

OGDENSBURG BRIDGE & PORT AUTHORITY

BOARD MEETING

TUESDAY, AUGUST 10, 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 Tuesday, August 10, 2021 at 3:30 PM.

The following were present:

Vernon D. Burns, Chairperson
Christopher B. T. Coffin, Treasurer
David D. King, Secretary
Jennifer Quirk-Pickman, Assistant Treasurer
Nicole Terminelli, Assistant Secretary, left at 4:55 PM

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

ABSENT: Megan J. M. Whitton, Vice-Chairperson
Toni Kennedy, Member

- I. Board Chair Burns called the meeting to order at 3:38 PM.
- II. Letters and Communications to the Board. There were some news articles pertaining to the Authority, including reports on the border closure and grant funding.
- III. Approval of Board Minutes. On a motion by David D. King, seconded by Jennifer Quirk-Pickman, the minutes from the July 15, 2021 meeting were approved by voice vote.
- IV. Reports
Presentation and Reports:

Penny Perkins from Steven Baldwin Associates gave a brief presentation about the services that the firm provides. David D. King stated that there was nothing to report about the Facilities Committee meeting. Jennifer Quirk-Pickman stated that Personnel Committee met and discussed the Senior Accountant job description. Christopher B. T. Coffin asked that Chief Financial Officer Patricia A. Nisco report on

the June 2021 Financials. Chief Financial Officer Patricia A. Nisco gave a short synopsis of the June Financials. Steven J. Lawrence presented the Bridge Traffic Report and noted that truck traffic has decreased slightly. If the trend continues, 2021 may not exceed 2020's toll revenue. The 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 Senior Accountant Job Description. Attached is the job description for the Senior Accountant position. The Personnel Committee was provided with and reviewed this description on July 27, 2021. On a motion by Jennifer Quirk-Pickman, seconded by Nicole Terminelli, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby approve the attached job description for the Senior Accountant position.

A vote was called.

AYES: David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman
Vernon D. Burns
Nicole Terminelli

MOTION CARRIED

2. Approval of Employment Advertising – Director of Economic Development. The Authority is seeking to hire a Director of Economic Development. The position was reviewed by the Personnel Committee and has been approved by the Board. The position will be advertised for a two-week period, beginning August 13, 2021 and ending August 27, 2021 at the following rates:

Indeed	\$140.00
Ziprecruiter	\$224.00
LinkedIn	\$0.00
North Country Now	\$385.20
Watertown Daily Times	\$2,256.99
<u>Plattsburgh Press Republican</u>	<u>\$1,679.22</u>
Total	\$4,685.41

On a motion by Christopher B. T. Coffin, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, that the Executive Director is hereby authorized to enter into contracts with the following companies to advertise the position of Director of Economic Development, at a cost not to exceed \$4,685.41.

Indeed	\$140.00
Ziprecruiter	\$224.00
LinkedIn	\$0.00
North Country Now	\$385.20
Watertown Daily Times	\$2,256.99
<u>Plattsburgh Press Republican</u>	<u>\$1,679.22</u>
Total	\$4,685.41

A vote was called.

AYES: Christopher B. T. Coffin
Jennifer Quirk-Pickman
Vernon D. Burns
Nicole Terminelli
David D. King

MOTION CARRIED

3. Approval of Employment Advertising – Senior Accountant. The Authority is seeking to hire a Senior Accountant. The position was reviewed by the Personnel Committee and has been approved by the Board. The position will be advertised for a two-week period, beginning August 13, 2021 and ending August 27, 2021 at the following rates:

Indeed	\$140.00
Ziprecruiter	\$224.00

LinkedIn	\$0.00
North Country Now	\$326.00
Watertown Daily Times	\$2,104.14
<u>Plattsburgh Press Republican</u>	<u>\$1,388.69</u>
Total	\$4,182.83

On a motion by Jennifer Quirk-Pickman, seconded by Nicole Terminelli, it was,

RESOLVED, that the Executive Director is hereby authorized to enter into contracts with the following companies to advertise the position of Senior Accountant, at a cost not to exceed \$4,182.83.

Indeed	\$140.00
Ziprecruiter	\$224.00
LinkedIn	\$0.00
North Country Now	\$326.00
Watertown Daily Times	\$2,104.14
<u>Plattsburgh Press Republican</u>	<u>\$1,388.69</u>
Total	\$4,182.83

A vote was called.

AYES: Jennifer Quirk-Pickman
 Vernon D. Burns
 Nicole Terminelli
 David D. King
 Christopher B. T. Coffin

MOTION CARRIED

B. Ogdensburg-Prescott International Bridge

1. Approval of Use Permit – Ogdensburg City School District. The Ogdensburg City School District has requested use of the trail on Authority property at Bridge Plaza for its Cross-Country teams’ practices and home meets from August 23, 2021 through November 14, 2022. Staff has prepared a Use Permit with Ogdensburg City School District that includes a hold harmless clause and requires proof of insurance coverage to be provided to the Authority naming the Ogdensburg Bridge and Port Authority as an additional insured. On a motion by Nicole Terminelli, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute a Use Permit with Ogdensburg City School District, for use of the trail on Authority property at Bridge Plaza for its Cross-Country teams' practices and home meets from August 23, 2021 through November 14, 2022.

FURTHER RESOLVED, that Ogdensburg City School District, shall provide the Authority with 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
Nicole Terminelli
David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman

MOTION CARRIED

C. Commerce Park

None.

D. Ogdensburg International Airport

1. Approval of Contract with K&T Striping to Provide Painting and Marking of Airfield Surfaces. Runway safety is critical and OBPA-OGS is responsible for the safe operations of aircraft. On our airfield pavements. A requirement of FAA Part 139 requires that airfield markings be clearly visible and reflective and therefore it is necessary to re-paint and apply reflective materials to the airfield pavement. The project has been bid per OBPA policy and K & T Striping has been determined to be the lowest responsible bidder at a cost of \$48,442.68 On a motion by Jennifer Quirk-Pickman, seconded by Nicole Terminelli it was,

RESOLVED that the Authority Board of Directors authorizes the Airport Manager to contract K & T Striping to perform the necessary pavement markings on the OGS airfield pavement at the cost of \$48,442.68 in accordance with the Procurement Policy Requirements.

A vote was called.

AYES: Nicole Terminelli
David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman
Vernon D. Burns

MOTION CARRIED

2. Approval of T-Hangar Leases. Staff has prepared Transfer and Storage

Agreements for hangar space at the Ogdensburg International Airport with James Robertson, Frank Richardson, and Pete Bogardus. The monthly rental for the hangars is \$215. The terms of the Agreements are as follows:

- James Robertson, hangar 1 - October 1, 2021 through September 30, 2022
- Frank Richardson, hangar 2 - July 31, 2021 through August 1, 2022
- Pete Bogardus, hangar 6 - September 1, 2021 through August 31, 2022

Included in the agreement is the requirement that proof of the appropriate insurance coverage be provided naming the Ogdensburg Bridge and Port

Authority as an additional insured. 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 Transfer and Storage Agreements with James Robertson, Frank Richardson, and Pete Bogardus for hangar space at the Ogdensburg International Airport at the rate of \$215 per month for the terms as follows:

- James Robertson, hangar 1 - October 1, 2021 through September 30, 2022
- Frank Richardson, hangar 2 - July 31, 2021 through August 1, 2022
- Pete Bogardus, hangar 6 - September 1, 2021 through August 31, 2022

A vote was called.

AYES: David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman
Vernon D. Burns
Nicole Terminelli

MOTION CARRIED

3. Approval of Purchase of New Deal Blend Runway Deicer. Runway safety is critical and OBPA-OGS is responsible for the safe operation of aircraft on our runways in all weather conditions. Due to the climate in Ogdensburg, NY it is necessary to prepare for and implement a snow and ice control plan. New Deal Blend Deicer is an approved FAA deice material that has been used with success in past winter weather events at OGS. The material comes in 2205 lb. bags and it is most cost effective to have six bags delivered at the cost of \$13,804.80 per delivery. On a motion by Christopher B. T. Coffin, seconded by David D. King, it was,

RESOLVED that the Authority Board of Directors authorizes the Airport Manager to purchase deicing chemicals from New Deal Deicing in the amount of \$13,804.80 in accordance with the Procurement Policy Requirements,

AND BE IT FURTHER RESOLVED, that the Airport Manager is hereby authorized to purchase additional deicing chemicals when needed for up to \$30,000, approximately 12 bags, before requiring additional Board approval.

A vote was called.

AYES: Christopher B. T. Coffin
Jennifer Quirk-Pickman
Vernon D. Burns
Nicole Terminelli
David D. King

MOTION CARRIED

E. Port of Ogdensburg

1. Rejection of Bid for the Purchase of a 2021 42" Railcar Transloader Conveyor for the Port of Ogdensburg. The Authority solicited bids on July 28, 2021 for the purchase of new 2021 42" Railcar Transloader Conveyor for the Port of Ogdensburg. The Authority received a single bid on July 28, 2021 per the

deadline stipulated in the Invitation to Bid and the bid was subsequently publicly opened and read aloud at the location stated in the Invitation to Bid. The sole bid received for the 2021 42" Railcar Transloader Conveyor purchase did not meet bid specifications for said purchase. The following is a summary of the sole bid:

42" Railcar Transloading Conveyor

- Single bid from Vizocom Government Services, El Cajon, CA
- Bid Price: \$139,066.25 (*within budget*)
- Met the "Buy American Requirement
- ***Did not*** meet the specification requirements

In the 2021 42" Railcar Transloader Conveyor bidding documents package, the Authority reserved the right to reject any or all bids received for said project; Based upon the bid analysis and available Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grant funding the Executive Director has recommended to the Authority Board of Directors that it reject the sole bid for the 2021 42" Railcar Transloader Conveyor purchase and that the Authority rebid this purchase. On a motion by Nicole Terminelli, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, The Authority hereby rejects the bid for the 2021 42" Railcar Transloader Conveyor purchase as it is in the best interest of the Authority to do so; and

The Authority hereby authorizes the Executive Director to prepare documents and to conduct a re-bid for the purchase of the 2021 42" Railcar Transloader Conveyor for the Port of Ogdensburg.

A vote was called.

AYES: Jennifer Quirk-Pickman
Vernon D. Burns
Nicole Terminelli
David D. King
Christopher B. T. Coffin

MOTION CARRIED

2. Rejection of Bid for the Purchase of a 2021 42" X 20; Hydraulic Feeder Conveyor for the Port of Ogdensburg. The Authority solicited bids on July 28, 2021 for the purchase of new 2021 42" X 20' Hydraulic Feeder Conveyor for the Port of Ogdensburg. The Authority received a single bid on July 28, 2021 per the deadline stipulated in the Invitation to Bid and the bid was subsequently publicly opened and read aloud at the location stated in the Invitation to Bid. The sole bid received for the 2021 42" X 20' Hydraulic Feeder Conveyor purchase was substantially in excess of the budget for said purchase. The following is a summary of the sole bid:

42" X 20' Hydraulic Feeder Conveyor with 10' X 16' Hopper

- Single bid from Emerald Equipment Systems, Liverpool NY
- Bid Price: \$199,750 (*higher than budget*)
- Met the "Buy American Requirement
- Met all the specification requirements

In the 2021 42" X 20' Hydraulic Feeder Conveyor bidding documents package, the Authority reserved the right to reject any or all bids received for said project; Based upon the bid analysis and available Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grant funding the Executive Director has recommended to the Authority Board of Directors that it reject the sole bid for the 2021 42" X 20' Hydraulic Feeder Conveyor purchase and that the Authority rebid this purchase. On a motion by David D. King, seconded by Jennifer Quirk-Pickman, it was,

RESOLVED, The Authority hereby rejects the bid for the 2021 42" X 20' Hydraulic Feeder Conveyor purchase as it is in the best interest of the Authority to do so; and

The Authority hereby authorizes the Executive Director to prepare documents and to conduct a re-bid for the purchase of the 2021 42" X 20' Hydraulic Feeder Conveyor for the Port of Ogdensburg.

A vote was called.

AYES: Vernon D. Burns
Nicole Terminelli
David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman

MOTION CARRIED

3. Rejection of Bid for the Purchase of a 2021 42" X 150' Telescoping Stacker Conveyor for the Port of Ogdensburg. The Authority solicited bids on July 28, 2021 for the purchase of new 2021 42" X 150' Telescoping Stacker Conveyor for the Port of Ogdensburg. The Authority received a single bid on July 28, 2021 per the deadline stipulated in the Invitation to Bid and the bid was subsequently publicly opened and read aloud at the location stated in the Invitation to Bid. The sole bid received for the 2021 42" X 150' Telescoping Stacker Conveyor purchase was substantially in excess of the budget for said purchase. The following is a summary of the sole bid:

42" X 150' Telescoping Stacker Conveyor

- Single bid from Emerald Equipment Systems, Liverpool NY
- Bid Price: \$429,500 (*much higher than budget*)
- Met the "Buy American Requirement
- Met all the specification requirements

In the 2021 2021 42" X 150' Telescoping Stacker Conveyor bidding documents package, the Authority reserved the right to reject any or all bids received for said project;

Based upon the bid analysis and available Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grant funding the Executive Director has recommended to the Authority Board of Directors that it reject the sole bid for the 2021 42" X 150' Telescoping Stacker Conveyor purchase and that the

Authority rebid this purchase. David D. King asked is this was something that could be built to specifications. Executive Director Steven J. Lawrence replied that all the specifications had to be approved by the Federal Railroad Administration. Christopher B. T. Coffin asked how long it will take to recoup the investment. Executive Director Steven J. Lawrence stated that it would be a couple of years or 2-3 big projects. On a motion by Jennifer Quirk-Pickman, seconded by David D. King, it was,

RESOLVED, The Authority hereby rejects the bid for the 2021 42" X 150' Telescoping Stacker Conveyor purchase as it is in the best interest of the Authority to do so; and

The Authority hereby authorizes the Executive Director to prepare documents and to conduct a re-bid for the purchase of the 2021 42" X 150' Telescoping Stacker Conveyor for the Port of Ogdensburg.


A vote was called.

AYES: David D. King
Christopher B. T. Coffin
Jennifer Quirk-Pickman
Vernon D. Burns

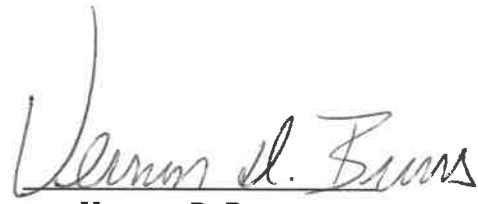
MOTION CARRIED

Board Chair Vernon D. Burns asked if any other airports in the area have the same capability as the navigational lighting system that is currently being installed. Airport Manager Stephanie L. Saracco replied that the 4 closest airports do not. Board Chair Vernon D. Burns noted that a former employee's name still appears on the website and that this needs to be changed. Board Chair Vernon D. Burns stated that the Authority should join with the Mayor of Massena in support of a bill to bring an interstate to the area. Mr. Burns noted that he has been a supporter of the Norther Corridor Transportation Group for a long time and that, if funding is available, the Authority should push for it. The next meeting was set for Thursday, September 16, 2021 at 4:00

PM. On a motion by Jennifer Quirk-Pickman, seconded by David D. King, the meeting adjourned at 5:04 PM.



David D. King
Secretary



Vernon D. Burns
Chairperson