



**ALBANY PORT DISTRICT COMMISSION
MEETING
JANUARY 29, 2025
Immediately following the Governance Committee Meeting**

AGENDA

- 1) **Approval of Minutes from the December 20, 2024 Commission meeting**
- 2) **Public Comment**
- 3) **Governance Committee Update**
- 4) **Financial Update (by CFO Stuto)**
- 5) **CEO Update (by CEO Hendrick)**
- 6) **External Affairs and Communications Update (by DEA Vavura)**
- 7) **Ships, Barge and Tonnage Report**
- 8) **Real Property/Development Update (by CCO Daly, SCM Yagan)**
- 9) **Election of 2025 APDC Officers (Resolution 1-2025)**
- 10) **Annual Multi-Year Contract Review (Resolution 2-2025)**
- 11) **Annual Policy Review (Resolution 3-2025)**
- 12) **American Association of Port Authorities Sponsorship (Resolution 4-2025)**
- 13) **Forklift Purchase (Resolution 5-2025)**
- 14) **Sweeper Purchase (Resolution 6-2025)**
- 15) **Loading Dock Exterior Wall Repair for Shed 4 & Shed 5 (Resolution 7-2025)**

- 16) Other Business (by Chairperson)**
- 17) Enter Executive Session¹**
- 18) Exit Executive Session**
- 19) Next Meeting: February 26, 2025**

¹ Only if necessary (and if approved by a majority vote of the Commission), to discuss:

- a. matters which will imperil the public safety if disclosed;
- b. any matter which may disclose the identity of a law enforcement agent or informer;
- c. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- d. discussions regarding proposed, pending or current litigation;
- e. collective negotiations pursuant to article fourteen of the civil service law;
- f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- g. the preparation, grading or administration of examinations; and
- h. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.



ALBANY PORT DISTRICT COMMISSION MINUTES OF A REGULAR MEETING

December 20, 2024

Chairperson Steffens called the meeting to order. In attendance were Commissioners Cinquanti, Tagliento and Abriel. Also present were, CEO Hendrick, General Counsel Jordan, CCO Daly, CFO Stuto, DSI Schneidawin, DEA Vavura, SCM Yagan, Director of Security Stock, Administrative Assistant DiLillo and Logistec General Manager Bill Ring.

Chairperson Steffens introduced the minutes of the November 25, 2024 Commission meeting. No changes were made to the minutes. Chairperson Steffens called for a motion to approve the minutes. A motion was made by Commissioner Cinquanti, seconded by Commissioner Abriel and passed unanimously.

PUBLIC COMMENT

There were no public comments.

AUDIT COMMITTEE UPDATE

Commissioner Cinquanti reported that the Audit Committee met earlier and that Alex Zhang and Jessica Blaha from UHY Advisors presented the Committee with an overview of the 2024 audit plan. Commissioner Cinquanti noted that the Committee will meet again with UHY Advisors in March for the results of the audit. Once approved, it will be submitted in accordance with the PARIS report requirements.

Commissioner Steffens congratulated CCO Daly on being named as a 2024 City & State Trailblazer in Economic Development.

FINANCIAL UPDATE

CFO Stuto presented and reviewed with the Board the preliminary financial results through November 30, 2024. She reported that there was a positive increase in operating revenue from the previous month, due to an increase in dockage fees. Due to this increase, CFO Stuto projects an increase of \$400,000 in operating revenue by the end of the year. There have been fluctuations in operating expenses with an increase of \$25,000 in payroll and fringe benefits, a decrease in the projection of professional consulting fees along with a decrease in advertising, promotion and

association dues. The overall projection for operating expenses is a \$300,000 decrease for the end of the year. Net depreciation and other income expenses projection is the same as last month, which is over budget. Grant revenue remains the same as well as the public/private partnership revenue. The change in net position has an improvement based on last month of \$282,000. CFO Stuto expects to end the year with a negative \$2.062 million as opposed to the budget, which is based on the capital grant revenue timing.

Chairperson Steffens asked CFO Stuto if she could add a cash flow report to the quarterly financial update. CFO Stuto said she would add the report to her financial quarterly update.

CEO UPDATE

- CEO Hendrick reported the DEA Vavura recently released a newsletter highlighting the Port's accomplishments for 2024.
- CEO Hendrick noted that General Counsel Jordan and Receptionist Golembieski delivered Christmas gifts from the Port staff to St. Catherine's Center for Children. Staff also contributed to the Christmas at Sea Program for the Maritime Ministry.
- CEO Hendrick reported that Capitalize Albany held their annual meeting at the Dagen warehouse at the Port of Albany. He noted that the meeting gave attendees the opportunity to see the Port's operations as well as learn about the impact the local infrastructure has on the movement of cargo.

EXTERNAL AFFAIRS AND COMMUNICATIONS UPDATE

DEA Vavura provided the Board with an update on recent events and communication related to maritime activity and offshore wind developments, focusing on media coverage and responses to a letter sent out highlighting the Port's accomplishments for 2024. She noted that the Maritime Ministry had a successful "Carols Event" on December 16th. DEA Vavura also mentioned that staff continues to work with Upside Collective on the design phase of the new website. Plans are being made for upcoming 2025 events.

Chairperson Steffens mentioned that she was very excited to see an increase in the attendance of tenants at the Holiday Tenant event on December 11th, noting that it is a testament to the staff's engagement with Port tenants.

SHIPS, BARGES & TONNAGE UPDATE

Logistec General Manager Bill Ring provided the Board with an update on maritime activity through the month of November. He reported that November was a busy month with 1 scrap ship, 1 wood pulp vessel, 1 GE project barge and 2 cable vessels. Approximately 4,000 tons of cargo was moved throughout the terminal utilizing 319 trucks and 18 railcars. Longshore hours are up 200% for the month and up 23% from last year. There was a slight decrease in the amount of stored cargo from last month. Safety record stands at 205 days without lost time.

December is projected to be a busy month as well, bringing in 1 cable vessel, 2 export GE barges, 1 export project barge and containers loaded with C&D material.

RECOGNITION OF WILLIAM J. RING, III

Chairperson Steffens introduced and read Resolution 28-2024 recognizing William J. Ring, III on his career, commitment and achievements, and thanked him for his 28 years of service with FMT and Logistec in Albany and his dedication to the Port of Albany. Chairperson Steffens called for a motion to approve Resolution 28-2024. A motion was made by Commissioner Cinquanti, seconded by Commissioner Abriel and passed unanimously to applause of all present.

REAL PROPERTY/DEVELOPMENT UPDATE

CCO Daly provided the Board with an update of the number of efforts staff has made on funding opportunities which included various NYSERDA submissions. She also spoke about the Port team releasing an RFI related to commercial interests which would include the expansion site.

SCM Yagan provided the Board with an update on the Expansion Project. He reported that the Phase I construction on Beacon Island is nearing completion. He mentioned a few remaining punch list items, which are expected to take place in January. Crews are expected to demobilize from the site in January. The Port team will continue to receive some of the procured equipment throughout 2025.

APPOINTMENT OF COMMITTEE MEMBERS

Chairperson Steffens presented Resolution 26-2024 related to the appointment of APDC Committee Members. She noted that the Governance Committee reviewed, discussed and approved of the proposed appointments. Chairperson Steffens called for a motion to approve Resolution 26-2024 as presented. A motion was made by Commissioner Abriel, seconded by Commissioner Tagliento and passed unanimously.

CAPITAL REGION CHAMBER SPONSORSHIP

Chairperson Steffens presented Resolution 27-2024 related to the sponsorship of the Capital Region Chamber Dinner being held on March 27, 2025. She noted that this event is a great opportunity for networking and visibility for the Port and its staff. Chairperson Steffens called for a motion to authorize the CEO to pledge APDC sponsorship of the Capital Region Chamber Dinner at the Premier Sponsor Table level at a cost not to exceed \$3,900. A motion was made by Commissioner Tagliento, seconded by Commissioner Abriel and passed unanimously.

OTHER BUSINESS

Counsel Jordan provided an update on the 700 Smith Blvd. site. He reported that the two buildings have been removed and the site has been cleared. All environmental impact has been remedied and the site has been rebuilt in conformance with the site management plan. Now, the Port team is waiting on agency approval to put the site on the market.

EXECUTIVE SESSION

Chairperson Steffens called for a motion to enter executive session for the purpose of discussing pending litigation and for the proposed acquisition, sale or lease of real property. A motion was made by Commissioner Cinquanti, seconded by Commissioner Abriel and passed unanimously.

No action was taken during executive session.

NEXT MEETING

Chairperson Steffens informed those in attendance that the **next meeting of the APDC Board of Commissioners will be Wednesday, January 29, 2025, immediately following the Governance Committee meeting being held at 12:00 noon.**

Chairperson Steffens called for a motion to adjourn the meeting. A motion was made by Commissioner Cinquanti, seconded by Commissioner Abriel and passed unanimously. The meeting was adjourned.

Draft



Media Relations

- Regular communications with local, regional, and industry media, including *Times Union*, *Albany Business Review*, *Spotlight News*, local TV stations, etc.
- Provided media support for outreach to US Coast Guard, NYS Police

MEDIA COVERAGE

Albany Times Union | December 12, 2024

Drivers see early signs of Albany's new 25-mph speed limit

City & State | December 16, 2024

The 2024 Trailblazers in Economic Development (Megan Daly)

American Journal of Transportation | December 20, 2024

Port of Albany-Rensselaer (NY) 2024 Highlights

Albany Times Union | December 25, 2024

Port of Albany completes \$100 million infrastructure project

Albany Times Union | December 31, 2024

New Albany 25 mph speed limit takes effect Wednesday

Community Outreach & Engagement

- Attended Riverkeeper update call (12/16)
- Attended Albany Maritime Ministry Beer & Carols (12/16)
- Attended/coordinated details for Bill Ring retirement party (12/17)
- Attended Public Relations Society of America year-end event (12/19)
- Participate in South End Community Coalition/South End Workforce Development calls
- Maintain regular communication with education partners incl. Capital Region BOCES, Questar III, HVCC
- Coordinate communication/outreach to Port tenants/neighbors and partners

Speaking Opportunities/Tours/Events

- Helped coordinate details for 1/7 meeting with Logistec CEO Rodney Corrigan
- Helped coordinate event details for 2/5 State of the Port Tenants + Friends coffee

Internal Communications

- Completed NYS Sexual Harassment Awareness training and Conflict of Interest declaration
- Meet weekly with Rich; meet regularly with Megan and John
- Maintain weekly staff update email; convene monthly staff meetings
- Serve as liaison to Albany Maritime Ministry, Logistec [Corporate Communications]
- Maintain regular communication with City of Albany Neighborhood Specialist
- Maintain regular communication with Town of Bethlehem
- Maintain communications with OSW partners/stakeholders comm's teams (including NYSERDA, Town of Bethlehem, South End, etc.) and provide updates to Commissioners/staff.

Marketing, Advertising, Digital Media, Collateral Development

- Coordinating website re-design with Upside Collective (at Design phase)
- Continuing efforts on collateral design and content calendar

MONTHLY SHIP & BARGE REPORT

HIGHLIGHTS for DECEMBER 2024:	2 Project Barges, C&D containers to rail
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WHARF ACTIVITY for DECEMBER 2024

LINE VESSELS	COMMODITY	TONNAGE-MT	CBM
IMP WITTE 1405	GE Project Cargo	189	
EXP WITTE 1405	Project Cargo	217	
		406	0

TERMINAL ACTIVITY for DECEMBER 2024

COMMODITY	TONNAGE-MT	# TRUCKS	# RAIL
WOODPULP	1,255	66	
CHPE CBL DRUMS			
COILS	54	4	
STEEL	167	8	1
PROJECT	22	13	
HERITAGE	2,096	105	15
TOTAL	3,594	196	16

ANTICIPATED for January 2025:

1 WOODPULP VESSEL (4500MT), 2 EXPORT GE PROJECT BARGES (542 MT GENERATORS), CHPE CABLE DRUM VESSEL (28 DRUMS), 2 EXPORT GE PROJECT VESSELS(620MT). CONTINUED HANDLING OF HERITAGE ENVIRONMENTAL C&D CONTAINERS (ENDING IN EARLY JAN)

COMMODITY [2024]

COMMODITY	MT	CBM
WOODPULP	22,093	0
ROLL PAPER	0	0
WHEAT	94,639	0
SCRAP	93,628	0
PROJECT	6,299	6,540
CHPE	15,866	
TOTAL	210,432	6,540

STORED CARGO DECEMBER

COMMODITY	TONNAGE-MT	CBM
WOODPULP	4,520	
ROLL PAPER	1	
COILS	1,087	
STEEL	460	
PROJECT	24	76
TOTAL	6,092	76

LONGSHOREMAN HOURS

DEC 2024	YTD
1,129	41,541

SAFETY RECORD

DAYS W/O LOST TIME	237
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**RESOLUTION 1-2025
OF THE
ALBANY PORT DISTRICT COMMISSION**

WHEREAS, the Albany Port District Commission (the “APDC”) is a public corporation and a district corporation of the state of New York established pursuant to Chapter 192 of the Laws of 1925, as amended; and

WHEREAS, the APDC strives to responsibly and effectively manage the publicly-owned maritime Port of Albany-Rensselaer, contributing to the economy of the Capital Region and beyond while emphasizing transparency and public stewardship as prescribed in the APDC Mission Statement; and

WHEREAS, in furtherance of the APDC mission, Article II of the APDC bylaws provides for the election of APDC officers in accordance with APDC’s enabling legislation and Public Authorities Law; and

WHEREAS, the Members of the Commission desire to approve the Commissioners listed below as the officers of the APDC for 2025:

Chairperson:	_____
Treasurer:	_____
Secretary:	_____
Assistant Secretary:	_____

NOW, THEREFORE, BE IT RESOLVED, that effective immediately, the APDC elects the Commissioners identified above as the officers of the APDC.

Signed: _____
(Assistant) Secretary

Date of Authorization: January 29, 2025

Prepared by:
Patrick K. Jordan, Esq.

**RESOLUTION 2-2025
OF THE
ALBANY PORT DISTRICT COMMISSION**

WHEREAS, the Albany Port District Commission (the “APDC”) is a public corporation and a district corporation of the state of New York established pursuant to Chapter 192 of the Laws of 1925, as amended; and

WHEREAS, the APDC strives to responsibly and effectively manage the publicly-owned maritime Port of Albany-Rensselaer, contributing to the economy of the Capital Region and beyond while emphasizing transparency and public stewardship as prescribed in the APDC Mission Statement; and

WHEREAS, Section 2879 of the New York State Public Authorities Law requires procurement policies of state and local authorities to require annual board review of any contract involving services to be rendered over a period in excess of one year (the “Contracts”); and

WHEREAS, the Contracts requiring review are enumerated on Schedule A, which is attached to this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the APDC has reviewed the Contracts enumerated on Schedule A.

Signed: _____
(Assistant) Secretary

Date of Authorization: January 29, 2025

Prepared by:
Patrick K. Jordan, Esq.

SCHEDULE A

APDC ANNUAL SERVICE CONTRACT REVIEW

Vendor Name	Service	Contract Start Date	Renewal Term	Contract Expiration Date
UHY Advisors	Audit Services	1/1/2021	4 one-year renewals	12/31/2025
Marshall & Sterling	Insurance Service Provider	2/1/2021	3 year term with 2 one-year renewals	1/31/2026
CDH	Accounting Software Maintenance Services	9/1/2021	10-year agreement	8/31/2031
Catalyst New York	Government Relations and Representation	11/1/2021	2-year term with 2 one-year renewals	10/31/2025
McFarland Johnson	Professional Engineering Services for Port Expansion Project	5/5/2021	No Renewal	
Moffatt Nichol	Professional Engineering Services for Port Expansion Project	5/15/2021	No Renewal	
All Type Professional Doors	Service Contract for Overhead Door Repairs	3/20/2023	2-year term with 2 one-year renewals	1/31/2027
McCarthy Tire	Tire Service Contract (Forklift)	4/11/2023	2-year term with 2 one-year renewals	1/31/2027
Intercity Tire	Tire Service Contract (Truck & Heavy Equip.)	4/4/2023	2-year term with 2 one-year renewals	1/31/2027
Adnet	Information Technology Services	8/2/2023	3 year term	8/1/2026
Upside Collective	Website Design Services	07/03/24	No Renewal	

**RESOLUTION 3-2025
OF THE
ALBANY PORT DISTRICT COMMISSION**

WHEREAS, the Albany Port District Commission (the “APDC”) is a public corporation and a district corporation of the state of New York established pursuant to Chapter 192 of the Laws of 1925, as amended; and

WHEREAS, the APDC strives to responsibly and effectively manage the publicly-owned maritime Port of Albany-Rensselaer, contributing to the economy of the Capital Region and beyond while emphasizing transparency and public stewardship as prescribed in the APDC Mission Statement; and

WHEREAS, Section 2824 of NYS Public Authorities Law requires board members of state and local authorities to adopt certain policies related to oversight of management and staff; and

WHEREAS, in accordance with the APDC Committee Charter, annual policy review and approval helps improve oversight, accountability and transparency at the Port, thereby strengthening public confidence in its operations; and

WHEREAS, the APDC Governance Committee has reviewed the APDC Policies enumerated on the attached Schedule A (“Existing Policies”) and recommends the continued approval of the Existing Policies.

NOW, THEREFORE, BE IT RESOLVED, that the APDC approves the Existing Policies enumerated on Schedule A.

Signed: _____
(Assistant) Secretary

Date of Authorization: January 29, 2025

Prepared by:
Patrick K. Jordan, Esq.

Resolution 3-2025

Annual Policy Review

Schedule A

Code of Ethics

Extension of Credit Prohibition

Indemnification

Personnel Handbook

Procurement

Prompt Payment

Property Acquisition

Property Disposition

Sexual Harassment

Whistleblower

**RESOLUTION 4-2025
OF THE
ALBANY PORT DISTRICT COMMISSION**

WHEREAS, the Albany Port District Commission (the “APDC”) is a public corporation and a district corporation of the state of New York established pursuant to Chapter 192 of the Laws of 1925, as amended; and

WHEREAS, the APDC strives to responsibly and effectively manage the publicly-owned maritime Port of Albany-Rensselaer, contributing to the economy of the Capital Region and beyond while emphasizing transparency and public stewardship as prescribed in the APDC Mission Statement; and

WHEREAS, in furtherance of the APDC Mission, the APDC Sponsorship Policy (“Policy”) permits APDC sponsorship of events and for purposes that advances the APDC mission through providing financial assistance in the areas of maritime commerce or economic development; and

WHEREAS, the APDC has been asked to consider sponsoring the 2025 American Association of Port Authorities (“AAPA”) slate of conferences, including the Port Opportunities with Energy, Resilience, and Sustainability (POWERS) Summit and Exposition, the AAPA Legislative Summit, the Port Leadership Summit and the AAPA Annual Convention (“AAPA Events”); and

WHEREAS, the Port of Albany will be provided featured advertising space as the AAPA hosts these conferences across North America during 2025, bringing together port authorities, governmental agencies, terminal operators and stevedores, shipping companies, maritime service providers, and other industry leaders and experts to facilitate discussions and collaborations to resolve challenges most relevant to our ports and to focus on strengthening infrastructure and sustainability; and

WHEREAS, staff has determined that the request complies with the Policy.

NOW, THEREFORE, BE IT RESOLVED, that the APDC finds that this sponsorship request is in accordance with the Policy and authorizes the Chief Executive Officer to pledge APDC sponsorship of the AAPA Events at a cost not to exceed \$5,000.

Signed: _____
(Assistant) Secretary

Date of Authorization: January 29, 2025

Prepared by:
Patrick K. Jordan, Esq.

**RESOLUTION 5-2025
OF THE
ALBANY PORT DISTRICT COMMISSION**

WHEREAS, the Albany Port District Commission (the “APDC”) is a public corporation and a district corporation of the state of New York established pursuant to Chapter 192 of the Laws of 1925, as amended; and

WHEREAS, the APDC strives to responsibly and effectively manage the publicly owned maritime Port of Albany-Rensselaer, contributing to the economy of the Capital Region and beyond while emphasizing transparency and public stewardship as prescribed in the APDC Mission Statement; and

WHEREAS, in furtherance of the APDC mission, section 5 subsection 6 of the APDC Enabling Legislation authorizes the APDC to “equip and maintain port facilities within...the district”; and

WHEREAS, the APDC has implemented a fleet maintenance plan to phase out aging or poor-functioning equipment; and

WHEREAS, replacing two 7,000lb capacity forklifts will assist the APDC to insure a smooth and efficient workflow in the maritime terminal.

NOW, THEREFORE, BE IT RESOLVED, that the APDC authorizes the Chief Executive Officer to execute the necessary documents to purchase two (2) Hyster H70A forklifts from the Sourcewell cooperative purchasing program in the amount of \$40,550 each with a total amount not to exceed \$81,100.

Signed: _____
(Assistant) Secretary

Date of Authorization: January 29, 2025

Prepared by:
Patrick K. Jordan, Esq.

**RESOLUTION 6-2025
OF THE
ALBANY PORT DISTRICT COMMISSION**

WHEREAS, the Albany Port District Commission (the “APDC”) is a public corporation and a district corporation of the state of New York established pursuant to Chapter 192 of the Laws of 1925, as amended; and

WHEREAS, the APDC strives to responsibly and effectively manage the publicly owned maritime Port of Albany-Rensselaer, contributing to the economy of the Capital Region and beyond while emphasizing transparency and public stewardship as prescribed in the APDC Mission Statement; and

WHEREAS, in furtherance of the APDC mission, section 5 subsection 6 of the APDC Enabling Legislation authorizes the APDC to “equip and maintain port facilities within...the district”; and

WHEREAS, the APDC has determined that the use of street sweeper would greatly reduce the amount of road dust and debris on Port roads; and

WHEREAS, the APDC’s Green Marine certification requires the APDC to meet environmental standards and goals; and

WHEREAS, the Community Impact performance indicator category within the Green Marine certification program requires measurable efforts be taken to improve dust control measures and the purchase of a street sweeper has been recommended as a next-step by the APDC Green Marine certification verifier.

NOW, THEREFORE, BE IT RESOLVED, that the APDC authorizes the Chief Executive Officer to execute the necessary documents to purchase a Bucher CC5006 Street Sweeper from the Sourcewell cooperative purchasing program in an amount not to exceed \$288,608.

Signed: _____
(Assistant) Secretary

Date of Authorization: January 29, 2025

Prepared by:
Patrick K. Jordan, Esq.

**RESOLUTION 7-2025
OF THE
ALBANY PORT DISTRICT COMMISSION**

WHEREAS, the Albany Port District Commission (the “APDC”) is a public corporation and a district corporation of the state of New York established pursuant to Chapter 192 of the Laws of 1925, as amended; and

WHEREAS, the APDC strives to responsibly and effectively manage the publicly owned maritime Port of Albany-Rensselaer, contributing to the economy of the Capital Region and beyond while emphasizing transparency and public stewardship as prescribed in the APDC Mission Statement; and

WHEREAS, in furtherance of the APDC mission, section 5 subsection 6 of the APDC Enabling Legislation authorizes the APDC to “equip and maintain port facilities within...the district”; and

WHEREAS, the APDC is charged with maintaining all warehouses and sheds located within the maritime terminal, keeping them safe and secure; and

WHEREAS, the APDC issued a Service-Disabled Veteran Owned Business set-aside discretionary Request for Proposal dated November 25, 2024 soliciting bids for Loading Dock Exterior Wall Repair for Shed 4 and Shed 5 and received _____ responses; and

WHEREAS, the loading dock exterior wall repairs are partially funded through grants under the NYSDOT Passenger and Freight Rail Assistance Program and the USDOT Transportation Investment Generating Economic Recovery; and

WHEREAS, after a thorough review of the bids received APDC staff recommends utilizing _____, a Service-Disabled Veteran Owned Business and the most qualified and cost efficient bidder, for loading dock exterior wall concrete repairs for Shed 4 and Shed 5 at a cost not to exceed \$_____.

NOW, THEREFORE, BE IT RESOLVED, that the APDC authorizes the Chief Executive Officer to execute the necessary documents to award the Shed 4 and Shed 5 Loading Dock Exterior Wall Repair contract to _____ at the cost not to exceed \$_____.

Signed: _____
(Assistant) Secretary

Date of Authorization: January 29, 2025

Prepared by:
Patrick K. Jordan, Esq.