

**OGDENSBURG BRIDGE AND PORT AUTHORITY**  
**ANNUAL BOARD MEETING**  
**THURSDAY, JANUARY 9, 2025**

I. Meeting Called to Order by Chairperson Vernon D. Burns at 5:00 PM.

II. Letters and Communications to the Board.

III. Approval of Board Minutes:

- December 12, 2024 Board Meeting Minutes

IV. Report from Nominating Committee.

V. Election of Officers:  
Chairperson  
Vice Chairperson  
Secretary  
Treasurer  
Assistant Secretary  
Assistant Treasurer  
Member

Designation of Staff:

Executive Director  
Chief Financial Officer

Other Appointments:

Counsel: Wladis Law Firm (U.S.); Gowling Lafleur Henderson LLP (Canada)

Newspapers for Legal Notices: Watertown Daily Times

Banks: Community Bank, N.A.; M&T Bank N.A, Key Bank; Tompkins Trust;  
Watertown Savings Bank; RBC (Royal Bank of Canada) and other Full-  
Service Commercial Institutions

VI. Reports

Presentations and Reports:

1. Committee Reports
  - a) Finance Committee Report
2. Reports:
  - a) Income/Expense Report
  - b) Bridge Traffic Report
  - c) Airport Activity Report
  - d) Port Activity Report
  - e) Economic Development Report, Including Building Occupancy

VII. Unfinished Business.

VIII. Business Items.

A. General Administration

1. Approval of Retainer Agreement Extension with Strategic Development Specialists, LLC (MWBE).
2. Authorization to Apply for and Accept Grant Funding from the USDA Rural Development Agency.
3. Approval of State-Mandated Officer Appointments
4. Re-Appointment of OBPA Executive Director

B. Ogdensburg-Prescott International Bridge

1. Approval of Creating a Spill Prevention, Control and Countermeasure (SPCC) for the Administration Building.

C. Commerce Park

1. Approval of 5-year Internal Sprinkler Inspection
2. Approval of NY ESD Regional Council Award – Incentive Proposal
3. Approval of Lease Agreement with The Dormitory Authority of the State of New York (DASNY)

D. Ogdensburg International Airport

1. None

E. Port of Ogdensburg

1. Port of Ogdensburg Marine Terminal Improvements – Phase 1 (Engineering Design Services).
2. Approval of Stormwater Pollution Prevention Plan (SWPPP) Update for the Port of Ogdensburg.

F. New York & Ogdensburg Railroad

1. None.

G. Border Station

1. Approval of HVAC Repair at the Border Station.

H. Other Such Matters

1. None.

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

X. Next Meeting Dates:

February 13, 2025	Thursday	5:00 PM	_____	(Proposed)
March 13, 2025	Thursday	5:00 PM	_____	(Proposed)
April 10, 2025	Thursday	5:00 PM	_____	(Proposed)
May 8, 2025	Thursday	5:00 PM	_____	(Proposed)
June 12, 2025	Thursday	5:00 PM	_____	(Proposed)
July 10, 2025	Thursday	5:00 PM	_____	(Proposed)
August 14, 2025	Thursday	5:00 PM	_____	(Proposed)
September 11, 2025	Thursday	5:00 PM	_____	(Proposed)
October 9, 2025	Thursday	5:00 PM	_____	(Proposed)
November 13, 2025	Thursday	5:00 PM	_____	(Proposed)
December 11, 2025	Thursday	5:00 PM	_____	(Proposed)

XI. Adjournment

Dated: January 6, 2025



Steven J. Lawrence  
Executive Director

Board of Directors:

Mr. Vernon D. "Sam" Burns, Chairperson  
Ms. Megan J. M. Whitton, Vice Chair  
Mr. Nicole Terminelli, Treasurer  
Ms. Jennifer Quirk-Pickman, Secretary  
Mr. David King, Member  
Ms. Di Para, Member  
Ms. Toni Squires, Member

Staff:

Mr. Steven J. Lawrence, Executive Director  
Ms. Patricia A. Nisco, CFO  
Mr. Anthony Adamczyk, Director of Economic Development  
Mr. James D. Chase, Director of Operations  
Mr. Charlie Garrelts, Airport Manager

Press:

Mr. Andy Gardner, WDT  
Ms. Monica Sandreczki, North. Country Public Radio  
Ms. Dawn Merz, Radio Station YES FM  
WWNY TV-7  
Mr. Jimmy Lawton, North Country Now  
Mr. Jim Leven, Community Broadcasters