

OGDENSBURG BRIDGE & PORT AUTHORITY

BOARD MEETING

TUESDAY, OCTOBER 8, 2019

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 Tuesday, October 8, 2019 at 3:30 PM.

The following were present:

Vernon D. Burns, Chairperson
Megan J. M. Whitton, Vice-Chairperson
Christopher B. T. Coffin, Treasurer
David D. King, Assistant Treasurer

ALSO:

Francis P. Capello, Counsel
Wade A. Davis, Executive Director
Joseph G. Russo, Chief Financial Officer
John A. Rishe, Director of Commercial & Industrial Development
Steven J. Lawrence, Director of Operations
Stephanie L. Saracco, Airport Manager

ABSENT: Joseph I. Andriano, Secretary

- I. Board Chair Burns called the meeting to order at 3:34 PM.
- II. Letters and Communications to the Board. There were a few news articles pertaining to the Authority. No action was required.
- III. Approval of Board Minutes. On a motion by Megan J. M. Whitton, seconded by Christopher B. T. Coffin, the minutes from the September 12, 2019 meeting were approved by voice vote.

MOTION CARRIED

IV. Presentations and Reports:

Christopher B. T. Coffin gave a report on the Finance Committee meeting of September 26, 2019. He noted that there had been questions about Accounts

Receivable being much higher than usual but this was due to activity at the Port. He noted that revenue runs below budget, but that it is still higher than last year. He stated that if revenue continues to run below budget there will be problems. He suggested this be kept in mind during the next budget process.

There were no questions regarding the Income/Expense. The Bridge Traffic, Airport Activity, Port Activity, and Building Occupancy reports were discussed briefly.

V. Unfinished Business.

There was none.

VI. Business Items.

A. General Administration

1. Approval of Signature Authorizations for Community Bank, N.A. and KeyBank.

The need has arisen to update signature authorizations with Community Bank and Key Bank. In this regard, staff recommends that the following persons be authorized to sign checks for the Ogdensburg Bridge and Port Authority:

Vernon D. Burns, Board Member
Megan J. M. Whitton, Board Member
Christopher B. T. Coffin, Board Member
Wade A. Davis, Executive Director
Joseph G. Russo, Chief Financial Officer
Fariha Qudsi, Accounting Manager

On a motion by Vernon D. Burns, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the following persons be authorized to sign checks for the Ogdensburg Bridge and Port Authority:

Vernon D. Burns, Board Member
Megan J. M. Whitton, Board Member
Christopher B. T. Coffin, Board Member
Wade A. Davis, Executive Director
Joseph G. Russo, Chief Financial Officer
Fariha Qudsi, Accounting Manager

A vote was called.

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

MOTION CARRIED

B. Commerce Park

1. Approval of Supplemental Lease Agreement #3 with A-B Technology Group, Inc. Staff has prepared a supplemental lease agreement with A-B Technology Group, Inc. for 3,626 square feet of space in the 1st Industrial Building in Commerce Park at the rate of \$1,755.59 per month for the period October 1, 2019, through September 30, 2021. All terms and conditions of the original lease shall remain in full force and effect. On a motion by David D. King, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a supplemental lease agreement with A-B Technology Group, Inc. for 3,626 square feet of space in the 1st Industrial Building in Commerce Park at the rate of \$1,755.59 per month for the period October 1, 2019, through September 30, 2021.; and be it,

FURTHER RESOLVED, that all other terms and conditions of the original lease shall remain in full force and effect and are hereby ratified and affirmed.

A vote was called.

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

MOTION CARRIED

C. Ogdensburg International Airport

1. Approval of T-Hangar Lease. Staff has prepared a Transfer and Storage Agreement for hangar space at the Ogdensburg International Airport with Soaring Eagle Aviation. The monthly rental for these hangars is \$215. The term

of the Agreement is October 1, 2019 through September 30, 2020. 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 David D. King, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Transfer and Storage Agreement with Soaring Eagle Aviation for hangar space at the Ogdensburg International Airport at the rate of \$215 per month for the period October 1, 2019 through September 30, 2020; and be it,

FURTHER RESOLVED, that Soaring Eagle Aviation 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
Christopher B. T. Coffin

MOTION CARRIED

D. Other Such Matters

1. Approval of Appointment of OBPA Health Plan & Welfare Plan Trustee. Section 5 of the Master Agreement between Great Lakes Stevedore Employers and the Great Lakes District Council-Atlantic Coast District International Longshoremen's Association requires establishment of a Health Plan and Welfare Plan. As such, the Ogdensburg Bridge and Port Authority is required to appoint a Trustee to collectively administer the Health Plan and Welfare Plan respectively for members and participants of the Local 217A International Longshoremen's Association. Staff recommends that Joseph G. Russo, Chief Financial Officer, be appointed Trustee to the Health Plan and Welfare Plan,

having two votes respectively in the administration of the Plans to ensure equal voting authority. As part of this obligation, insurance will be purchased for a cost not to exceed \$5,000 to protect the Authority and its Trustee from any and all claims associated with the administration of the Health Plan and Welfare Plan.

On a motion by Megan J. M. Whitton, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Ogdensburg Bridge and Port Authority hereby appoints Joseph G. Russo, Chief Financial Officer, as the Ogdensburg Bridge and Port Authority's Trustee in association with the Health Plan and Welfare Plan for the Local 217A of the International Longshoremen's Association; and be it,

FURTHER RESOLVED, that the Executive Director and/or Chief Financial Officer are hereby authorized and directed to purchase insurance for the cost not to exceed \$5,000 for the Authority Trustee protecting the Ogdensburg Bridge and Port Authority and its Trustee against any and all claims associated with the Health Plan and Welfare Plan with the Local 217A of the International Longshoremen's Association.

A vote was called.


AYES:

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

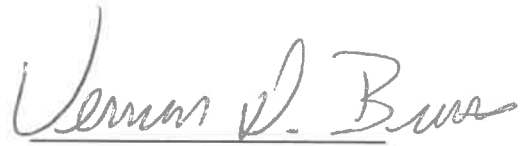
MOTION CARRIED

Executive Director Wade A. Davis stated that there was a need for Executive Session to discuss matters that could imperil public safety. Board Chair Vernon D. Burns added that there was also a matter dealing with the employment history of an individual to discuss. On a motion by Megan J. M. Whitton, seconded by David D. King, the meeting moved into Executive Session at 4:09 PM. On a motion by Megan J. M. Whitton, seconded by David D. King, the meeting resumed at 5:04 PM. Board Chair Vernon D. Burns asked Executive Director Wade A. Davis to confirm that there was no need for any action to be taken, coming out of Executive Session. Mr. Davis confirmed that

there was none. On a motion by Christopher B. T. Coffin, seconded by David D. King, the meeting adjourned by voice vote at 5:05 PM.



Christopher B. T. Coffin
Assistant Secretary



Vernon D. Burns
Chairperson