

**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**BOARD MEETING**  
**THURSDAY, APRIL 8, 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 Thursday, April 8, 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, Assistant Treasurer  
Nicole Terminelli, Assistant Secretary  
Toni Kennedy, Member

ALSO: Jennifer Granzow, Counsel  
Steven J. Lawrence, Interim Executive Director  
Patricia A. Nisco, Chief Financial Officer  
Stephanie L. Saracco, Airport Manager

- I. Board Chair Burns called the meeting to order at 4:03 PM.
- II. Letters and Communications to the Board. There were some news articles pertaining to the Authority and the border closure.
- III. Approval of Board Minutes. On a motion by David D. King, seconded by Jennifer Quirk-Pickman, the minutes from the March 4, 2021 meeting were approved by voice vote.
- IV. Reports  
Presentation and Reports:

Christopher B. T. Coffin gave a short report on the March 29, 2021 Finance Committee meeting and asked Patricia A. Nisco to summarize the February Financials. Ms. Nisco went over the February 2021 Income/Expense Report. David D. King gave a brief report about the March 29, 2021 and April 8, 2021 Facilities Committee meetings. Toni Kennedy reported on the March 18, 2021 and March 30,

2021 Childcare Initiative Committee meetings. Ms. Kennedy stated that the Committee is looking at a 24-36 month timeline and that Bruce Stewart from the St. Lawrence Child Care Council attended the most recent meeting. The Bridge Traffic, Airport Activity/Occupancy, Port Activity, and Building Occupancy Reports were discussed briefly.

V. Unfinished Business.  
There was none.

VI. Business Items.

A. General Administration

1. Approval of Advertising Agreement with Stephens Media Group. Staff has negotiated an advertising agreement with Stephens Media Group to run radio ads for the Ogdensburg International Airport. Ads will run on the following stations at the rates below:

Q Country 102.9	Image and Branding	30 (:30) ads plus filler bank \$360.00 per month
96.7 YES-FM WYSX	Image and Branding	30 (:30) ads plus filler bank \$330.00 per month
101.5 The Fox	Image and Branding	30 (:30) ads plus filler bank \$360.00 per month
Super Hits PAC 98.7	Image and Branding	30 (:30) ads plus filler bank \$300.00 per month
	<b>TOTAL</b>	<b>\$16,200 Annual cost</b>

Funding for this agreement will come from the 2021-22 Airport Advertising Budget. On a motion by David D. King, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute an advertising agreement with Stephens Media Group to run radio ads for the Ogdensburg International Airport, on the following stations at the rates outlined below:

Q Country 102.9	Image and Branding	30 (:30) ads plus filler bank \$360.00 per month
96.7 YES-FM WYSX	Image and Branding	30 (:30) ads plus filler bank \$330.00 per month
101.5 The Fox	Image and Branding	30 (:30) ads plus filler bank \$360.00 per month
Super Hits PAC 98.7	Image and Branding	30 (:30) ads plus filler bank \$300.00 per month
	<b>TOTAL</b>	<b>\$16,200 Annual cost</b>

FURTHER RESOLVED, that funding for this agreement will come from the 2021-22 Airport Advertising Budget.

A vote was called.

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

MOTION CARRIED

2. Approval of HVAC Annual Maintenance Contract with Trane. Trane has provided preventative maintenance services for the Ogdensburg Border Station HVAC system and was selected based on New York State Contract pricing (OGS Contract #PT68873). Trane has submitted a new Service agreement for the period April 1, 2021, through March 31, 2022, for the amount of \$8,563.00, less a 3 percent discount if advanced payment is received. Based on the New York State Contract pricing and discount, expertise required to perform services, historical relationship with the facility, as well as the fact that all HVAC roof units, controls, and computer control/software are all manufactured by Trane, staff recommends approval of the agreement with Trane. On a motion by Christopher B. T. Coffin, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute an agreement with Trane to provide HVAC maintenance services at the Ogdensburg Border Station for the period April 1, 2021 through March 31, 2022, for a cost not to exceed \$8,563.00.

A vote was called.

AYES: Christopher B. T. Coffin  
Vernon D. Burns  
Megan J. M. Whitton  
Nicole Terminelli

Toni Kennedy  
Jennifer Quirk-Pickman  
David D. King

MOTION CARRIED

3. Approval of Lease Supplement No. 8 with T-Base Communications. The Authority has prepared a lease supplement #8 with T-Base Communications USA Inc. for 8,776 square feet of space in the 12<sup>th</sup> Industrial Building in Commerce Park for the period April 1, 2021, through March 31, 2022. The base rate associated with this agreement is \$6 per square foot per year. In addition, the tenant is also responsible for a prorated share of utilities, and the base rate is subject to an annual increase based on the increase in the CPI. Also included in this agreement is the requirement that T-Base Communications provide proof of the appropriate insurance coverage to the Authority, naming the Ogdensburg Bridge and Port Authority as an additional insured. Staff recommends approval of this supplemental agreement.

On a motion by Toni Kennedy, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a supplemental lease agreement with T-Base Communications for 8,776 square feet of space in the 12<sup>th</sup> Industrial Building for the period April 1, 2021 through March 31, 2022, at the rate of \$6 per square foot per year; and be it,

FURTHER RESOLVED, that T-Base Communications shall pay a prorated share of all utilities associated with their leasehold as well as be subject to an annual increase in their base rate based on the increase in the CPI; and be it,

FURTHER RESOLVED, that T-Base Communications 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  
Nicole Terminelli  
Toni Kennedy

Jennifer Quirk-Pickman  
David D. King  
Christopher B. T. Coffin

MOTION CARRIED

4. Approval of Use Permit with the American Foundation for Suicide Prevention. The American Foundation for Suicide Prevention has requested use of Authority property on the trail around the Bridge Administration Building for its Out of the Darkness walk, scheduled for April 25, 2021. Staff has prepared a Use Permit with the American Foundation for Suicide Prevention. On a motion by Nicole Terminelli, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Use Permit with the American Foundation for Suicide Prevention has requested use of Authority property on the trail around the Bridge Administration Building for its Out of the Darkness walk, scheduled for April 25, 2021 and be it;

FURTHER RESOLVED, that the American Foundation for Suicide Prevention shall provide the Authority with proof of the appropriate insurance coverage naming the Ogdensburg Bridge and Port Authority as an additional insured; and be it,

FURTHER RESOLVED, that the American Foundation for Suicide Prevention shall provide a security deposit to the Authority in the amount of \$150.

A vote was called.

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

MOTION CARRIED

5. Approval of Lease Supplement No. 1 with Glenda Jones. Staff has negotiated Lease Supplement No. 1 with Glenda Jones for 180 square feet of office space in Room

210 of the Bridge Administration Building for the period April 1, 2021, through March 31, 2022 at the rate of \$180 per month. This rate includes utilities. All other terms and conditions of the original Lease Agreement shall remain in full force and effect and are hereby ratified and affirmed. On a motion by Jennifer Quirk-Pickman, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a lease agreement with Glenda Jones for 180 square feet of office space in Room 210 of the Bridge Administration Building for the period April 1, 2021, through March 31, 2022 at the rate of \$180 per month, including utilities, and be it;

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

A vote was called.

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

MOTION CARRIED

6. Approval of Supplemental Lease Agreement with Frank Richardson. Staff has prepared a Supplemental Lease Agreement with Frank Richardson for T-Hangar #10 at the Ogdensburg International Airport at the rate of \$215 per month for the period April 1<sup>st</sup>, 2021 through March 31<sup>st</sup>, 2022. Staff recommends approval of this agreement with Frank Richardson. On a motion by Christopher B. T. Coffin, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute Supplemental Lease Agreement with Frank Richardson for T-Hangar #10 at the Ogdensburg International Airport at the rate of \$215 per month for the period April 1<sup>st</sup>, 2021 through March 31<sup>st</sup>, 2022.

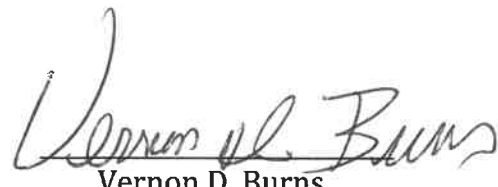
A vote was called.

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

MOTION CARRIED

Board Chair Vernon D. Burns stated that, with the American Jobs Plan at the federal level, the Authority should urge the elected officials to support the plan, as it provides funding for bridges and childcare facilities. The next meeting was set for Thursday, May 6, 2021 at 4:00 PM. Executive Director Steven J. Lawrence stated that there was a need for Executive Session to discuss the financial history of a corporation, as well as a personnel matter. On a motion by Jennifer Quirk-Pickman, seconded by David D. King, the meeting moved into Executive Session at 5:05 PM. On a motion by Jennifer Quirk-Pickman, seconded by David D. King, the meeting resumed at 5:59 PM. Executive Director Steven J. Lawrence stated that there was no action to be taken out of Executive Session. On a motion by David D. King, seconded by Jennifer Quirk-Pickman, the meeting adjourned at 5:59 PM.

  
David D. King  
Secretary

  
Vernon D. Burns  
Chairperson