

OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
THURSDAY, MARCH 15, 2018

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 Thursday, March 15, 2018 at 3:30 PM.

The following were present:

Samuel J. LaMacchia, Chairperson
Douglas W. Loffler, Vice Chairperson
Christopher B. T. Coffin, Member
Megan J. M. Whitton, Secretary (Arrived at 4:55PM)
Vernon D. "Sam" Burns, Assistant Secretary

ALSO: Francis P. Cappello, Counsel
Wade A. Davis, Executive Director
James L. Smith, Chief Financial Officer
John. A. Rishe, Dir., Com & Ind. Dev.
Steven J. Lawrence, Director of Operations
Ronald L. Bogus, Airport Manager
Fariah Qudsi, Accounting Manager
Jeff Wood, McFarland Johnson
Zach Staff, McFarland Johnson

ABSENT: James T. Farrell, Member

- I. Chairperson LaMacchia called the meeting to order at 3:40PM.
- II. Letters and Communications to the Board. There were letters and articles pertaining to the Authority, including a notice about the awarding of a \$2 million grant for the Bridge. There was also a news article stating that CapeAir broke their annual record at Ogdensburg International Airport.
- III. Approval of Board Minutes. On a motion by Vernon D. Burns, seconded by Douglas W. Loffler, the Board moved to approve minutes from the following meetings:

- February 5, 2018

A voice vote was called.

MOTION PASSED

On a motion by Vernon D. Burns, seconded by Douglas W. Loffler, the meeting moved into Executive Session at 3:44PM to discuss matters leading to the appointment of a corporation. On a motion by Douglas W. Loffler, seconded by Vernon D. Burns, the meeting resumed at 4:22PM.

IV. Presentations and Reports.

1. a) Jeff Wood and Zach Staff from McFarland Johnson gave an update on the Airport Drainage Study.

VI. Business Items.

C. Ogdensburg International Airport.

1. Selection of Consulting Engineer. Pursuant to U.S. Department of Transportation Advisory Circular No. 150/5100-14E, the Ogdensburg Bridge and Port Authority solicited a Request for Qualifications for a Consulting Engineer at the Ogdensburg International Airport. Proposals were received and opened on February 23, 2018. These proposals were reviewed and evaluated by the Airport Committee and staff. These firms were interviewed on March 15, 2018 by the Airport Committee. It is the Committee's recommendation that McFarland Johnson be awarded the Consulting Engineer contract. On a motion by Douglas W. Loffler, seconded by Vernon D. Burns, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby select McFarland Johnson as the Authority's Consulting Engineer for the next

five-year period, subject to final approval by the Federal Aviation Administration.

A vote was called.

AYES: Samuel J. LaMacchia
Douglas W. Loffler
Christopher B. T. Coffin
Vernon D. Burns

RESOLUTION PASSED

IV. Presentations and Reports.

2. Financial Report. Chief Financial Officer, James L. Smith, gave a report on the Authority's Finances. The Bridge, Airport, and Building & Occupancy reports were also discussed.

V. Unfinished Business.

1. Approval of Appointment of Internal Control Officer. Megan J. M. Whitton suggested that the Auditor General's office be contacted to determine how the Authority can best fill this position. On a motion by Vernon D. Burns, seconded by Megan J. Whitton, this item was tabled until the next meeting.

VI. Business Items.

A. General Administration

1. Approval of Community Bank Signatures. The need has arisen to update signature authorizations with Community Bank for the Airport Parking Lot account. In this regard, staff recommends that the following persons be authorized to sign checks for the Airport Parking Lot account:

Wade A. Davis, Executive Director, OBPA
James L. Smith, Chief Financial Officer, OBPA
Richard Goldstein, President, Mapco
Joseph Frascati, Operations Manager, Mapco
Richard M. Leess, IT Coordinator, Mapco

On a motion Vernon D. Burns, seconded by Douglas W. Loffler, it was,

RESOLVED, that the following persons be authorized to sign checks for the Airport Parking Lot account at Community Bank:

Wade A. Davis, Executive Director, OBPA
James L. Smith, Chief Financial Officer, OBPA
Richard Goldstein, President, Mapco
Joseph Frascati, Operations Manager, Mapco
Richard M. Leess, IT Coordinator, Mapco

A voice vote was called.

RESOLUTION PASSED

B. Commerce Park

1. Re-Approval of Renewal and Amendment No. 2 with Supreme Court, Appellate Division, Third Judicial Department, Mental Hygiene Legal Service (MHLS). This lease agreement was previously approved, but MHLS came back with changes. The changes include replacing an old Standard Clauses for all Contracts with an updated current version. Changes were also made to our standard Subordination language which has been reviewed by Authority counsel. On a motion by Vernon D. Burns, seconded by Samuel J. LaMacchia, it was,

RESOLVED, that the Executive Director is hereby authorized to enter into the revised Renewal & Amendment No. 2 with Supreme Court, Appellate Division, Third Judicial Department, Mental Hygiene Legal Service for the rental of 2,424 s.f. of office space in Building 12;

BE IT FURTHER RESOLVED, that all other terms and conditions of the original agreement are shall remain in full force and effect.

A vote was called.

AYES: Douglas W. Loffler
Christopher B. T. Coffin
Megan J. M. Whitton
Vernon D. Burns
Samuel J. LaMacchia

RESOLUTION PASSED

C. Ogdensburg International Airport

2. Approval of Chemical Purchase. On November 28, 2017, the Airport Manager sought three quotes for deicing chemical, in accordance with the Authority Procurement Policy. The lowest bulk quote was New Deal Deicing, at a cost of \$11,735 for six super-sacks. As each airport deicing event uses four to six bags per occurrence, and as it is an airport-critical item that is time-sensitive, staff requests pre-authorization of \$25,000 to purchase deicing chemical when needed in order to replenish on-hand inventory. Vernon D. Burns suggested that perhaps the Authority could negotiate a discount on this product if it got together with other local airports to put in a larger order. On a motion by Vernon D. Burns, seconded by Douglas W. Loffler, it was,

RESOLVED, that the Airport Manager is hereby authorized to purchase additional deicing chemicals from New Deal Deicing, when needed, for up to \$25,000, before requiring additional Board approval.

A vote was called.

AYES: Christopher B. T. Coffin
Megan J. M. Whitton
Vernon D. Burns
Samuel J. LaMacchia
Douglas W. Loffler

RESOLUTION PASSED

3. Approval of Agreement with Advance Media. The Canadian Marketing Team works closely with and oversees the direction Advance Media takes to ensure the ads we provide to them are performing favorably for the Canadian Market. We monitor the results of these ads and switch them out to achieve maximum viewers for the OGS website. There are 2 campaigns currently running with Advance Media on 2 different platforms - Google (Paid Search)

and Facebook (Sponsored Ads). Advance Media charges a monthly fee of: \$1200 USD to implement the campaigns, and provide monthly reporting statistics to the Canadian Team/OGS. The term for this agreement is February 1, 2018 through March 31, 2019. On a motion by Douglas W. Loffler, seconded by Vernon D. Burns, it was,

RESOLVED, that the Ogdensburg Bridge and Port Authority is hereby authorized to approve an agreement with Advance Media to implement ad campaigns for the OGS website, at a cost of \$1200 per month for the period of February 1, 2018 through March 31, 2019.

A vote was called.

AYES: Megan J. M. Whitton
Vernon D. Burns
Samuel J. LaMacchia
Douglas W. Loffler
Christopher B. T. Coffin

RESOLUTION PASSED

4. Approval of Airports Council International (ACI) Membership. Members of the Airports Council International (ACI), in good standing, are able to take full advantage of the many benefits of membership, including participation in all ACI committee activities, access to first-in-class tools and resources, and legislative and regulatory advocacy to benefit ACI members. The cost of base membership is \$860. On a motion by Vernon D. Burns, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Ogdensburg Bridge and Port Authority is hereby authorized to become a member in the Airports Council International, at a base cost of \$860 for the year 2018.

A vote was called.

AYES: Vernon D. Burns
Samuel J. LaMacchia

Douglas W. Loffler
Christopher B. T. Coffin
Megan J. M. Whitton

RESOLUTION PASSED

5. Approval of Chair's Travel. Air Service Development is important to the future of Ogdensburg International Airport as new routes typically take between three and five years to develop. New routes/destinations combinations benefit the Region, the Community, and the Authority as demonstrated by the successful Allegiant Air flights. ACI-NA's JumpStart Air Service Development Conference is North America's premier air service development conference. The 2018 JumpStart Conference will take place in Cleveland, OH from June 4-6, 2018 at the Renaissance Cleveland. The event will begin with a full day of educational sessions, followed by two days of airport-airline meetings. The Early Bird Registration Member Fee is \$995 and the Non-Member Fee is \$1,550. Due to the Overnight Board Member Travel Policy the Chair requests board approval for this overnight activity. All hotels and meals will be at the individual's expense. Christopher B. T. Coffin objected to Board members and staff paying for their own expenses when on Authority travel. Vernon D. Burns applauded the Chair and Executive Director for paying their own way. Executive Director Wade A. Davis acknowledged that the Authority's finances make for extenuating circumstances and that this conference is important enough to attend, regardless of budgetary constraints. On a motion by Douglas W. Loffler, seconded by Vernon D. Burns, it was,

RESOLVED, that the Ogdensburg Bridge and Port Authority hereby authorizes the Chair to attend the JumpStart conference in Cleveland, OH from June 4-6, at the registration cost of \$995.

A vote was called.

AYES: Samuel J. LaMacchia
Douglas W. Loffler
Christopher B. T. Coffin
Megan J. M. Whitton
Vernon D. Burns

RESOLUTION PASSED

6. Approval of Executive Director's Travel. The Executive Director will be attending JumpStart with the Board Chair. On a motion by Vernon D. Burns, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Ogdensburg Bridge and Port Authority hereby authorizes the Executive Director to attend the JumpStart conference in Cleveland, OH from June 4-6, at the cost of \$995.

A vote was called.

AYES: Douglas W. Loffler
Christopher B. T. Coffin
Megan J. M. Whitton
Vernon D. Burns
Samuel J. LaMacchia

RESOLUTION PASSED

D. Port of Ogdensburg

1. Approval of Handling and Storage Agreement with Morton Salt, Inc. Staff has prepared a Storage and Handling Agreement with Morton Salt, Inc. for receiving vessels, storing and loading out road salt. The agreement commences on April 1, 2018 and terminates on March 31, 2021. The Authority agrees to provide the following services. All rates are in U.S. Funds,

are based on Short Tons (ST), and are predicated on handling product during straight time hours. The schedule of rates are as follows:

4/1/18 - 3/31/19

Dockage:	\$0.18 per Gross Registered Tonnage
Wharfage & Receiving:	\$4.63 per Short Ton
Truck Loading & Scaling:	\$1.92 per Short Ton
Storage:	\$0.15 per Short Ton per Month

4/1/19 - 3/31/20

Dockage:	\$0.18 per Gross Registered Tonnage
Wharfage & Receiving:	\$4.73 per Short Ton
Truck Loading & Scaling:	\$1.96 per Short Ton
Storage:	\$0.15 per Short Ton per Month

4/1/20 - 3/31/21

Dockage:	\$0.18 per Gross Registered Tonnage
Wharfage & Receiving:	\$4.83 per Short Ton
Truck Loading & Scaling:	\$2.00 per Short Ton
Storage:	\$0.15 per Short Ton per Month

Staff recommends approval of this agreement. On a motion by Douglas W.

Loffler, seconded by Vernon D. Burns, it was,

RESOLVED, that the Executive Director is hereby authorized to execute this Storage & Handling Agreement with Morton Salt, Inc.

FURTHER RESOLVED, that the Authority agrees to provide the following services. All rates are in U.S. Funds, are based on Short Tons (ST), and are predicated on handling product during straight time hours. The schedule of rates are as follows:

4/1/18 - 3/31/19

Dockage:	\$0.18 per Gross Registered Tonnage
Wharfage & Receiving:	\$4.63 per Short Ton
Truck Loading & Scaling:	\$1.92 per Short Ton
Storage:	\$0.15 per Short Ton per Month

4/1/19 - 3/31/20

Dockage:	\$0.18 per Gross Registered Tonnage
Wharfage & Receiving:	\$4.73 per Short Ton
Truck Loading & Scaling:	\$1.96 per Short Ton
Storage:	\$0.15 per Short Ton per Month

4/1/20 - 3/31/21

Dockage:	\$0.18 per Gross Registered Tonnage
Wharfage & Receiving:	\$4.83 per Short Ton
Truck Loading & Scaling:	\$2.00 per Short Ton
Storage:	\$0.15 per Short Ton per Month

A vote was called.

AYES: Christopher B. T. Coffin
Megan J. M. Whitton
Vernon D. Burns
Samuel J. LaMacchia
Douglas W. Loffler

RESOLUTION PASSED

2. Approval of Handling and Storage Agreement with Greenfield Global. Greenfield Global has been a customer of the Authority for several years. They were inclined not to renew their agreement due to less expensive options in Canada. Staff has worked with Greenfield to encourage them to remain as a customer, and has prepared a new Handling and Storage Agreement with Greenfield. The Agreement commences March 12, 2018 and terminates on December 31, 2018. The Authority agrees to provide handling and storage of Dried Distillers' Grain. All rates are in U.S. Funds, are based on Short Tons (ST), and are predicated on handling product during straight time hours. The schedule of rates are as follows:

All In Rate:	\$6.98 per short ton.
Storage:	\$1.05 per short ton per month.

Staff recommends approval of this lease agreement. Director of Commercial and Industrial Development John A. Rishe mentioned that this company decided to renew the agreement after the rates were adjusted. Megan J. M. Whitton remarked that customer retention is important and commended John A. Rishe for his work on this agreement. On a motion by Vernon D. Burns, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized to execute this Handling & Storage Agreement with Greenfield Global.

FURTHER RESOLVED, that the Authority agrees to provide handling and storage of Dried Distillers' Grain. All rates are in U.S. Funds, are based on Short Tons (ST), and are predicated on handling product during straight time hours. The schedule of rates are as follows:

All In Rate:	\$6.98 per short ton.
Storage:	\$1.05 per short ton per month.

A vote was called.

AYES: Megan J. M. Whitton
Vernon D. Burns
Samuel J. LaMacchia
Douglas W. Loffler
Christopher B. T. Coffin


RESOLUTION PASSED

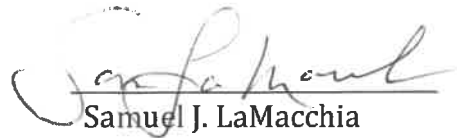
E. Other Such Matters

1. Discontinue the Use of Armed Security at the Port of Ogdensburg.
Executive Director Wade A. Davis stated that there was a need for Executive Session to discuss matters that would imperil the public safety if disclosed. On a motion by Douglas W. Loffler, seconded by Vernon D. Burns, the meeting went into Executive Session at 5:40PM. On a motion

by Douglas Loffler, seconded by Vernon D. Burns, the meeting resumed at 6:30PM.

There was a discussion about when to hold the April Board meeting. It was decided that a date later in the month would need to be agreed upon. On a motion by Douglas W. Loffler, seconded by Vernon D. Burns, the meeting adjourned at 6:32PM.


Megan J. M. Whitton
Secretary


Samuel J. LaMacchia
Chairperson