

OGDENSBURG BRIDGE & PORT AUTHORITY
FINANCE COMMITTEE MEETING
THURSDAY, NOVEMBER 21, 2019

A meeting of the Finance Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Thursday, November 21, 2019 at 3:00 PM.

The following were present:

Christopher B. T. Coffin, Committee Chair
Vernon D. Burns, Board Chair
David D. King, Member
Joseph I. Andriano, Board Secretary (arrived at 3:07 PM, departed at 3:55 PM)
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 3:02 PM. There was a brief discussion about the October Financials. Committee Chair Coffin noted that the new format shows the current month only and that he would like to see the year-to-date totals as well. Accounting Manager, Fariha Qudsi provided the committee members with hard copies of the year-to-date totals. At 3:07 PM the Committee meeting became a Board meeting, with the arrival of Joseph I. Andriano.

I. Business Items

1. Approval of Agreement Extension with Strategic Development. This item was not yet available.
2. Renewal of Existing Line of Credit with Tompkins Trust. This item was not yet available.

3. Approval of 2020-21 Budget. The Authority's recommended annual budgets for the year ending March 31, 2021, have been prepared by staff and presented to the Finance Committee on November 21, 2019. The budgets, as prepared, are summarized below:

Bridge & Port Authority	
Revenue	9,712,006
Expense	7,928,645
Net Operating Profit	1,783,361
Debt Service Requirements	(1,284,539)
Cash Available for Capital	498,822
Financing / Capital Grant Income	39,052,180
Capital Grant Expenditures	(39,052,180)
Capital Expenditures	(364,500)
Net Cash Flow (Loss)	<u>134,322</u>

The annual budget is required to be submitted to the Authority Budget Office, Office of the State Comptroller (OSC), and Division of the Budget by January 1, 2020. Therefore, staff is requesting Board approval for submission of the annual budget as summarized above. Joseph I. Andriano why there is an assumption of an increase in commercial traffic on the bridge when the actual numbers have decreased from the previous year. Executive Director Wade A. Davis answered that the decrease is in relation to a good year. Christopher B. T. Coffin asked Chief Financial Officer Joseph G. Russo to describe his method for developing the budget. Mr. Russo explained that he took 6 months of actual amounts and 6 months of projected amounts to get the preliminary budget numbers. Mr. Russo stated that he then reviewed those budget numbers with each department head. Executive Director Wade A. Davis asked if the Board members would like to add new accounting software into the budget. Finance Committee Chair Christopher B. T. Coffin stated that he would like to look at this topic again in 6 months, as he would not be comfortable removing so much of the cushion in the cash flow.

Board Chair, Vernon D. Burns asked if the Authority is paying its debt services on time. Executive Director Wade A. Davis replied that it is. He also noted that each December a letter is sent to the Division of Budget requesting a waiver of the \$75,000 payment and that this payment is still listed in the budget. At 3:55 PM Joseph I. Andriano left the meeting and the Finance Committee meeting resumed. On a motion by David D. King, seconded by Vernon D. Burns, it was,

RESOLVED, that the Executive Director and/or Chief Financial Officer are hereby authorized and directed to submit the budgets presented at the Authority Board Meeting on December 5, 2019 as summarized above for the year ending March 31, 2021, to the Authority Budget Office, Office of the State Comptroller, and Division of the Budget as required by the Public Authorities Law, General Municipal Law, and Office of the State Comptroller regulations.

A vote was called.

AYES: David D. King
Christopher B. T. Coffin
Vernon D. Burns

MOTION MOVED TO FULL BOARD

4. Approval of Travel. The 2020-21 fiscal year budget includes Authority travel as outlined on the attached schedule of travel. As a best practice, this schedule for the 2020-21 fiscal year should be separately approved by the Board. On a motion by David D. King, seconded by Vernon D. Burns, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority does hereby approve the attached schedule of travel for the 2020-21 fiscal year.

A voice vote was held.

MOTION MOVED TO FULL BOARD

5. Approval of Support for Outside Agencies. Within the 2020-2021 budget, the agencies on the attached worksheet are consistent with the Authority's mission.

The Northern Corridor Transportation Group, commonly referred to as I-98, shows potential construction of this interstate highway along the US Route 11 corridor in central St. Lawrence County with a spur to the Ogdensburg-Prescott International Bridge. Due to the tremendous potential of increasing traffic at our bridge and because of its huge transformational economic development potential, the Authority has been supporting this project for several years. This support falls clearly within the mission of the Authority. The Chambers of Commerce in Ogdensburg, St. Lawrence County, Watertown, Plattsburgh, Brockville, and Ottawa works to support cross-border merchants and businesses in surrounding communities, drawing tourists and travelers to the area and creating bridge traffic across our bridge. This is consistent with the mission of the Authority. The Ogdensburg Expo, Seaway Festival, and other local events, draw the greatest number of visitors and tourists to the area. Support of these events as they attract business and travelers to Ogdensburg is within the mission of the Authority. Executive Director Wade A. Davis noted that the list includes the Ogdensburg Chamber of Commerce as well as the St. Lawrence County Chamber of Commerce. Board Chair Vernon D. Burns stated that he has been a member of the Northern Corridor Transportation Group since it was formed. On a motion by Vernon D. Burns, seconded by David D. King, it was,

RESOLVED, that the Executive Director and Chief Financial Officer are hereby authorized and directed to process invoices for the agencies listed on the attached worksheet during the 2020-21 fiscal year.

A voice vote was called.

MOTION MOVED TO FULL BOARD

6. Approval of Management/Confidential Salary Schedule. The Management/Confidential Compensation Policy, as approved at the October 12, 2016 Board Meeting, states the annual adjustment factor will be set annually by the Ogdensburg Bridge and Port Authority Board of Directors at the November Board Meeting each year. It is recommended by the Personnel Committee and Executive Director that a 2.5% salary increase be extended to management/confidential employees for 2020. On a motion by Vernon D. Burns, seconded by David D. King, it was,

RESOLVED, that the Board of Directors of the Ogdensburg Bridge and Port Authority approves a 2.5% increase for management/confidential employees for 2020.

A voice vote was called.

MOTION MOVED TO FULL BOARD

II. Other Such Matters

1. Mandatory Replacement of Office Computers. The current computers in use in Authority offices are about to become obsolete and unsupported by Microsoft as of January 1, 2020. It is necessary to replace them. Three quotes were sought from Coulter Computers, HP through the State contract, and Dell through the State Contract. There prices were as follows:

Company	Cost	Total
Coulter Computers	\$1,280.00 x9	\$11,520
HP	\$1,441.86 x9	\$12,976.74
Dell	\$1908.79 x9	\$17,179.11

The additional cost of MS Office 2019 Pro is not included. The cost with Coulter Computers is \$440.00 per license, or \$3,960 total. Staff recommends purchasing


the computers through Coulter Computers. 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 purchase 9 new computers from Coulter Computers, with Microsoft Office 2019 Pro for a cost not to exceed \$15,480.00

A voice vote was called.

MOTION MOVED TO FULL BOARD

Executive Director Wade A. Davis stated that there was a need for an Executive Session to discuss the negotiation of a contract for an employment agreement with an individual. On a motion by David D. King, seconded by Vernon D. Burns, the meeting went into Executive Session at 4:10 PM. On a motion by David D. King, seconded by Vernon D. Burns, the meeting resumed at 4:28 PM. Executive Director Wade A. Davis stated that the only action to be taken was that there was 1 administrative correction to be made to the budget before the Board meeting. On a motion by David D. King, seconded by Vernon D. Burns, the meeting adjourned at 4:30 PM.



Christopher B. T. Coffin
Finance Committee Chairperson

OGDENSBURG BRIDGE & PORT AUTHORITY
TRAVEL EXPENSES
BUDGET FOR THE YEAR ENDING MARCH 31, 2021

Destination/Purpose	Cost	Davis	Saracco	OMLC	Other	Bridge	Marine Terminal	Industrial Park	Airport	Total
Snow Symposium (2)	1,500	-	1,500	-	-	-	-	-	1,500	1,500
AAAE Annual Meeting	3,000	1,500	1,500	-	-	1,500	-	-	1,500	3,000
NEC Annual Meeting	3,000	1,500	1,500	-	-	1,500	-	-	1,500	3,000
NYAMA Meeting	2,000	1,000	1,000	-	-	1,000	-	-	1,000	2,000
Airports Meeting in PA	3,000	1,500	1,500	-	-	1,500	-	-	1,500	3,000
NYAMA Advocacy Day	1,500	750	750	-	-	750	-	-	750	1,500
FAA Meetings	2,000	750	1,250	-	-	750	-	-	1,250	2,000
Allegiant Annual Meeting	3,000	1,500	1,500	-	-	1,500	-	-	1,500	3,000
ACI Jump Start	3,000	1,500	1,500	-	-	1,500	-	-	1,500	3,000
Albany REDC/DOT/ESD	-	-	-	-	-	-	-	-	-	-
SLSDC Trade Mission	-	-	-	-	-	-	-	-	-	-
Breakbulk	-	-	-	-	-	-	-	-	-	-
American Wind Energy Association Trade Show	-	-	-	-	-	-	-	-	-	-
Highway H2O Annual Meeting	-	-	-	-	-	-	-	-	-	-
AGLPA Meetings	-	-	-	-	-	-	-	-	-	-
Cleveland USAGE	-	-	-	-	-	-	-	-	-	-
Buffalo USAGE	-	-	-	-	-	-	-	-	-	-
Canadian Trade Shows	-	-	-	-	-	-	-	-	-	-
Northeast Agribusiness & Feed Alliance	-	-	-	-	-	-	-	-	-	-
National Animal Feed Industry Trade Show	-	-	-	-	-	-	-	-	-	-
Select USA Investment Summits	-	-	-	-	-	-	-	-	-	-
Business Meetings - Travel	-	-	-	-	-	-	-	-	-	-
Code enforcement refresher	-	-	-	-	-	-	-	-	-	-
Other	11,000	-	-	6,000	5,000	5,000	6,000	-	-	11,000
Total	33,000	10,000	12,000	6,000	5,000	15,000	6,000	-	12,000	33,000

Note: Travel expense is approved by the board each year as part of the OBPA operating budget as travel and as a portion of the marketing budget.

OGDENSBURG BRIDGE & PORT AUTHORITY
OUTSIDE AGENCY SPENDING -
BUDGET FOR THE YEAR ENDING MARCH 31, 2021

	<u>Bridge</u>
Northern Corridor (I-98)	\$5,000
Expo/Seaway Festival/Local Events	\$4,000
Chambers of Commerce Memberships*	\$2,500
03/31/21 Budget	<u>\$11,500</u>

*Ogdensburg, Prescott, Ottawa, SLC
Plattsburgh, Watertown, Brockville