A. Nisco, confirmed that it was mostly equipment, vehicles, buildings, and signage, but not land.

Board Chair, Vernon D. Burns, also asked about the status of the MALSF. Chief Financial Officer, Patricia A. Nisco, asked Airport Manager, Charlie Garrelts, if the project was done and he confirmed yes. Chief Financial Officer, Patricia A. Nisco, stated it could then be moved to Fixed Assets.

Board Chair, Vernon D. Burns, asked about the drainage project. Airport

Manager, Charlie Garrelts, confirmed that the OBPA is still waiting on permits from the DOT, it's been with the local region for over a year. Airport Manager, Charlie Garrelts, also confirmed that McFarland Johnson has a meeting with DOT coming up to discuss the costs if the open cut isn't done. Board Chair, Vernon D. Burns, stated that someone in Albany may need to be made aware of this because it has been going on way too long.

Board Chair, Vernon D. Burns, asked if the Airport Revitalization Project was still on target to be completed by July of 2025. Airport Manager, Charlie Garrelts, confirmed that as of right now, everything is on schedule to be completed by July 2025.

- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual, and reported that all income except for AEAS is on budget. AEAS is dependent on the number of flights Contour completes. All income is above budget. Most expenses are on target or below. The Bridge Maintenance Expense is high due to the Jacobson Mower invoice totaling \$8,111 being received in August. The other high expense line is the Airport Salary line. This is an overtime issue. The hiring of the part-time employee secured that no Airport Operations employee would be working alone. Being a federal retiree, it will need to be checked if he can work more hours to help assist with the overtime issue. Board Chair, Vernon D. Burns, asked if the fewer flights per week would have an impact on the overtime issue. Airport Manager, Charlie Garrelts, confirmed that it will have an impact. To add more detail, he shared that in the month of August, almost every night the Contour flight was delayed. Due to the delay, the employee has to stay over, or go home and then be called back. This adds four hours. Currently there are no issues with flight delays. Board Chair, Vernon D. Burns, asked about the later flight departures and what effect it has on snow removal at the airport. Airport Manager, Charlie Garrelts, confirmed that it will help a lot. Under the new

timetable, employees will not have to come in at 4:00am to clear the snow and ice for 7:30am/8:00am departure flights. Employees will have a better part of the day.

Board Chair, Vernon D. Burns, asked why the Border Station expenses aren't budgeted. Chief Financial Officer, Patricia A. Nisco, confirmed that they haven't been budgeted because the unwind of the prior incorrect dissolution has just begun and the books have to be closed for 2019 – 2024, do the 990s, resurrect the inactive EIN. Once the Border Station is dissolved correctly, those expenses will go away naturally. If it looks like it won't be done before the end of the fiscal year, the expenses could be added to the 2025-2026 budget.

2. Chief Financial Officer, Patricia A. Nisco, moved on to the Cash Flow: August 2024 – January 2025, and reported that at the end of the six-month period, the OBPA should have a positive \$283,173. The Other Income listed is the land sale, which probably will not happen in October. This will have to be adjusted for next month. The profit on the mortgage before any closing costs will be approximately \$260,000, and \$175,000 will be put aside to pay for the dump truck/plow. Director of Operations, James Chase, gave the latest update on the dump truck, reporting that it is in Harrisville, NY to get the plow and accessories put on. Chief Financial Officer, Patricia A. Nisco, reported that that will leave the OBPA with approximately \$85,000.

3. Reports

- a) Bridge Traffic Report

- Chief Financial Officer, Patricia A. Nisco, reported that auto crossings were down 12.6%, truck crossings were down 12.2%, which reflected a negative 12.6% for the month of September. The month of September shows an approximate loss of income of \$52,000. Currently, there is a loss of \$352,597.25 over 2019.

- Chief Financial Officer, Patricia A. Nisco, shared that raising tolls was brought up on the Governor's call on Monday. Board Chair, Vernon D. Burns, stated that this could be discussed at budget time.

b) Airport Activity Report

- Airport Manager, Charlie Garrelts, stated that September is the last month with Contour. 50 flights conducted, 545 enplaned, 36% flight loads, completion rate was 93%, on time performance was 79%.
- Airport Manager, Charlie Garrelts, gave an update on Breeze: the Inaugural Flight was successful. Mr. Burns, Ms. Quirk-Pickman, and Ms. Terminelli all attended. He's not sure anyone remembers, but it was 9/27 and the runway direction was 927. At Dulles, the arrival gate is B63, right next to Alaska Air, American Airlines, Delta Airlines, Southwest Airlines, and all the International Flight Carriers are to the left. The escalator is to the left, within a minute walk. The Breeze Ribbon Cutting in Dulles was successful. Ogdensburg was the first city that Breeze flew into Dulles. Board Chair, Vernon D. Burns, asked if there was a picture of this Ribbon Cutting event. Airport Manager, Charlie Garrelts, stated that he doesn't have a picture, but would try to get his hands on one. The Orlando Flight has been announced for 2/13/2025 – 4/27/2025. This flight will operate twice weekly – Thursdays and Sundays. Leaving OGS, departure at 11:15am and 3:30pm arrival in Orlando. Returning to OGS, departure 8:00am and 11:30am arrival at OGS. Ticket Tuesdays, 11am – 1pm, buy a ticket in person at OGS, you will save 33%.

Vice Chair, Megan J.M. Whitton, asked about the poll on Northcountrynow.com, whether you plan to fly in and out of Ogdensburg. Does he get those answers?

Airport Manager, Charlie Garrelts, stated he was unaware of this poll and he would look into this.

Airport Manager, Charlie Garrelts, reported that with Breeze's arrival, the Charter

flights have gone up. Ohio State Women's Buckeye Hockey Team has come in as well as Notre Dame Men's Hockey Team. A few other ones, including University of Alaska, Fairbanks, are scheduled. With Breeze, the equipment needed for these charters is available at the airport. Board Chair, Vernon D. Burns, asked if connections have been made with the local universities about what is available at OGS. Airport Manager, Charlie Garrelts, confirmed that the OBPA staff would get to this, and that they are working with a marketing team to get the word out to Canadian customers.

Finance Committee Chair, asked if in the OBPA's role as an Economic Development Engine, is the staff working with the marketing team to advertise in the DC area about traveling/visiting the Ogdensburg area, or working with the Chamber in the DC area about the hotels and restaurants in this area. Airport Manager, Charlie Garrelts, confirmed that Director of Economic Development, Anthony Adamczyk, did mention he was connecting the local Chamber of Commerce with other Chambers where Breeze lands.

- Airport Manager, Charlie Garrelts, stated he is working with Veteran's Honor Flights, as they are starting up a chapter. With a flight straight to Dulles, this is a plus.

c) Port Activity Report

- Director of Operations, James D. Chase, reported that 1,259 tons of regular highway salt were loaded and trucked in September mostly for Clinton County. No movement yet on Thawrox. In October, there will likely be more traffic leaving the Port for both categories. There is a meeting scheduled with Morton Salt tomorrow morning. They have product on site so it will be good to meet and have him see the facility. Currently there are 40,000 tons of Cargill salt. As that starts to move, that will be added to the report.

- Director of Operations, James D. Chase, reported that 12 rail cars of meal were shipped out, unloaded 937 tons and trucked out 592 tons. 4 railcars of pellets were received, 373 tons, trucked out 160 tons. 4 railcars of loose feed were received, 329 tons, and trucked out 389 tons.
- Director of Operations, James D. Chase, reported that there is a paving project underway at the Border Station, lanes 1 – 5 and part of the southbound exit from the VACIS building. This is a good start to a bigger project to come next year.

d) Economic Development Report, Including Building Occupancy Report

- Chief Financial Officer, Patricia A. Nisco, reported that Director of Economic Development, Anthony Adamczyk, is currently attending the Bridge and Tunnel Association meeting in Windsor, Ontario/Detroit, Michigan.
- Chief Financial Officer, Patricia A. Nisco, reported that the building occupancy for the Commerce Park Campus is at 89%, which reflects a slight increase with a new tenant in Building 1. The new tenant will be Hoagies 'N More, which is going to be a café/takeout kind of place, serving breakfast and lunch. They signed their lease, they are in now, and hope to open November 1st. An exterior door is going to be put in, cut into the building, so you don't have to walk through Building 1 to get to the shop. The tenants for Building 4 didn't come through, so that space is still available.

V. **Unfinished Business.**

None.

VI. **Business Items.**

A. General Administration

1. None.

B. Ogdensburg Prescott International Bridge

1. None.

C. Commerce Park

1. Approval of Tree/Stump Removal in Commerce Park. On a motion by Vice Chair

Megan J.M. Whitton, seconded by Jennifer Quirk-Pickman, it was

RESOLVED, that the Director of Operations is hereby authorized and directed to execute a Purchase Order with Putney Tree Service to remove trees and stumps along the trail in Commerce Park for a cost not to exceed \$53,025.00.

A vote was called.

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

MOTION CARRIED.

D. Ogdensburg International Airport

1. Approval for Repainting the Commercial Ramp for Breeze Airways A220-300. On a

motion by Nicle Terminelli, seconded by Jennifer Quirk-Pickman, it was

RESOLVED, that the Airport Manager is hereby authorized and directed to execute a Purchase Order with K&T Striping for the commercial ramp painting for a cost not to exceed \$7,500.00.

A vote was called.

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

MOTION CARRIED.

2. Approval of EV Charging Stations. On a motion by Vice Chair Megan J.M. Whitton,

seconded by Jennifer Quirk-Pickman, it was

RESOLVED, that the Director of Operations is hereby authorized and directed to execute a Purchase Order with Energy 5 for the installation of Four EV Charging Stations as part of the Ogdensburg International Airport Gateway Terminal Renovations Project.

A vote was called.

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

MOTION CARRIED.

3. Approval of Sewer Service Agreement with the Village of Heuvelton. On a motion by Nicole Terminelli, seconded by Vice Chair, Megan J.M. Whitton, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Sewer Service Agreement with the Village of Heuvelton to provide municipal sewer transmission services to the airport.

A vote was called.

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

MOTION CARRIED.

E. Port of Ogdensburg

1. Port Dock Expansion-Approval of Work Order No. 24-04 with FVD Engineering Services, S.C. On a motion by Jennifer Quirk-Pickman, seconded by Nicole Terminelli, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Work Order Agreement for Work Order No. 24-04 with FVD Engineering Services, S.C. to perform representative sediment sampling from the proposed dredge area, including the riverbed and embankment area as a requirement for a NYSDEC permit renewal at the Ogdensburg Bridge & Port Authority (OBPA) Terminal. as part of the Channel Deepening Project Ogdensburg Harbor for a cost not to exceed \$90,000.00, and be it

FURTHER RESOLVED, that the Agreement for Professional Engineering Services between Ogdensburg Bridge & Port Authority and FVD Engineering Services, S.C. for Professional Services for Port of Ogdensburg Dock Expansion, dated July 2016, shall govern all Work Orders.

A vote was called.

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

MOTION CARRIED.

2. Approval of Additional Paving at the Port of Ogdensburg. On a motion by Nicole Terminelli,

seconded by Vice Chair, Megan J.M. Whitton, it was

RESOLVED, that the Director of Operations is hereby authorized and directed to

execute a Purchase Order with Luck Bros, Inc. for additional paving at the Port of Ogdensburg for an amount not to exceed \$80,000.

A vote was called.

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

3. Approval of Handling and Storage Agreement with Compass Minerals America, Inc. On a

motion by Vice Chair, Megan J.M. Whitton, seconded by Nicole Terminelli, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Handling and Storage Agreement with Compass Minerals America Inc. for bulk deicing salt and Thawrox cargos at the Port of Ogdensburg for a period of thirty (30) months, commencing October 1, 2024 and terminating April 30, 2027 at the rates provided below:

Service	Rate (USD)
Dockage, including Security during Discharge	\$0.19 per Gross Registered Tonnage
Wharfage & Receiving	\$5.29 per ST
Truck Loading & Scaling	\$2.19 per ST
Outdoor Storage	\$0.18 per ST per Month
Indoor Storage	\$7,084.00 per Month
Blending of Thawrox	\$3.33 per ST

AND BE IT FURTHER RESOLVED, Rates are subject to an annual adjustment each May 1 in the amount of the increase or decrease in the Consumer Price Index US City Average (1982-1984=100) over the preceding year, not to exceed three percent (3%),

AND BE IT FURTHER RESOVLED, Rates are retroactive to the previous Handling and Storage Agreement expiration date of May 1, 2024.

A vote was called.

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

- F. New York & Ogdensburg Railroad

1. None.

- G. Border Station

1. None.

H. Other Such Matters

1. None.

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

None.

VIII. Next Meeting Date

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

Board Chair, Vernon D. Burns, asked that Board Members be polled for Thursday, November 7, 2024.

IX. Adjournment

On a motion by Nicole Terminelli, seconded by Jennifer Quirk-Pickman, the meeting adjourned at 6:01 PM.

Jennifer Quirk-Pickman
Secretary

Vernon D. Burns
Chairperson