



**ALBANY PORT DISTRICT COMMISSION  
MEETING**

November 20, 2019  
12:30 P.M.

**AGENDA**

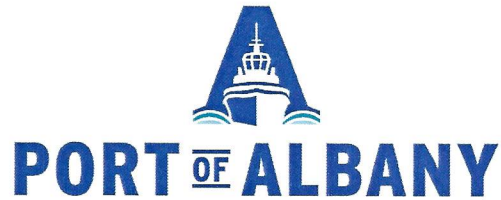
- 1) **Approval of Minutes from the October 23, 2019 Commission meeting (Attached)**
- 2) **Governance Committee Update**
- 3) **Monthly Financial Update**
- 4) **General Manager Update**
- 5) **Real Property/Development Update**
- 6) **Design and Permitting Contract – McFarland Johnson (Attached Resolution 16-2019)**
- 7) **801 Smith Blvd Emergency Demolition (Resolution 17-2019 to follow)**
- 8) **Maritime Business Assessment**  
- **Tonnage/Longshore Labor Report (Attached)**
- 9) **Other Business**
- 10) **Enter Executive Session<sup>1</sup>**
- 11) **Exit Executive Session**
- 12) **Next Meeting: December 18, 2019**

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<sup>1</sup> 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.

DRAFT



## ALBANY PORT DISTRICT COMMISSION MINUTES OF A REGULAR MEETING

October 23, 2019

Chairperson Steffens called the meeting to order. In attendance were Commissioners Coffey and Tagliento. Also present were CEO Hendrick, General Counsel Jordan, Economic Development and Procurement Director Daly, CFO Stuto, Maritime Business Development Manager Vasil, Director of Security Williams, Deputy Director of Security Teller and Lynn Zeronda (CFO For Hire).

Chairperson Steffens opened the meeting by informing the Board the CEO Hendrick was appointed as Vice Chairman of the AAPA's United States delegation. The Commissioners agreed that it was a well-deserved and that it keeps the Port of Albany on the map. Chairperson Steffens introduced the minutes of the September 23, 2019 Commission meeting. No changes were made to the minutes. Chairperson Steffens called for a motion to approve the minutes of said meeting. A motion was made by Commissioner Coffey, seconded by Commissioner Tagliento and passed unanimously.

### FINANCE COMMITTEE UPDATE

Commissioner Coffey stated that the Finance Committee met prior to the regular meeting to discuss the proposed 2020 Budget. The Committee discussed the conservative forecast budgeting approach that was used to craft the budget document. Commissioner Coffey appreciated the leading and lagging indicators that were included. No monetary changes were made to the Budget as it was proposed in September. Additional objectives and metrics were put into the Budget overview memo based on discussions and directives from the Committee. Commissioner Coffey thanked CFO Stuto, Ms. Zeronda and staff for their work.

**APPROVAL OF 2020 PROPOSED BUDGET**

Chairperson Steffens called for a motion to approve the proposed 2020 Budget. A motion was made by Commissioner Coffey, seconded by Commissioner Tagliento and passed unanimously

**CEO UPDATE**

CEO Hendrick updated the Board on the following:

- Chairperson Steffens, CEO Hendrick and members of the Port's staff attended the annual breakbulk conference in Houston during the week of October 7<sup>th</sup>. The conference attracted approximately 5,000 attendees. The Port's booth allowed for great exposure and allowed the team to engage new business leads and to discuss new shipping developments.
- CEO Hendrick attended the AAPA Annual Convention in Norfolk that began on October 13<sup>th</sup>. His election by the AAPA Board to Vice Chairman is an important step in working with other ports and businesses.
- Patriot Tank Lines is progressing with the City's planning process.
- The South Wharf Reconstruction Project is in its final phase and should be completed in October.
- The repairs to the Rensselaer wharf should be completed in the near future.
- NYSDEC notified the Port that they will be remaining as a tenant. Staff will work with the State to finalize the process. The parties are planning upgrades to the property.
- The Albany School of Humanities returned to the Corning Preserve for the annual Life on the River program.
- On October 11<sup>th</sup> the Port hosted the Tech Valley Leadership Conference. This year's class of 45 people toured the Port after the classroom session.
- The USS Slater Night was held on October 17<sup>th</sup>. The Port was prominently recognized for its sponsorship.
- The Coast Guard visited the Port twice in September. They will be reviewing the Port's Facility Safety Plan. Security will be running a safety drill that will involve the entire Port District, tenants and staff in September.

**REAL PROPERTY/DEVELOPMENT UPDATE**

Director Daly discussed the planning, permitting and approval process for the proposed Port expansion project in Bethlehem. Public comments have been addressed and the Final Generic Environmental Impact Statement has been submitted to the Town. The FGEIS contains sections that highlight Environmental Justice components and the transportation route. The Town Planning Board was briefed by the Port's team regarding the Port's progress. Director Daly stated that the Port's team had met directly with several State agencies regarding the project to address comments made by those agencies. Port leadership has also had a number of business development meetings related to the site regarding potential projects and tenants as well. The NYSERDA funding process is now open and Director Daly will be working on submitting a grant application.

### **MARITIME BUSINESS ASSESSMENT**

Manager Vasil provided an overview of the Ships, Barges and Tonnage Report and Longshore Hours Report for August 2019. He noted that the heavy lift sector and scrap tonnage are down but wood pulp product tonnage has increased. He is working to retain and increase the wood pulp business and working directly with the railroads to keep rates lower to encourage shipments. We should be receiving a shipment of calcium chloride by the end of the year that will unload between 10,000-12,000 short tons. Manager Vasil reported that the Port received many comments from attendees at the Houston breakbulk conference regarding how enjoyable it is to do business with the Port of Albany.

### **OTHER BUSINESS**

No other business was discussed.

### **PUBLIC COMMENT**

No public comments were made.

### **EXECUTIVE SESSION**

Chairperson Steffens called for a motion to enter into Executive Session for a discussion regarding the proposed acquisition, sale or lease of real property or the proposed acquisition. A motion was made by Commissioner Coffey, seconded by Commissioner Tagliento and passed unanimously. No action was taken in Executive Session.

### **NEXT MEETING**

Chairperson Steffens informed all those in attendance that the **next meeting of the APDC Board of Commissioners will be held on Wednesday, November, 20 2019.**

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

ALBANY PORT DISTRICT COMMISSION  
2019 Forecast - Actual Results through October 31, 2019

	October 2019	Year to Date Jan-Oct 2019	Forecast Nov-Dec 2019	Forecast 2019	Budget 2019	Forecast to Budget Variance
<b>Operating Revenue:</b>						
Rental Income	286,271	2,956,752	572,000	3,528,752	3,328,552	200,200
Dockage Fees	5,774	184,965	28,500	213,465	293,535	(80,070)
Wharfage Fees:						
Calcium Chloride	-	-	-	-	19,500	(19,500)
Liquid Fertilizer	-	40,000	-	40,000	40,000	-
Grain	-	50,000	-	50,000	50,000	-
Heavy Lift/Project	-	51,347	15,000	66,347	299,710	(233,363)
Steel	-	39,463	10,500	49,963	67,375	(17,412)
Woodpulp	5,292	76,298	17,000	93,298	91,875	1,423
Total Wharfage Fees	5,292	257,107	42,500	299,607	568,460	(268,853)
Buckeye Revenue	-	100,000	-	100,000	-	100,000
Stevodore Fees and Services	17,617	184,818	37,734	222,552	250,000	(27,448)
Crane Equipment Rental	7,945	112,630	20,000	132,630	350,000	(217,370)
Security Fees	29,788	304,938	60,000	364,938	364,950	(13)
Other Services and Revenue	3,222	21,343	1,400	22,743	600	22,143
<b>Total Operating Revenue</b>	<b>355,909</b>	<b>4,122,552</b>	<b>762,134</b>	<b>4,884,686</b>	<b>5,156,097</b>	<b>(271,411)</b>
<b>Operating Expenses:</b>						
Payroll, Payroll Taxes and Fringe Benefits	177,643	2,075,620	344,482	2,420,102	2,740,097	(319,995)
Other Post Retirement Benefit Expense	-	-	100,000	100,000	312,150	(212,150)
Repairs, Maintenance and Utilities	16,547	240,836	30,783	271,619	251,500	20,119
Crane Parts and Repairs	482	152,522	62,000	214,522	55,000	159,522
Insurance	16,405	168,162	32,810	200,972	218,000	(17,028)
Professional and Consulting Fees	3,957	257,510	9,500	267,010	304,000	(36,990)
Service Contracts	19,711	200,669	35,600	236,269	208,680	27,589
Security and Safety Costs	3,871	26,766	11,060	37,826	131,000	(93,174)
Education and Training	1,680	3,735	-	3,735	5,000	(1,265)
Office Supplies and Expense	6,377	34,350	4,028	38,378	43,090	(4,712)
Advertising, Promotion and Association Dues	8,482	174,649	9,500	184,149	219,691	(35,542)
Contingency	-	-	-	-	180,000	(180,000)
<b>Total Operating Expense</b>	<b>255,155</b>	<b>3,334,818</b>	<b>639,763</b>	<b>3,974,581</b>	<b>4,668,208</b>	<b>(693,627)</b>
<b>Operating Income (Expense) before other items</b>	<b>100,754</b>	<b>787,734</b>	<b>122,371</b>	<b>910,105</b>	<b>487,889</b>	<b>422,216</b>
<b>Depreciation and Other (Income) Expenses:</b>						
Depreciation Expense	183,387	1,713,555	366,800	2,080,355	1,996,000	84,355
Interest Income	(3,492)	(18,195)	(5,000)	(23,195)	(82,500)	59,305
Interest Expense	18,688	191,127	37,135	228,262	215,726	12,536
Waterfront Development	8,246	246,138	-	246,138	267,675	(21,537)
Taxes	-	23,991	-	23,991	-	23,991
Municipal Support	-	118,100	39,366	157,466	146,000	11,466
(Gain) Loss on Sale of Asset	-	(4,863)	-	(4,863)	-	(4,863)
<b>Net Depreciation and Other (Income) Expense</b>	<b>206,830</b>	<b>2,269,852</b>	<b>438,301</b>	<b>2,708,153</b>	<b>2,542,901</b>	<b>165,252</b>
<b>Change in Net Position Before Capital Funding</b>	<b>(106,076)</b>	<b>(1,482,118)</b>	<b>(315,930)</b>	<b>(1,798,047)</b>	<b>(2,055,012)</b>	<b>256,965</b>
Capital Grant Revenue	34,085	1,424,785	65,000	1,489,785	8,900,000	(7,410,215)
<b>Change in Net Position</b>	<b>(71,991)</b>	<b>(57,332)</b>	<b>(250,930)</b>	<b>(308,262)</b>	<b>6,844,988</b>	<b>(7,153,250)</b>

**RESOLUTION 16-2019  
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 (the “State”) established pursuant to Chapter 192 of the Laws of 1925, as amended (the “Act”); 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 Port invested in a growth strategy and market analysis performed by Louis Berger and Nathan Associates between 2016 and 2018, leading to a recommendation of expansion of the Port District; and

**WHEREAS**, as recommended by the Louis Berger and Nathan Associates team, in 2018 the APDC purchased an 80-acre piece of land in the Town of Bethlehem in order to expand the Port District and increase future business potential; and

**WHEREAS**, prior to the purchase of the property the Port conducted a lengthy due diligence process performed by Bergmann Engineering, Dente Engineering, Louis Berger and Nathan Associates; and

**WHEREAS**, the APDC contracted with McFarland-Johnson, Inc. for environmental, planning and engineering services in order to begin the permitting phase of the acquired property and to proceed through the site plan process with the Town of Bethlehem Planning Board and the State Environmental Quality Review Act (the “Expansion Project”); and

**WHEREAS**, concurrently with the actions before the Planning Board the APDC leadership team and McFarland-Johnson have been meeting with businesses interested in locating on and developing the site as soon as the site plan process has concluded, in addition to the leadership team pursuing federal and state funding to support the anticipated infrastructure costs; and

**WHEREAS**, Governor Cuomo and the New York State Energy Research and Development Authority announced the state’s offshore wind initiative and a procurement opportunity and aggressive schedule for port operators and market participants who are interested in upgrading and investing in port infrastructure to support the offshore wind industry and local economic development as part of the Green New Deal goal to develop 9,000 megawatts of offshore wind by 2035; and

**WHEREAS**, the Port will need broad engineering and consultant support from multiple firms to design and develop the expansion site to achieve results within the aggressive timeframe; and

**WHEREAS**, in order to achieve the schedule necessary for potential offshore wind tenant projects that may provide maximum economic development benefits the APDC requires a qualified engineering firm to provide permitting, construction design and engineering services for the northern and southern access to the expansion site, including roadway and vehicle bridge design (the "Engineering Services", to begin as soon as January 2020; and

**WHEREAS**, under the APDC procurement requirements, professional services vendors must be selected based on variety of reasons including accountability, responsibility, skill, judgement and continuity of service; and

**WHEREAS**, McFarland-Johnson is the engineering firm that the APDC is currently utilizing regarding the Expansion Project and they have demonstrated a high level of responsibility, skill and judgement in their ability to provide an excellent work product to the APDC; and

**WHEREAS**, in order for the APDC to maintain a continuity of service based on more than a year of successful work to maintain the necessary development schedule the APDC desires to retain McFarland-Johnson to provide the necessary Engineering Services for the development of the expansion site.

**NOW, THEREFORE, BE IT RESOLVED**, that the APDC authorizes the Chief Executive Officer to execute the necessary documents to retain McFarland-Johnson, Inc. to provide the Engineering Services at a cost not to exceed \$ 1,019,680.

Signed: \_\_\_\_\_  
(Assistant) Secretary

Date of Authorization: November 20, 2019

Prepared by:  
Patrick K. Jordan, Esq.



# Ships & Barges Report

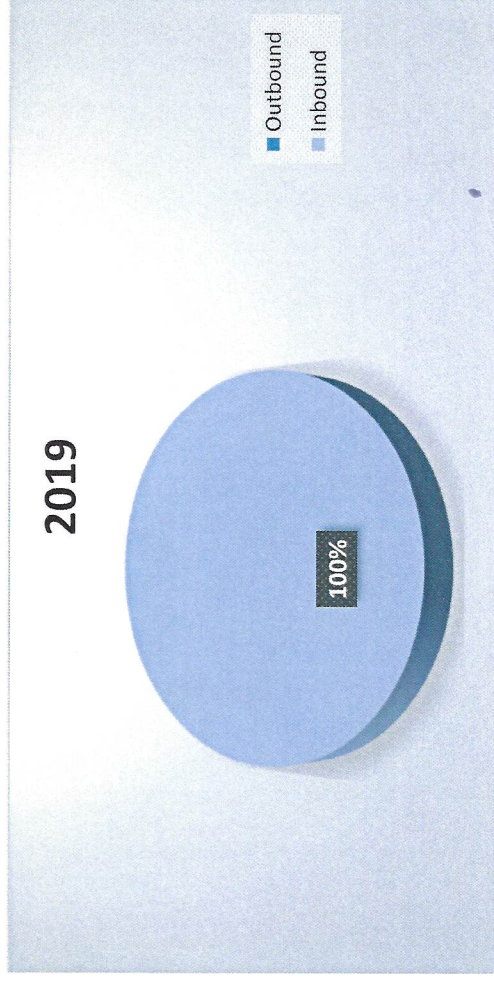
October-2019

Outbound	2018	2019	Change	Percentage
Heavy Lift/Project	1	0	-1	-100%
Barges-Heavy Lift/Project	1	0	-1	-100%
Scrap Iron	1	0	-1	-100%
Steel	0	0	0	-
<b>Totals</b>	<b>3</b>	<b>0</b>	<b>-3</b>	<b>-100%</b>

Inbound	2018	2019	Change	Percentage
Heavy Lift/Project	3	0	-3	-100%
Barges-Heavy Lift/Project	0	0	0	-
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	0	0	0	-
Steel	0	0	0	-
Urea	0	0	0	-
Wind Energy	0	0	0	-
Woodpulp	2	1	-1	-50%
<b>Totals</b>	<b>5</b>	<b>1</b>	<b>-4</b>	<b>-80%</b>

## Year to Date

Total	2018	2019	Change	Percentage
Heavy Lift/Project	35	6	-29	-83%
Barges-Heavy Lift/Project	10	4	-6	-60%
Calcium Chloride	1	0	-1	-100%
Molasses/Fertilizer	1	1	0	0%
Scrap Iron	8	3	-5	-63%
Steel	0	0	0	-
Urea	0	0	0	-
Wind Energy	0	0	0	-
Woodpulp	8	9	1	13%
<b>Totals</b>	<b>63</b>	<b>23</b>	<b>-40</b>	<b>-63%</b>



## Ships & Barges

	2018	2019	Change	Percentage
<b>Outbound</b>	<b>27</b>	<b>12</b>	<b>-15</b>	<b>-56%</b>
<b>Inbound</b>	<b>36</b>	<b>11</b>	<b>-25</b>	<b>-69%</b>
<b>Totals</b>	<b>63</b>	<b>23</b>	<b>-40</b>	<b>-125%</b>

## Lay Berth

	2018	2019	Change	Percentage
<b>Outbound</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Inbound</b>	<b>11</b>	<b>9</b>	<b>-2</b>	<b>-18%</b>
<b>Totals</b>	<b>11</b>	<b>9</b>	<b>-2</b>	<b>-18%</b>

### October-2019

## Tonnage Report - Monthly

Outbound	2018	2019	Change	Percentage
Heavy Lift/Project	315	0	-315	-100%
Barges-Heavy Lift/Project	173	0	-173	-100%
Scrap Iron	26460	0	-26460	-100%
<b>Totals</b>	<b>26948</b>	<b>0</b>	<b>-26948</b>	<b>-100%</b>

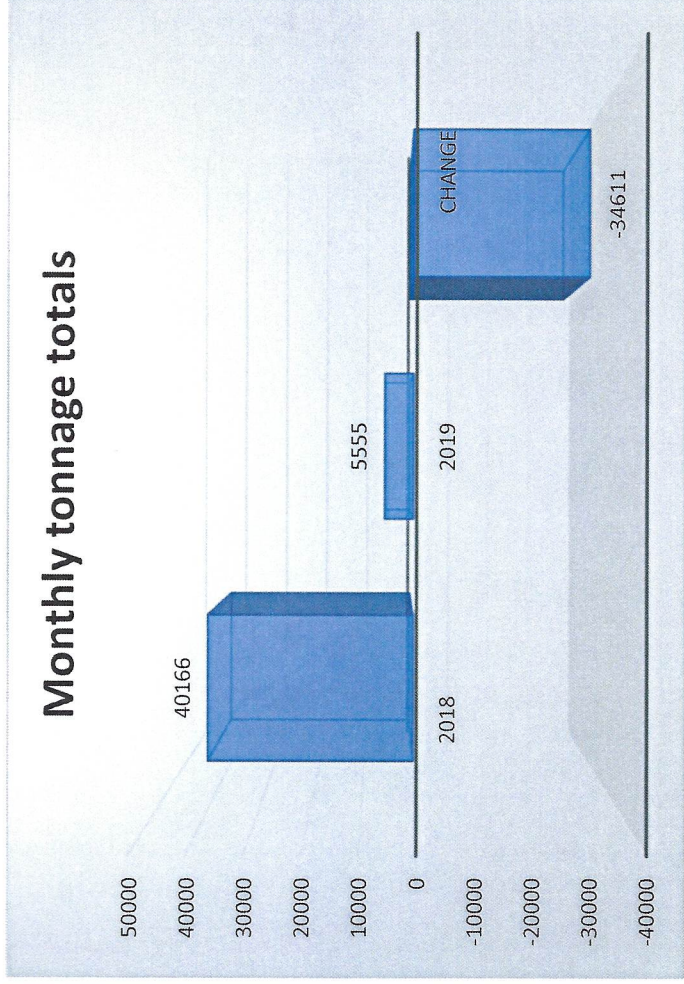
### January to Current Month - 2018-2019 Totals

Total	2018	2019	Change	Percentage
Heavy Lift/Project	1864	0	-1864	-100%
Barges-Heavy Lift/Project	173	0	-173	-100%
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	0	0	0	-
Scrap Iron	26460	0	-26460	-100%
Steel	0	0	0	-
Urea	0	0	0	-
Wind Energy	0	0	0	-
Woodpulp	11669	5555	-6114	-52%
<b>Totals</b>	<b>40166</b>	<b>5555</b>	<b>-34611</b>	<b>-86%</b>

### Tonnage Report Monthly

Total	2018	2019	Change	Percentage
Outbound	26948	0	-26948	-100%
Inbound	13218	5555	-7663	-58%
<b>Totals</b>	<b>40166</b>	<b>5555</b>	<b>-34611</b>	<b>-86%</b>

Inbound	2018	2019	Change	Percentage
Heavy Lift/Project	1549	0	-1549	-100%
Barges-Heavy Lift/Project	0	0	0	-
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	0	0	0	-
Steel	0	0	0	-
Urea	0	0	0	-
Wind Energy	0	0	0	-
Woodpulp	11669	5555	-6114	-52%
<b>Totals</b>	<b>13218</b>	<b>5555</b>	<b>-7663</b>	<b>-58%</b>



# October-2019

# Tonnage Report - Year to Date

Outbound	2018	2019	Change	Percentage
Heavy Lift/Project	9088	3332	-5756	-63%
Barges-Heavy Lift/Project	972	641	-331	-34%
Scrap Iron	181303	85640	-95663	-53%
Steel	0	0	0	-
<b>Totals</b>	<b>191363</b>	<b>89613</b>	<b>-101750</b>	<b>-53%</b>

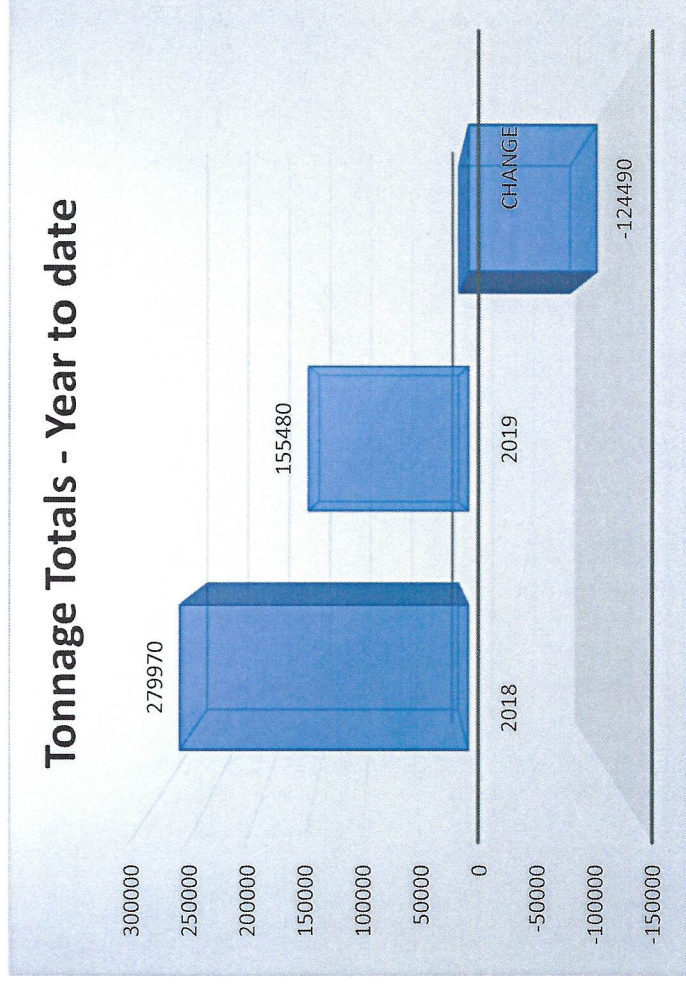
## Year to Date

Total	2018	2019	Change	Percentage
Heavy Lift/Project	33702	3332	-30370	-90%
Barges-Heavy Lift/Project	2154	908	-1246	-58%
Calcium Chloride	11045	0	-11045	-100%
Molasses/Fertilizer	11026	9921	-1105	-10%
Scrap Iron	181303	85640	-95663	-53%
Steel	0	0	0	-
Urea	0	0	0	-
Wind Energy	0	0	0	-
Woodpulp	40740	55679	14939	37%
<b>Totals</b>	<b>279970</b>	<b>155480</b>	<b>-124490</b>	<b>-44%</b>

## Tonnage Report Year to Date

Total	2018	2019	Change	Percentage
Outbound	191363	89613	-101750	-53%
Inbound	88607	65867	-22740	-26%
<b>Totals</b>	<b>279970</b>	<b>155480</b>	<b>-124490</b>	<b>-44%</b>

Inbound	2018	2019	Change	Percentage
Heavy Lift/Project	24614	0	-24614	-100%
Barges-Heavy Lift/Project	1182	267	-915	-77%
Calcium Chloride	11045	0	-11045	-100%
Molasses/Fertilizer	11026	9921	-1105	-10%
Steel	0	0	0	-
Urea	0	0	0	-
Wind Energy	0	0	0	-
Woodpulp	40740	55679	14939	37%
<b>Totals</b>	<b>88607</b>	<b>65867</b>	<b>-22740</b>	<b>-26%</b>



OCTOBER 2019

# LONGSHORE HOURS

2018-2019 Comparison

	2018	2019
January	1431.0	1253.0
February	2739.0	3589.0
March	2237.5	2729.5
April	3757.0	2541.0
May	12123.5	3749.0
June	7848.5	3470.0
July	3960.5	2048.5
August	6113.5	1205.0
September	4905.0	2771.5
October	5663.0	2163.0
November		
December		
Total:	45115.5	25519.5

2015-2016-2017-2018-2019 Comparison

	2015	2016	2017	2018	2019
January	10272.0	2130.5	5265.0	1431.0	1253.0
February	6784.5	4010.0	4591.0	2739.0	3589.0
March	4995.0	3663.0	6166.0	2237.5	2729.5
April	2701.0	2509.5	9438.0	3757.0	2541.0
May	3803.0	2470.0	6549.5	12123.5	3749.0
June	4795.5	2975.0	6939.0	7848.5	3470.0
July	2689.0	2929.0	5437.0	3960.5	2048.5
August	3482.5	3829.5	2992.0	6113.5	1205.0
September	8224.5	4309.0	3604.5	4905.0	2771.5
October	3669.0	5153.5	2738.0	5663.0	2163.0
November	3858.0	4146.0	6133.5	2926.5	
December	5529.0	6474.0	2133.5	4480.0	
Total:	60803.0	44599.0	61987.0	58185.0	25519.5

