

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

The Board 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, December 12, 2024 at 5:00 PM.

The following were present:

Vernon D. Burns, Chairperson
Megan J.M. Whitton, Vice-Chairperson
Nicole Terminelli, Member
Toni Squires, Member

ALSO: Steven J. Lawrence, Executive Director
Patricia A. Nisco, Chief Financial Officer
Anthony Adamczyk, Director of Economic Development
Charlie Garrelts, Airport Manager

ABSENT: Jennifer Quirk-Pickman, Secretary
David D. King
Di Para
James D. Chase, Director of Operations

I. **Vernon D. Burns, Board Chair, called the meeting to order at 5:02 PM.**

II. **Letters and Communications to the Board.**

III. **Approval of Board Minutes:**

- December 12, 2024 Board Meeting

On a motion made by Vice Chair, Megan J. M. Whitton, seconded by Toni Squires, these meeting minutes were approved by voice vote.

IV. Report from Nominating Committee

- Election of Officers:

Toni Squires, seconded by Vice Chair, Megan J.M. Whitton, moved that the following slate of officers be elected:

Chairperson – Vernon D. Burns
Vice Chairperson – Megan J. M. Whitton
Secretary – Jennifer Quirk-Pickman

Treasurer – Nicole Terminelli
Assistant Secretary – Toni Squires
Assistant Treasurer – David D. King
Member – Di Para

A voice vote was called. All in favor.

MOTION CARRIED.

Designation of Staff:

Toni Squires, seconded by Nicole Terminelli, moved that Steven J. Lawrence be designated Executive Director and that Patricia A. Nisco be designated Chief Financial Officer.

A voice vote was called. All in favor.

MOTION CARRIED.

Other Appointments:

Toni Squires, seconded by Vice Chair, Megan J.M. Whitton, moved that Wladis Law Firm (US) and Gowling Lafleur Henderson LLP (Canada) be named as Counsel; Watertown Daily Times be named the official newspaper; and 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 be named as banks for the Authority.

A voice vote was called. All in favor.

MOTION CARRIED.

V. **Presentations and Reports**

1. Committee Reports

a) Finance Committee

- Finance Committee Chair, Nicole Terminelli, explained that due to scheduling conflicts, the Finance Committee didn't meet and that the Finance Committee

was being rolled into the Board Meeting. Finance Committee Chair, Nicole Terminelli, turned it over to Chief Financial Officer, Patricia A. Nisco.

- Chief Financial Officer, Patricia A. Nisco, started with the Statement of Financial Position and reported that Accounts Receivable Regular are at \$219,505. From now on, that will be it. There is no longer AEAS, moving forward Grants Receivable and Accounts Receivable Regular will only be seen. 97% of the open Accounts Receivable is current or 1 – 30 days. Construction in Progress remains at \$11,754,040. An answer has not been received whether the MALSF can be closed. The question was made on the upfront payment to the FAA and no responses have been received as of yet. The OBPA could choose to close it at the lower amount, assuming they will return the funding; or it could be closed at the higher amount with the assumption it has been so long the reimbursement won't be seen. Under Liabilities, Accounts Payable Regular is at \$207,069. The NYS Retirement has been paid in full as of December. \$1,100,000 of the \$1,261,332 of the All Project A/P has been paid. This is money that the OBPA is now waiting on reimbursements for.
- Chief Financial Officer, Patricia A. Nisco, reported that a request for Stabilization Funding for the 2025 – 2026 fiscal year has been submitted in the amount of the deficit for 2024 – 2025. The OBPA won't know until the budget has passed, but there is a hope it will get to a line item as it did last year.
- Chief Financial Officer, Patricia A. Nisco, moved on to the 2024 Budget to Actual, and reported that all income is well above what was budgeted. The \$215,657 negative AEAS income will remain until the end of the fiscal year. There weren't enough flights with Contour, which created the negative income. The Bridge Maintenance Expense is currently \$14,000 over budget. Two loads of salt were purchased at just over \$10,000 and a number of other expenses. Under Legal Expenses, \$22,000 was moved out of the year-to-date actual and moved it down

to the Airport year-to-date actual because those expenses have to do with the sale of the airport property. The Maintenance Expenses at the Airport, out of the \$35,000, \$22,000 is the PAPI Lighting, plus an addition \$2,400 to have the lights installed. The Interest Expense is the interest for the Airport Revitalization Project. The OBPA is waiting on the money from NYS to pay down the line. The Security Expense at the Airport, the monthly invoices have been coming in between \$23,000 – and \$26,000. There is a hope when the new contract goes into effect that those number will come down. The Maintenance Expense at the Commerce Park is the new exterior door for Hoagies 'N More. Border Station Expenses include some water testing.

- Chief Financial Officer, Patricia A. Nisco, reported that the closing date for the Administrative Assistant, Event Coordinator, and Executive Coordinator has passed. The Personnel Committee has all kinds of resumes for these positions. The Senior Accountant position has been changed to Executive Accountant and includes language for consideration for the CFO position within two years, and no salary range, but the high end of the salary range only. There is a hope to attract a different level of candidates. The Personnel Committee will need to meet as soon as they can.

2. Reports

a) Bridge Traffic Report

- Executive Director, Steven J. Lawrence, reported that December's overall crossings were down by 8.4%, auto crossings were down by 8.3%, truck traffic was down by 9.5% compared to 2019. Overall revenue was down \$44,000 over December 2019. Revenue was up \$6,000 from last year. With Breeze starting flights to Orlando, the bridge traffic will likely increase. Total loss of revenue for the calendar year was \$482,860.50.

b) Airport Activity Report

- Airport Manager, Charlie Garrelts, reported that in December Breeze still conducted 30 flights with once cancelled flight. Although they did make up for the cancelled flight the very next day. The completion rate is still going strong at 97%. The on-time performance went down a little bit at 77%. Weather diversions require the pilot to circle in the air. If they reach their minimum fuel, they diver to another airport. They might go to Burlington or Collins, RI. A new crew will get on and take them back to Ogdensburg, and then on to Dulles. Breeze took care of the passengers, didn't leave them hanging. They flew to Collins, fueled up, got a new crew, and then flew passengers back to Ogdensburg. A small calculation shows that a 22% load factor is needed.
- Airport Manager, Charlie Garrelts, reported that Breeze has been working with the OBPA on marketing. There are currently two billboards on Route 68. Breeze advertising on them. Right passed Blevins, the other is passed SPCA. They've also been working with Anthony Adamczyk, Director of Economic Development, regarding giveaways for tickets as well.
- Airport Manager, Charlie Garrelts, reported that Trego Duggan is working with OGS on de-icing which has increased traffic at the airport. A lot of de-icing work is being done with Air Methods and LifeNet.
- Airport Manager, Charlie Garrelts, reported that work is being done with McFarland Johnson on the Aviation Capital Grant with the plan to acquire more de-icing equipment. The grant proposals are due by the end of the month.

c) Port Activity Report

- Executive Director, Steven J. Lawrence, gave the Port Activity Report due to James D. Chase, Director of Operations, attending a safety seminar being put on by OMLC. Salt activity is the big port activity right now and the light snowfalls are helping the OBPA. Morton Salt pile has been here for a long time, but has been

sold to another company. That company will be here to ship that pile out. Grain traffic has been pretty steady.

d) Economic Development Report, Including Building Occupancy Report

- Director of Economic Development, Anthony Adamczyk, reported that occupancy is maintaining. Commerce Park is at 89% occupancy. The resolution being presented tonight will bring that percentage up to 90%. The newest tenant, Hoagies 'N More, had their ribbon cutting in early December. That event was well attended. The OBPA has been working with them to make sure they had everything they needed to get their business up and running.
- Director of Economic Development, Anthony Adamczyk, reported that conversations with Breeze have come up with two organizations that will be supported with ticket donations that can be used for fundraising events in February. One on the US side the other on the Canadian side.

VI. **Unfinished Business.**

None.

VII. **Business Items.**

A. General Administration

1. Approval of Retainer Agreement Extension with Strategic Development Specialists, LLC (MWBE). On a motion by Nicole Terminelli, seconded by Vice Chair, Megan J. M. Whitton,

it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute an agreement with Strategic Development Specialists to assist the Authority with government affairs and advocacy of Authority projects, to provide information on policies and programs that may have a potential impact on the Authority, and to assist in strategic planning efforts to advance the interests of the Authority with respect to identifying, securing and implementing grants and other incentives pertaining to the Authority's priorities and programs for the period January 1, 2025 through December 31, 2025, for the cost of \$6,000 month. There will be no monthly fee increase over the 2024 agreement.

A vote was called.

AYES: Nicole Terminelli
Vernon D. Burns
Megan J.M. Whitton
Toni Squires

Motion carried.

2. Authorization to Apply for and Accept Grant Funding from the USDA Rural Development Agency. On a motion by Toni Squires, seconded by Vice Chair, Megan J. M. Whitton,

WHEREAS, the USDA Rural Development Agency offers grant funding for construction and pre-construction costs such as engineering of new infrastructure for up to \$2,100,000 in grant funding; and

WHEREAS, the estimated total cost of the new childcare center is \$4,770,000 and acceptance by the USDA Rural Development Agency provides an opportunity to receive \$2,100,000 in grant funding; and

WHEREAS, the USDA Rural Development Agency notified the OBPA on June 17, 2024 that the funds for the project have been obligated: and

WHEREAS, the project has already secured \$1,954,000 in funding from the Northern Border Regional Commission and New York State Empire State Development; and WHEREAS, the Ogdensburg Bridge and Port Authority will commit up to \$670,000 to cover the remaining costs of the project; and

WHEREAS, the Board of Directors has determined that applying for and accepting the grant funding, is in the best interests of the Ogdensburg Bridge and Port Authority;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the Ogdensburg Bridge and Port Authority, New York that it authorizes the undertaking of the project and obligates the necessary match funding of up to \$670,000 to be paid by the Ogdensburg Bridge and Port Authority if the grant funding is awarded; and

BE IT FURTHER RESOLVED, by the Board of Directors of the Ogdensburg Bridge and Port Authority, New York that the Executive Director, Steven Lawrence, is hereby authorized to apply for and accept, if awarded, a grant from the USDA Rural Development Agency in the amount of \$2,100,000 for the construction of a new Childcare Center on the OBPA Commerce Park Campus and upon the award of such funding to enter into and execute all documents and contracts with the USDA Rural Development Agency for said purposes and further, to carry out and comply with the terms of such project agreement(s).

A vote was called.

AYES: Vernon D. Burns
Megan J.M. Whitton
Toni Squires
Nicole Terminelli

MOTION CARRIED.

3. Approval of State-Mandated Officer Appointments. On a motion by Vice Chair, Megan J. M. Whitton, seconded by Toni Squires, 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, 2025, through December 31, 2025:

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

A vote was called.

AYES: Megan J.M. Whitton
Toni Squires
Nicole Terminelli
Vernon D. Burns

MOTION CARRIED.

4. Re-appointment of OBPA Executive Director. On a motion by Toni Squires, seconded by Vice Chair, Megan J. M. Whitton, it was

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority hereby reappoint Steve Lawrence as Executive Director of the Ogdensburg Bridge and Port Authority, and

BE IT FURTHER RESOLVED that Steve Lawrence will receive the salary already approved by the Board of Directors.

A vote was called.

AYES: Toni Squires
Nicole Terminelli
Vernon D. Burns
Megan J.M. Whitton

MOTION CARRIED.

B. Ogdensburg Prescott International Bridge

1. Approval for Creation of a Spill Prevention. Control and Countermeasure (SPCC)

Plan for the Administration Building. On a motion made by Toni Squires, seconded by Nicole Terminelli, it was

RESOLVED, that the Director of Operations is hereby authorized and directed to execute a short form contract with McFarland Johnson to provide professional engineering services to the OBPA for creating a SPCC Plan in an amount not to exceed \$11,838.00.

A vote was called.

AYES: Nicole Terminelli
Vernon D. Burns
Megan J.M. Whitton
Toni Squires

MOTION CARRIED.

C. Commerce Park

1. Approval of 5-Year Internal Sprinkler Inspection. On a motion made by Nicole Terminelli, seconded by Vice Chair, Megan J. M. Whitton, it was

RESOLVED, that the Director of Operations is hereby authorized and directed to execute a Purchase Order with Davis-Ulmer to schedule the 5 year/internal inspection at Commerce Park, a total cost not to exceed \$14,587.00.

A vote was called.

AYES: Vernon D. Burns
Megan J.M. Whitton
Toni Squires
Nicole Terminelli

MOTION CARRIED.

2. Approval of Regional Council Award – Incentive Proposal. On a motion by Toni Squires, seconded by Vice Chair, Megan J. M. Whitton, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Regional Council Award-Incentive Proposal from Empire State Development in the amount of \$954,000 to assist with the Construction of the OBPA Childcare Center Project on the OBPA Commerce Park Campus.

A vote was called.

AYES: Megan J.M. Whitton
Toni Squires
Nicole Terminelli
Vernon D. Burns

MOTION CARRIED.

3. Approval of Lease Agreement with The Dormitory Authority of the State of New York.

On a motion made by Nicole Terminelli, seconded by Toni Squires, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a new Lease Agreement with The Dormitory Authority of the State of New York for 1,516 square feet of office space in Building 4 of the Commerce Park Campus for a five (5) year period beginning upon the execution of a Rent Commencement Letter at the following rates, inclusive of utilities:

Year	Amount per Square Foot	Amount per Year	Amount per Month
1	\$15.75	\$23,877.00	\$1,989.75
2	\$16.07	\$24,354.54	\$2,029.55
3	\$16.39	\$24,841.63	\$2,070.14
4	\$16.71	\$25,338.46	\$2,111.54
5	\$17.05	\$25,845.23	\$2,153.77

and be it;

FURTHER RESOLVED, that an option to renew for an additional five (5) year term at rates established by a fair market rental study performed by an independent appraiser is included in the Lease Agreement.

A vote was called.

AYES: Toni Squires
Nicole Terminelli
Vernon D. Burns
Megan J.M. Whitton

MOTION CARRIED.

D. Ogdensburg International Airport

1. None.

E. Port of Ogdensburg

1. Port of Ogdensburg Marine Terminal Improvements - Phase 1 (Engineering Design

Services. On a motion by Vice Chair, Megan J. M. Whitton, seconded by Toni Squires, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute an agreement with Erdman Anthony to provide for Design services and Construction support associated with the Port of Ogdensburg P-2 warehouse improvements at a cost not to exceed \$70,620.

OBPA's approval of the Erdman Anthony proposal is conditional on the New York

Department of Transportation's review and approval of the Erdman Anthony proposal and associated costs.

A vote was called.

AYES: Nicole Terminelli
Vernon D. Burns
Megan J.M. Whitton
Toni Squires

MOTION CARRIED.

2. Approval of Stormwater Pollution Prevention Plan (SWPPP) Update for the Port of Ogdensburg. On a motion made by Toni Squires, seconded by Nicole Terminelli, it was

RESOLVED, that the Director of Operations is hereby authorized and directed to execute a short form contract with McFarland Johnson to provide professional engineering services to the OBPA for updating the SWPPP for the Port of Ogdensburg in an amount not to exceed \$13,157.00.

A vote was called.

AYES: Vernon D. Burns
Megan J.M. Whitton
Toni Squires
Nicole Terminelli

MOTION CARRIED.

F. New York & Ogdensburg Railroad

1. None.

G. Border Station

1. Approval of HVAC Repair at the Border Station. On a motion made by Vice Chair, Megan J. M. Whitton, seconded by Toni Squires, it was

RESOLVED, that the Director of Operations is hereby authorized and directed to execute a Purchase Order with TRANE to schedule the repair of the HVAC unit at the Border Station, a total cost not to exceed \$7,108.00.

A vote was called.

AYES: Megan J.M. Whitton
Toni Squires
Nicole Terminelli
Vernon D. Burns

MOTION CARRIED.

H. Other Such Matters

1. None.

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

None.

IX. Next Meeting Date

The next Board meeting was proposed for Thursday, February 13, 2025, at 5:00 PM.

X. Adjournment

On a motion by Nicole Terminelli, seconded by Toni Squires, the meeting adjourned at 5:50 PM.

Toni Squires
Secretary

Vernon D. Burns
Chairperson