

OGDENSBURG BRIDGE & PORT AUTHORITY

BOARD MEETING

WEDNESDAY, MARCH 18, 2026

A regular 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 Wednesday, March 18, 2026, at 5:00 PM.

The following were present:

Vernon D. Burns, Chairperson
Megan J. M. Whitton, Vice-Chairperson
Jennifer Quirk-Pickman, Secretary
David D. King, Member

ALSO: Jennifer Granzow, Counsel
Steven J. Lawrence, Executive Director
Anthony Adamczyk, Director of Economic Development
Andrea Loran, Executive Accountant
James D. Chase, Director of Operations
Charlie Garrelts, Airport Manager
Susie Davis, Airport Events Coordinator

ABSENT: Nicole Terminelli, Treasurer
Diane Para, Member
Toni Squires, Member
Patricia Nisco, Chief Financial Officer

- I. Board Chair Vernon D. Burns called the meeting to order at 5:18 PM. One member making up the Quorum was on vacation but attended remotely. Jennifer Quirk-Pickman reported her location as Sarasota, FL.
- II. **Letters and Communications to the Board**
Executive Director, Steven J. Lawrence indicated that there were no letters of communication to the Board, no letters, but in the board read file, we're pretty active there. There are a number of articles that relate to what's been going on and I'm sure a lot of you have seen them.
- III. **Approval of Board Minutes:**
February 2026 Minutes

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

Board Chair Vernon D. Burns made a motion to modify the agenda to allow EAS Airline presentations by SkyWest Airlines and Breeze Airways. A motion was made by Megan J.M. Whitton, seconded by David King. A verbal vote was taken, and all were in favor; the agenda was modified to allow for presentations to be made. Airport Manager, Charlie Garrelts explained that we have received two ESA bids and they are here to make their presentations. Ted Christensen, Manager of Route Planning with SkyWest Airlines and Eric Fletcher, Vice President, Government & Airport Affairs for Breeze Airways made their presentations for Essential Air Service. After the proposals were presented, Board Chair, Vernon D. Burns, asked Executive Director, Steven J. Lawrence, if there was a need for

Executive Session. Executive Director, Steven J. Lawrence, stated there was a need for Executive Session under §105 item f of the Open Meeting Law to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. At this time, Executive Director Steven J. Lawrence requested the Board go into Executive Session, on a motion from Jennifer Quirk-Pickman, seconded by Megan J.M. Whitton, the Board went into Executive session at 6:20 PM. The regular meeting of the Board resumed on a motion by Jennifer Quirk-Pickman, seconded by David King at 7:05 PM.

h. Other Such Matters

1. Approval of Support for Breeze Airways Proposal to Provide Essential Air Service at Ogdensburg, New York (Order 2026-1-20). On a motion from David King, seconded by Megan J.M. Whitton, it was

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Ogdensburg Bridge and Port Authority hereby recommends that the United States Department of Transportation select Breeze Airways to provide Essential Air Service at Ogdensburg International Airport based on the following requested terms:

Contract Term: A three-year contract period.

Subsidy: An initial annual subsidy of \$4,996,757, with a 4% increase per year.

Waiver: The Board supports the request to waive the right to hold the carrier in beyond the contract end date, recognizing the need for carrier flexibility.

BE IT FURTHER RESOLVED that the Executive Director is authorized to transmit this recommendation and a copy of this resolution to the United States Department of Transportation Essential Air Service Program (EAS).

A vote was called.

AYES: David King
Vernon D. Burns
Megan J.M. Whitton
Jennifer Quirk-Pickman

MOTION CARRIED

IV. **Presentations and Reports**

1. Committee Reports

None

2. Reports

i. Financial Report

- Highlights from the Balance Sheet – Statement of Financial Position:
- Accounts Receivable Regular is \$283,000; 81% of A/R is current.
- Construction in Progress is at \$27 million which will be moved over to fixed assets once the airport is completed.

- Accounts Payable Regular are \$250,000 and \$174,000 which will be reimbursed with grant reimbursements.
- Highlights from Budget to Actual for January income came in under budgeted amount by \$27,000. Bridge revenue is down as you are aware. We are at 87% of our budgeted assumption.
- Airport revenue was more than what we had budgeted with fuel sales down, and the event center still new. The Bridge expense, all the expenses for our summary expenses will show that we came under budget, but in reality, part of that was expensed and paid out in December.
- There are no fuel expenses for January and because there was a lag in Ascent/World Fuels billings, we will be getting invoiced on a more regular basis so there won't be such a lapse and we hope to record the fuel expenses in the month they are incurred.
- Utilities Expense shows under budget and is due to a refund we received for sales taxes that we were being charged on our utilities. Accounting went back to current providers and was able to get a refund for the past three years of all the sales taxes we paid, which the Authority will no longer be paying in the future.
- Commerce Park Campus came in under budget and as a total was under budget for the month of January by \$24,873.

ii. Bridge Traffic Report

- Executive Director, Steven J. Lawrence, reported Bridge traffic, taking into account some of the weather events, we aren't losing traffic, but we aren't making any headway. Looking at the number that we took as a loss of revenue compared to our normal calendar year is heading up toward 100,000 already for two months. Taking fuel prices and economics into account and people aren't really taking any kind of trips right now.
- Truck traffic is down 22% and with the border issues, trade and tariffs, it is volatile. There are a lot of different alignments on where products can go. It's only two months into the year and there's so much going on. It will be interesting to see where March and April actually come out in light of everything that's going on outside of the national scene and international.

iii. Airport Activity Report

- Airport Manager Charlie Garrelts reported that there were 36 flights in February: with six rescue flights.
- 2,517 enplanements, 51% load factors, and a 97% completion rate.
- Expecting even higher numbers in April with spring break.

iv. Airport Event Report

- On February 28th, we hosted the Seaway Festival Wine, Beer and Artisan Festival. Great positive feedback from vendors and customers alike.
- Approximately 1,600 people walked through the doors and 55 vendors.
- Other bookings came out of this event, Northern Chapter of Statewide Senior Citizens will be holding their health and information fair with 50 vendors and expect 700 people.
- The Destiny Reader Psychic Fair will be held this weekend.

- Additional information on reserving the Great Room at Ogdensburg International Airport and the rates will be posted on the OGS website.

v. Port Activity Report

- Director of Operations James Chase reported February a bit slower than January with 594 outbound trucks, total outbound tonnage was 19,623.
- There is 22,000 tons of salt left on site.
- The Port will be unloading some steel bar and Director of Operations James Chase thanked the staff and the Board as last year he was able to join partners QSL and Adam Johnson on a port tour in Canada where they were unloading steel bar from a vessel.
- The Seaway opens March 22, no vessels are expected at the Port in April or May but we are ready.

vi. Economic Development Report

- Director of Economic Development, Anthony Adamczyk, reported building occupancy continues to remain steady.
- Director of Economic Development, Anthony Adamczyk reported that he and Executive Director Steven J. Lawrence continue to spend time working on the succession program. Chairman Burns, Executive Director Lawrence and Director of Economic Development Adamczyk met with Comptroller Thomas DiNapoli which was good visibility for the Authority. They also met with Assemblyman Michael Cashman to discuss the cross-border situation and how tariffs are impacting that.
- There have been a lot of meetings regarding outstanding grants, in particular the Marad Grant which is on the agenda for approval tonight.
- The Bluebird Café is now open.

V. **Unfinished Business**

None

VI. **Business Items**

a. General Administration

1. Approval of Aerial Boom Lift Rental with Haggett Excavating. On a motion from Megan J.M. Whitton, seconded by David King, it was

RESOLVED, that the Director of Operations is hereby authorized and directed to execute a Purchase Order with Haggett Excavation to rent an Aerial Boom Lift, a total cost not to exceed \$14,200.00

A vote was called

AYES: Vernon D. Burns
Megan J.M. Whitton
Jennifer Quirk-Pickman
David King

MOTION CARRIED

b. Ogdensburg International Bridge

None

c. Commerce Park

1. Approval of a Proposal from C&S Companies for Construction and Design Services for the Commerce Park Campus Childcare Facility Project. On a motion from Megan J.M. Whitton, seconded by David King, it was

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority hereby approves the proposal from C&S Companies in the amount of \$170,650.00 for Construction Design and Administration Services associated with the 15,000 square foot Child Care Facility project; and

BE IT FURTHER RESOLVED, that the Executive Director is authorized to execute all agreements and related documents necessary to effectuate this Resolution, contingent upon OBPA securing sufficient additional project funding.

A vote was called

AYES: Megan J.M. Whitton
Jennifer Quirk-Pickman
David King
Vernon D. Burns

MOTION CARRIED

2. Approval of Tenant Entrance Door Replacement. On a motion from David King, seconded by Megan J.M. Whitton, it was

RESOLVED, that the Director of Operations is hereby authorized and directed to execute a Purchase Order with Colton Glass & Mirror, Inc. to upgrade the Tenant Entry Door at Commerce Park Campus Building Six, a total cost not to exceed \$8,450.00.

A vote was called

AYES: Megan J.M. Whitton
Jennifer Quirk-Pickman
David King
Vernon D. Burns

MOTION CARRIED

d. Ogdensburg International Airport

1. Approval of Grant Offer (PIN 7903.21) with the New York State Department of Transportation to Construct Terminal Renovation and Expansion. On a motion from David King, seconded by Megan J.M. Whitton, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a AIP Grant Offer for NYS Match with the New York State Department of Transportation to accept the OGS FY-2025 AIP Grant Offer PIN 7903.21 to the Ogdensburg Bridge and Port Authority in the amount of \$7,422.00 to construct Terminal Renovation and Expansion as listed below:

Project Description:

Expand the existing terminal by 1,505 square feet, including a 1,287 square foot portion of the canopy (out of 1,505 square feet -Phase 3 Construction

Financing participation is as follows:

Federal Aviation Administration (95%)	\$282,000.00
New York State Department of Transportation (2.5%)	\$ 7,422.00
Ogdensburg Bridge and Port Authority (2.5%)	<u>\$ 7,421.00</u>
	\$296,843.00

Staff requests Board approval to accept this AIP Grant Offer for NYS Match with the New York State Department of Transportation upon receipt of Grant offer.

A vote was called

AYES: David King
Vernon D. Burns
Megan J.M. Whitton
Jennifer Quirk-Pickman

MOTION CARRIED

2. Approval of Grant Offer (PIN 7903.22) with the New York State Department of Transportation to Conduct a Hazard Assessment Management Plan. On a motion from David King, seconded by Megan J.M. Whitton, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a AIP Grant Offer for NYS Match with the New York State Department of Transportation to accept the OGS FY-2025 AIP Grant Offer PIN 7903.22 to the Ogdensburg Bridge and Port Authority in the amount of \$4,768.00 to Conduct a Hazard Assessment Management Plan as listed below:

Project Description:

Conduct an Airport Wildlife Hazard Assessment. Develop a Wildlife Hazard management Plan.

Financing participation is as follows:

Federal Aviation Administration (95%)	\$181,174.00
New York State Department of Transportation (2.5%)	\$ 4,768.00
Ogdensburg Bridge and Port Authority (2.5%)	<u>\$ 4,768.00</u>
	\$190,710.00

Staff requests Board approval to accept this AIP Grant Offer for NYS Match with the New York State Department of Transportation upon receipt of Grant offer.

A vote was called

AYES: Vernon D. Burns
Megan J.M. Whitton
Jennifer Quirk-Pickman
David King

MOTION CARRIED

3. Approval of Grant Offer (PIN 7903.23) with the New York State Department of Transportation to Construct Terminal Renovation and Expansion. On a motion from Megan J.M. Whitton, seconded by David King, it was

RESOLVED, that the Executive Director is hereby authorized and directed to execute a AIP Grant Offer for NYS Match with the New York State Department of Transportation to accept the OGS FY-2025 AIP Grant Offer PIN 7903.23 to the Ogdensburg Bridge and Port Authority in the amount of \$12,552.00 to construct Terminal Renovation and Expansion as listed below:

Project Description:

Expand the existing terminal by 1,505 square feet, including a 218 square foot portion of the existing canopy, and the ticketing lobby, screening and baggage claim areas-Phase 4 Construction

Financing participation is as follows:

Federal Aviation Administration (95%)	\$476,968.00
New York State Department of Transportation (2.5%)	\$ 12,552.00
Ogdensburg Bridge and Port Authority (2.5%)	<u>\$ 12,552.00</u>
	\$502,072.00

Staff requests Board approval to accept this AIP Grant Offer for NYS Match with the New York State Department of Transportation upon receipt of Grant offer.

A vote was called

AYES: Megan J.M. Whitton
Jennifer Quirk-Pickman
David King
Vernon D. Burns

MOTION CARRIED

e. Port of Ogdensburg

1. Authorization to Execute MARAD FY 2023 PIDP Grant Agreement – Port of Ogdensburg Terminal Expansion Project. On a motion from David King, seconded by Megan J.M. Whitton, it was

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority hereby accepts the MARAD FY 2023 Port Infrastructure Development Program Grant in the amount of \$5,107,649 for the Port of Ogdensburg Terminal Expansion Project; and

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized and directed to execute the Grant Agreement and any associated certifications, assurances, and required documentation on behalf of the Authority; and

BE IT FURTHER RESOLVED, that the Executive Director is authorized to take all actions necessary and appropriate to implement the Project in accordance with the terms and conditions of the Grant Agreement and applicable federal regulations; and

BE IT FINALLY RESOLVED, that this Resolution shall take effect immediately.

A vote was called

AYES: Jennifer Quirk-Pickman
David King
Vernon D. Burns
Megan J.M. Whitton

MOTION CARRIED

f. New York & Ogdensburg Railroad

None

g. Border Station

None

h. Other Such Matters

2. Approval of Proposal with Seeler Engineering for Child Care Facility Project. On a motion from David King, seconded by Jennifer Quirk-Pickman, it was

RESOLVED, the Authority hereby authorizes entering into of a contract with Seeler Engineering, P.C. in the amount of \$13,200 as presented in the full scope of services contained in the letter scope of services dated March 5, 2026 to undertake a revised PLA study as to whether the use of a PLA would best serve the Authority's interests and to assist in the negotiation of an agreement if desired.

BE IT FURTHER RESOLVED, that execution of this agreement shall be contingent upon the Authority obtaining sufficient funding to proceed with the Child Care Facility Project.

A vote was called

AYES: Vernon D. Burns
Megan J.M. Whitton
Jennifer Quirk-Pickman
David King

MOTION CARRIED

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

David Knight was present at the meeting to thank outgoing Executive Director, Steven J. Lawrence for his professionalism and to congratulate him on his retirement. In addition, he inquired about an equipment donation from the railway to the Lisbon Museum and was referred to Jim Armstrong for all inquiries.

VIII. Next Meeting Date

The next Board meeting is proposed for Thursday, April 9, 2026, at 5:00 PM in the new conference room at the Ogdensburg International Airport. Board Chairman Vernon D. Burns requested Susan to poll the Board to see if we have a quorum.

IX. Adjournment

On a motion by David King, seconded by Jennifer Quirk-Pickman, the meeting adjourned at 7:56 PM.

Jennifer Quirk-Pickman
Secretary

Vernon D. Burns
Chairperson