

OGDENSBURG BRIDGE & PORT AUTHORITY
BOARD MEETING
THURSDAY, JUNE 11, 2020

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, June 11, 2020 at 5:00 PM

The following were present:

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

ALSO: Francis P. Cappello, Counsel
Steven J. Lawrence, Interim Executive Director
Patricia A. Nisco, Chief Financial Officer
John A. Rishe, Director of Commercial and Industrial Development
Stephanie L. Saracco, Airport Manager
Joseph Kehm, EFPR Group
Kenton Stancliff, EFPR Group

- I. Board Chair Burns called the meeting to order at 5:00 PM.
- II. Letters and Communication to the Board. There were several news articles pertaining to the security at the Ogdensburg International Airport.
- III. Approval of Board Minutes. On a motion by David D. King, seconded by Megan J. M. Whitton, the minutes from the May 14, 2020 Board meeting were approved by voice-vote.
- IV. Presentations and Reports.
Chief Financial Officer, Patricia A. Nisco presented the April 2020 Income/Expense Report. Joseph Kehm and Kenton Stancliff from EFPR Group presented the 2019-2020 Audit. There was some discussion about giving the Board members more time to review

the Audit. The Bridge Traffic, Airport Activity, Port Activity, and Building Occupancy, Industrial/Commercial Prospect Reports were discussed briefly.

V. Unfinished Business.

There was none.

VI. Business Items.

A. General Administration

1. Acceptance of 2019-2020 Audit. EFPR Group, CPAs presented the audit reports for fiscal year ending March 31, 2020, for the Ogdensburg Bridge and Port Authority on June 11, 2019. Christopher B. T. Coffin moved that this item be tabled until another meeting to be held in less than two weeks. Megan J. M. Whitton seconded the motion.

A vote was called.

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

MOTION CARRIED

2. Approval of Proposal with Parsons for Professional Engineering Services for the Ogdensburg-Prescott International Bridge. Staff solicited fixed fee proposals from Bridge Engineering Firms for providing professional engineering services to the Ogdensburg Bridge & Port Authority (OBPA) for safety inspection and load rating of the Ogdensburg-Prescott International Bridge in accordance with the National Bridge Inspection Standards (NBIS), New York State Department of Transportation (NYSDOT) procedures. The inspection services are for a 4 year period for years 2020 through 2023. This inspection will include the following

structural inspections and reports as mandated by the New York State

Department of Transportation:

Year/Inspection Type	Biennial Inspection	Interim Inspection	Special Insp. In- Lieu of Interim Insp.	In-Depth Inspection	Diving Inspection	Level 1 Load Rating
2020	X					
2021			X			
2022				X		X
2023			X		X	

Proposals were received and opened on April 29, 2020, and are as follows:

Parsons	\$499,536
JMT	\$538,140
Greenman-Pedersen, Inc.	\$799,000
Modjeski and Masters	\$955,903

Staff recommends approval of the proposal by Parsons for a cost not to exceed \$499,536. Parsons anticipates MWBE and SDVOB participation will exceed OBPA project established goals. On a motion by Megan J. M. Whitton, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Interim Executive Director is hereby authorized and directed to execute a contract with Parsons to provide professional engineering services to the Ogdensburg Bridge & Port Authority (OBPA) for safety inspection and load rating of the Ogdensburg-Prescott International Bridge for a fee not to exceed \$499,536. The inspection services are for a 4 year period for years 2020 through 2023

A vote was called.

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

3. Approval of Supplement No. 2 with Day Automation. Staff has prepared a lease supplement with Day Automation for 1,235 square feet of space in the Fourth Industrial Building, commencing on June 1, 2020 and ending on May 31, 2021, at

a rate of \$720.00 per month, plus a pro-rated share of utilities. All other terms and conditions of the original Lease Agreement remain in effect.

On a motion by David D. King, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized to execute Supplement No. 2 with Day Automation for 1,235 square feet of space in the Fourth Industrial Building, commencing on June 1, 2020 and ending on May 31, 2021. The rental to be paid for the space is at a rate of \$720.00 per month, plus a pro-rated share of utilities. All other terms and conditions of the original Lease Agreement remain in effect.

A vote was called.

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

MOTION CARRIED

4. Approval of Agreement with Ken and Kaitlyn Kulp. The Authority has a billboard on Route 11 on property owned by Ken and Kaitlyn Kulp who reside in Dekalb Junction, New York. This property was formerly owned by Ron and Susan Dias. The current agreement for this billboard sign expires on May 31, 2020. Staff has prepared a letter agreement with Ken and Kaitlyn Kulp for a two-year period at the rate of \$425 per year to be paid by the Authority for the period June 1, 2020, through May 31, 2022. On a motion by Megan J. M. Whitton, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute an agreement with Ken and Kaitlyn Kulp for a billboard sign on property located in Dekalb Junction, New York, for a fee of \$425 per year to be paid by the Authority for the period June 1, 2020, through May 31, 2022.

A vote was called.

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

David D. King

MOTION CARRIED

5. Approval of Agreement with Woodcrest Dairy, LLC. The Authority has prepared an agreement with Peter Braun of Woodcrest Dairy, LLC for the use of approximately 54 acres of land in the Heavy Industrial Park. The rate to use this property is \$30 per acre for the period May 1, 2020, through November 30, 2020, for a total of \$1,620, payable in advance. Also included in this agreement is a 60-day termination clause that allows the Authority to terminate the agreement in the event the property is needed for economic development, as well as the requirement for proof of the appropriate insurance coverage 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 an agreement with Woodcrest Dairy for the use of approximately 54 acres of land in the Heavy Industrial Park at the rate of \$30 per acre annually for the period May 1, 2020, through November 30, 2020, for a total of \$1,620, payable in advance; and be it,

FURTHER RESOLVED, that Woodcrest Dairy, LLC shall provide proof of the appropriate insurance coverage to the Authority, naming the Ogdensburg Bridge and Port Authority as an additional insured.

A vote was called.

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

MOTION CARRIED

6. Approval of Purchase of PAPI System for Runway 9. The PAPI light system (Precision Approach Path Indicator) has been deemed unrepairable due to a lightning strike. Quotes from three aviation equipment manufacturers were

submitted for both halogen and LED fixtures systems. Due to cost, it is recommended that a purchase be made for a halogen system from Airport Lighting Company for a Halogen L880 4-Box PAPI VOLTAGE for a price of \$11,990.00 plus the shipping. On a motion by David D. King, seconded by Megan J. M. Whitton, it was,

RESOLVED that the Authority Board of Directors authorizes the Airport Manager to purchase a Halogen L880 4-Box PAPI VOLTAGE system for Runway 9 from Airport Lighting Company at the cost of \$11,990.00 plus shipping.

A vote was called.

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

MOTION CARRIED

7. Approval of Lease Agreement with J.E. Sullivan & Sons, Inc. Staff has negotiated a Lease Agreement with J. E. Sullivan and Sons, Inc. to provide concession services at the Ogdensburg International Airport at the rate of \$315 per month, and 10% of the Gross Revenue for the term of the Agreement, payable to the Authority. The initial payment of \$315 is due before commencement of the lease. The 10% gross revenue shall be paid by the 15th of each month, based on the prior month's gross revenue. The monthly payment of 10% gross revenue shall be accompanied by a statement attesting to the total amount of gross revenue earned during the previous month.

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 an agreement with J. E. Sullivan and Sons, Inc. to provide concessional services at the Ogdensburg International Airport for the period

July 1, 2020 through June 30, 2021 at the rate of \$315 per month, and 10% of the Gross Revenue, payable to the Authority.

A vote was called.

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

MOTION CARRIED

B. Other Such Matters

1. Approval of Base Bid Award for Snow Removal Equipment to M-B Companies Inc.

The Authority solicited bids on June 9, 2020 for the purchase of new Airport Snow Removal Equipment (SRE) (AIP No. 3-36-0089-056-2020), for the Ogdensburg International Airport. The Authority received 1 Base Bid from M-B Companies Inc. Chilton, Wisconsin for a Multi-Purpose SRE with a Carrier vehicle with 22 Foot Power Reversible Snow Plow, Underbody Snow Plow and (20) twenty foot pintle eye tow behind broom in the amount of \$\$707,729.00. Two other bidders submitted "No Bid" for the Base Bid portion of the SRE solicitation. Based upon the discussions with our Airport Consultants McFarland Johnson and available Entitlement funds, the fact that the low bidder's value is below the engineer's estimate for the project, and the vendors' qualifications on equipment at other airports, staff is recommending award of the Base Bid to M-B Companies for \$707,729.00.

PRIMARY ENTITLEMENT GRANT SUMMARY:

The Base Bid Award amount of \$707,729.00 to M-B Companies Inc. along with the award of Additive Bid Alternate # 2 Award amount of \$359,000 to Monroe Tractor brings the recommended Award amount to \$1,066,729.00. The total

recommended award of \$1,066,729.00 brings the anticipated grant total to \$1,078,729.00 when agreed to Engineering Services and Ogdensburg Bridge and Port Authority's Administrative costs are included. The \$1,078,729 is slightly above the \$1,050,000 anticipated in the 2020 Airport Capital Improvement Program. On a motion by Christopher B. T. Coffin, seconded by Megan J. M. Whitton, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Purchase Order with M-B Companies Inc. Chilton, Wisconsin for a Multi-Purpose SRE with a Carrier vehicle with 22 Foot Power Reversible Snow Plow, Underbody Snow Plow and (20) twenty foot pintle eye tow behind broom. (AIP No. 3-36-0089-056-2020), for the Ogdensburg International Airport for a cost not to exceed \$707,729.00 and be it,

FURTHER RESOLVED, that this project is being funded as follows:

Federal Aviation Administration	\$1,000,000
Ogdensburg Bridge and Port Authority	<u>\$ 78,729</u>
	\$1,078,729

and be it,

FURTHER RESOLVED, that acceptance and approval of this contract with M-B Companies Inc. Chilton, Wisconsin is contingent upon funding, acceptance, and approval by the Federal Aviation Administration.

A vote was called.

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

MOTION CARRIED

2. Approval of Additive Bid Alternate #2 Award for Snow Removal Equipment to Monroe Tractor. The Authority solicited bids on June 9, 2020 for the purchase of new Airport Snow Removal Equipment (SRE) (AIP No. 3-36-0089-056-2020), for the Ogdensburg International Airport. The Authority received 2 Additive Bid

Alternate # 2 Bids. Staff recommends the award of Additive Bid Alternate # 2, a four-wheel drive front end loader with one standard 3 cubic yard bucket, a detachable snow blower, broom, forks and snow pusher (ramp hog) to Monroe Tractor, N. Syracuse NY for \$359,000. The apparent low bid for Additive Bid Alternate #2 has been rejected, as it did not meet the Federal Aviation Administration's Buy American Requirements. One other bidder submitted "No Bid" for the Additive Bid Alternate # 2 Bid portion of the SRE solicitation. Based upon the discussions with our Airport Consultants McFarland Johnson and available Entitlement funds, the fact that the low bidder's value is below the engineer's estimate for the project, and the vendors' qualifications on equipment at other airports, staff is recommending award of the Additive Bid Alternate# 2 Bid to Monroe Tractor for \$359,000.

PRIMARY ENTITLEMENT GRANT SUMMARY:

The Additive Bid Alternate # 2 Award amount of \$359,000 to Monroe Tractor along with award of the Base Bid Award amount of \$707,729.00 to M-B Companies Inc. brings the recommended Award amount to \$1,066,729.00. The total recommended award of \$1,066,729.00 brings the anticipated grant total to \$1,078,729.00 when agreed to Engineering Services and Ogdensburg Bridge and Port Authority's Administrative costs are included. The \$1,078,729 is slightly above the \$1,050,000 anticipated in the 2020 Airport Capital Improvement Program. On a motion by Megan J. M. Whitton, seconded by Christopher B. T. Coffin, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Purchase Order with Monroe Tractor, N. Syracuse NY for a four-wheel drive front end loader with one standard 3 cubic yard bucket, a detachable snow blower, broom, forks and snow pusher

(ramp hog. (AIP No. 3-36-0089-056-2020), for the Ogdensburg International Airport for a cost not to exceed \$359,000.
and be it,

FURTHER RESOLVED, that this project is being funded as follows:

Federal Aviation Administration	\$1,000,000
Ogdensburg Bridge and Port Authority	<u>\$ 78,729</u>
	\$1,078,729

and be it,

FURTHER RESOLVED, that acceptance and approval of this contract with M-B Companies Inc. Chilton, Wisconsin is contingent upon funding, acceptance, and approval by the Federal Aviation Administration.

A vote was called.

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


MOTION CARRIED.

3. Approval of Site Access Agreement with NYSERDA. Staff, in conjunction with NY Power Authority and New York State Energy Research and Development Authority ("NYSERDA"), has developed a Site Access Agreement between the Ogdensburg Bridge and Port Authority and NYSERDA. The purpose of the agreement is to grant NYSERDA exclusive access to and use of Property in order to evaluate the suitability of the Property for a clean energy project. A Right of First Refusal for Lease or Sale of Property Clause payment of \$100.00 is included in the agreement. The NYSERDA Site Agreement was reviewed and approved by OBPA counsel with no exceptions noted. Staff recommends approval of this agreement. After some discussion, Board Chair Vernon D. Burns recommended that this item be tabled and moved to the Special Meeting. Megan J. M. Whitton, seconded by David D. King, moved that the item be tabled.

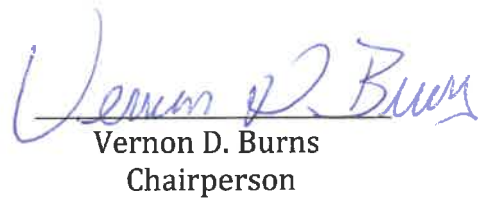
A vote was called.

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

Board Chair Vernon D. Burns asked if there was any further business. The Special Meeting was set for Thursday, June 25, 2020 at 3:30 PM. The July Board meeting was scheduled for Thursday, July 16, 2020 at 3:30 PM. Interim Executive Director Steven J. Lawrence stated that there was a need for Executive Session to discuss the appointment of a particular corporation, with no action to be taken coming out of Executive Session. On a motion by Megan J. M. Whitton, seconded by Christopher B. T. Coffin, the meeting moved into Executive Session at 6:53 PM. On a motion by Megan J. M. Whitton, seconded by Christopher B. T. Coffin, the meeting resumed at 7:19 PM. On a motion by Christopher B. T. Coffin, seconded by Megan J. M. Whitton, the meeting adjourned at 7:19 PM.



David D. King
Secretary



Vernon D. Burns
Chairperson