



ALBANY PORT DISTRICT COMMISSION MEETING

June 25, 2025 at 12 P.M.

AGENDA

- 1) Approval of Minutes from the May 28, 2025 Commission meeting**
- 2) Public Comment**
- 3) Financial Update (by CFO Stuto)**
- 4) CEO Update (by CEO Hendrick)**
- 5) External Affairs and Communications Update (by DEA Vavura)**
- 6) Ships, Barge and Tonnage Report**
- 7) Real Property/Development Update (by CCO Daly, SCM Yagan)**
- 8) Dagen Lease of 200 Church Street (Resolution 22 -2025)**
- 9) Mohawk Paper Skylights Cover and Roof Seal (Resolution 23-2025)**
- 10) Other Business (by Chairperson)**
- 11) Enter Executive Session¹**
- 12) Exit Executive Session**
- 13) Next Meeting: Wednesday, July 30, 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

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, July 30, 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.

ALBANY PORT DISTRICT COMMISSION
Preliminary Results through May 31, 2025

	May 2024	Year to Date May-25	Year to Date Budget May-25	Actual to Budget Variance Ytd	Forecast June - Dec	Forecast 2024	Budget 2025
Operating Revenue:							
Rental Income	368,258	1,822,211	1,799,080	23,131	2,551,096	4,373,308	4,317,793
Dockage Fees	80,109	175,991	100,000	75,991	246,388	422,379	500,000
Wharfage Fees:	54,616	107,627	40,000	67,627	150,678	258,306	200,000
Buckeye Revenue	-	50,000	50,000	-	100,000	150,000	150,000
Stevedore Fees and Services	30,723	135,323	90,000	45,323	498,311	633,634	620,000
Crane Equipment Rental	13,185	66,870	83,333	(16,463)	93,618	160,488	200,000
Security Fees	71,630	174,400	172,083	2,317	244,160	418,560	413,000
Public Private Administrative Revenue	13,269	63,915		63,915	126,085	190,000	-
Other Services and Revenue	1,643	30,187	5,625	24,562	6,900	37,087	13,500
Total Operating Revenue	633,434	2,626,524	2,340,122	286,402	4,017,236	6,643,761	6,414,293
Operating Expenses:							
Payroll, Payroll Taxes and Fringe Benefits	286,539	1,637,844	1,611,084	26,760	2,183,941	3,821,785	3,866,602
Other Post Retirement Benefit Expense	-	-	-	-	100,000	100,000	100,000
Repairs, Maintenance and Utilities	58,743	315,869	245,691	70,178	248,104	563,973	469,658
Crane Parts and Repairs	3,293	7,800	52,083	(44,283)	117,000	124,800	125,000
Insurance	29,550	150,040	169,583	(19,544)	235,056	385,096	407,000
Professional and Consulting Fees	34,460	97,405	116,438	(19,032)	161,079	258,484	279,450
Service Contracts	12,667	67,972	100,000	(32,028)	145,161	213,133	240,000
Security and Safety Costs	1,862	11,531	32,500	(20,969)	59,112	70,643	78,000
Education and Training	-	8,045	7,417	628	7,100	15,145	17,800
Office Supplies and Expense	3,039	12,679	24,500	(11,821)	32,000	44,679	58,800
Advertising, Promotion and Association Dues	14,879	78,965	105,906	(26,941)	173,421	252,386	254,175
Contingency	-	-	-	-	-	-	180,000
Total Operating Expense	445,032	2,388,149	2,465,202	(77,053)	3,461,974	5,850,123	6,076,485
Operating Income (Expense) before other items	188,402	238,375	(125,080)	363,455	555,262	793,637	337,808
Depreciation and Other (Income) Expenses:							
Depreciation Expense	265,640	1,335,760	1,333,333	2,427	1,859,479	3,195,239	3,200,000
Interest Income	(3,187)	(14,374)	(8,333)	(6,040)	(5,813)	(20,187)	(20,000)
Interest Expense	1,602	10,298	90,637	(80,339)	202,398	212,696	217,529
Waterfront Development	13,849	15,884	29,167	(13,282)	54,151	70,035	70,000
Municipal Support	-	-	-	-	-	-	-
(Gain)Loss on Asset	-	-	-	-	-	-	-
Net Depreciation and Other (Income) Expenses	277,904	1,347,569	1,444,804	(97,235)	2,110,215	3,457,784	3,467,529
Change in Net Position Before Capital Funding	(89,502)	(1,109,194)	(1,569,884)	460,690	(1,554,953)	(2,664,147)	(3,129,721)
Public Private Partnership Revenue	2,839,844	5,694,294		5,694,294	11,655,706	17,350,000	-
Capital Grant Revenue	311,377	521,796	3,000,000	(2,478,204)	3,900,000	4,421,796	4,500,000
Grant and Private Partner Revenue	3,151,221	6,216,090	3,000,000	3,216,090	15,555,706	21,771,796	4,500,000
Development Expense Empire Wind Project	(2,853,113)	(5,758,199)		(5,758,199)	(11,781,791)	(17,539,990)	-
Change in Net Position	208,606	(651,303)	1,430,116	(2,081,419)	2,218,962	1,567,659	1,370,279



APDC External Affairs Update | May 2025 (REVISED)

Media Relations

- Communications with local, regional, national, and industry media, including *Times Union*, *Albany Business Review*, *Spotlight News*, *Business View*, *DDC Journal*, etc.

MEDIA COVERAGE

May 2, 2025 | *Capital Region Chamber Fast Take*

Port of Albany Releases RFEI for Beacon Island Expansion Project

May 9, 2025 | *Albany Times Union*

Port of Albany seeks business ideas, proposals for Beacon Island

May 19, 2025 | *Oceantic OSW Insider*

Port of Albany Opens Procurement & BID Opportunities

May 22, 2025 | *American Journal of Transportation*

Port of Albany receives PERMA support for training and safety equipment

May 22, 2025 | *Capital Region Chamber News*

Port of Albany Received PERMA Support for Training and Safety Equipment

May 29, 2025 | *AAPA Seaports Advisory*

Port of Albany Received PERMA Support for Training and Safety Equipment

Community Outreach | Engagement

- Attended Port's Green Marine event (May 12)
- Distribute invitation for NYMEP FTZ webinar (May 28)
- Continue follow up and outreach for Port's RFEI Beacon Island distribution
- Participate in South End Community Coalition and South End Workforce Development calls
- Participate in planning for Buffalo Maritime Center canal boat Seneca Chief visit (Oct 2025)
- Participate in planning for Albany Rev250/Sail4th activities (July 2026)
- Continuing research/conversations on Port Centennial celebrations with stakeholders

Speaking Opportunities | Tours | Events

- Help coordinate details for May Port Green Marine event (May 12)
- Begin planning/conversations about Port Industry Day 2025, Winter Student Expo

Internal Communications

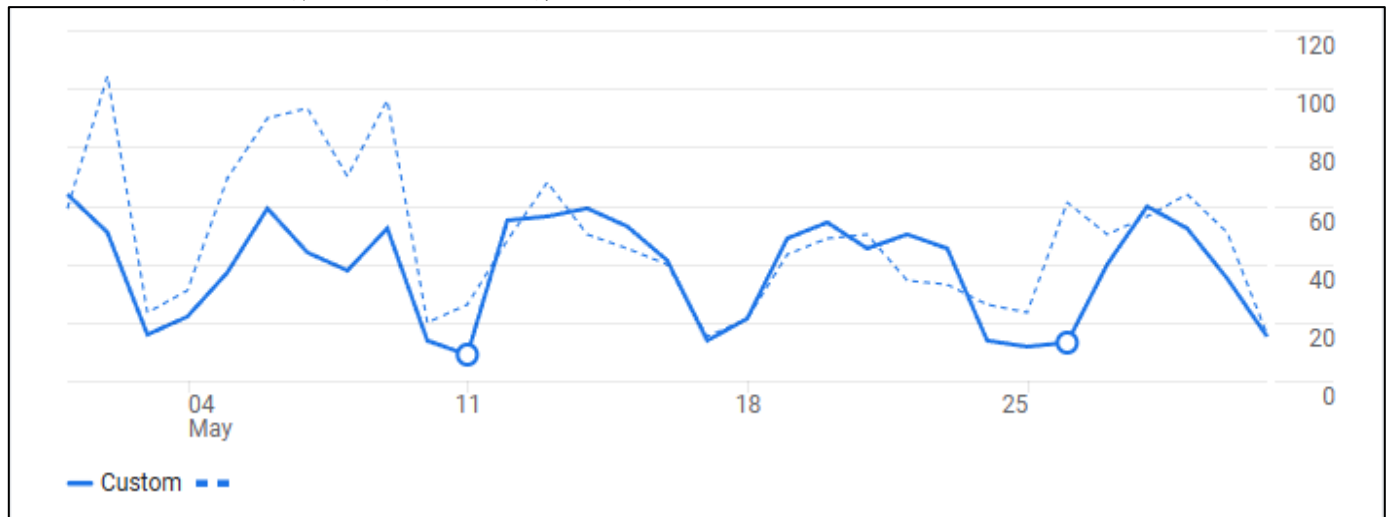
- Meet weekly with Rich; meet regularly with Megan and John
- Maintain weekly staff update email; convene monthly staff meetings
- Serve as liaison to Albany Maritime Ministry
- Serve as liaison to Logistec [Corporate Communications]
- Serve as liaison to AAPA Communications Office and PR Committee
- Maintain regular communication with City of Albany Neighborhood Specialist
- Maintain regular communication with Town of Bethlehem

Marketing | Advertising | Collateral Development

- Continue to update/tweak website design
- Continuing efforts on collateral design and content calendar

Web Traffic

- **Active Users: 1.1K** (↓18.4%) [YTD: **4.9K** (↑18.9%)]



- **Top 5 Countries by Active Users**

United States	81.58%
Hong Kong	3.01%
India	2.73%
Canada	2.26%
United Kingdom	1.60%

- **Top 5 Pages by Views**

Home	31.27%
Procurement	12.93%
Operations & Facilities	5.52%
Staff	4.42%
APDC	3.93%

Social Media

Facebook	Instagram	LinkedIn	
Followers 1,682	Followers 374	Followers 1,523	
Views 9,086 (↓18.3%)	Views 852 (↑ 21.5%)	Impressions 1,206 (↓58.2%)	
Reach 6,381 (↓13%)	Reach 169 (↓ 8.2%)	Page views 57 (↓ 20.8%)	
Interactions 388 (↓2%)	Interactions 78 (0%)	Unique visitors 32 (↓ 17.9%)	
Visits 491 (↓ 25.6%)	Visits 14 (↓ 48.1%)	New followers 26 (↓ 3.7%)	
Follows 12 (↑33.3%)	Follows 8 (↑ 60%)	Engagement 11%	
Top Post Corning Preserve docks Reach: 992	Top Post Corning Preserve docks Reach: 80	Top Post Direct: Earth Day Reach: 46 Repost: Mike Yevoli Capital Region REDC Visit Us Reach: 80	

For more information, contact Penny Vavura, pvavura@portofalbany.us, 518-339-6042

MONTHLY SHIP & BARGE REPORT

HIGHLIGHTS for May 2025:		2 Vessels: 1 Woodpulp (5000mt), 1 Timber Mats (5000mt)
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WHARF ACTIVITY for May 2025

LINE VESSELS	COMMODITY	TONNAGE-MT	CBM
IMP: Danae	Timber Mats	5,021.4	
IMP: Trade Navigator	Woodpulp	5,047.7	
		10,069.1	0.0

TERMINAL ACTIVITY for May 2025

COMMODITY	TONNAGE-MT	# TRUCKS	# RAIL
WOODPULP	1,743.08	90	
Timber Mats	1,968.40	68	
COILS	92.26	5	
STEEL	213.41	11	
PROJECT	147.04	61	
TOTAL	4,164.18	235	0

ANTICIPATED for June 2025:

1 Scrap (26,000mt), 2 Project Cargo Imports (Transformers)

COMMODITY [YTD]

COMMODITY	MT	CBM
WOODPULP	14,767	0
Timber Mats	5,021	0
WHEAT	0	0
SCRAP	26,000	0
PROJECT	2,866	316
CHPE	1,310	2,659
TOTAL	35,197	2,975

STORED CARGO May

COMMODITY	TONNAGE-MT	CBM
WOODPULP	8,441.97	
Timber Mats	3,053.04	
COILS	625.30	
STEEL	949.35	
PROJECT	752.24	5,022.42
TOTAL	13,821.89	5,022.42

LONGSHOREMAN HOURS

May-25	YTD
3,833.00	11,396.5
SAFETY RECORD	
DAYS W/O LOST TIME	388

**RESOLUTION 22-2025
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 desires to enter into a lease agreement with Dagen Trucking Inc. (“Dagen”) for the use and occupancy of the real property and improvements located at 200 Church Street, which consists of land totaling approximately 3.2 acres and the existing improvements in the Albany Port District (the “Parcel”); and

WHEREAS, the Parcel carries an appraised value of approximately \$17,300 annual rent per acre; and

WHEREAS, Dagen is a Capital Region headquartered company with 25 years of experience in offering freight shipping, trucking, rigging, warehousing storage and brokering services to customers across the lower 48 states and Canada; and

WHEREAS, Dagen has proposed leasing the Parcel for 10 years with two 5-year extension options to expand its current business operations located in the Port District, and to continue to provide a desired service to the local area.

WHEREAS, the lease rate shall be increased annually based on increases in the Consumer Price Index.

NOW, THEREFORE, BE IT RESOLVED, that the APDC concludes that its disposition of the Parcel to Dagen Trucking Inc. is in the best interests of the APDC and authorizes the Chief Executive Officer to execute any documents necessary, including the filing of a statutory 90-day statement, to affect the disposition of the Parcel for the terms described above at a lease rate of not less than the appraised value attributed thereto.

Signed: _____
(Assistant) Secretary

Date of Authorization: June 25, 2025

Prepared by:
Patrick K. Jordan, Esq.

**RESOLUTION 23-2025
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 the buildings, warehouses and sheds under its ownership, keeping them safe and secure; and

WHEREAS, the APDC issued an RFP dated May 12, 2025, soliciting bids to remove skylight glass and then cover and seal 15 existing skylights on the APDC-owned building located at 108 Smith Boulevard and operated by Mohawk Paper in the Port District, and received two responses; and

WHEREAS, after a thorough review of the bids received, APDC staff recommends utilizing S&L Roofing and Sheetmetal, Inc. , the lowest qualified bidder, for the removal of the glass and the covering and sealing of the 15 existing skylights on the Mohawk Paper building at a cost not to exceed \$175,900.

NOW, THEREFORE, BE IT RESOLVED, that the APDC authorizes the Chief Executive Officer to execute the necessary documents to award the Skylights Cover and Roof Seal Installation contract to S&L Roofing and Sheetmetal, Inc. at a cost not to exceed \$175,900.

Signed: _____
(Assistant) Secretary

Date of Authorization: June 25, 2025

Prepared by:
Patrick K. Jordan, Esq.