

OGDENSBURG BRIDGE & PORT AUTHORITY

BOARD MEETING

THURSDAY, MAY 2, 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 Thursday, May 2, 2019 at 3:30 PM.

The following were present:

Megan J. M. Whitton, Vice-Chairperson
Christopher B. T. Coffin, Treasurer
Joseph I. Andriano, Secretary
David D. King, Assistant Treasurer

ALSO:

Francis P. Capello, Counsel
Wade A. Davis, Executive Director
James L. Smith, Chief Financial Officer
John A. Rishe, Director of Commercial & Industrial Development
Steven J. Lawrence, Director of Operations
Fariha Qudsi, Accounting Manager
Stephanie L. Saracco, Airport Manager

ABSENT: Vernon D. Burns, Chairperson

- I. Board Vice-Chairperson Whitton called the meeting to order at 3:30 PM. She noted the passing of the Board Chair's father, as well as St. Lawrence County Clerk Mary Rupp. Executive Director Wade A. Davis noted that one of the Authority's custodians, H. Thomas Huntley, Jr. had also passed away.
- II. Letters and Communications to the Board. There were several news articles pertaining to the Authority.
- III. Approval of Board Minutes. On a motion by Christopher B. T. Coffin, seconded by David D. King, the minutes from the April 4 and April 24 meetings were approved by roll-call vote.

AYES: Joseph I. Andriano

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

MOTION CARRIED

IV. Presentations and Reports:

Christopher B. T. Coffin, gave the highlights from the April 29, 2019 Finance Committee meeting. Executive Director Wade A. Davis, with assistance from Director of Operations, Steven J. Lawrence, gave a presentation outlining the Biennial Bridge Inspection Report. A deeper review of the report was requested for the next Facilities Committee. Chief Financial Officer, James L. Smith, reported on the March Financials. He thanked Fariha Qudsi for learning how to close out the fiscal year while still being able to go back and make any audit adjustments.

Executive Director Wade A. Davis commended James L. Smith for having the March financials ready in such a timely manner. The Bridge Traffic, Port Activity and Building Occupancy Reports were discussed. It was noted that the Port served 4 ships in the month of April and is expecting another vessel in mid-May.

V. Unfinished Business.

1. Approval of Scope of Work – Rayane McGee and Andrée Paige. Rayanne McGee and Andrée Paige, the Canadian team, have provided the Authority with a proposal to continue marketing the Ogdensburg International Airport for the period April 1, 2019, through March 31, 2020, for the cost of \$60,000. The approach for this Scope of Work is to recommend the communications, marketing and advertising direction, oversee organic and paid social media campaigns, provide social media monitoring and support, oversee all advertising to Canadians, maintain the OGS website, and respond to enquiries from

Canadians submitted via email. On a motion by Joseph I. Andriano, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute an agreement with Rayanne McGee and Andrée Paige to continue marketing the Ogdensburg International Airport from April 1, 2019, through March 31, 2020, as outlined in their proposal for the cost of \$60,000.

A vote was called.

AYES: David D. King
Christopher B. T. Coffin
Megan J. M. Whitton
Joseph I. Andriano

MOTION CARRIED

2. 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 April 1, 2019 through March 31, 2020. On a motion by David D. King, seconded by Christopher B. T. Coffin, 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 April 1, 2019 through March 31, 2020.

A vote was called.

AYES: Christopher B. T. Coffin

Megan J. M. Whitton
Joseph I. Andriano
David D. King

MOTION CARRIED

3. Approval of Advertising Reimbursed by SOARs Grant. The Authority was recently awarded a NY Soars grant through the NYS Department of Transportation. The grant agreement in the amount of \$68,750 was previously accepted by the Board at its April 18, 2018 Board Meeting. Staff has developed a budget for a comprehensive advertising and marketing campaign that will run from June 2019 – November 2019 to market the Ogdensburg International Airport. This was reviewed and approved by the Facilities Committee on March 14, 2019. On a motion by Christopher B. T. Coffin, seconded by Joseph I.

Andriano, it was,

RESOLVED, that the Executive Director is hereby authorized to enter into contracts with the following companies for implementation of the NY Soars grant for advertising and marketing of the Ogdensburg International Airport:

- CTV-CJOH TV \$22,620 Can.
- WWNY/WNYF TV \$ 8,300 US
- WPBS TV \$ 6,000 US
- Spectrum Cable TV \$12,800 US
- Stephens Media Radio \$ 4,800 US
- North Country Now \$ 5,150 US
- Ottawa Citizen (PostMedia) \$ 9,750 Can.

RESOLVED, that a copy of this resolution be included with grant reimbursement submission for NY Soars grant funding.

A vote was called.

AYES: Megan J. M. Whitton
Joseph I. Andriano
David D. King
Christopher B. T. Coffin

MOTION CARRIED

VI. Business Items.

A. Ogdensburg-Prescott International Bridge

1. Approval of Lease Agreement with GSA. Staff has negotiated Lease No. GS-02P-LNY00543 (Final 4/22/2019) with the General Services Administration (GSA) for the ongoing rental of the Ogdensburg Border Station, which is located at 104 Trooper Shawn W. Snow Street, Ogdensburg, NY 13669. This new agreement with the Ogdensburg Bridge & Port Authority commences April 1, 2019 and continues for a period of Twenty (20) years firm. The agreement covers 33,431 rentable square feet (RSF) of space, yielding 30,075 ANSI/BOMA office area and related space in this Authority-owned building. The building and its associated 15.9-acre site are primarily utilized by United States Customs & Border Protection to provide security at this US Port of Entry at the foot of the Ogdensburg-Prescott International Bridge. In addition, the lease also covers repairs, maintenance and operating costs associated with the VACIS building, which is owned by the United States Government, and contains 6,829 s.f. Per the terms of the agreement, Annual Shell Rent is set at \$18.50 per RSF, which is subject to a 5% increase every 5 years. Annual Operating Costs rent is set at \$11.50 per RSF, which will be adjusted annually based on increases in the Consumer Price Index. The Authority is responsible for repairs, maintenance and upkeep of this property, including a list of repairs and maintenance items that was the result of recent GSA inspection and made a part of this agreement. Executive Director Wade A. Davis commended John A. Rishe, Director of Commercial and Industrial Development for his hard work on this lease. He

noted that it had been reviewed internally, as well as by Counsel. On a motion by Joseph I. Andriano, seconded by David D. King, it was,

RESOLVED, that the Executive Director is authorized to enter into the above-noted agreement with the United States General Services Administration (GSA) for the rental and operation of the Ogdensburg Border Station;

RESOLVED, that the term of this agreement shall be from April 1, 2019 and terminating after a period of twenty (20) years from this date;

RESOLVED, that the annual shell rent will be set at a rate of \$18.50 per RSF on 33,431 square feet of rentable space;

RESOLVED, that the annual operating rent will be set at a rate of \$11.50 per RSF on 40,260 square feet of space.

RESOLVED, that the above-noted rental and operating rents will be adjusted according to the agreement as noted above.

A vote was called.

AYES: Joseph I. Andriano
David D. King
Christopher B. T. Coffin
Megan J. M. Whitton

MOTION CARRIED

2. Approval of Border Station HVAC Service Agreement 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 #PT68523). Trane has submitted a new Service agreement for the period April 1, 2019, through March 31, 2020, for the amount of \$8,071.00, less a 3 percent discount. 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 Joseph I. Andriano, 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, 2019 through March 31, 2020, for a cost not to exceed \$8,071.

A vote was called.

AYES: David D. King
Christopher B. T. Coffin
Megan J. M. Whitton
Joseph I. Andriano

MOTION CARRIED

3. Bridge Approach Parcel. The present agreement with Meyer Real Estate for marketing of the Bridge Approach Parcel is set to expire May 31, 2019. This new agreement would extend the term of the contract for six months, commencing on June 1, 2019 and expiring on December 31, 2019. The asking price for this 11.59-acre parcel is as follows:

The sale of the property would be set at \$12,080 per acre.

The lease of the property would be set at \$6,000 per acre.

On a motion by Joseph I. Andriano, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized to enter into an agreement with Meyer Real Estate LLC for real estate brokerage services for the 11.59-acre Bridge Approach, commencing on June 1, 2019 and ending on December 31, 2019.

RESOLVED, that the sale of the property is set at \$12,080 per acre, and the lease of the property is now set at \$6,000 per acre.

RESOLVED, that only proposals that meet the minimum price per acre and that are firm development projects that create jobs will be considered by the Board.

RESOLVED, that the Authority reserves the right to reject any and all proposals.

FURTHER RESOLVED, that any sale must comply with the requirements of the Public Authority Accountability Act, which may require a public auction.

A vote was called.

AYES: Christopher B. T. Coffin
Megan J. M. Whitton
Joseph I. Andriano
David D. King

MOTION CARRIED

B. Commerce Park

1. Approval of Supplemental Lease Agreement No. 1 with Day Automation. Staff has prepared a Supplemental Lease Agreement with Day Automation for 1,235 square feet of space in Building 4 at the rate of \$694.69 per month, plus utilities, for the period June 1, 2019 through May 31, 2020. Staff recommends approval of this agreement with Day Automation. 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 #1 with Day Automation for 1,235 square feet of space in the Building 4 at the rate of \$694.69 per month, plus utilities, for the period June 1, 2019 through May 31, 2020.

A vote was called.

AYES: Megan J. M. Whitton
Joseph I. Andriano
David D. King
Christopher B. T. Coffin

MOTION CARRIED

2. Termination of Lease Agreement with Arms East, Inc. On January 28, 2019, the Board of Directors approved a lease agreement with Arms East, Inc. for 6,500 square feet of space in Building 11, for the period February 1, 2019, through January 31, 2020. After signing the lease, Arms East, Inc. learned that, as non-

residents, they were not eligible for a New York State Firearm Dealers License. As such, they are not able to operate their business in New York State, and have requested a termination of the lease. On a motion by Joseph I. Andriano, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to terminate the lease agreement with Arms East, Inc. for 6,500 square feet of space in Building 11, effective February 1, 2019.

A vote was called.

AYES: Joseph I. Andriano
David D. King
Christopher B. T. Coffin
Megan J. M. Whitton

MOTION CARRIED

3. Approval of Supplemental Lease Agreement No. 4 with Anda Medical. Anda Medical was recruited by the Authority in 2014. They are presently located in Building 11 on a temporary basis, meaning that they can be relocated at any time should a larger tenant need their space. This lease extends the term of their existing agreement by roughly 2 years and relocates them to Building 4. This will provide them a permanent location in Commerce Park, and provides the Authority with a solid tenant in the former Ara Shoes space. It also frees up the larger 20,000 s.f. area in Building 11 for an expansion project that is in discussion. On a motion by Joseph I. Andriano, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized to execute Supplement #4 with Anda Medical, USA, LLC based on the terms of the agreement as follows:

- The existing rental in Building 11 is hereby terminated as of May 31, 2019.
- The new lease is for 8,660 s.f. of space in Building 4.
- The term is from June 1, 2019 – May 31, 2022.

- The monthly rental rate is \$3,269.15 per month, which is subject to annual CPI increases.
- Anda presently has a security deposit on hand with the Authority.
- All other terms and conditions of the original lease remain in effect.

A vote was called.

AYES: David D. King
Christopher B. T. Coffin
Megan J. M. Whitton
Joseph I. Andriano

MOTION CARRIED

C. Ogdensburg International Airport

1. Approval of Non-Exclusive Rental Car Concession Agreement and Lease with Blevins. Executive Director Wade A. Davis stated that immediately prior to the meeting, Blevins indicated that they had not yet signed the agreement and had additional questions regarding the terms. On a motion by David D. King, seconded by Joseph I. Andriano, the item was tabled by roll-call vote.

AYES: Christopher B. T. Coffin
Megan J. M. Whitton
Joseph I. Andriano
David D. King

MOTION CARRIED, ITEM TABLED

2. Approval of Non-Exclusive Rental Car Concession Agreement and Lease with CountryWide. Staff has negotiated a non-exclusive rental car concession agreement and lease with Countrywide to offer rental cars at Ogdensburg International Airport for the period April 1, 2019, through March 31, 2020 at the following rates:

Ground rental (per stall): \$35.00/month

Concession Fee: 10% of Gross receipts

The Authority may, in the future, charge a Customer Facility Charge on each rental, to be determined by the Airport Manager per the terms of the non-exclusive rental car concession agreement and lease. On a motion by Joseph I. Andriano, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a non-exclusive rental car concession agreement and lease with Countrywide to offer rental cars at Ogdensburg International Airport for the period April 1, 2019, through March 31, 2020 at the following rates:

- Ground rental (per stall): \$35.00/month
- Concession Fee: 10% of Gross receipts

And be it;

FURTHER RESOLVED, that the Authority may in the future charge a Customer Facility Charge on each rental, to be determined by the Airport Manager.

A vote was called.

AYES: Megan J. M. Whitton
Joseph I. Andriano
David D. King
Christopher B. T. Coffin

MOTION CARRIED

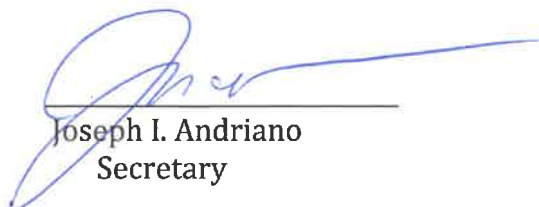
3. Approval of Into Plane (ITP) and Fuel Agreement with SkyWest. Airport Manager

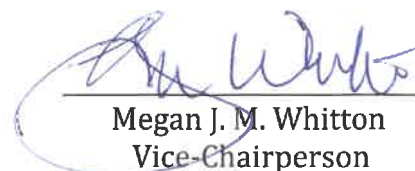
Stephanie L. Saracco stated that this agreement has not yet been finalized.

Executive Director Wade A. Davis noted that the fee will be \$175 per turn and that the agreement will be ready for the next meeting.

The next meeting date was set for June 12, 2019 at 3:30 PM. On a motion by Joseph I.

Andriano, seconded by David D. King, the meeting adjourned at 5:00 PM.


Joseph I. Andriano
Secretary


Megan J. M. Whitton
Vice-Chairperson