



ALBANY PORT DISTRICT COMMISSION MINUTES OF A REGULAR MEETING

May 28, 2025

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

Chairperson Steffens introduced the minutes of the April 23, 2025 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 Tagliento, seconded by Commissioner Coffey and passed unanimously.

Chairperson Steffens thanked Port employees for their community support and volunteer initiatives on Earth Day at Historic Cherry Hill and the Dagen Truck Pull, supporting Special Olympics. She also congratulated the staff on receiving a 2025 Safety Initiative grant from the Public Employer Risk Management Association (PERMA).

PUBLIC COMMENT

There were no public comments.

FINANCIAL UPDATE

CFO Stuto reviewed with the Board the preliminary results through April 30, 2025. She reported that the operating revenue is 3% above the budget for a \$65,000 increase. Operating expenses are below budget by 2% or \$40,000. Operating expenses before other items is a positive variance of \$104,000. Depreciation and other expenses is slightly under budget year-to-date by 7%, bringing the change in net position before capital funding to a variance of \$190,000. The budget to actual change in net position has a variance of \$2.65 million which directly correlates to the capital grant revenue. CFO Stuto expects at the end of the year the operating revenue to be over budget by \$111,000 with the majority of it coming from stevedore and crane rental. CFO Stuto noted that the Port received a \$66,000 settlement from Normal Trucking which brings the other services and revenue line over budget. She expects operating expenses to be under budget at the end of the year by \$281,000. All other line items are projected to be under budget with the exception of repairs, maintenance and utilities.

Depreciation and other expenses are on budget for the end of the year. Before the end of the year, the projected change in net position is expected to be slightly over budget by \$115,000 or at a \$1.45 million change in net position.

Commissioner Coffey asked if the APDC currently has a formal safety training program. CFO Stuto responded that the APDC does have two safety programs that staff utilizes.

CEO UPDATE

- CEO Hendrick reported that Counsel Jordan and CFO Stuto both attended the AAPA Leadership Conference. Counsel Jordan presented at the conference focusing on legal strategic decision making.
- CEO Hendrick thanked Eileen Criscione for her diligent work on the Empire State Development grant payment submission.
- CEO Hendrick reported that the docks at Jennings Landing are in for the summer. These docks allow the public to come into Albany and enjoy downtown. It will also allow the Port to help host a recreated canal boat that will be making a voyage to celebrate the 200 anniversary of the Erie Canal.
- CEO Hendrick noted that staff continues to meet with the Coast Guard, Navy and other agencies to collaborate on the logistics of the Sail 250 event which will take place July 1, 2026 thru July 5, 2026, celebrating the 250th anniversary of the country.

EXTERNAL AFFAIRS AND COMMUNICATIONS UPDATE

DEA Vavura provided the Board with an update on recent events and communication related to maritime activity within and around the Port facility. She reported that since the release of the Request for Expressions of Interest port staff has received a lot of media inquiries from various industry publications. Director of Operations Kosa and his staff received a Safety Initiative Grant from PERMA. Staff hosted a Green Marine that included Port tenants, neighboring business and facilities and a representative from the Green Marine organization. Staff has also enjoyed participating in the recent Earth Day spring cleanup event held at Historic Cherry Hill and the Dagen Truck Pull event which supported Special Olympics. The Port team has been meeting with Discovery Albany and has recently attended a Foreign Trade Zone discussion. The website is up live and staff is now working on fine tuning it.

SHIPS, BARGES & TONNAGE UPDATE

On behalf of Logistec Operations Manager Sullivan, CCO Daly provided a brief update to the Board noting that activity in the terminal continues to be steady. Staff is looking forward to GE components arriving in the next few months for overseas shipments and the safety record stands at 356 days without lost time.

REAL PROPERTY/DEVELOPMENT UPDATE

CCO Daly reported to the Board that staff participated in the Mayor's Youth Employment Challenge where they worked with regional youth on job training, employment and other activities. She expressed how interesting it was to hear the students input related to the city and employment. CCO Daly mentioned that she participated in a New York/New Jersey offshore wind supply chain event and DSI Schneidawin attended an offshore wind IPF event. She provided the Board with an update on the release of the Request for Expressions of Interest for the expansion site, which is due back on June 27th. She noted that staff continues to provide tours and market the site for wind and non-wind potential. Some discussion took place regarding the timing and the costs associated with the expansion site.

PROCUREMENT POLICY AMENDMENTS

Counsel Jordan presented Resolution 15-2025 related to amendments to the Procurement Policy. He noted that staff worked on addressing the comments that the Finance Committee had relating to the amendment of the Policy by strengthening the language regarding M/WBE and SDVOB discretionary spending. The Board concurred with the changes that were made. Chairperson Steffens called for a motion to approve Resolution 15- 2025, amending the Procurement Policy. A motion was made by Commissioner Coffey, seconded by Commissioner Tagliento and passed unanimously.

TUGBOAT ROUNDUP SPONSORSHIP

Chairperson Steffens presented Resolution 18-2025 related to the request for sponsorship of the Tugboat Roundup event. She noted that this is a community event that the Port participates in and sponsors every year. She also stated that the event meets all the requirements of the Sponsorship Policy. Chairperson Steffens called for a motion to authorize the CEO to pledge APDC sponsorship of the Tugboat Roundup at a cost not to exceed \$500. A motion was made by Commissioner Tagliento, seconded by Commissioner Coffey and passed unanimously.

CAPITALIZE ALBANY CORPORATION SPONSORSHIP

Chairperson Steffens presented Resolution 19-2025 related to the sponsorship of Capitalize Albany's Annual Event. She noted that this event was held at the Port last year and that it helps support Capitalize Albany's initiative to provide resources to support and strengthen small commercial businesses within the local community. Chairperson Steffens called for a motion to approved Resolution 19-2025 for the sponsorship of the Capitalize Albany Event in an amount not to exceed \$500. A motion was made by Commissioner Tagliento, seconded by Commissioner Coffey and passed unanimously.

PROJECT MANAGEMENT SERVICES

SCM Yagan presented resolution 20-2025 for Project Management Services. He noted that the "pad ready" phase of the expansion project is complete and the team is now developing a "shovel ready" phase scope of work which is in line with the ESD grant package. Port staff single sourced

solicited the professional services of LaBella Associates, PC for the needed services which include, owner's representation, engineering inspections, design and construction management. Based on LaBella's proposal response APDC staff recommended that the Board award the contract for Program Management Services during the "shovel ready" phase of the project to LaBella Associates. Some discussion took place. Chairperson Steffens called for a motion to approve Resolution 20-2025 awarding the contract for Project Management Services to LaBella Associates in an amount not to exceed \$2,126,190. A motion was made by Commissioner Coffey, seconded by Commissioner Tagliento and passed unanimously.

SHED 5 ROOF REPLACEMENT

Chairperson Steffens presented Resolution 21-2025 for the Shed 5 Roof Replacement. CFO Stuto noted that three responses were received and after thorough review of the bids, staff recommended awarding the contract to Titan Roofing, Inc. at a cost not to exceed \$602,800. Chairperson Steffens called for a motion to award the Shed 5 Roof Replacement to Titan Roofing, Inc. at a cost not to exceed \$602,800. A motion was made by Commissioner Coffey, seconded by Commissioner Tagliento and passed unanimously.

OTHER BUSINESS

No other business for discussion.

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 Coffey, seconded by Commissioner Tagliento 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, June 25, 2025 at 12:00 noon.**

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