

OGDENSBURG BRIDGE & PORT AUTHORITY

ANNUAL BOARD MEETING

THURSDAY, JANUARY 8, 2026

The Annual meeting of the Board of Directors of the Ogdensburg Bridge and Port Authority was held in the Great Room conference room at the Ogdensburg International Airport on Thursday, January 8, 2026, at 5:00 PM.

The following were present:

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

ALSO: Jennifer Granzow, Counsel
Steven J. Lawrence, Executive Director
Anthony Adamczyk, Director of Economic Development
James D. Chase, Director of Operations
Susan Davis, Airport Event Coordinator
Charlie Garrelts, Airport Manager
Andrea Loran, Executive Accountant
Patricia A. Nisco, Chief Financial Officer

ABSENT: David D. King, Member
Diana Para, Member

I. Board Chair Vernon D. Burns called the meeting to order at 5:04 PM.

II. Letters and Communications to the Board.

III. Approval of Board Minutes:
December 2025

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

IV. Report from Nominating Committee

Election of Officers

On a motion by Jennifer Quirk-Pickman, seconded by Megan J.M. Whitton, it was moved that the following slate of officers be elected:

Chairperson – Vernon D. Burns
Vice Chairperson – Megan J.M. Whitton
Treasurer – Nicole Terminelli
Assistant Treasurer – David King
Secretary – Jennifer Quirk-Pickman
Assistant Secretary – Toni Squires
Member – Diana Para

Designation of Staff:

Executive Director – Steven J. Lawrence
Chief Financial Officer – Patricia Nisco

A vote was called

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

MOTION CARRIED

On a motion by Jennifer Quirk-Pickman, seconded by Megan J.M. Whitton, it was moved that Other Appointments be named:

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

A voice vote was called. All in favor.

MOTION CARRIED

V. Reports

Presentations and Reports:

1. Committee Reports
None
2. Reports

Financial Report

- Highlights from the Balance Sheet – Statement of Financial Position: Accounts Receivable Regular is \$333,405; 96% of A/R either current or 1-30 days. Grants Receivable are \$5m. Construction in Progress is at \$27,216,276 with the largest construction in progress still the airport revitalization project at \$22,375,339. The Airport EA PH 1 Drainage & Terminal Area is still open at \$2,167,617; the Port-Dock Wall Expansion is just getting underway at \$795,782 and the childcare engineering and design phase is \$437,401. Accounts Payable Regular is at \$247,322. Project Accounts Payable is \$1.5m will be paid as soon as grants receivable are received. The top five restricted bank accounts are Royal Bank of Canada, Community Bank, N.A. and Wilmington Trust. The top ten regular accounts payable invoices have all been paid.
- Highlights from the Budget to Actual Report as of November, income sources under budget: toll revenue from the reduction in traffic crossing the bridge; event

space income was down as the great room was not finished on time & income was budgeted to come in earlier; salt revenue did not come into the Port as budgeted, the salt deliveries were more spread out than anticipated.

- Maintenance expenses at the airport, the largest one being the runway striping and new wells drilled at the FBO. Commerce Park Maintenance Expense continues to reflect the spring brush removal that was not budgeted, and repairs were made to the roof on Building 3. Maintenance Expense in the Bridge line includes replacing fins on the boiler at a cost of \$27,000. Debt service is right on target. Overages in employee benefit expenses occurred because the OBPA received and paid the NYSLRS invoice a month earlier than originally thought.

Bridge Traffic Report

- Executive Director, Steven J. Lawrence, reported that bridge traffic remains well below 2019 and 2024 levels largely due to tariff and border issues. Toll revenues continue to trend below budget projections.
- Loss of revenue for calendar year 2025 is \$975,925 using 2019 comparison.

Airport Activity Report

- Airport Manager Charlie Garrelts reported that December saw 34 flights, as one was diverted and a rescue flight came up the next day as well as the regularly scheduled flight.
- Completion rate remains at 100% as there have been no canceled flights. Almost 2,100 enplanements in December even with the weather issues, nothing was delayed greater than one hour.
- Year to date, almost 16,000 enplanements. Forecasting 1,200 enplanements for January compared to last January with 470, December 2024 with 700 and December 2023 with 400.
- The Raleigh leg is doing very well. In March, tickets sales for the Raleigh Durham flights are currently 75% full. In May, Tuesday, Wednesday and Saturday flights through RDU to Tampa, Fort Meyers and Orlando and on Tuesdays New Orleans.

Airport Event Report

- Event Coordinator Susie Davis reported that the Great Room continues to come together. The furniture has arrived and the first event will be the Child Care Roundtable on Thursday, January 15.
- People have been coming in for site tours, and the St. Lawrence County Tourism Director would like to hold their Wine, Beer and Craft Fair there as well as their annual dinner. The Psychic Fair will be moving from Canton to the OGS Great Room for their March and November events.

Port Activity Report

- Director of Operations James Chase reported 615 outbound trucks, 6 inbound railcars, and one inbound vessel, totaling 41,006 tons in cargo.

- The last salt vessel was received on December 22 with 18,000 tons of highway salt for an annual total of 116,595 tons.
- At month end, there is 76,846 tons of salt on site and 22,250 tons of highway salt and grain loaded, twice the volume of November.
- There were a few days in December when over 2,000 tons were moved and there have already been some days in January that over 3,000 tons have moved.

Economic Development Report

- Director of Economic Development, Anthony Adamczyk, reported building occupancy is at 95% And the new Café tenant should be in full operation by next month.

VI Unfinished Business
1. None

VII Business Items

- a. General Administration
None
- b. Ogdensburg International Bridge
None
- c. Commerce Park
None

d. Ogdensburg International Airport

1. Approval of RFP #2025-09 Award and Great Room Café Lease Agreement with O'Rita's Roasters LLC. On a motion from Toni Squires, seconded by Megan J.M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to award under RFP #2025-09 the OGS Great Room Café food service concession to O'Rita's Roasters LLC, a certified Minority Business Enterprise (MBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE), and to execute a Lease Agreement with O' Rita's Roasters LLC for the operation of the Great Room Café and nonexclusive event catering at the Ogdensburg International Airport for a three (3) year term commencing on March 1, 2026 and terminating on February 28, 2029 at the following rates, exclusive of utilities:

Year	Monthly Rent	Annual Rent	Percentage of Gross Revenue
1	\$2,750.00	\$33,000.00	0%
2	\$2,750.00	\$33,000.00	10%
3	\$3,000.00	\$36,000.00	15%

AND BE IT FURTHER RESOLVED that O' Rita's Roasters LLC is also granted the first option to provide catering services for events that occur in the Great Room.

A vote was called

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

MOTION CARRIED

2. Approval to Purchase Runway De-icing Materials. On a motion from Megan J.M. Whitton, seconded by Jennifer Quirk-Pickman, it was

RESOLVED, that the Airport Manager is hereby authorized and directed to execute a Purchase Order with NewDeal for Runway De-icing Materials a cost not to exceed \$10,552.64.

A vote was called

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

MOTION CARRIED

e. Port of Ogdensburg

None

f. New York & Ogdensburg Railroad

None

g. Border Station

None

h. Other Such Matters

1. Approval of Airport Security Agreement. On a motion from Jennifer Quirk-Pickman, seconded by Nicole Terminelli, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a contract with the City of Ogdensburg to provide Law Enforcement Officer services at the Ogdensburg International Airport for the period January 1, 2026, through December 31, 2026; and be it,

FURTHER RESOLVED, that services will be provided for \$20,000 per month for two (2) FTE LEOs, with any additional hours billed at \$57.69 per hour; and be it,

FURTHER RESOLVED, that the Ogdensburg City Police shall participate in Airport Operational training provided at the expense of the City of Ogdensburg pursuant to CFR 1542.221; and be it,

FURTHER RESOLVED, the Ogdensburg City Police shall participate in a four-hour training session on Airport-specific topics conducted by and at the expense of the Ogdensburg Bridge and Port Authority.

A vote was called

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

MOTION CARRIED

2. Approval of State Mandated Officer Appointments. On a motion from Toni Squires, seconded by Megan J.M. Whitton, it was

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby authorize and approve the following appointments for the period January 1, 2026 through December 31, 2026:

<i>Officer Title</i>	<i>Appointed Officer</i>
Contracting Officer	Executive Director
Liaison, Office of Prevention of Domestic Violence	Executive Director
Internal Control Officer	Board Action of March 4, 2019
Minority Women/Business Enterprise Officer	Chief Financial Officer
Ethics Officer	Executive Director
Data Coordinator	Chief Financial Officer
Records Access Officer	Executive Coordinator
Service-Disabled Veteran-Owned Business Officer	Chief Financial Officer
Sustainability Coordinator	Director of Operations

A vote was called

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

MOTION CARRIED

3. Approval of Change Order 001 with Energy Solutions Inc. On a motion from Nicole Terminelli, seconded by Toni Squires, it was

RESOLVED, that the Board of the Ogdensburg Bridge and Port Authority hereby authorizes and approves Change Order No. 001 with Energy Solutions Inc, in an amount not to exceed \$4,990.00 to be issued to Energy Solutions Inc, with such amount to be drawn from Allowance #1 of the Gateway Improvements Terminal Renovations Project, identified as NYSDOT PIN 7903.

BE IT FURTHER RESOLVED, that the Executive is authorized to take any and all actions necessary to execute this Change Order and ensure its proper incorporation into the project documentation.

A vote was called

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

MOTION CARRIED

Executive Director Steven J. Lawrence officially, and publicly, announced that April 10th will be his last day at the Ogdensburg Bridge & Port Authority as he will be retiring.

IX Next Meeting Date

The next Board meeting was proposed for Thursday, February 12, 2026 at 5:00 PM.

Susan will poll the Board to see if we have a quorum.

X Adjournment

On a motion by Jennifer Quirk-Pickman, seconded by Toni Squires, the meeting adjourned at 6:13 PM.

Jennifer Quirk-Pickman
Secretary

Vernon D. Burns
Chairperson