

**OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
THURSDAY, DECEMBER 12, 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, December 12, 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
Toni Kennedy, 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: David D. King, Member

- I. **Vernon D. Burns, Board Chair, called the meeting to order at 5:03 PM.**
- II. **Letters and Communications to the Board.**
- III. **Approval of Board Minutes:**
 - November 7, 2024 Finance Committee Meeting

On a motion made by Nicole Terminelli, seconded by Jennifer Quirk-Pickman, these meeting minutes were approved by voice vote.

Board Chair, Vernon D. Burns, asked Executive Director, Steven J. Lawrence, if there was a need for Executive Session. Executive Director, Steven J. Lawrence, stated there was a need for Executive Session under §105 item f and h 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 and 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 Nicole Terminelli, seconded by Toni Kennedy, the meeting went into Executive Session at 5:05 PM. On a motion made by Jennifer Quirk-Pickman, seconded by Toni Kennedy, the meeting resumed at 6:10 PM.

IV. **Presentations and Reports**

1. Committee Reports

a) Finance Committee

- Finance Committee Chair, Nicole Terminelli, stated that the Finance Committee will be meeting with the full Board to review the 2024-2025 Budget and that business will be conducted under Business Items.

2. Reports

a) Bridge Traffic Report

- Executive Director, Steven J. Lawrence, reported that the overall crossings were down 6.1% from 2019, this represents a better trend for the OBPA. Auto crossings were down 4.2%; truck traffic was down 18.7% over 2019. It seems the numbers are trending upward lately. Revenue was down by \$37,500 from 2019 and up by \$12,00 from 2023. Overall numbers are at 87% of 2019.

b) Airport Activity Report

- Airport Manager, Charlie Garrelts, reported that for the month of November there was only one cancellation due to mechanical issues.
- Airport Manager, Charlie Garrelts, reported that there were 590 enplanements for November compared to last year's 463. Continuing, November saw a 97% on-time completion/on-time performance in contrast to the prior year's 72% Still doing well and number are continuing to climb.
- Airport Manager, Charlie Garrelts, gave some updates on Breeze Airways:
 - > there is a new departure time initiative that Breeze Airway is trying to start for the

- spring. Breeze wants to test for an afternoon, 12pm departure flight. This will put passengers into Dulles around 1pm. There will be probably two flights per week. Load factors will be tracked to see if there is enough interest in the timing.
- > Right now heavy traffic is being seen on Fridays and Mondays.
 - > The Ogdensburg Airport has recently been upgraded to a Tier 1 Marketing Airport. This means more funding will be allocated for the OBPA routes (Dulles and Orlando). The goal is to gain more exposure in the Ottawa market.
 - > Breeze is still in the process of working with interline partners, hoping to go live in the first quarter of 2025.

c) Port Activity Report

- Director of Operations, James Chase, reported that 6 railcars were received and unloaded, totaling 520 tons. Loaded out 450 tons of ag product. For salt, 758 tons were loaded out. With the recent weather, it was a 3,000 ton week.
- Director of Operations, James Chase, reported that he worked with a potential customer regarding a vessel load out. OBPA Port was not chosen, but it was a good learning experience.
- Director of Operations, James Chase, reported that there was an environmental site visit for a current customer. This was to ensure all environmental permits and day to day operational processes were in compliance.
- Director of Operations, James Chase, reported that Putney Tree Service completed the tree removal and stump grinding in Commerce Park at the end of last week. Replanting with new hardy trees is being studied with the County.
- Director of Operations, James Chase, reported that the storefront door was put in for Hoagies 'n More in the Commerce Park by Northern Glass. Their grand opening took place, and the OBPA staff attended.
- Board Member, Jennifer Quirk-Pickman, asked about the condition of the Commerce Park Trail and how much maintenance is the OBPA responsible for.

Director of Operations, James Chase, reported that some areas have been repaired, but there is more work to be done. Board Chair, Vernon D. Burns, asked if some funding might be available from Parks and Rec. Executive Director, Steven J. Lawrence, stated that a request was put in three years ago to Parks and Rec for \$600,000 to put lighting on a portion of the trail and it was turned down.

- Board Chair, Vernon D. Burns, asked for clarification on the Director of Operations' month end report. Two permits were applied for from NYS DOT. The one for the new water line was been received, while the older drainage project permit is still outstanding.

d) Economic Development Report, Including Building Occupancy Report

- Director of Economic Development, Anthony Adamczyk, reported that on the Building Occupancy Report, everything is remaining the same with the Commerce Park holding at 89%, the Bridge Administration Building holding at 100%. There are discussions about acquiring another tenant in Building 4 in the Commerce Park, which will bring the percentage up to an even 90%. This should be confirmed within the next month or so.
- Director of Economic Development, Anthony Adamczyk, reported that OBPA staff have been meeting with Breeze monthly and conversations have been that DC flights have been meeting expectations, which is great to hear this early on in the service. The focus for marketing is the Orlando flights, which will be February – April this year. Breeze is also interested in any organic marketing opportunities. The radio station in the Bridge Administration Building has a good Canadian/American presence and also has a list of events in Canada or the US that OGS could offer any ticket give aways. The team developed a strategic campaign plan and was able to start a great marketing plan with a major media outlet in Canada – PostMedia in Ottawa. This includes newspaper, on-line, and

out of home marketing. A four-month campaign has been set up, January to April, in the Ottawa market focusing exclusively on the Orlando flights, which includes radio, television, and the new arrangement that will give a digital presence in Ottawa. Breeze has the content for the Ottawa media outlet and hopefully they will make an investment in that as well. There is a hope to join forces and double down in efforts. The goal is to get the appropriate load factor for the first set of leisure flights.

V. **Unfinished Business.**

None.

VI. **Business Items.**

A. General Administration

1. Chief Financial Officer, Patricia A. Nisco, presented the 2025-2026 OBPA Annual Budget.

Total Income: \$6,583,908

Bridge Expense: \$3,449,383

Airport Expense: \$1,955,546

Commerce Park Expense: \$410,467

Marine Terminal (Port) Expense: \$1,220,098

Total Expenses: \$7,035,494

Operating Income (Net Gain/Loss): (451,586)

Debt Service – Current Portion Long Term Debt: \$1,313,846

OBPA Grant Portion & Capital Expenditures: \$1,850,420

Net Gain/(Loss): (3,615,852)

Total Expenses including Debt & Capital: \$10,199,760

The Board thanked Patti and the staff for the work that went into the preparation of the 2025-2026 OBPA Annual Budget.

Board Chair, Vernon D. Burns, stated that there is a confidence there that the staff will do all that is possible to bring the numbers down. The Authority has taken on projects that will ultimately benefit the people of the North Country and the residents of the State of New York. To Patti's team and the rest of the staff, thank you for everything you do, including those that aren't in attendance tonight. It is a lot of hard work that goes into this and every Board Member appreciates it.

Executive Director, Steven J. Lawrence, added that the OBPA staff give the NYS Governor's Office the same treatment they give to the Board. They meet with them

monthly and update them. To have those individuals by the OBPA's side is very helpful, and it's important to acknowledge them.

Approval of 2025-2026 OBPA Annual Budget. On a motion by Nicole Terminelli, seconded by Toni Kennedy, the totals in the Report of the Resolution were changed to:

Expense (7,028,619)
Net Operating Profit (Loss) (444,711)
Net Profit (Loss) (3,608,977)

A vote was called.

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

Motion carried.

Approval of 2025 – 2026 OBPA Annual Budget. On a motion by Jennifer Quirk-Pickman, seconded by Di Para, it was

RESOLVED, that the Executive Director and/or Chief Financial Officer is/are hereby authorized and directed to submit the budget presented at the Authority's Board Meeting on December 12, 2024 as summarized above for the year ending March 31, 2026 to the Authority Budget Office, Office of the State Comptroller, and Division of the Budget as required by the Public Authorities Law, General Municipal Law, and the Office of the State Comptroller regulations.

A vote was called.

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

MOTION CARRIED.

B. Ogdensburg Prescott International Bridge

1. None.

C. Commerce Park

1. Removal of Existing Tree and Debris Pile. On a motion by Vice Chair, Megan J.M. Whitton, seconded by Nicole Terminelli, it was

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

execute a Purchase Order with Putney Tree Service to remove existing trees in Commerce Park, an estimated total of \$12,000.

A vote was called.

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

MOTION CARRIED.

2. Ogdensburg Bridge and Port Authority Childcare Facility - Approval of SEQR Negative

Declaration. On a motion by Vice Chair, Megan J.M. Whitton, seconded by Toni Kennedy, it was

RESOLVED, that based upon the responses and information from the OBPA, Executive Director, and the Board of Directors' review of the FEAF Parts 1, 2, and 3, the Ogdensburg Bridge and Port Authority Board of Directors hereby determines that the Project will not have a significant impact upon the environment; and be it,

FURTHER RESOLVED, that the Executive Director of the Ogdensburg Bridge and Port Authority be, and hereby is, authorized and directed to execute the SEQR Full Environmental Assessment Form (a copy of which is attached hereto), indicating that the proposed action will not result in any significant adverse environmental impacts; and be it,

FURTHER RESOLVED, that the Ogdensburg Bridge and Port Authority Board of Directors authorizes the preparation and filing of a Negative Declaration in accordance with the requirements set forth in the applicable administrative and procedural requirements of SEQR; and be it,

FURTHER RESOLVED, that the Clerk of the Ogdensburg Bridge and Port Authority Board of Directors be, and hereby is, directed to forward certified copies of this resolution to the appropriate Ogdensburg Bridge and Port Authority officials, Town official, involved agencies, and the NYSDEC Environmental Notice Bulletin.

A vote was called.

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

MOTION CARRIED.

D. Ogdensburg International Airport

1. Approval of Airport Security Agreement. On a motion by Nicole Terminelli, seconded by Di Para, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a contract with the City of Ogdensburg to provide Law Enforcement Officer services at the Ogdensburg International Airport for the period January 1, 2025 through December 31, 2025; and be it,

FURTHER RESOLVED, that services will be provided for \$20,000 per month for two (2) FTE LEOs, with any additional hours billed at \$57.69 per hour; and be it,

FURTHER RESOLVED, that the Ogdensburg City Police shall participate in Airport Operational training provided at the expense of the City of Ogdensburg pursuant to CFR 1542.221; and be it,

FURTHER RESOLVED, that the Ogdensburg City Police shall participate in a four-hour training session on Airport-specific topics conducted by and at the expense of the Ogdensburg Bridge and Port Authority.

A vote was called.

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

NAYES: Toni Kennedy

MOTION CARRIED.

2. Approval of Commercial Airline Rates & Lease Agreement with Breeze Airways. On a motion by Toni Kennedy, seconded by Jennifer Quirk-Pickman, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Commercial Airline Rates & Lease Agreement with Breeze Airways for approximately 5,980 square feet of airport terminal building 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	Rate (USD)	Frequency
Airport Terminal Charge (rent)	\$6,100.00	Monthly
Landing Fee	\$1.00 per 1,000 pounds maximum certified gross landing weight	Per Landing

Aircraft Rescue Fire Fighting (ARFF) Fee	\$4,477.00	Monthly
Overnight Terminal Ramp Parking Fee	\$200.00	Per Night

AND BE IT FURTHER RESOLVED, that Breeze Airways will be responsible for its prorated share of all utilities.

A vote was called.

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

MOTION CARRIED.

E. Port of Ogdensburg

1. Port of Ogdensburg 286k Upgrades (Engineering Design and Construction Services). On a motion by Toni Kennedy, seconded by Di Para, the total in the Report and the Resolution was changed to \$1,011,189.

A vote was called.

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

MOTION CARRIED.

Port of Ogdensburg 286k Upgrades (Engineering Design and Construction Services). On a motion made by Di Para, seconded by Nicole Terminelli, it was RESOLVED, that the Executive Director is hereby authorized and directed to execute an agreement with Erdman Anthony to provide services for Design and Construction support associated with the Port of Ogdensburg 286k Rail Upgrades at a cost not to exceed \$1,011,189.

OBPA's approval of the Erdman Anthony proposal is conditional on the New York Department of Transportation's review and approval of the Erdman Anthony proposal and associated costs.

A vote was called.

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

MOTION CARRIED.

- 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, January 9, 2025, at 5:00 PM.
- IX. Adjournment
 - On a motion by Toni Kennedy, seconded by Vice Chair, Megan J.M. Whitton, the meeting adjourned at 7:17 PM.

Jennifer Quirk-Pickman
Secretary

Vernon D. Burns
Chairperson