

**OGDENSBURG BRIDGE AND PORT AUTHORITY
OCTOBER BOARD MEETING
THURSDAY, NOVEMBER 7, 2024**

- I. Meeting Called to Order by Chairperson Vernon D. Burns at 5:00 PM.
- II. Letters and Communications to the Board.
- III. Approval of Board Minutes:
 - October 7, 2024 Finance Committee Meeting
 - October 7, 2024 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. Approval of Management/Confidential Salary Schedule.
 - B. Ogdensburg-Prescott International Bridge
 - 1. None.
 - C. Commerce Park
 - 1. Designation of Lead Agency
 - 2. Approval of Lease Supplement No. 5 with Quality Hearing Instruments, LLC.
 - 3. Approval of Commercial Storefront Door Installation in Building 1.
 - D. Ogdensburg International Airport
 - 1. Approval of Building Space & GSE Storage Lease with Trego-Dugan Aviation of Grand Island, Inc.
 - E. Port of Ogdensburg
 - 1. None.
 - 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:

December 12, 2024 Thursday 5:00 PM _____ (Proposed)

IX. Adjournment

Dated: November 5, 2024



Steven J. Lawrence
Executive Director

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

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

A meeting of the Finance Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Wednesday, October 9, 2024 at 4:30 PM.

The following were present:

Nicole Terminelli, Finance Committee Chair
Vernon D. Burns, Board Chair
Patricia A. Nisco, Chief Financial Officer
James D. Chase, Director of Operations
Charlie Garrelts, Airport Manager

ABSENT: Steven J. Lawrence, Executive Director
Anthony Adamczyk, Director of Economic Development
David D. King

Finance Committee Chair, Nicole Terminelli, called the meeting to order at 4:37 PM.

I. Business Items

a. August Internal 2024 Financials

- Chief Financial Officer, Patricia A. Nisco, started with the Statement of Financial Position and reported that Accounts Receivable Regular are at \$223,545. 98% of that is either current or 1-30 days. Accounts Receivable – AEAS includes one DOT AEAS payment and three Contour invoices. The Prepaid Expenses line is all of the commercial insurance that was paid in August; the amount will be reduced each month by the amount allotted to each insurance over the next twelve months. Accounts Payable Regular is at \$216,043. A/P – AEAS/Contour is the August Invoice for \$415,038. The NYS Retirement was paid off in August and Project Accounts Payable is at \$572,733, of that \$58,000 has already been paid and \$392,000 will be paid on Friday.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual and reported that all of the income is above what was thought it would be, except for AEAS, and that is dependent on how many flights go out. The Bridge Maintenance expense: the Jacobson invoice for the mower repair, was received in August. The

Airport Salary expense: overtime was budgeted for 2024-2025 based on 2023-2024 actuals, which was \$17,559. Currently, overtime is at \$14,000. Adding the part-time employee ensured that no Airport Operations employees were working alone, but what it did not do was to prevent overtime. The part-time employee is retired military, so it is unknown how much he can work. If there isn't a cap, then he may be able to be scheduled more to cut down on the overtime.

- Patricia A. Nisco, Chief Financial Officer, moved on to the Cash Flow: August 2024 – January 2025. The amount under Other Income will be used to pay off the land mortgage which is currently about \$45,000. The land sale will generate \$305,000; therefore, after the mortgage repayment, the OBPA will have \$260,000 before closing costs. The new dump truck/plow will cost \$175,000, leaving about \$85,000 to put towards what may be needed. There are two items that could possibly use the funds. The OBPA will end January with a positive \$283,173. To get a rough idea of the benefits of the Stabilization Funding: if the funding had not come through, subtract the stabilization funding income from the \$283,173 and that would represent the deficit.
- Patricia A. Nisco, Chief Financial Officer, shared that it was discussed on the Governor's call on Monday that the OBPA would like assistance with raising the toll rates for the Bridge. This has not been done since 2018. There was also a good conversation about the waiver needed for grant applications as part of the bridge is in Canada.

II. Other Such Matters

None.

On a motion by Board Chair, Vernon D. Burns, seconded by Finance Committee Chair, Nicole Terminelli, the Finance Committee Meeting adjourned at 4:48 PM.

Nicole Terminelli
Finance Committee Chair

**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

OGDENSBURG BRIDGE & PORT AUTHORITY
BALANCE SHEET
as of 30 September 2024

Current Assets:

Cash - Checking Accounts	\$ 204,835	
Cash - Reserves & Other Restricted Accounts	9,609,400	①
Cash - Security Deposits	179,000	
Accounts Receivable - Regular	349,136	
Accounts Receivable - AEAS	459,323	
Grants Receivable	564,669	
Investments	-	
Inventories	65,415	
Prepaid Expenses	344,819	
Total Current Assets	\$ 11,776,596	

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	
Total Fixed Assets	\$ 166,845,744	
Less Accumulated Depreciation	(82,323,819)	
Net Fixed Assets	\$ 84,521,925	

Other Assets: 1,322,559

Construction in Progress \$ 10,520,304 ②

TOTAL ASSETS \$ 108,141,384

Current Liabilities:

Accounts Payable - Regular	225,440	③
Accounts Payable - AEAS/Contour	402,831	
Accounts Payable - NYS Retirement	-	
Accounts Payable - All Project A/P	1,240,568	
Current Portion of Long Term Debt	884,144	
Accrued Expenses	22,437,573	
Total Current Liabilities	25,190,556	

Other General Liabilities 770,233

Long Term Liabilities

Long Term Portion of Long Term Debt	7,749,456	
Total Long Term Liabilities	7,749,456	

Capital 74,431,138

TOTAL LIABILITIES 108,141,384

①	Restricted Accounts - Top 5 Bank Accounts	
	Royal Bank of Canada Investments	5,903,839
	Consolidated Reserve Fund - CBNA	2,588,892
	Debt Service Reserve Fund - Wilmington Trust	548,464
	Tompkins Trust Security Reserve Deposit	219,677
	M&T Deposit - Bond Payable Reserve Funds	174,409
		<u>9,435,280</u>
	8 Additional Restricted Bank Accounts share the balance	174,120

②	Construction in Progress - Top 4 Projects	
	Airport Revitalization Project	4,299,472
	Airport EA PH 1 Drainage & Terminal Area	2,161,523
	Airport MASLF	2,005,201
	Port - Dock Wall Expansion	691,085
		<u>9,157,281</u>
	6 Additional Projects share the balance	1,363,023

③	Regular Accounts Payable - Top 8 Vendors		OCTOBER PAYMENTS
	Wladis	40,338	\$20,250
	Excellus	36,822	\$36,822
	Ascent Aviaiton	26,819	\$26,819
	City of Ogdensburg	25,923	\$25,923
	AEP	13,300	\$13,300
	Strategic Development	12,000	\$6,000
	OMLC	10,901	\$5,216
	National Grid	10,629	\$10,629
		<u>176,732</u>	
	73 +/- Additional Vendors share the balance	48,708	

OGDENSBURG BRIDGE & PORT AUTHORITY: SEPTEMBER 2024 BUDGET TO ACTUAL

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
INCOME						
Bridge Revenue	284,600	333,368	48,768	1,764,040	1,975,977	211,937
Airport Revenue	32,306	38,316	6,010	213,335	258,327	44,992
Airport Revenue - Fuel Sales	86,395	59,056	(27,339)	331,386	376,898	45,512
Airport Revenue - AEAS Income	421,107	402,831	(18,276)	2,591,953	2,376,296	(215,657)
Industrial Park Campus Revenue	77,511	79,584	2,073	465,068	468,259	3,191
Marine Terminal (Port) Revenue	160,250	143,312	(16,938)	443,439	441,143	(2,296)
Marine Terminal - Interest Income	0	41,046	41,046	0	197,598	197,598
Railroad Revenue	0	0	0	0	8,149	8,149
TOTAL INCOME	1,062,169	1,097,513	35,344	5,809,221	6,102,647	293,426

EXPENSES

BRIDGE EXPENSE						
Salary Expense	116,399	113,221	(3,178)	742,091	727,930	(14,161)
Employee Benefits	53,258	73,441	20,183	346,175	273,799	(72,376)
Maintenance Expense	7,445	8,061	616	44,680	49,059	4,379
Bridge Maintenance Expense	6,413	79,850	73,437	30,998	85,441	54,443
Utility Expense	7,000	5,405	(1,595)	43,600	40,116	(3,484)
General Expenses	45,441	43,927	(1,514)	268,214	247,349	(20,865)
Legal Expense	10,250	19,563	9,313	78,500	133,165	54,665
TOTAL BRIDGE EXPENSES	246,206	343,468	97,262	1,554,258	1,556,859	2,601
AIRPORT EXPENSE						
Salary Expense	29,473	31,612	2,139	192,076	195,591	3,515
Employee Benefits	10,371	19,447	9,076	67,409	68,274	865
Maintenance Expense	4,500	27,617	23,117	35,653	59,029	23,376
Fuel Sales Expense	51,000	26,738	(24,262)	246,287	215,968	(30,319)
Utility Expense	6,750	6,818	68	49,150	33,199	(15,951)
General Expenses	38,774	34,237	(4,537)	262,370	221,798	(40,572)
Interest Expense	2,200	0	(2,200)	8,800	11,186	2,386
Legal Expense	8,500	0	(8,500)	48,500	7,282	(41,218)
Security Expense	22,167	25,953	3,786	133,002	153,484	20,482
AEAS Expense	421,107	402,831	(18,276)	2,591,953	2,376,296	(215,657)
TOTAL AIRPORT EXPENSES	594,842	575,253	(19,589)	3,635,200	3,342,107	(293,093)

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
INDUSTRIAL PARK EXPENSE						
Salary Expense	3,500	3,502	2	22,700	22,763	63
Employee Benefits	2,348	1,682	(666)	8,513	3,492	(5,021)
Maintenance Expense	2,104	737	(1,367)	12,625	7,569	(5,056)
Utility Expense	11,441	3,927	(7,514)	92,986	33,811	(59,175)
General Expenses	6,903	3,329	(3,574)	41,415	18,670	(22,745)
Interest Expense	0	0	0	0	780	780
TOTAL INDUSTRIAL PARK EXPENSES	26,296	13,177	(13,119)	178,239	87,085	(91,154)

	Monthly Budget	Monthly Actual	Over/ (Under)	YTD Budget	YTD Actual	Over/ (Under)
MARINE TERMINAL (PORT) EXPENSE						
Salary Expense	35,812	21,753	(14,059)	232,777	108,591	(124,186)
Employee Benefits	6,589	15,363	8,774	62,436	70,486	8,050
Maintenance Expense	18,657	16,099	(2,558)	99,426	55,220	(44,206)
Utility Expense	4,002	3,405	(597)	30,450	26,248	(4,202)
General Expenses	29,394	16,495	(12,899)	176,367	102,470	(73,897)
Interest Expense	0	0	0	0	475	475
Legal Expense	0	0	0	0	0	0
TOTAL MARINE TERMINAL EXPENSES	94,454	73,115	(21,339)	601,456	363,490	(237,966)

RAILROAD EXPENSES	0	0	0	0	0	0
BORDER STATION EXPENSES	0	7,399	7,399	0	27,171	27,171

TOTAL EXPENSES	961,798	1,012,412	50,614	5,969,153	5,376,712	(592,441)
OPERATING INCOME (Net Gain/(Loss))	100,371	85,101	(159,932)	725,935	725,935	0

Principal Payments on Loans	-----	287,315		-----	873,432	
OPBA Portion of Projects & Capital	-----	188,038		-----	734,370	
OPERATING INCOME (Net Gain/(Loss))		(390,252)			(881,867)	

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

	Auto Crossings		All Other Crossings		Total Crossings		Revenue	
	2024	2019	% Change	2024	2019	% Change	2024	2019
October 1	46,815	53,477	-12.46%	6,818	6,778	0.59%	53,633	60,255
-								
October 31							\$135,833.50	\$185,449.00

	Auto Crossings		All Other Crossings		Total Crossings		Revenue	
	2024	2023	% Change	2024	2023	% Change	2024	2023
October 1	46,815	42,521	10.10%	6,818	6,123	11.35%	53,633	48,644
-								
October 31							\$135,833.50	\$134,620.25

Month	Auto Crossings		All Other Crossings		Total Crossings		Revenue	
	2024	2019	% Change	2024	2019	% Change	2024	2019
December								
November								
October	46,815	53,477	-12.46%	6,818	6,778	0.59%	53,633	60,255
September	44,828	51,320	-12.65%	5,779	6,582	-12.20%	50,607	57,902
August	60,606	65,820	-7.92%	6,038	6,663	-9.38%	66,644	72,483
July	53,583	60,506	-11.44%	6,413	6,587	-2.64%	59,996	67,093
June	45,174	53,785	-16.01%	5,909	6,434	-8.16%	51,083	60,219
May	42,541	51,016	-16.61%	6,182	6,911	-10.55%	48,723	57,927
April	37,688	45,707	-17.54%	6,257	6,905	-9.38%	43,945	52,612
March	38,206	44,523	-14.19%	5,398	6,036	-10.57%	43,604	50,559
February	32,455	35,864	-9.51%	5,140	5,662	-9.22%	37,595	41,526
January	29,971	35,667	-15.97%	5,454	6,234	-12.51%	35,425	41,901
TOTALS	431,867	497,685	-13.22%	59,388	64,792	-8.34%	491,255	562,477
							\$1,283,776.00	\$1,685,988.75

Loss of Revenue for Calendar Year \$402,212.75

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: **86,376.44**
 Receiving Barge/Vessel Name: **Running Balance**

DATE of Activity (mm/dd/yr) **TONS IN** **TONS OUT**

10/1/2024		(103.09)	86,273.35
10/2/2024			86,273.35
10/3/2024		(109.35)	86,164.00
10/4/2024		(109.95)	86,054.05
10/5/2024			86,054.05
10/6/2024			86,054.05
10/7/2024		(342.59)	85,711.46
10/8/2024		(171.17)	85,540.29
10/9/2024		(341.34)	85,198.95
10/10/2024		(443.34)	84,755.61
10/11/2024		(313.51)	84,442.10
10/12/2024			84,442.10
10/13/2024			84,442.10
10/14/2024			84,442.10
10/15/2024		(425.62)	84,016.48
10/16/2024		(532.94)	83,483.54
10/17/2024		(415.44)	83,068.10
10/18/2024		(319.01)	82,749.09
10/19/2024			82,749.09
10/20/2024			82,749.09
10/21/2024		(424.15)	82,324.94
10/22/2024		(273.56)	82,051.38
10/23/2024		(277.77)	81,773.61
10/24/2024		(383.23)	81,390.38
10/25/2024		(356.20)	81,034.18
10/26/2024			81,034.18
10/27/2024			81,034.18
10/28/2024		(247.80)	80,786.38
10/29/2024		(282.64)	80,503.74
10/30/2024		(347.08)	80,156.66
10/31/2024		(252.12)	79,904.54
MONTH-END TOTALS & BALANCE	0.00	(6471.90)	79,904.54

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: **721.82**
 Receiving Barge/Vessel Name: **TONS IN** **TONS OUT**
Running Balance

DATE of Activity (mm/dd/yr) **TONS IN** **TONS OUT**

10/1/2024			721.82
10/2/2024			721.82
10/3/2024			721.82
10/4/2024			721.82
10/5/2024			721.82
10/6/2024			721.82
10/7/2024			721.82
10/8/2024			721.82
10/9/2024			721.82
10/10/2024			721.82
10/11/2024			721.82
10/12/2024			721.82
10/13/2024			721.82
10/14/2024			721.82
10/15/2024			721.82
10/16/2024			721.82
10/17/2024			721.82
10/18/2024			721.82
10/19/2024			721.82
10/20/2024			721.82
10/21/2024		(74.58)	647.24
10/22/2024		(105.69)	541.55
10/23/2024			541.55
10/24/2024			541.55
10/25/2024			541.55
10/26/2024			541.55
10/27/2024			541.55
10/28/2024			541.55
10/29/2024			541.55
10/30/2024			541.55
10/31/2024		(32.32)	509.23
MONTH-END TOTALS & BALANCE	0.00	(212.59)	509.23

Cargill Inventory Activity for: Ogdensburg

				DEICER SALT ICE CNTRL BLK DR
Beginning Balance:				40,188.24
DATE of Activity	Vessel Name	S/T IN	S/T OUT	Running Balance
10/1/2024				40,188.24
10/2/2024				40,188.24
10/3/2024				40,188.24
10/4/2024				40,188.24
10/5/2024				40,188.24
10/6/2024				40,188.24
10/7/2024				40,188.24
10/8/2024				40,188.24
10/9/2024				40,188.24
10/10/2024				40,188.24
10/11/2024				40,188.24
10/12/2024				40,188.24
10/13/2024				40,188.24
10/14/2024				40,188.24
10/15/2024				40,188.24
10/16/2024				40,188.24
10/17/2024				40,188.24
10/18/2024				40,188.24
10/19/2024				40,188.24
10/20/2024				40,188.24
10/21/2024				40,188.24
10/22/2024				40,188.24
10/23/2024			(75.09)	40,113.15
10/24/2024			(77.52)	40,035.63
10/25/2024			(39.17)	39,996.46
10/26/2024				39,996.46
10/27/2024				39,996.46
10/28/2024				39,996.46
10/29/2024			(35.76)	39,960.70
10/30/2024				39,960.70
10/31/2024				39,960.70
MONTH-END TOTALS & BALANCE		0.00	(227.54)	39,960.70

MEAL - OCTOBER 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>
	Balance Forward					540.35	1080700
10/3/2024	BL 90834286			50880	25.44	514.91	1029820
10/3/2024	BL 90835306			74740	37.37	477.54	955080
10/4/2024	BL 90837410			63160	31.58	445.96	891920
10/7/2024	BL 90834785			47700	23.85	422.11	844220
10/7/2024	BL 90837147			75580	37.79	384.32	768640
10/8/2024	BL 90839671			79060	39.53	344.79	689580
10/8/2024	GACX 13583 - BL 90821255	191300	95.65			440.44	808880
10/9/2024	CCLX 92054 - BL 90821251	187000	93.5			533.94	1067880
10/10/2024	BL 90841691			74960	37.48	496.46	992920
10/11/2024	CCLX 95065 - BL 90831208	195650	97.83			594.29	1188570
10/11/2024	CCLX 92070 - BL 90831207	185800	92.9			687.19	1374370
10/15/2024	CEFX 389331 - BL 90821190	196800	98.40			785.59	1571170
10/15/2024	BL 90845062			83440	41.72	743.87	1487730
10/22/2024	BL 90859457			39080	19.54	724.33	1448650
10/22/2024	NAHX 800185 - BL 90821264	179500	89.75			814.08	1628150
10/22/2024	GACX 13586 - BL 90843154	184200	92.1			906.18	1812350
10/24/2024	CCLX 95098 - BL 90845295	188150	94.08			1000.25	2000500
10/24/2024	CRDX 312471 - BL 90845291	163000	81.5			1081.75	2163500
10/24/2024	GACX 13581 - BL 90845293	163000	81.5			1163.25	2326500
10/25/2024	GACX 516043 - BL 90845294	185750	92.88			1256.13	2512250
10/30/2024	CCLX 95081 - BL 90842962	186400	93.2			1349.33	2698650
10/30/2024	GACX 516020 - BL 90845292	179850	89.93			1439.25	2878500

PELLETS - OCTOBER 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>
	Balance Forward					294.71	589410
10/8/2024	CRDX 13310 - BL 90790348	184600	92.30			387.01	774010
10/9/2024	BL 90833694			77800	38.9	348.11	696210
10/9/2024	GACX 13611 - BL 90790350	177300	88.65			436.76	873510
10/16/2024	NDYX 843478 - BL 90831212	190550	95.28			532.04	1064060
10/16/2024	CRDX 312428 - BL 90830376	179250	89.63			621.66	1243310
10/16/2024	CCLX 92075 - BL 90830377	199750	99.88			721.54	1443060
10/18/2024	BL 90854229			69840	34.92	686.62	1373220
10/21/2024	BL 90856447			57920	28.96	657.66	1315300
10/22/2024	BL 90859065			54160	27.08	630.58	1261140
10/23/2024	BL 90860662			51180	25.59	604.99	1209960
10/23/2024	BL 90860661			62320	31.16	573.83	1147640
10/25/2024	NAHX 479179 - BL 90790351	167450	83.73			657.55	1315090
10/31/2024	GACX 13640 - BL 90831214	162850	81.43			738.98	1477940

LOOSE FEED - OCTOBER 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>
	Balance Forward					0	0
10/9/2024	CRDX 312438 - BL 90826772	120750	60.38			60.38	120750
10/10/2024	GACX 516037 - BL 90826771	146400	73.20			133.58	267150
10/11/2024	CCLX 95019 - BL 90826773	131550	65.78			199.35	398700
10/18/2024	BL 90854436			67780	33.89	165.46	330920
10/21/2024	BL 90857735			74060	37.03	128.43	256860
10/22/2024	BL 90858779			64540	32.27	96.16	192320
10/22/2024	BL 90858780			45920	22.96	73.20	146400
10/23/2024	BL 90860663			56040	28.02	45.18	90360
10/28/2024	BL 90864537			63860	31.93	13.25	26500
10/28/2024	NDYX 843547 - BL 90845537	153700	76.85			90.10	180200
10/28/2024	GACX 14156 - BL 90845534	138700	69.35			159.45	318900
10/28/2024	GACX 516038 - BL 90837041	145200	72.6			232.05	464100
10/29/2024	GACX 13639 - BL 90837040	146450	73.23			305.28	610550
10/29/2024	GACX 13599 - BL 90837039	152250	76.13			381.40	762800



OGDENSBURG BRIDGE & PORT AUTHORITY
BUILDING OCCUPANCY REPORT
 November 7, 2024

Commerce Park Campus

<i>Building</i>	<i>% Occupied</i>	<i>Total SF</i>	<i>Available</i>	<i>Occupied</i>	<i>Tenant</i>
1	74%	30,000	7,721		
				7,356	Lincare
				3,626	AB Thermal Technology
				1,217	Hoagies N More
				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
	89%	170,200	19,380	150,820	

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/Trego-Dugan
Hangar	100%	3,672	0	3,672	OGS Equipment Storage
GSE	100%	6,324	0	3,162	Trego-Dugan 3,162 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
9				1,036	Kelly
10				0	Vacant
				1,046	Mechanical / Operations Storage
	97%	32,346	1,036	31,310	

**OGDENSBURG BRIDGE & PORT AUTHORITY
NOVEMBER 07, 2024 BOARD MEETING**

Agenda Item A. General Administration

1) Approval of Management/Confidential Salary Schedule

REPORT:

The Management/Confidential Compensation Policy, as approved in the Employee Handbook at the October 07, 2021 Board Meeting, states that the annual adjustment factor will be set annually by the Ogdensburg Bridge and Port Authority Board of Directors at the December Board Meeting each year.

In order to have a complete Budget Packet ready for a Board vote in December, staff requests that the Board adopt a salary increase for Management/Confidential employees at the November Board Meeting.

It is recommended by the Board of Directors and Executive Director that a ____% salary increase be extended to Management/Confidential Employees for calendar year 2025.

Salary increases will be retroactive to the 1st of January upon completion of employee evaluations.

RESOLUTION:

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority approves a ____% increase for Management/Confidential Employees for calendar year 2025.

INITIATOR / PREPARER Patricia Nisco

APPROVED BY: 

MOTION MADE BY _____

Unanimous

Yes

No

SECONDED BY _____

Abstained

**OGDENSBURG BRIDGE & PORT AUTHORITY
NOVEMBER 7, 2024 BOARD MEETING**

Agenda Item C. Commerce Park Campus - OBPA Childcare Facility
1) Designation of Lead Agency

REPORT:

The Ogdensburg Bridge and Port Authority has begun planning for the Ogdensburg Bridge and Port Authority (OBPA) Childcare Facility (the "Project"). In accordance with regulations of Article 8 of the State Environmental Quality Review Act (SEQRA), the Authority desires to take the position of Lead Agency for this project and to determine whether the development of this project may have a "significant effect on the environment" (as defined in the SEQRA Act and the regulations) and therefore require the preparation of an Environmental Impact Statement.

As the Lead Agency, the Ogdensburg Bridge and Port Authority has prepared a Full Environmental Assessment Form (FEAF), which was prepared and reviewed by the Authority staff and copies of which are on file at the office of the Ogdensburg Bridge and Port Authority Executive Director.

The Authority, pursuant to the regulations, will be reviewing the FEAF in order to make a determination as to the potential environment significance of the Project and to determined that the Project is an Unlisted Action.

RESOLUTION:

RESOLVED, that the Ogdensburg Bridge and Port Authority hereby assumes the designation of Lead Agency for the action it is undertaking for the Ogdensburg Bridge and Port Authority Childcare Facility project as said designation is defined by Article 8 (State Environmental Quality Review Act) of the Environmental Conservation Law and its underlying regulations.

INITIATOR/PREPARER: Steve Lawrence APPROVED BY: 

MOTION PASSED BY: _____ Unanimous: Yes No

SECONDED BY: _____ Abstained By: _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
NOVEMBER 7, 2024 BOARD MEETING**

Agenda Item C. Commerce Park Campus

2. Approval of Lease Supplement No. 5 with Quality Hearing Instruments, LLC.

REPORT:

Staff has negotiated Lease Supplement No. 5 with Quality Hearing Instruments, LLC for 424 square feet of office space in Building 1 of the Commerce Park Campus for a two (2) year period commencing February 1, 2025 and terminating January 31, 2027 at a rate of \$15.75 per square foot equaling \$556.50 per month, \$13,356.00 for the two (2) year period, inclusive of utilities.

All other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed.

RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 5 with Quality Hearing Instruments, LLC for 424 square feet of office space in Building 1 of the Commerce Park Campus for a two (2) year period commencing February 1, 2025 and terminating January 31, 2027 at a rate of \$15.75 per square foot equaling \$556.50 per month, \$13,356.00 for the two (2) year period, inclusive of utilities, and be it;

FURTHER RESOLVED, that all other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
NOVEMBER 7, 2024 BOARD MEETING**

Agenda Item C. Commerce Park Campus
3. Approval of Commercial Storefront Door Installation in Building 1.

REPORT:

In an effort to enhance accessibility to the kitchen space in Building 1 of the Commerce Park Campus, staff seeks to contract with Northern Glass for the installation of a commercial storefront door at a cost of \$7,835.00. The current tenant of the space will commit \$2,000.00 to the cost of this project therefore reducing the cost to the Authority to \$5,835.00. Due to the complexity of this project and it being a long-term capital improvement to Building 1, Northern Glass is being chosen for their expertise in projects of this nature and for their commitment to quality workmanship and completing the project within an acceptable timeframe.

RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to contract with Northern Glass for the installation of a commercial storefront door at a cost of \$7,835.00.

INITIATOR/PREPARER: James Chase

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____

**OGDENSBURG BRIDGE & PORT AUTHORITY
NOVEMBER 7, 2024 BOARD MEETING**

Agenda Item D. Ogdensburg International Airport
1. Approval of Building Space & GSE Storage Lease with Trego-Dugan Aviation of Grand Island, Inc.

REPORT:

Staff has negotiated a Building Space & GSE Storage Lease with Trego-Dugan Aviation of Grand Island, Inc. for 560 square feet of airport terminal space and 3,162 square feet of GSE storage building space at the Ogdensburg International Airport for a two (2) year period commencing October 1, 2024 and terminating September 30, 2026 at the rates provided below:

Item	\$/SF	Monthly	Annual
Airport Offices & Space Rental	\$26.24	\$1,224.53	\$14,694.40
GSE Storage Rental	\$6.15	\$1,620.53	\$19,446.30
TOTAL		\$2,845.06	\$34,140.70

Trego-Dugan Aviation Inc. will be responsible for its prorated share of all utilities.

RESOLUTION:

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Building Space & GSE Storage Lease with Trego-Dugan Aviation of Grand Island, Inc. for 560 square feet of airport terminal space and 3,162 square feet of GSE storage building space at the Ogdensburg International Airport for a two (2) year period commencing October 1, 2024 and terminating September 30, 2026 at the rates provided below:

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TOTAL		\$2,845.06	\$34,140.70

AND BE IT FURTHER RESOLVED, that Trego-Dugan Aviation Inc. will be responsible for its prorated share of all utilities.

INITIATOR/PREPARER: Anthony Adamczyk

APPROVED BY: 

MOTION PASSED BY: _____

Unanimous: Yes No

SECONDED BY: _____

Abstained By: _____