

**OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
WEDNESDAY, DECEMBER 13, 2023**

A 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, December 13, 2023 at 5:00 PM.

The following were present:

Vernon D. Burns, Chairperson
Megan J. M. Whitton, Vice-Chairperson
Nicole Terminelli, Assistant Secretary, Member
Jennifer Quirk-Pickman, Member
Toni Kennedy, Member

ALSO: Jillian Brodock, 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, Secretary, Member

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

II. Letters and Communications to the Board.

Executive Director, Steven J. Lawrence, stated there were no letters or communications to the Board. Mr. Lawrence did recognize Mr. David Knight in attendance. Mr. Knight shared he was only in attendance to see how a meeting is conducted as advised by the ILA Union. He is just in attendance to sit and listen.

III. Approval of Meeting Minutes.

- **November 9, 2023 Finance Committee Meeting Minutes**
- **November 9, 2023 Board Meeting Minutes**
- **November 13, 2023 Childcare Initiative Committee Meeting Minutes**
- **December 1, 2023 Finance Committee Meeting Minutes**

On a motion made by Vice Chair, Megan J.M. Whitton, and seconded by Jennifer Quirk-Pickman, the meeting minutes were approved by voice vote.

IV. Presentations and Reports

1. Committee Reports

a) Finance Committee

- Chief Financial Officer, Patricia A. Nisco, started with the Statement of Financial Position and reported that Regular Accounts Receivable is at \$726,246. 97% of that is current or 1-30 days. Accounts Receivable AEAS, one reimbursement has been received from USDOT and another from the vendor that goes along with the AEAS service. Looking at the Current Liabilities, Account Payable Regular is at \$465,616. The NYS Retirement Invoice has been received and the total is \$220,873. The Project Accounts Payable is at half of what is shown on this report. Much has been paid and reimbursed to the OBPA.
- Chief Financial Officer, Patricia A. Nisco, moved on to the Budget to Actual, and reported that under Bridge Expenses, Maintenance Expense is over budget due to the boiler repair not being included in the original budget, and that cost the OBPA \$15,500. The Bridge Maintenance Expense, for the month only, is over budget due to the receipt of the bridge inspection invoice, which was expected. The Maintenance Expense for the Airport is over budget as the invoice for the striping of the runway has been received. The Interest Expense at the Airport is under budget. Additional interest was assumed for the Revitalization line of credit that hasn't been used yet. The Marine Terminal Interest Expense is also under budget as additional interest was assumed for the Dock Wall Expansion Project. The Maintenance Expense is over budget because the loader lease was omitted from the equipment rental line item in the budget.
- Board Chair, Vernon D. Burns, asked if the budget is where it was anticipated it would be. Chief Financial Officer, Patricia A. Nisco, confirmed that overall, the Authority is in a better place than expected at this time, but not by too much. Deferrals of repairs, maintenance, and other expenses have bolstered the current outlook.

- Chief Financial Officer, Patricia A. Nisco, moved on to the Cash Flow October 2023 – March 2024, and reported that it is a fair representation of what was expected. Other income pays for the grant portion and capital expenses from the prior month(s).

2. Reports

a) Bridge Traffic Report

- Executive Director, Steven J. Lawrence, reported that there's a little bit of good news when comparing 2019 to 2023, the numbers are only down 17.3%, while it was budgeted to be down 20%. Some of this is driven by truck traffic. Numbers are trending a little bit better.

b) Airport Activity Report

- Airport Manager, Charlie Garrelts, reported that for the month of November the airport stayed strong with 463 enplanements with a 31% load factor. There were a couple of cancelled flights; all due to mechanical issues. On Time Performance is up at 87% with a 95% Completion Rate. 5,322 total enplanements for the year. 833 enplanements must be met every month to reach the 10,000-enplanement goal. With the current monthly enplanements, the airport is not going to reach its goal this year. It is hoped that the advertising currently underway will help with enplanements.
- Airport Manager, Charlie Garrelts, updated everyone on the helicopter incident at the airport. One of the airport tenants came in for a landing on the taxiway and ended up crashing. No fatalities. The airport staff got an alert from a bystander. The pilot walked away with no injuries, but the helicopter sustained major damage. He thanked the Heuvelton and Ogdensburg Fire Departments and the Ogdensburg Police Department for their assistance. NTSB (National Transportation Safety Board) and the FAA (Federal Aviation Administration) were notified. No flights were delayed due to this incident.

c) Port Activity Report

- Director of Operations, James D. Chase reported that 5,100 tons of salt have left the port for the month of November. As an update, last week was a 5,400-ton week. Things are picking up with the weather. There may be an added need to blend the Thawrox again, but this hasn't been confirmed. For meal, 240 ton out the door, and for pellets, almost 1,000 ton out the door. Two meal cars were received today, which the ILA unloaded.
- Director of Operations, James D. Chase, reported that all seven transformers have been loaded out to their new home in Chateaugay, NY. He witnessed impressive work with the trucking company, National Grid, and Verizon folks with their bucket trucks, and NYS Police assistance. Board Chair, Vernon D. Burns, asked if there were pictures of this. Both Director of Operations, James D. Chase, and Director of Economic Development, Anthony Adamczyk, confirmed there were. Director of Economic Development, Anthony Adamczyk, also noted the Port's commitment to renewable energy through such projects. Board Chair, Vernon D. Burns, asked that when mailings are done or when staff meet with people, to make sure these unique things the OBPA does are mentioned. This shows the OBPA can do anything.

d) Economic Development Report, Including Building Occupancy

- Director of Economic Development, Anthony Adamczyk, reported that on the Building Occupancy Report, the OBPA is holding steady with tenants. Mr. Adamczyk noted the need to give a shout out to Director of Operations, James D. Chase, and the Maintenance Staff for renovating a space that one of the current tenants is planning on leasing. He will present this at the January meeting. This will allow Building #4 to go from 23% occupied to 42% occupied. These tenants may actually expand even further, but are going to take a phased approach.

- Director of Economic Development, Anthony Adamczyk and Director of Operations, James D. Chase, hosted a representative from CSX and gave a tour of the Port, the Rail Line, and the Heavy Industrial Park to show them what the OBPA has. They've been a good partner in combination with Vermon Rail. This was an optimistic meeting and a good opportunity to discuss rail improvement projects.
- Director of Economic Development, Anthony Adamczyk also mentioned a meeting with a Canadian cement company for the potential of using the Port for the importation of cement.
- Director of Economic Development, Anthony Adamczyk, reported that he attended the monthly security meeting with Great Lakes Seaway Development Corporation and the U.S. Coast Guard, which also included a tour of the locks. On the security realm, a lot of the discussion was on artificial intelligence and how it will either help or hurt the marine industry.
- Director of Economic Development, Anthony Adamczyk, reported that discussions with a Canadian green emissions company are continuing regarding the purchase of the heavy industrial park property with hopes to have an offer in hand in December or January.

V. Unfinished Business.

None.

VI. Business Items

A. General Administration

1. Approval of 2024 – 2025 Fiscal Year Budget. On a motion by Nicole Terminelli, seconded by Vice Chair, Megan J.M. Whitton, 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 13, 2023 as summarized above for the year ending March 31, 2025 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
Vernon D. Burns
Megan J.M. Whitton
Toni Kennedy

MOTION CARRIED

B. Ogdensburg-Prescott International Bridge

1. None.

C. Commerce Park

1. Approval of a contract with the Development Authority of the North Country (DANC).

On a motion by Vice Chair, Megan J.M. Whitton, seconded by Jennifer Quirk-Pickman, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute an contract with the Development Authority of the North Country (DANC) to provide Grant Administration services for the NBRC 2023 Catalyst Grant Award associated with the Childcare Initiative Project, for a cost not to exceed \$20,000.00, and be it,

FURTHER RESOVED that this agreement will terminate automatically upon completion by the contract date as listed within the OBPA's Contract with the NBRC or the completion of the project, whichever comes first.

A vote was called.

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

MOTION CARRIED.

D. Ogdensburg International Airport

1. None.

E. Port of Ogdensburg

1. Approval of Agreement with Seeler Engineering for a Project Labor Agreement. On a motion by Vice Chair, Megan J.M. Whitton, seconded by Jennifer Quirk-Pickman, it was

RESOLVED, the Authority hereby authorizes entering into of a contract with Seeler Engineering, P.C. ("Seeler") in the amount of \$18,800 as presented in the full scope of services contained in the letter scope of services dated November 10, 2023 to undertake a revised PLA study as to whether the use of a Project Labor Agreement would best serve the Authority's interests and to assist in the negotiation of an agreement if desired.

A vote was called.

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

MOTION CARRIED.

2. Approval of Handling & Storage Agreement with Ingredion Canada, Inc. 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 Handling and Storage Agreement with Ingredion Canada Inc. for grain cargo at the Port of Ogdensburg for a period of two (2) years, commencing January 1, 2024 and terminating December 31, 2025, at the rates provided below:

Service	Rate
Truck Receiving, Stockpiling, & Load-Out	\$10.00/Short Ton
Rail Receiving, Stockpiling, & Truck Load-Out	\$12.85/Short Ton
Storage	\$2.00/Short Ton
Overtime Labor	\$80.00/person hour, 4 hour minimum

F. New York & Ogdensburg Railroad

1. None.

G. Border Station

1. None.

H. Other Such Matters

1. Approval of Wage Schedules. 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 implement the attached three pay scale schedules for seasonal bridge crewmembers, seasonal maintenance summer help, and part time-relief toll collectors; and be it,

FURTHER RESOLVED, that these scales be approved for implementation on April 1, 2024.

A vote was called.

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

MOTION CARRIED.

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

1. None.

VIII. Next Meeting Date

The next Board meeting was confirmed for Thursday, January 11, 2024, at 5:00 PM.

IX. Adjournment

On a motion made by Vice Chair, Megan J.M. Whitton, seconded by Jennifer Quirk-Pickman, the meeting adjourned at 6:11 PM.

Nicole Terminelli
Assistant Secretary

Vernon D. Burns
Chairperson