

**OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
THURSDAY, FEBRUARY 9, 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 Thursday, February 9, 2023 at 5:00 PM.

The following were present:

Vernon D. Burns, Chairperson
Megan J. M. Whitton, Vice-Chairperson
Christopher B. T. Coffin, Treasurer
David D. King, Secretary, Member
Jennifer Quirk-Pickman, Member
Toni Kennedy, Member

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

ABSENT: Nicole Terminelli, Member

- I. Vernon D. Burns, Board Chair, called the meeting to order at 5:05 PM.
- II. Letters and Communications to the Board.

Executive Director, Steven J. Lawrence, stated there were no letters and no communications to the Board.
- III. Approval of Board Minutes. On a motion by Secretary, David D. King, seconded by Treasurer, Christopher B. T. Coffin, the minutes from the December 13, 2022, and January 12, 2023 meetings were approved by voice vote.
- IV. Presentations and Report
 1. Reports
 - a) Income/Expense Report

Treasurer, Christopher B.T. Coffin, reported the income and expense report reviewed at the Finance Committee meeting appeared typical and normal. Chief Financial Officer, Patricia A. Nisco, reported that the Tompkins Trust Reserve Account, which holds the compensating balance and must be at \$200,000, was used

to pay off the term loan with Tompkins and bring down the line of credit to \$125,000. The CRISI Grant reimbursements have been received in order to pay off what was owed for the CRISI grant line of credit. On the Balance Sheet, Accounts Receivables Regular are at \$435,000; 87% of that is current or 1-30 days. A majority of the Wind Turbine Accounts Receivable has been received. Now that the MALSF has been completed, \$1.9 million is being moved from Construction in Progress to Fixed Asset. Chief Financial Officer, Patricia A. Nisco, and Executive Director, Steven J. Lawrence, are working to separate out Harbor Deepening and Port Expansion. Harbor Deepening has come to a halt; therefore, the design work and study will need to be expensed for year end. Board Chair, Vernon D. Burns, inquired if the items from the Harbor Deepening study can be used in the future. Executive Director, Steven J. Lawrence, confirmed it can be used, but revised. On the Budget vs. Actual, all of the income is over budget, except for the Industrial Park, which will even out in the next month or two due to increased tenants in the Park. Being nine months into the fiscal year, everything has been kept as close to budget as possible. The Maintenance expense for the Bridge is over budget due to the amount of salt that was purchased and equipment was under budgeted. The equipment line can be rebuilt. Fuel sales expense is higher, but so is fuel sales income. The final ARPA submission was just submitted for the final reimbursement. Board Chair, Vernon D. Burns, inquired why the Airport and Port Maintenance expenses were over budget. Chief Financial Officer, Patricia A. Nisco, stated the Airport expense was due to the timing of two back-to-back sand deliveries. Executive Director, Steven J. Lawrence, confirmed that it was a special type of sand that was no longer available locally from Syracuse. Executive Director, Steven J. Lawrence, confirmed that a bulldozer and forklift were rented and that those will be recouped through the budget. Board Chair, Vernon D. Burns, stated that the year to date actual for operating income for reimbursements is \$856,000 above budget. Chief Operating Officer, Patricia A.

Nisco, confirmed this and stated that half of the 2023 retirement bill has been put aside; \$100,000 for the next piece of equipment has been set aside, which is due in April/May has been set aside; and the money to repair the boiler in the Administrative building has been set aside. Board Chair, Vernon D. Burns, reminded the Board and the Staff that as the 2023 Fiscal Year begins, according to the new Federal regulations, any new equipment purchased needs to be American made and the cost should be considered.

b) Bridge Traffic Report

Executive Director, Steven J. Lawrence, stated that the border is open to both Canadian and American vaccinated travelers. Congress is planning to lift the vaccination requirements by May, maybe sooner. January crossings were down overall by 20%. As preparations are being made for the next fiscal year, there is a hope that that percentage will continue to decrease. Auto crossings were down roughly 22% over a normal year. Truck traffic was down 9% over 2019. Some truck traffic was bolstered with work at the Port. Overall revenue was down by \$20,000 compared to 2019, which is a smaller number than what has been seen over the last few years. The 2022 Bridge Inspection Report has been finalized and sent to DOT and Transport Canada. Executive Director, Steven J. Lawrence, the Director of Operations, and the Maintenance Crew have met to review the report and come up with a plan of action.

c) Airport Activity / Occupancy Report

Chief Financial Officer, Patricia A. Nisco, made the following report

- 25 flights
- 274 plane passengers (11 passengers per flight)
- Flight load = 37% (plane passengers divided number of seats on the plane)
- 10,000 enplanements (ticketed passengers) by 12/31/23 = \$1 million grant which calculates to 833 passengers per month. This is what the goal is.

d) Port Activity Report

Director of Operations, James Chase, reported that salt continues to be transported at a rapid pace. Approximately 29,500 tons of highway salt was transported out in January. Approximately 8,000 tons of salt remain for the special agreement transports out to St. Catherine's and Valleyfield, which is right where it is expected to be.

e) Building Occupancy Report and Industrial/Commercial Prospect Report

Director of Economic Development, Anthony Adamczyk, reported the occupancy increased, but vacancy has also not decreased. Building 1 has 12,000 square feet of commercial kitchen space available which has led outreach being done to Cornell Cooperative Extension Commercial Kitchen instructor. The vacancy in Building 4 has been quite high this month. An extensive walk-through Building 4 has been completed to identify improvements and some extensive outreach for this space has been done. For the Airport project, Director of Economic Development, Anthony Adamczyk, met with Taste NY about the concessions extension project. He also coordinating a meeting with Frank Ralphs and Clarkson University Research faculty to build professional connections. There was an effort to increase the social media presence this month. There is optimism that the budget will if not meet, but exceed budget expectations. On February 23rd, Director of Economic Development, Anthony Adamczyk, will be attending the Mayor's Breakfast in Ottawa, close to the Embassy. Board Chair, Vernon D. Burns, asked if Director of Economic Development, Anthony Adamczyk, had scheduled a meeting with the new SUNY Potsdam President. Director of Economic Development, Anthony Adamczyk, confirmed that he will be, along with the Presidents at Clarkson University and St. Lawrence University. Board Chair, Vernon D. Burns, also inquired about the 8,700 square feet of non-rentable space in Building 1. Director of Economic Development,

Anthony Adamczyk, explained that most of the space is common space, and stated that the building was originally designed for one tenant now has multiple tenants.

V. Unfinished Business. None

VI. Business Items.

A. General Administration

1. Approval of Easement Supplement No. 7 with National Grid. On a motion by Treasurer, Christopher B.T. Coffin, seconded by Vice Chair, Megan J.M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Easement Supplement No. 7 with National Grid for an aerial cable easement over the railroad in the Town of Lisbon for a five (5) year term commencing October 7, 2022 and terminating October 6, 2027 at a rate of \$2,600.00 for the five (5) year term, and be it;

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

A vote was called.

AYES: David D. King
Jennifer Quirk-Pickman
Christopher B.T. Coffin
Vernon D. Burns
Megan J.M. Whitton
Toni Kennedy

MOTION CARRIED

2. Approval of Senior Administrative Assistant Appointment. On a motion by Jennifer Quirk-Pickman, seconded by Secretary, David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to appoint Karin Blackburn to the position of Senior Administrative Assistant with the Ogdensburg Bridge and Port Authority at the starting salary of \$53,000 per year, pro-rated effective on or about 03/06/2023, with a one-year probationary period and management confidential benefits.

A vote was called.

AYES: Jennifer Quirk-Pickman
Christopher B.T. Coffin
Vernon D. Burns

Megan J.M. Whitton
Toni Kennedy
David D. King

MOTION CARRIED

B. Ogdensburg-Prescott International Bridge

1. Approval of Lease Supplement No. 3. With Glenda Jones. On a motion by Jennifer Quirk-Pickman, seconded by Vice Chair, Megan J.M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 3 with Glenda Jones for 292 square feet of office space in Suite 210 of the Bridge Administration Building for a one (1) year period commencing April 1, 2023 and terminating March 31, 2024 at a rate of \$9.25 per square foot equaling \$225.00 per month, \$2,700.00 for the one (1) 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: Christopher B.T. Coffin
Vernon D. Burns
Megan J.M. Whitton
Toni Kennedy
David D. King
Jennifer Quirk-Pickman

MOTION CARRIED

2. Approval of Lease Supplement No. 2 with Knudsen Systems, Inc. On a motion by Secretary, David D. King, seconded by Vice Chair, Megan J.M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 2 with Knudsen Systems, Inc. for 180 square feet of office space in Suite 209 of the Bridge Administration Building for a two (2) year period commencing June 1, 2023 and terminating May 31, 2025 at a rate of \$16.00 per square foot equaling \$240.00 per month, \$2,880.00 annually, 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
Toni Kennedy
David D. King

Jennifer Quirk-Pickman
Christopher B.T. Coffin

MOTION CARRIED

C. Commerce Park

1. Approval of Lease Agreement with NAC Logistics. On a motion by Vice Chair, Megan J.M. Whitton, seconded by Toni Kennedy, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with NAC Logistics for 10,000 square feet of warehousing space in Building 3 of the Commerce Park Campus for an eighteen (18) month period commencing March 1, 2023 and terminating August 31, 2024 at a rate of \$4.34 per square foot equaling \$3,616.67 per month, \$65,100.06 for the eighteen (18) month period, and be it;
FURTHER RESOLVED, that NAC Logistics is responsible for its pro-rated share of all utilities.

A vote was called.

AYES: Megan J.M. Whitton
Toni Kennedy
David D. King
Jennifer Quirk-Pickman
Christopher B.T. Coffin
Vernon D. Burns

MOTION CARRIED

D. Ogdensburg International Airport

1. Approval of Recruitment for Airport Manager.

On a motion by Toni Kennedy, seconded by Jennifer Quirk-Pickman, the three agenda items under Other Such Matters are being moved to this part of the agenda, and D 1. Is being moved to Other Such Matters.

A vote was called.

AYES: Toni Kennedy
David D. King
Jennifer Quirk-Pickman
Christopher B.T. Coffin
Vernon D. Burns
Megan J.M. Whitton

MOTION CARRIED

2. Approval of Bid to Repair Boiler in Administration Building. On a motion by Treasurer, Christopher B.T. Coffin, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Director of Operations is hereby authorized and directed to execute a Purchase Order with Northern Mechanical to repair the boiler for a total cost not to exceed \$15,500.

A vote was called.

AYES: David D. King
Jennifer Quirk-Pickman
Christopher B.T. Coffin
Vernon D. Burns
Megan J.M. Whitton
Toni Kennedy

MOTION CARRIED

3. Approval of Grant with the New York State Department of Transportation. On a motion by Secretary, David D. King, seconded by Vice Chair, Megan J.M. Whitton, it was,

RESOLVED, that the Executive Director of the Ogdensburg Bridge and Port Authority is hereby authorized and directed to execute all necessary Agreements on behalf of the Ogdensburg Bridge and Port Authority with New York State Department of Transportation in connection with the Project, and, be it FURTHER RESOLVED, that the Ogdensburg Bridge and Port Authority desires to advance the Project by committing funds for the local match, the breakdown of the funding shares being:

FAA (Federal Share)	\$2,380,655.00
NYSDOT (State Share)	\$62,649.00
Ogdensburg Bridge & Port Authority (Local Share)	\$62,649.00
Total Project Cost	<hr/> \$2,505,953.00

With a maximum State Share Payable is \$72,046.35, and be it FURTHER RESOLVED, that a Certified copy of this Resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and, be it FURTHER RESOLVED, that this Resolution shall take effect immediately.

A vote was called.

AYES: Jennifer Quirk-Pickman
Christopher B.T. Coffin
Vernon D. Burns
Megan J.M. Whitton
Toni Kennedy
David D. King

MOTION CARRIED

4. Approval of Grant with the New York State Department of Transportation. On a motion made by Treasurer, Christopher B.T. Coffin, seconded by Jennifer Quirk-Pickman, it was,

RESOVLED, that the Executive Director of the Ogdensburg Bridge and Port Authority is hereby authorized and directed to execute all necessary Agreements on behalf of the Ogdensburg Bridge and Port Authority with New York State Department of Transportation in connection with the Project, and, be it FURTHER RESOLVED, that the Ogdensburg Bridge and Port Authority desires to advance the Project by committing funds for the local match, the breakdown of the funding share being:

FAA (Federal Share)	\$423,700.00
NYSDOT (State Share)	\$11,150.00
Ogdensburg Bridge & Port Authority (Local Share)	\$11,150.00
Total Project Cost	<hr/> \$446,000.00

With a maximum State Share Payable is \$12,822.50, and be it FURTHER RESOLVED, that a Certified copy of this Resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and be it FURTHER RESOLVED, that this Resolution shall take effect immediately.

A vote was called.

AYES: Christopher B.T. Coffin
Vernon D. Burns
Megan J.M. Whitton
Toni Kennedy
David D. King
Jennifer Quirk-Pickman

MOTION CARRIED

- E. Port of Ogdensburg

1. None.

- F. Other Such Matters

Executive Director Steven J. Lawrence stated that there was a need for Executive Session under section 105 § f of the Open Meetings Law. On a motion by Jennifer Quirk-Pickman, seconded by Nicole Terminelli, the meeting moved into Executive

Session at 6:19 pm. On a motion by Jennifer Quirk-Pickman, seconded by Toni Kennedy, the meeting resumed at 7:00pm.

1. Approval of Recruitment for Airport Manager.

Discussion before motion: Mr. Vernon D. Burns, Board Chair, asked about the recruitment timeline. Chief Financial Officer, Patricia A. Nisco, stated that from start to finish, this should take a month and a half. Treasurer, Christopher B.T. Coffin stated he was unaware of the stipulations in the agreement with Steven Baldwin, but would prefer that the individual Steven Baldwin brings forward for the position, meet with the Board and the Staff before an offer is made.

On a motion by Toni Kennedy, seconded by Vice Chair, Megan J.M. Whitton, it was, RESOLVED, that the Executive Director is hereby authorized to enter into a recruitment agreement with Steven Baldwin Associates for a fee of 25% of the successful candidate's first year salary and be it; FURTHER RESOLVED, that the terms and conditions of the current retainer agreement would remain enforce and; hereby ratified and affirmed.

A vote was called.

AYES: Vernon D. Burns
Megan J.M. Whitton
Toni Kennedy
David D. King
Jennifer Quirk-Pickman
Christopher B.T. Coffin

MOTION CARRIED

VII. Concluding Comments from Citizens, Board Members, and/or Authority Staff. None.

VIII. Next Meeting Dates

The next Board meeting was confirmed for Thursday, March 9, 2023, at 5:00 pm.

IX. Adjournment

On a motion by Toni Kennedy, seconded by Vice Chair, Megan J.M. Whitton, the meeting adjourned at 7:06p m.

David D. King
Assistant Secretary

Vernon D. Burns
Chairperson