

**OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
THURSDAY, APRIL 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 Thursday, April 13, 2023 at 5:00 PM.

The following were present:

Vernon D. Burns, Chairperson
Christopher B. T. Coffin, Treasurer
David D. King, Secretary, Member
Jennifer Quirk-Pickman, Member

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

ABSENT: Megan J. M. Whitton, Vice-Chairperson
Toni Kennedy, Member
Nicole Terminelli, Member
Anthony Adamczyk, Director of Economic Development

- 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. On a motion by Secretary, David D. King, seconded by Jennifer Quirk-Pickman, the minutes from the February 9, 2023, and March 9, 2023, meetings were approved by voice vote.
- IV. Presentations and Report
 1. Committee Reports
 - a) Finance Committee

Treasurer, Christopher B.T. Coffin, stated that the Finance Committee met and reviewed the financial statements for February 2023 which were relatively routine. The most important item that was looked at was the projection of cash status for the next six months. Chief Financial Officer, Patricia A. Nisco, reported from the Statement of Financial Position. Regular Accounts Receivable are being collected in a timely fashion. Currently at 90% collected. Fuel inventory and current expenses as far as salaries, vacations, and interest will be adjusted for year end. Constructions in Progress (CIP) will be reviewed at year end. Any project that is complete will be moved to the corresponding fixed asset account at year end. The portion of the Harbor Deepening Port Expansion project that is just Harbor Deepening will be expensed at year end. The current portion of the long-term debt will be adjusted at year end and a portion of the long-term debt will be moved over to fund the 23-24 portion. Chief Financial Officer, Patricia A. Nisco, moved on to Budget vs. Actual, reporting that the only income that will remain on the budget at year end will likely be Industrial Park income. Although the Director of Economic Development's work of analyzing the rents paid was successful, the 22-23 budget doesn't show a sufficient allowance of companies renewing leases. Bridge Expense is below budget. The NYS Retirement invoice was budgeted for \$120,000 more than the actual invoice. Under Bridge Maintenance, only 60% of the budgeted invoice for the bridge inspection has come in which is keeping that line down. The deicing increase in cost was unexpected. Fuel expense is offset by the fuel income. Airport parking has come in less than what was budgeted. Chief Financial Officer, Patricia A. Nisco, moved on to the cash flow report, reporting on the observation that it follows closely to what the budget anticipated. For the first six months, the cash flow report will be updated, with funds and income that will be set aside. Treasurer, Christopher B.T. Coffin discussed the tough cash flow projections, in a sense that only committed items are listed. There are activities in the pipeline that aren't listed

in the projections. Bridge traffic may be stronger than projected with the vaccination requirement possibly being lifted. Revenues have not returned to pre-pandemic levels. The pandemic has made revenues more severe for this authority, many revenue sources completely stopped instead of being reduced. With federal support, the authority has been able to maintain, but now that federal support has ceased, it is a different story. Treasurer Christopher B.T. Coffin is aware that the staff are searching for ways to drive up revenue and that the Board Chair, Vernon D. Burns, is finding political support. Executive Director, Steven J. Lawrence, spoke to strategies of Chief Financial Officer, Patricia A. Nisco, that are bringing the financial status of the Ogdensburg Bridge and Port Authority to a more positive level.

2. Reports

a) Bridge Traffic Report

- Executive Director, Steven J. Lawrence, stated the border is open Canadian and American vaccinated travelers.
- March crossings were down over all 27% over a normal year. Truck traffic is almost normal now and will continue to normalize.
- Revenue difference continues to decrease.
- Bridge maintenance program is underway. The big emphasis is on the Canadian approach. The big focus is on the bridge deck repairs.
- Put in a grant application for \$82 million to get the bridge where it needs to be.

b) Airport Activity/Occupancy Report

- Chief Financial Officer, Patricia A. Nisco, reported there were 43 flights for February 2023. Enplaned passengers were 446 with flight load of 32%. 2023 total through March is 974. Haven't hit 1,000 for the 10,000 total for 2023.
- Update on the Airport Manager search. Steven Baldwin posted the advertisement on five different websites. Direct distribution to over 3,000

industry professionals. As of April 7th, eight (8) applications, with initial thoughts of three (3) qualified candidates. Application deadline is Friday, April 14th.

- Update on Trade Show in Ottawa, April 1st and 2nd

Chief Financial Officer, Patricia A. Nisco, and Director of Economic Development, Anthony Adamczyk, attended the Ottawa Trade Show. Grateful to the SLC Chamber of Commerce for inviting OGS to be a part of their contingent. A majority of the exhibitors were promoting “Discover Africa, Ireland, etc.”. Two regional Canadian airlines were there. Most exhibitors were handing out travel brochures. The OBPA was the only booth with giveaways. The planes were a hit. A few travel agents were very interested and took OGS rack cards – a viable option to Canadian departure for their customers.

c) Port Activity Report

- Salt transportation is coming to a close.
- The port staff are working on reshaping and recovering piles.
- The only people taking salt at this point are the ones who are stock piling it in their barns.

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

- Chief Financial Officer, Patricia A. Nisco, reported in the absence of Director of Economic Development, Anthony Adamczyk.
- Through March, the tenancy rate remained at 94% as it has the previous month.
- There are three May renewal and three June renewals that will be coming forward in upcoming Board meetings.

V. Unfinished Business. None

VI. Business Items

A. General Administration

1. Approval of Agreement with EFPR Group, CPAs. On a motion by Treasurer, Christopher B.T. Coffin, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a contract with EFPR Group, CPAs to provide audit and related services for the Ogdensburg Bridge and Port Authority and Airport Passenger Facility Charges' Account for the year ending 31 March 2023 as outlined above with annual fees of \$23,000 and \$1,600 respectively.

A vote was called.

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

MOTION CARRIED

B. Ogdensburg-Prescott International Bridge

1. Approval of Annual Maintenance Service Agreement at the Border Station. On a motion by Secretary, David D. King, seconded by Treasurer, Christopher B.T. Coffin, it was,

RESOLVED, that the Director of Operations is hereby authorized and directed to execute a Purchase Order with TRANE to schedule the annual service agreement at the Border Station, a total cost not to exceed \$9,847.

A vote was called.

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

MOTION CARRIED

C. Commerce Park

1. None.

D. Ogdensburg International Airport

1. Approval of HVAC Duct Work Cleaning at the Airport Terminal. On a motion by Jennifer Quirk-Pickman, seconded by Secretary, David D. King, it was,

RESOLVED that the Director of Operations is hereby authorized and directed to execute a Purchase Order with Colello Air Technologies to schedule the cleaning of the HVAC duct work for a total not to exceed \$7,200.

A vote was called.

AYES: Christopher B.T. Coffin
Vernon D. Burns

David D. King
Jennifer Quirk-Pickman

MOTION CARRIED

E. Port of Ogdensburg

1. Approval of Work Order No. 23-01 with FVD Engineering, S.C. for the Port Dock Expansion. On a motion by Secretary David D. King, seconded by Jennifer Quirk-Pickman, it was,

RESOVLED that the Executive Director is hereby authorized and directed to execute Work Order Agreement for Work Order No. 23-01 with FVD Engineering Services, S.C. to perform the Engineering and Design Services related to the proposed Port Terminal Dock Expansion alternative “O-pile” design at the Port of Ogdensburg for a cost not to exceed \$85,500, and be it,

FURTHER RESOLVED, that the Agreement for Professional Engineering Services between Ogdensburg Bridge & Port Authority and FVD Engineering Services, S.C. for Professional Services for Port of Ogdensburg Dock Expansion, dated July 2016, shall govern all Work Orders.

A vote was called.

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

MOTION CARRIED

F. Other Such Matters

Executive Director, Steven J. Lawrence, updated the Board on the OBPA response to the legislators on the proposed legislation imposing property tax on state-owned real property.

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

1. Board Chair, Vernon D. Burns, announced the visit to the Bright Beginnings Preschool in Watertown on April 27, 2023.

VIII. Next Meeting Dates

The next Board meeting was confirmed for Thursday, May 11, at 5:00 pm.

IX. Adjournment

On a motion by Secretary David D. King, seconded by Jennifer Quirk-Pickman, the meeting adjourned at 5:58 pm.

David D. King
Assistant Secretary

Vernon D. Burns
Chairperson