

**OGDENSBURG BRIDGE & PORT AUTHORITY  
BOARD MEETING  
THURSDAY, NOVEMBER 7, 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 Thursday, November 7, 2024 at 5:00 PM.

The following were present:

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

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

ABSENT: Toni Kennedy, Member (virtual, Potsdam, NY)  
Diane Para, Member  
Jennifer Quirk-Pickman, Secretary

I. **Vernon D. Burns, Board Chair, called the meeting to order 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

On a motion made by Vice Chair, Megan J.M. Whitton, 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 September Internal Financials and turned it over to Chief Financial Officer, Patricia A. Nisco, for an overview.
- Chief Financial Officer, Patricia A. Nisco, started with the Balance Sheet and reported that the Accounts Receivable Regular are at \$349,136. 97% of the open A/R is either current or at 1-30 days. Accounts Receivable – AEAS is at \$459,323. This includes one Contour reimbursement from USDOT and three Contour invoices. The Contour invoices have since been paid, just waiting on the USDOT reimbursement. Once this reimbursement has been received, the line of credit for Contour at Watertown Savings Bank can be closed. Overall, Fixed Assets are 49% fully depreciated. Construction in Progress is at \$10,520,304. There was a supplemental MALSf segment to which OBPA paid approximately \$44,000. There is a possibility that the OBPA could have been reimbursed \$36,000. Whether or not a reimbursement is coming, a document stating such will just need to be received before the MALSf can be made a fixed asset. Accounts Payable Regular are at \$225,440. Accounts Payable – AEAS/Contour is one month, the final month. All Project A/P is at \$1,240,568. Since September, \$1,100,000 has been paid.
- Chief Financial Officer, Patricia A. Nisco, moved on to the September 2024 Budget to Actual, and reported that most income is above budget. Fuel sales for the Airport are down. After speaking with the Airport Manager, Charlie Garrelts, Contour just isn't taking the fuel it has in the past. In the past year, there has been a fluctuation of fuel sales. Some months they purchase more fuel, some months they purchase less. September will be the last month Contour purchases fuel as Breeze uses their own fuel. Marine Terminal Revenue is down in September and year to date due to the lack of larger salt deliveries. It is expected that will pick up in the next month or so. Bridge Maintenance Expense

is over due to the Bridge Inspection invoice arriving in September. This will level out over the course of the year. The Legal Expenses that show over budget in the Bridge Expense, part of that belongs in the Airport. Some expenses are for the sale of the Airport property. The Maintenance Expense for the Airport is over budget for the month, and as of right now for the year, due to the PAPI Lighting invoice arriving in September. The installation invoice will arrive in October. The Security Expense under the Airport is over budget. The OBPA had assumed \$266,000 Law Enforcement Expense for the year, which would have come in at just over the \$22,000 per month. Currently, the invoicing is between \$23,000 and \$26,000. Most of that is for overtime, if the two officers are unavailable. Otherwise, the Budget to Actual is pretty much on target.

- Chief Financial Officer, Patricia A. Nisco, reviewed the compilation on OBPA depreciation that Board Chair, Vernon D. Burns, requested. This document shows all of the types of OBPA's depreciated items. Land does not depreciate; it is a Fixed Asset.

> Land improvements are depreciable. 46% - 72% is depreciated.

> Buildings and structures: 32% - 96% depreciated.

> Improvements to building and structures: at least 88% depreciated.

> Furniture and fixtures: 100% depreciated.

> Machinery and equipment:

> Vehicles and signs: 57% - 100% depreciated (vehicles)

88% - 100% depreciated (vehicles)

Chief Financial Officer, Patricia A. Nisco, stated that most everything is coming to the end of its useful life. The Stabilization Funding does not cover Capital Expenses.

Board Chair, Vernon D. Burns, stated that the whole point in requesting this, when you look at the Balance Sheet, its important to remember a lot of the

OBPA's property is depreciated, or old.

Finance Committee Chair, Nicole Terminelli, asked if the OBPA sold surplus items, if the money brought in from those sales need to be used for similar items or can it be used for other items. Chief Financial Officer, Patricia A. Nisco, stated it does not have to be, but it would be advantageous if the funds could be kept to purchase replacements.

Chief Financial Officer, Patricia A. Nisco, reported that the 2025 NYSLRS billing has been received. If it can be paid on time by December 15<sup>th</sup>, the total will be \$269,000.

## 2. Reports

### a) Bridge Traffic Report

- Executive Director, Steven J. Lawrence, reported that for October the numbers are well within budget. Budget is set at 82% and right now traffic is at 91%. The bottom line for the year is the red number at the bottom, loss of revenue for the calendar year is at \$402,212.75.

### b) Airport Activity Report

- Airport Manager, Charlie Garrelts, reported that this is the first month of Breeze's flights. 30 flights were conducted, 462 enplanements, 11% load factor, 97% completion rate, and 93% on time performance. The Airport hasn't seen 93% on time performance rate for a long time. The public needs to realize is that Breeze is trying their hardest. Positive feedback from passengers is being received. More and more Canadians are being seen flying Breeze. The one flight delay was handled very efficiently.
- Airport Manager, Charlie Garrelts, stated that the picture in the Board Packet is the new runway striping for Breeze. This is needed for safety and shows where the plane needs to park due to wind direction.

- Airport Manager, Charlie Garrelts, reported that Corning will be flying out of the Airport this winter.
- Board Chair, Vernon D. Burns, shared that three sports teams flew in to the Airport.
- Board Chair, Vernon D. Burns, asked if colleges have been contacted to notify them about what is available. Staff confirmed that this will be done.

c) Port Activity Report

- Director of Operations, James D. Chase, reported that there was 6,471 tons of regular highway salt loaded and trucked out and 212 tons of the Thawrox loaded and trucked out during the month of October. Cargill, a new customer, just started moving their product out of the facility. 227 tons loaded and trucked out. For ag product, there were 28 rail cars received. Of those 28 railcars, 2,390 tons received and 266 tons trucked out. In the short two years that the Director of Operations has been with the OBPA, there haven't been 28 railcars at once. A thank you was put out to Vermont Rail and ILA for making it all happen.
- Director of Operations, James D. Chase, reviewed some highlights for the month of October:
  - > Paving has been completed at the Border Station and at the Port. Both now have much improved roadways
  - > Putney Tree Service started taking down the trees in the Commerce Park.
  - > Final week of Bridge Inspection was done the week of Columbus Day. Staff was able to make two floor beam repairs and a certified bridge welder was employed for four days. They were able to prefabricate some steel and eliminate the steel that was on the bridge approach on the Canadian side of the bridge.

d) Economic Development Report, Including Building Occupancy Report

- Director of Economic Development, Anthony Adamczyk, reported that the Commerce Park Campus is at an 89% occupancy rate. There is work being done to bring in a potential tenant to rent some office space which would bring that up to 90%.
- Director of Economic Development, Anthony Adamczyk, reported that he attended the Bridge and Tunnel Operators Association Meeting in Detroit, MI. It was good to be able to meet with people from other crossings such as the Peace Bridge and Ambassador Crossing. Good eye-opening experience to hear about other operations.
- Director of Economic Development, Anthony Adamczyk, reported that he attended the North Country Alliance Fall Forum. The keynote speaker was Adam Tindall-Schlicht, Administrator of the Great Lakes St. Lawrence Seaway Development Corporation. During his keynote he mentioned a lot of the good economic development projects happening in the area and mainly with Ogdensburg Bridge and Port Authority. This recognition was unexpected, but well received.
- Director of Economic Development, Anthony Adamczyk, reported that he gave the keynote at the St. Lawrence County Farm Bureau Annual Meeting. The ability to talk about the OBPA opportunities was positive.
- Director of Economic Development, Anthony Adamczyk, reported that there was an initial marketing meeting with Breeze. These will be regular meetings onward to discuss expectations to discuss marketing efforts.

Board Chair, Vernon D. Burns, thanked Board Member, David D. King, for the connection with the Farm Bureau. Board Member, David D. King, stated that it was nice to see a staff member out in the community doing their job. A tour of the Port was offered to the young farmers.

V. **Unfinished Business.**

None.

VI. **Business Items.**

Board Chair, Vernon D. Burns, stated that in the past, for the next agenda item, the Board did go into Executive Session to discuss what the Board would like to do. While in Executive Session, there are additional discussions to be had regarding additional contracts. Executive Director, Steven J. Lawrence, stated there was a need for Executive Session under §105 item f of the Open Meeting Law to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. On a motion made by Vice Chair, Megan J.M. Whitton, seconded by David D. King, the meeting went into Executive Session at 5:44 PM. On a motion made by Nicole Terminelli, seconded by David D. King, the meeting resumed at 7:06 PM. The approval of the Management/Confidential Salary Schedule Resolution was the only action item after Executive Session.

A. General Administration

1. Approval of Management/Confidential Salary Schedule. On a motion by Vice Chair, Megan J.M. Whitton, seconded by Nicole Terminelli, it was RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority approves a 4 % increase for Management/Confidential Employees for calendar year 2025.

A vote was called.

AYES: Nicole Terminelli  
David D. King  
Vernon D. Burns  
Megan J.M. Whitton

MOTION CARRIED.

B. Ogdensburg Prescott International Bridge

1. None.

C. Commerce Park

1. Designation of Lead Agency. On a motion by David D. King, seconded by Nicole Terminelli, it was

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.

A vote was called.

AYES: David D. King  
Vernon D. Burns  
Megan J.M. Whitton  
Nicole Terminelli

MOTION CARRIED.

2. Approval of Lease Supplement No. 5 with Quality Hearing Instruments, LLC. On a motion by Vice Chair, Megan J.M. Whitton, seconded by David D. King, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute 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.

A vote was called.

AYES: Vernon D. Burns  
Megan J.M. Whitton  
Nicole Terminelli  
David D. King

MOTION CARRIED.

3. Approval of Commercial Storefront Door Installation in Building 1. Motion to amend resolution to include "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," made by Nicole Terminelli, seconded by Vice Chair, Megan J.M. Whitton.

A vote was called.

AYES: Megan J.M. Whitton  
Nicole Terminelli  
David D. King  
Vernon D. Burns



MOTION CARRIED.

Approval of Commercial Storefront Door Installation in Building 1. On a motion by Vice Chair, Megan J.M. Whitton, seconded by David D. King, it was RESOLVED, that the Executive Director is hereby authorized and directed to 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.

A vote was called.

AYES: Megan J.M. Whitton  
Nicole Terminelli  
David D. King  
Vernon D. Burns

MOTION CARRIED.

D. Ogdensburg International Airport

1. Approval of Building Space & GSE Storage Lease with Trego-Dugan Aviation of Grand Island, Inc. On a motion by David D. King, seconded by Megan J.M. Whitton, it was

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:

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
<b>TOTAL</b>		<b>\$2,845.06</b>	<b>\$34,140.70</b>

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

A vote was called.

AYES: Nicole Terminelli  
David D. King  
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. 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, December 12, 2024, at 5:00 PM.

Board Chair, Vernon D. Burns.

IX. Adjournment

On a motion by Nicole Terminelli, seconded by David D. King, the meeting adjourned at 7:21 PM.

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David D. King  
Assistant Secretary

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Vernon D. Burns  
Chairperson