

**OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
THURSDAY, MARCH 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, March 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
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: Jennifer Quirk-Pickman, Member
Nicole Terminelli, 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 and no communications to the Board.

III. Approval of Board Minutes. The February 9, 2023, Board meeting minutes were not ready for Board approval at this meeting.

IV. Presentations and Report

1. Committee Reports

a) Finance Committee

Treasurer, Christopher B.T. Coffin, stated that the Financials for February 2023, are straightforward and do not have any particular surprises.

Chief Financial Officer, Patricia A. Nisco, reported that the Statement of Financial Position reflects that Accounts Receivables are being collected in a timely fashion.

Regular Accounts Payable accounts are also being paid off in as soon as possible as

well. The Project Accounts Payable has been paid off since the end January. Chief Financial Officer, Patricia A. Nisco, moved on to the Budget vs. Actual, reporting that almost all of the revenue is over budget, which can be attributed to budgeting a little conservatively and some positive unexpected revenue coming in. Total income is seeing a gradual and steady increase. The Port had much more storage than anticipated and truck loading fees that hadn't been budgeted. The Port Revenue is solid and growing. Bridge Maintenance expense is under budget. Employee salary and benefits for the bridge are also well under budget. Airport salary and benefits are down due to the fact that there is no Airport Manager at this time. The largest contributor to the budget for Airport Maintenance Expense is the deicer. Fuel sales are above budget. With an increase in fuel sales expense, there is an increase in income to offset it. The Commerce Park Maintenance expense line shows the work on Building 11 roof and Building 1 HVAC. For clarification, Chief Financial Officer, Patricia A. Nisco, provided the principal on loans for the year as well as OBPA portion of capital for projects.

2. Reports

a) Bridge Traffic Report

Executive Director, Steven J. Lawrence, stated that the border is open to both Canadian and American vaccinated travelers. The U.S. requirement may be lifted in May. This might open up for more traffic. February crossings were down 19% compared to 2019; still 6% better than the conservative estimate. Truck traffic is where it normally is, given weather and specific circumstances. Overall revenue was down from 2019.

b) Airport Activity/Occupancy Report

Chief Financial Officer, Patricia A. Nisco, reported that the information for this report was not received in time for this meeting.

c) Port Activity Report

Highway salt is still being transported out at a rapid pace, although tonnage was down a little from last month. Pellet activity continues to be strong. The meal product has been zeroed out on our end. All activity is right where it should be this time of year.

d) Building Occupancy Report & Industrial/Commercial Prospect Report.

Director of Economic Development reported that all figures are maintaining steady from last month. The Facilities Crew has been working to update Building 4, which has already seen improvements to its physical structure. Some space has been shown to different companies such as Jefferson County IDA to get some different regional options. The office's work on the Airport Expansion project has been mostly on the value-added items.

V. Unfinished Business. None

VI. Business Items

A. General Administration

1. Approval of Agreement with Komoda Media. 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 an agreement with Komoda Media in the amount of \$6,290.00 for the development of the Ogdensburg Bridge and Port Authority website.

A vote was called.

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

MOTION CARRIED

B. Ogdensburg-Prescott International Bridge

1. Approval of Lease Agreement with Mack Global Design. On a motion by Vice Chair, Megan J.M. Whitton, seconded by Secretary, David D. King, it was,

RESOLVED, THAT THE Executive Director is hereby authorized and directed to execute a Lease Agreement with Mack Global Design, Inc. for 220 square feet of office space in Suite 207B of the Bridge Administration Building for a one (1) year period commencing April 1, 2023 and terminating March 31, 2024, at a rate of \$16.00 per square foot equaling \$293.33 per month, \$3,520 for the one (1) year period, inclusive of utilities.

A vote was called.

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

MOTION CARRIED

C. Commerce Park

1. Approval of Lease Supplement No. 1 with LiveFast Motors, LLC. On a motion by Secretary, David D. King, Secretary, seconded by Treasurer, Christopher B.T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Lease Supplement No. 1 with LiveFast Motors, LLC, for 103 square feet of office space and 490 square feet of reserved parking space at Budling 1 of the Commerce Park Campus for a one (1) year period commencing April 1, 2023, and terminating March 31, 2024, at a rate of \$15.00 per square foot for office space and \$2.00 per square foot for reserved parking space equaling a total of \$210.42 per month, \$2,525.00 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.

ABSTAIN: Vernon D. Burns

AYES: Megan J.M. Whitton
Toni Kennedy
David D. King
Christopher B.T. Coffin

MOTION CARRIED

2. Approval of Lease Supplement No. 1 with Hoosier Magnetics, Inc. 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 Lease Supplement No. 1 with Hoosier Magnetics, Inc. for 4,920 square feet of warehousing space in Building 4 of the Commerce Park Campus for a one (1) month period commencing April 1, 2023, and terminating April 30, 2023, at a rate of

\$8.05 per square foot, equaling \$3,300.50 for the one (1) month period, 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: Toni Kennedy
David D. King
Christopher B.T. Coffin
Vernon D. Burns
Megan J.M. Whitton

MOTION CARRIED

D. Ogdensburg International Airport

1. Approval of Purchase of New Deal Blend Runway Deicer. On a motion by Vice Chair, Megan J.M. Whitton, seconded by Secretary, David D. King, it was,

RESOLVED that the Authority Board of Directors approves the purchase of 6 bags of deicing chemicals from new Deal Deicing for the amount of \$16,362.87.

A vote was called.

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

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 and h of the Open Meetings Law. On a motion by Toni Kennedy, seconded by Secretary, David D. King, the meeting moved into Executive Session at 5:39 pm. On a motion by Vice Chair, Jennifer J.M. Whitton, seconded by Toni Kennedy, the meeting resumed at 6:40 pm.

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

VIII. Next Meeting Dates

The next Board meeting was confirmed for Thursday, April 13, 2023, at 5:00 pm.

The next Childcare Initiative Committee meeting was confirmed for Tuesday, March 14, 2023, at 4:00 pm.

The next Finance Committee meeting was confirmed for Monday, March 27, 2023, at 4:00 pm.

IX. Adjournment

On a motion by Toni Kennedy, seconded by Secretary, David D. King, the meeting adjourned at 6:44 pm.

David D. King
Assistant Secretary

Vernon D. Burns
Chairperson