

OGDENSBURG BRIDGE & PORT AUTHORITY

BOARD MEETING

MONDAY, MAY 14, 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 Monday, May 14, 2018 at 7:30 PM.

The following were present:

Samuel J. LaMacchia, Chairperson
Douglas W. Loffler, Vice Chairperson
Megan J. M. Whitton, Secretary
Vernon D. "Sam" Burns, Assistant Secretary

ALSO: Francis P. Cappello, Counsel
Wade A. Davis, Executive Director
James L. Smith, Chief Financial Officer
Steven J. Lawrence, Director of Operations
Ronald L. Bogus, Airport Manager
Fariah Qudsi, Accounting Manager
Adam Johnson, OMLC

ABSENT: Christopher B. T. Coffin, Member

- I. Chairperson LaMacchia called the meeting to order at 8:00 PM. At 8:01 PM, on a motion by Vernon D. Burns, seconded by Megan J. M. Whitton, the meeting moved into Executive Session to discuss matters leading to the appointment of a corporation. On a motion by Vernon D. Burns, seconded by Megan J. M. Whitton, the meeting resumed at 9:03 PM.
- II. Letters and Communications to the Board. There were letters and articles pertaining to the Authority, including a response from the GSA regarding the Authority's request to include a rental payment in its lease for the rental of the Border Station.

- III. Approval of Board Minutes. On a motion by Douglas W. Loffler, seconded by Vernon D. Burns, the minutes from the March 15, 2018 and April 18, 2018 meetings were approved by voice vote.
- IV. Presentations and Reports. There were none at this time.
- V. Unfinished Business.
1. Approval of Appointment of Internal Control Officer. The Board heard from Counsel that no response has been received from the New York State Office of Inspector General on this matter. No action was taken at this time.
- VI. Business Items.
- A. General Administration
1. Approval of Easement with Board of Education Ogdensburg City School District. The Ogdensburg International Airport is in need of a 20-foot wide easement to install and maintain a sewer force main connecting the Airport to the City of Ogdensburg's municipal sewer system. Staff has negotiated a nonexclusive easement with the Board of Education of the Ogdensburg City School District. Under the agreement, the Authority shall not be required to pay the District any compensation for the Easement. Executive Director Wade A Davis thanked the school district for their cooperation on this matter, as this easement allows the Authority to provide water and sewer service to the rest of the Airport land. On a motion by Douglas W. Loffler, seconded by Vernon D. Burns, it was,

RESOLVED, that the Executive Director is hereby authorized to execute an easement with the Board of Directors of the Ogdensburg City School District to install

and maintain a sewer force main connecting the Airport to the City of Ogdensburg's municipal sewer system.

A voice vote was called.

RESOLUTION PASSED

B. Ogdensburg-Prescott International Bridge

1. Selection of Real Estate Broker for Bridge Approach Road Parcel. In furtherance of the Board's decision to lease or sell all or a portion of the Bridge Approach Road parcel, staff issued a Request For Proposal (RFP) to licensed real estate brokers to market this parcel. The RFP was placed in the New York State Contract Reporter and was published in the Watertown Daily Times. There were two responses to the RFP:

Meyer Real Estate, LLC	Ogdensburg, New York	10% Commission
Paramount Realty USA	New York, New York	8% Commission

Staff reviewed the two proposals and recommends entering into an agreement with Meyer Real Estate, LLC. for listing of this property for sale or lease. The justifications for this recommendation are:

1. Local Company employing local residents of St. Lawrence County.
2. Member of both St. Lawrence and Jefferson Board of Realtors.
3. Has applied for designation as a Woman-owned Business Enterprise.
4. Strong online marketing presence with Loopnet and Costar.
5. Markets in the Ottawa region.
6. Many accolades and awards, and large number of listings.

On a motion by Megan J. M. Whitton, seconded by Vernon D. Burns, it was,

RESOLVED, that the Executive Director is authorized to enter into an agreement with Meyer Real Estate, LLC. for listing the Bridge Approach Parcel for sale or lease. This contract will begin June 1, 2018 and ending May 31, 2019.

Further Resolved, that the following conditions have been incorporated into the agreement.

1. The sale price is \$24,200 per acre, minimum one acre.
2. The lease price is \$6,000 per acre per year, minimum one acre.
3. Meyer Real Estate agrees to list the property on both the St. Lawrence and Jefferson County multiple listing service for maximum exposure, and to allow other agents the opportunity to locate potential developers.
4. Only proposals that create jobs and/or investment on the property will be considered.
5. The Authority reserves the right to reject any and all proposals.

A vote was called.

AYES: Samuel J. LaMacchia
 Douglas W. Loffler
 Vernon D. Burns
 Megan J. M. Whitton

RESOLUTION PASSED

C. Commerce Park

1. Approval of Supplement #1 with NAC Logistics. Staff has prepared Supplement #1 with NAC Logistics for 2,500 square feet of additional space in Building 3, commencing on June 1, 2018 and ending on August 31, 2020. The rental to be paid for the space is as follows:

June 1, 2018 – August 31, 2019	\$3.28/s.f./yr. or \$683.33 per month
September 1, 2019 – August 31, 2020	\$3.38/s.f./yr. or \$704.17 per month

A pro-rated share of utilities will be added to the above amounts. All other terms and conditions concerning insurance pertinent to the area are outlined in the Lease Agreement. The Authority’s standard mortgage subordination language has been added to this lease. On a motion by Vernon D. Burns, seconded by Douglas W. Loffler, it was,

RESOLVED, that the Executive Director is hereby authorized to execute Supplement #1 with NAC Logistics for 2,500 s square feet of additional space in Building 3, commencing on June 1, 2018 and ending on August 31, 2020. The rental to be paid for the space is as follows:

June 1, 2018 – August 31, 2019	\$3.28/s.f./yr. or \$683.33 /mth
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September 1, 2019 – August 31, 2020 \$3.38/s.f./yr. or \$704.17/mth

A pro-rated share of utilities will be added to the above amounts.

A vote was called.

AYES: Douglas W. Loffler
Megan J. M. Whitton
Vernon D. Burns
Samuel J. LaMacchia

RESOLUTION PASSED

2. Approval of Lease Agreement with Day Automation. Staff has prepared a Lease Agreement with Day Automation for 1,235 square feet of space in the Fourth Industrial Building, commencing on June 1, 2018 and ending on May 31, 2019. The rental to be paid for the space is at a rate of \$6.00/square foot/year or \$617.50 per month, plus a pro-rated share of utilities. All other terms and conditions concerning insurance pertinent to the area are outlined in the Lease Agreement. The Authority's standard mortgage subordination language has been added to this lease. On a motion by Vernon D. Burns, seconded by Douglas W. Loffler, it was,

RESOLVED, that the Executive Director is hereby authorized to execute a Lease Agreement with Day Automation for 1,235 square feet of space in the Fourth Industrial Building, commencing on June 1, 2018 and ending on May 31, 2019. The rental to be paid for the space is at a rate of \$6.00/square foot/year or \$617.50 per month, plus a pro-rated share of utilities.

A vote was called.

AYES: Vernon D. Burns
Megan J. M. Whitton
Samuel J. LaMacchia
Douglas W. Loffler

RESOLUTION PASSED

D. Ogdensburg International Airport

1. Approval of Procurement Service Contract with Hi-Lite Airfield Services, LLC. The winter snow removal plowing operations scraped and damaged all the airfield markings including the removal of the imbedded reflective beads required for nighttime airport operations. In accordance with Title 14 Subpart D, Part 139.311, the airport is responsible for properly maintaining the airfield markings. Specifically, maintenance must be completed on markings that are faded, missing, obscured and/or not clearly visible both day and night. Staff has negotiated a contract with Hi-Lite Airfield Services, LLC to remark the airfield, at a cost of \$72,911.65. The work would be completed by 7/31/18. On a motion by Douglas W. Loffler, seconded by Vernon D. Burns, it was,

RESOLVED, that the Executive Director is hereby authorized to enter into a contract with Hi-Lite Airfield Services, LLC to provide airfield remarking services at the Ogdensburg International Airport, at a cost of \$72,911.65, and;

BE IT FURTHER RESOLVED, that approval without competition is in the best interest of the Authority.

A vote was called.

AYES: Megan J. M. Whitton
Vernon D. Burns
Samuel J. LaMacchia
Douglas W. Loffler

RESOLUTION PASSED

2. Crack Seal at Ogdensburg International Airport. As part of maintenance filling pavement cracks and joints prior to painting the airfield pavement

markings is recommended. The proposed cost for the crack filling services is \$31,118.00 with a completion date of 5/31/18. On a motion by Douglas W. Loffler, seconded by Vernon D. Burns, it was,

RESOLVED, that the Executive Director is hereby authorized to enter into a contract with Midland Asphalt Materials, INC to provide airfield crack and joint sealing services at the Ogdensburg International Airport in accordance with Quick Quote #1.

A vote was called.

AYES: Samuel J. LaMacchia
Douglas W. Loffler
Vernon D. Burns
Megan J. M. Whitton

RESOLUTION PASSED


E. Other Such Matters.

1. Discussion of E-transit Proposal. The Board would like to invite E-transit to come to the next Board meeting to meet in Executive Session to discuss contract negotiations. Executive Director Wade A. Davis will arrange this.

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

There were none.

The Board was not able to confirm the next meeting date, however, it was tentatively scheduled for Tuesday, June 12, 2018 at 5:00 PM. On a motion by Douglas W. Loffler, seconded by Vernon D. Burns, the meeting adjourned at 9:20PM.


Megan J. M. Whitton
Secretary


Samuel J. LaMacchia
Chairperson