

OGDENSBURG BRIDGE & PORT AUTHORITY

ANNUAL BOARD MEETING

WEDNESDAY, JANUARY 6, 2021

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 Wednesday, January 6, 2021 at 4:00 PM.

The following were present:

Vernon D. Burns, Chairperson
Megan J. M. Whitton, Vice-Chairperson
Christopher B. T. Coffin, Treasurer
David D. King, Secretary
Jennifer Quirk-Pickman, Member
Nicole Terminelli, Member

ALSO: Jennifer Granzow, Counsel
Steven J. Lawrence, Interim Executive Director
Patricia A. Nisco, Chief Financial Officer
John A. Rishe, Director of Commercial & Industrial Development
Stephanie L. Saracco, Airport Manager

ABSENT: Toni Kennedy, Member

- I. Board Chair Burns called the meeting to order at 4:00 PM.
- II. Letters and Communications to the Board. There were two news articles regarding the Airport Security Agreement.
- III. Approval of Board Minutes. On a motion by David D. King, seconded by Christopher B. T. Coffin, the minutes from the December 10, 2020 and December 21, 2020 meetings were approved by voice vote.
- IV. Report from Nominating Committee. Christopher B. T. Coffin, gave a brief report from the Nominating Committee.
- V. Election of Officers:

Megan J. M. Whitton, seconded by Christopher B. T. Coffin, moved that the following slate of officers be elected:

Chairperson – Vernon D. Burns
Vice Chairperson – Megan J. M. Whitton
Secretary – David D. King
Treasurer – Christopher B. T. Coffin
Assistant Secretary – Nicole Terminelli
Assistant Treasurer – Jennifer Quirk-Pickman
Member – Toni Kennedy

A vote was called.

AYES: Megan J. M. Whitton
David D. King
Nicole Terminelli
Jennifer Quirk-Pickman
Christopher B. T. Coffin
Vernon D. Burns

MOTION CARRIED

Christopher B. T. Coffin, seconded by Jennifer Quirk-Pickman, moved that Steven J. Lawrence be designated Interim Executive Director and that Patricia A. Nisco be designated Chief Financial Officer.

A vote was called.

AYES: David D. King
Nicole Terminelli
Jennifer Quirk-Pickman
Christopher B. T. Coffin
Vernon D. Burns
Megan J. M. Whitton

MOTION CARRIED

Nicole Terminelli, seconded by Megan J. M. Whitton, moved that Wladis Law Firm; and Gowling Lafleur Henderson LLP be named as Counsel, that the Watertown Daily Times be named as the official newspaper for legal notices, and that Community Bank, N.A.;

M&T Bank N.A. (Wilmington Trust), Bank of America; Key Bank; Tompkins Trust; and other Full-Service Commercial Institutions be named as banks for the Authority.

A vote was called.

AYES: Nicole Terminelli
Jennifer Quirk-Pickman
Christopher B. T. Coffin
Vernon D. Burns
Megan J. M. Whitton
David D. King

MOTION CARRIED

VI. Reports

Presentation and Reports:

Christopher B. T. Coffin gave a short report on the December 21, 2020 Finance Committee meeting. He asked that at the February meeting there be a discussion with the board regarding the status of working capital and its future. Chief Financial Officer Patricia A. Nisco gave a brief overview of the Income/Expense Report. She noted that there is another \$1 million for CARES Act funding in the new stimulus package. Ms. Nisco projected that the Authority would use it by the end of fiscal year 2021-2022. David D. King asked if there is a chance for more PPP funding. Chief Financial Officer Patricia A. Nisco confirmed that there is but that no information has been released yet regarding the amount. The Bridge Traffic, Airport Activity, Port Activity, and Building Occupancy reports were discussed briefly. David D. King stated that both David Fisher, President of the New York State Farm Bureau and Stephanie McBath from Congresswoman Elise Stefanik's office, had separately toured the Port of Ogdensburg.

VII. Unfinished Business.

There was none.

VIII. Business Items.

A. General Administration

1. Committee Assignments. Board Chair Vernon D. Burns announced the following

Committee Assignments:

Facilities Committee:

David D. King, Chair

Jennifer Quirk-Pickman, Member

Finance & Audit Committee:

Christopher B. T. Coffin, Chair

David D. King, Member

Bridge & Industrial Parks Committee:

Megan J. M. Whitton, Chair

Nicole Terminelli, Member

Compliance: Strategic Planning & By-Laws Committee:

Toni Kennedy, Chair

Nicole Terminelli, Member

Human Resources & Sexual Harassment Committee:

Jennifer Quirk-Pickman

Toni Kennedy

2. Approval of State-Mandated Officer Appointments. Each year, the Authority is required to complete reporting to the State of New York. As part of that process, it is required by the State that the Authority designated officer appointments to represent the Ogdensburg Bridge and Port Authority. It is recommended by staff that the following be appointed to the positions as outlined below:

Officer Title	Appointed Officer
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	CFO
Ethics Officer	Executive Director
Data Coordinator	CFO

Records Access Officer	Sr. Administrative Assistant
Service-Disabled Veteran-Owned Business Officer	CFO
Sustainability Coordinator	Accounting Manager

New York State requires that these appointments be renewed each year at the annual meeting of the Board of Directors of the Ogdensburg Bridge and Port Authority. On a motion by David D. King, 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, 2021, through December 31, 2021:

Officer Title	Appointed Officer
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	CFO
Ethics Officer	Executive Director
Data Coordinator	CFO
Records Access Officer	Sr. Administrative Assistant
Service-Disabled Veteran-Owned Business Officer	CFO
Sustainability Coordinator	Accounting Manager

and be it,

FURTHER RESOLVED, that these appointments shall be renewed each year at the annual Board Meeting of the Ogdensburg Bridge and Port Authority Board.

A vote was called.

AYES: Jennifer Quirk-Pickman
Christopher B. T. Coffin
Vernon D. Burns
Megan J. M. Whitton
David D. King
Nicole Terminelli

MOTION CARRIED

3. Approval of Airport Capital Improvement Plan. The Ogdensburg Bridge and Port Authority's Five-Year Capital Improvement Program is updated on a yearly basis and submitted to the Federal Aviation Administration pursuant to FAR Part 139 requirements for the Airport. Attached is the Five-Year Capital Plan for the Ogdensburg International Airport for the period 2021 through 2025 as prepared by McFarland-Johnson, Inc. Staff recommends approval of the Program as presented. On a motion by Nicole Terminelli, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to notify McFarland-Johnson, Inc. of approval of the Five-Year Capital Improvement Program for the Ogdensburg International Airport for the period 2021 through 2025.

A vote was called.

AYES: Christopher B. T. Coffin
Vernon D. Burns
Megan J. M. Whitton
David D. King
Nicole Terminelli
Jennifer Quirk-Pickman

MOTION CARRIED

AYES: Vernon D. Burns
Megan J. M. Whitton
David D. King
Christopher B. T. Coffin

MOTION CARRIED

4. Approval of T-Hangar Lease. Staff has prepared a Transfer and Storage Agreement for hangar space at the Ogdensburg International Airport with Bird Tate. The monthly rental for these hangars is \$215. The term of the Agreement is January 1, 2021 through December 31, 2021. Included in the agreement is the

requirement that proof of the appropriate insurance coverage be provided naming the Ogdensburg Bridge and Port Authority as an additional insured. On a motion by Nicole Terminelli, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Transfer and Storage Agreement with Bird Tate for hangar space at the Ogdensburg International Airport at the rate of \$215 per month for the period January 1, 2021 through December 31, 2021; and be it,

FURTHER RESOLVED, that Bird Tate shall provide proof of the appropriate insurance coverage naming the Ogdensburg Bridge and Port Authority as an additional insured.

A vote was called.

AYES: Vernon D. Burns
Megan J. M. Whitton
David D. King
Nicole Terminelli
Jennifer Quirk-Pickman
Christopher B. T. Coffin

MOTION CARRIED

5. Approval of Supplement No. 18 with Dr. Carol Griffith. Staff has negotiated Supplement no. 18 with Dr. Carol Griffith for two offices in the Bridge Administration Building for a two-year term beginning on March 1, 2021 and terminating on February 28, 2023, at a rate of \$515.00 per month, total. All terms and conditions concerning insurance pertinent to the area shall be the same as stipulated in the original Lease Agreement. On a motion by Christopher B. T. Coffin, seconded by Nicole Terminelli, it was,


RESOLVED, that the Executive Director is hereby authorized and directed to execute Supplement NO. 18 with Dr. Carol Griffith for two offices in the Bridge Administration Building for a two-year term beginning on March 1, 2021 and terminating on February 28, 2023, at a rate of \$515.00 per month, total.


A vote was called.

AYES: Megan J. M. Whitton
David D. King
Nicole Terminelli
Jennifer Quirk-Pickman
Christopher B. T. Coffin
Vernon D. Burns

MOTION CARRIED

David D. King stated that there was a need for Executive Session to discuss contract negotiations. On a motion by David D. King, seconded by Christopher B. T. Coffin, the meeting moved into Executive Session at 4:46 PM. On a motion by Nicole Terminelli, seconded by David D. King, the meeting resumed at 4:54 PM. The next meeting was set for Thursday, February 4, 2021 at 4:00 PM. This meeting will be held remotely. On a motion by Nicole Terminelli, seconded by David D. King, the meeting adjourned at 4:47 PM.


David D. King
Secretary


Vernon D. Burns
Chairperson