

**OGDENSBURG BRIDGE & PORT AUTHORITY**  
**FINANCE COMMITTEE MEETING**  
**MONDAY, OCTOBER 28, 2019**

A meeting of the Finance Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Monday, October 28, 2019 at 3:00 PM.

The following were present:

Christopher B. T. Coffin, Committee Chair  
Vernon D. Burns, Board Chair  
David D. King, Member  
Wade A. Davis, Executive Director  
Joseph G. Russo, Chief Financial Officer  
Steven J. Lawrence, Director of Operations  
Fariha Qudsi, Accounting Manager  
Stephanie L. Saracco, Airport Manager

Committee Chair Coffin called the meeting to order at 3:18 PM.

I. Business Items

1. September 2019 Financials. Executive Director Wade A. Davis reported on the September 2019 Financials. He noted that the September expenses at the Port of Ogdensburg showed a negative balance, as wind project expenses were overstated in August. David D. King commented that the year-to-date numbers are not meeting budget. Executive Director Wade A. Davis stated that this is largely because of the marine terminal timing of revenue, as the second salt ship fell in October.
2. Accounting Performance Improvement Update. Executive Director Wade A. Davis stated that progress has been made in getting all insurance certificates up to date.

II. Other Such Matters

1. **Acceptance of Bid Results for Vending Machine Services.** The Ogdensburg Bridge and Port Authority Solicited bids for vending machine services at the Ogdensburg International Airport. The Request for Proposals was for a 30-month term. On October 25, 2019, the following bid was received:

Firm	Commission Bid Amount
A. W. Collins	13%

Staff recommends awarding the contract to A. W. Collins. On a motion by Vernon D. Burns, seconded by David D. King, it was,

RESOLVED, that the Executive Director is hereby authorized and directed to execute an agreement with A. W. Collins to provide vending machine services at Ogdensburg International Airport, with a commission rate of 13%, from the period December 1, 2019 through May 31, 2021.

A voice vote was called.

**MOTION CARRIED TO FULL BOARD**

Executive Director Wade A. Davis stated that there was a need for an Executive Session to discuss the financial history of a corporation, according to § 105 (f). On a motion by Vernon D. Burns, seconded by David D. King, the meeting moved into Executive Session at 3:40 PM. On a motion by David D. King, seconded by Vernon D. Burns, the meeting resumed at 4:25 PM. Committee Chair Christopher B. T. Coffin stated that there was no action to take out of Executive Session. On a motion by David D. King, seconded by Vernon D. Burns, the meeting adjourned at 4:27 PM.

  
Christopher B. T. Coffin  
Finance Committee Chairperson