



**ALBANY PORT DISTRICT COMMISSION
MEETING**

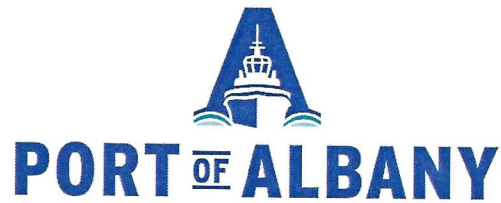
December 30, 2019
12:30 P.M.

AGENDA

- 1) **Approval of Minutes from the November 20, 2019 Commission meeting (Attached)**
- 2) **Introduction and welcome of new Board Member Michael Cinquanti**
- 3) **UHY presentation**
- 4) **Monthly Financial Update**
- 5) **General Manager Update**
- 6) **Real Property/Development Update**
- 7) **Appointment of Members to Audit/Finance/Governance Committees (Attached Resolution 17-2019)**
- 8) **801 Smith Blvd Emergency Demolition (Resolution 18-2019 to follow)**
- 9) **Maritime Business Assessment
- Tonnage/Longshore Labor Report (Attached)**
- 10) **Other Business**
- 11) **Enter Executive Session¹**
- 12) **Exit Executive Session**

13) Next Meeting: January 22, 2020

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- 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**

November 20, 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, Bill Ring (FMT) and Lynn Zeronda (CFO For Hire).

Chairperson Steffens opened the meeting and introduced the minutes of the October 23, 2019 Commission meeting. Chairperson Steffens requested an amendment to the minutes which was accepted. Chairperson Steffens called for a motion to approve the minutes of said meeting as amended. A motion was made by Commissioner Coffey, seconded by Commissioner Tagliento and passed unanimously.

GOVERNANCE COMMITTEE UPDATE

Chairperson Steffen stated that the Governance Committee met prior to the regular meeting. The Committee discussed the proposed membership compositions of the Governance, Finance and Audit committees and will approve those committees at the December Board meeting. The Committee reviewed and approved the Committees charter. The Committee also approved the meeting schedule for the 2020 calendar year.

FINANCIAL UPDATE

CFO Stuto reported that additional vessels called upon the Port that were unexpected in November increasing Port revenues. The forecast for the second quarter is consistent and holding to what CFO Stuto and Ms. Zeronda have previously been reporting. The Port finance team is meeting regularly with Manager Vasil and FMT to stay informed.

CEO UPDATE

CEO Hendrick updated the Board on the following:

- CEO Hendrick and staff attended a meeting in Boston with a wind energy company interested in locating at the Port.
- Additionally the CEO and General Counsel Jordan attended a ceremony in Boston to mark the arrival of GE's Haliade-X 107-meter blade to the Massachusetts Clean Energy Center.
- CEO Hendrick thanked Director Daly for the work she has been doing on the Port's expansion project and wind energy sector development.
- The South Wharf Reconstruction Project was completed in the first week of November.
- Senator Schumer came to the Port on November 4th to review TIGER projects including the Big Lift Warehouse, the South Wharf and the roll-on/roll-off ramp. He announced his support for the Port's application to the new infrastructure grant program. He was joined by County Executive McCoy, Mayor Sheehan and Supervisor VanLuven.
- The clean-up planning for 700 Smith Blvd is moving forward positively. Port staff have had productive meeting with Sims Metal Management, EPA and DEC.
- The City of Albany ordered the emergency demolition of 801 Smith Blvd. and that project is currently proceeding. The Board will consider a resolution to fund the emergency project at the December meeting.

REAL PROPERTY/DEVELOPMENT UPDATE

Director Daly discussed the planning, permitting and approval process for the proposed Port expansion project in Bethlehem. The final GEIS was accepted as complete by the Town Planning Board with anticipated approval in the first quarter of 2020. The Port's staff and the McFarland Johnson team will hold a public meeting in the South End to fully discuss the expansion project. At that meeting there will be a discussion regarding the recommended truck route through the Port and the future upgrade of the roadways in the Port. The Port's expansion plans and efforts with offshore wind energy have been featured in multiple stories on broadcast news outlets and newspapers. Commissioner Coffey stated that the strategic plan started years ago is now being fulfilled by the hard work of the Port's team. The RFQ for the design of the proposed wharf in Bethlehem was let and staff will be reviewing the responses and setting up interviews. The Port has signed a new nondisclosure agreement with an offshore wind development company interested in both the expansion site and 700 Smith Blvd. Director Daly reported that the RFQ for grant funding through NYSERDA was responded to and that several letters of support were received regarding the Port's offshore wind initiative.

DESIGN AND PERMITTING CONTRACT

Chairperson Steffens introduced Resolution 16-2019 authorizing a contract with McFarland Johnson regarding engineering services related to the expansion site for roadway and bridge design and the permitting associated with the expansion project. Commissioner Coffey stated

that the services were scoped correctly. Commissioner Coffey made a motion to approve the resolution, seconded by Commissioner Tagliento and passed unanimously.

MARITIME BUSINESS ASSESSMENT

Manager Vasil provided an overview of the Ships, Barges and Tonnage Report and Longshore Hours Report for November 2019. The Port is expecting heaving lift cargo projects for the second and fourth quarters of 2020. There are additional vessels expected in December and January that were not previously anticipated. The Port is expecting additional pulp exports to Brazil in 2020. Wood pulp shipments increased overall in 2019 over the previous years. Scrap tonnage increased in November with an additional vessel call to the Port of Rensselaer. Manager Vasil and General Manger Vasil have had productive meetings in Houston with companies interested in utilizing the new ro-ro ramp. Heavy lift companies are looking to ship their projects by barge. General Manager Ring reported that FMT is anticipating 4-5 ships and barges to call on the Port in December and that three large scale projects will be shipped through the Port in 2020. FMT is in discussions regarding more woodpulp and calcium chloride shipments.

OTHER BUSINESS

No other business was discussed.

PUBLIC COMMENT

No public comments were made.

EXECUTIVE SESSION

There was no 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, December 18, 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 November 30, 2019

	November 2019	Year to Date Jan-Nov 2019	Forecast Dec-19	Forecast 2019	Budget 2019	Forecast to Budget Variance
Operating Revenue:						
Rental Income	286,271	3,243,023	286,271	3,529,294	3,328,552	200,742
Dockage Fees	19,556	204,521	11,000	215,521	293,535	(78,014)
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	1,575	52,922	5,000	57,922	299,710	(241,788)
Steel	22,393	61,855	-	61,855	67,375	(5,520)
Woodpulp	-	76,298	8,500	84,798	91,875	(7,077)
Total Wharfage Fees	23,968	281,075	13,500	294,575	568,460	(273,885)
Buckeye Revenue	-	100,000	-	100,000	-	100,000
Stevodore Fees and Services	16,704	201,522	17,667	219,189	250,000	(30,811)
Crane Equipment Rental	875	113,505	5,000	118,505	350,000	(231,495)
Security Fees	23,330	328,268	26,000	354,268	364,950	(10,683)
Other Services and Revenue	8,180	29,523	450	29,973	600	29,373
Total Operating Revenue	378,884	4,501,436	359,888	4,861,324	5,156,097	(294,773)
Operating Expenses:						
Payroll, Payroll Taxes and Fringe Benefits	157,306	2,232,926	164,102	2,397,028	2,740,097	(343,069)
Other Post Retirement Benefit Expense	-	-	100,000	100,000	312,150	(212,150)
Repairs, Maintenance and Utilities	16,081	256,917	16,228	273,145	251,500	21,645
Crane Parts and Repairs	1,053	153,575	75,000	228,575	55,000	173,575
Insurance	16,405	184,567	16,405	200,972	218,000	(17,028)
Professional and Consulting Fees	5,880	263,390	4,500	267,890	304,000	(36,110)
Service Contracts	20,067	220,735	20,000	240,735	208,680	32,055
Security and Safety Costs	5,911	32,677	1,980	34,657	131,000	(96,343)
Education and Training	-	3,735	-	3,735	5,000	(1,265)
Office Supplies and Expense	2,893	37,243	1,739	38,982	43,090	(4,108)
Advertising, Promotion and Association Dues	10,494	185,143	2,200	187,343	219,691	(32,348)
Contingency	-	-	-	-	180,000	(180,000)
Total Operating Expense	236,090	3,570,908	402,154	3,973,062	4,668,208	(695,146)
Operating Income (Expense) before other items	142,794	930,528	(42,266)	888,262	487,889	400,373
Depreciation and Other (Income) Expenses:						
Depreciation Expense	183,318	1,896,873	183,400	2,080,273	1,996,000	84,273
Interest Income	(1,933)	(20,129)	(2,000)	(22,129)	(82,500)	60,371
Interest Expense	17,925	209,052	17,912	226,964	215,726	11,238
Waterfront Development	2,744	248,882	-	248,882	267,675	(18,793)
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)
Net Depreciation and Other (Income) Expense	202,054	2,471,906	238,678	2,710,583	2,542,901	167,682
Change in Net Position Before Capital Funding	(59,260)	(1,541,377)	(280,944)	(1,822,321)	(2,055,012)	232,691
Capital Grant Revenue	42,793	1,467,578	25,000	1,492,578	8,900,000	(7,407,422)
Change in Net Position	(16,467)	(73,799)	(255,944)	(329,743)	6,844,988	(7,174,731)

**RESOLUTION 17-2019
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, section 2824 of NYS Public Authorities Law requires board members of state and local authorities to establish certain board committees (“Committees”); and

WHEREAS, the APDC Commission Charter establishes that the APDC Chairperson designates the chair and members of the Committees annually.

NOW THEREFORE BE IT RESOLVED, that the APDC acknowledges the membership of the 2020 APDC Committees as detailed on the attached Schedule.

Signed: _____
(Assistant) Secretary

Date of Authorization: December 30, 2019

Prepared by:
Patrick K. Jordan, Esq.

APDC COMMITTEE MEMBERSHIP 2020

Governance Committee

Dominic Tagliento, Chair
Michael Cinquanti, Member
Joseph Coffey, Member
Georgette Steffens, Ex Officio

Finance Committee

Joseph Coffey, Chair
Michael Cinquanti, Member
Dominic Tagliento, Member
Georgette Steffens, Ex Officio

Audit Committee

Michael Cinquanti, Chair
Joseph Coffey, Member
Dominic Tagliento, Member
Georgette Steffens, Ex Officio

**RESOLUTION 18-2019
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, the APDC was awarded funding under the United States Department of Transportation’s Transportation Investment Generating Economic Recovery (TIGER) program to assist in implementing the strategic maritime infrastructure investment plan; and

WHEREAS, two of the six components of the strategic maritime investment plan are maritime terminal improvements and the exterior transport / roadway improvements; and

WHEREAS, concurrent with the goals of the development of the strategic maritime investment plan, including increasing the amount of cargo handled and stored in the marine terminal and amount of ro-ro, truck and rail movements in the terminal, the APDC entered into an agreement with Federal Marine Terminals to expand the land available for stevedoring business under the Terminal Operating Agreement by twenty-five percent; and

WHEREAS, it was determined that in order to move forward with both the improvement plans and enhanced stevedoring capabilities the outdated and deteriorated structure located at 801 Smith Boulevard would need to be demolished; and

WHEREAS, as part of the due diligence process in preparing the demolition process the APDC hired a third party consultant to assist with environmental monitoring and the possible asbestos remediation of the building that would be necessary as part of the project; and

WHEREAS, after the consultant inspected the building along with APDC staff it was recommended that the City of Albany Department of Buildings and Regulatory Compliance (the “Department”) be contacted due to the deterioration of the building and the fact that some portions of the structure were unsafe to enter; and

WHEREAS, upon inspection by the Department and a third party structural engineer on October 29, 2019 the building was declared unsafe and unfit for habitation and for the protection of the public's safety the Department ordered its emergency demolition to occur pursuant to City protocols; and

WHEREAS, the Department contacted three companies to bid on the emergency demolition project and received the lowest bid from Ditonno and Sons, LLC ("Ditonno") for \$465,000; and

WHEREAS, the CEO received the order for an emergency demolition that was issued by the Department and the subsequent low bid from Ditonno and the required associated demolition costs of the third party structural engineer and a third party air and environmental monitor for a total emergency project cost of \$477,845; and

WHEREAS, pursuant to the Department's order the CEO directed the payment of the services rendered in accordance with the APDC Procurement Policy for an Emergency Procurement at a cost of \$477,845; and

WHEREAS, pursuant to the APDC procurement guidelines that allow for emergency procurement when it comes to safety or consistent operations of the Port District the CEO directed the services and will seek Board ratification.

NOW, THEREFORE, BE IT RESOLVED, that the APDC Board of Commissioners ratifies the direction of the CEO that the Department ordered the emergency demolition of 801 Smith Boulevard due to public safety concerns and that the CEO was authorized to make the necessary payments associated with the Department's order pursuant as an Emergency Procurement as specified in the APDC Procurement Policy.

BE IT FURTHER RESOLVED, that the APDC authorizes the CEO to execute the necessary documents to facilitate the emergency demolition of 801 Smith Boulevard at a cost not to exceed \$477,845.

Signed: _____
(Assistant) Secretary

Date of Authorization: December 30, 2019

Prepared by:
Patrick K. Jordan, Esq.

Ships & Barges Report

November-2019

Outbound	2018	2019	Change	Percentage
Heavy Lift/Project	1	1	0	0%
Barges-Heavy Lift/Project	1	0	-1	-100%
Scrap Iron	0	1	1	100%
Steel	0	0	0	-
Totals	2	2	0	0%

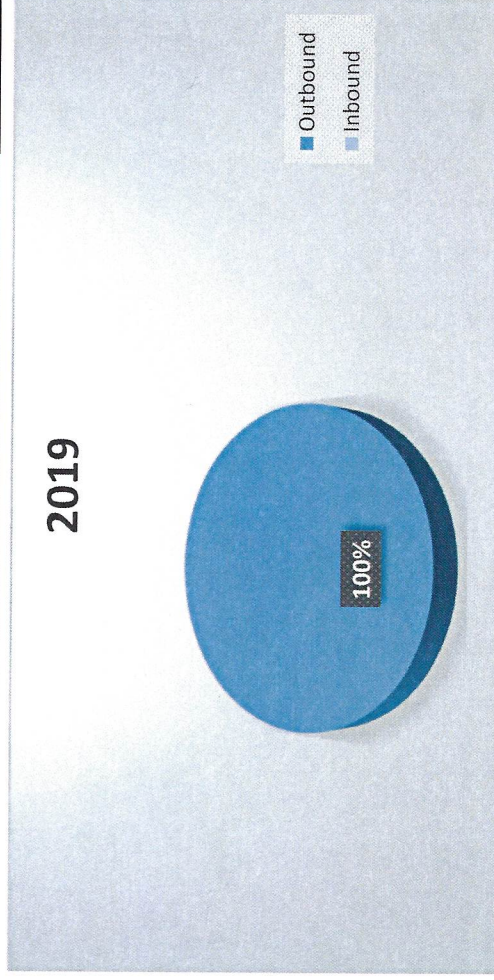
Year to Date

Total	2018	2019	Change	Percentage
Heavy Lift/Project	37	7	-30	-81%
Barges-Heavy Lift/Project	11	4	-7	-64%
Calcium Chloride	1	0	-1	-100%
Molasses/Fertilizer	1	1	0	0%
Scrap Iron	8	4	-4	-50%
Steel	0	0	0	-
Urea	0	0	0	-
Wind Energy	0	0	0	-
Woodpulp	8	9	1	13%
Totals	66	25	-41	-62%

Ships & Barges

	2018	2019	Change	Percentage
Outbound	29	14	-15	-52%
Inbound	37	11	-26	-70%
Totals	66	25	-41	-62%

Inbound	2018	2019	Change	Percentage
Heavy Lift/Project	1	0	-1	-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	0	0	0	-
Totals	1	0	-1	-100%



Lay Berth

	2018	2019	Change	%
	0	1	1	100%
	11	10	-1	-9%

November-2019

Tonnage Report - Monthly

Outbound	2018	2019	Change	Percentage
Heavy Lift/Project	589	269	-320	-54%
Barges-Heavy Lift/Project	293	0	-293	-100%
Scrap Iron	0	29834	29834	100%
Totals	882	30103	29221	3313%

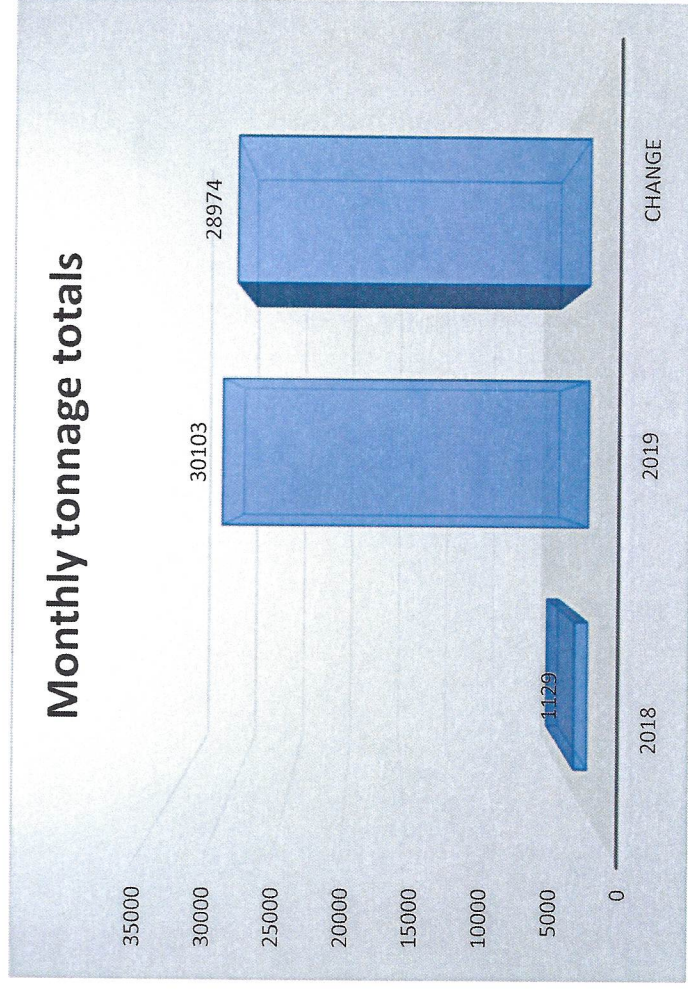
November 2018-2019 Totals

Total	2018	2019	Change	Percentage
Heavy Lift/Project	836	269	-567	-68%
Barges-Heavy Lift/Project	293	0	-293	-100%
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	0	0	0	-
Scrap Iron	0	29834	29834	100%
Steel	0	0	0	-
Urea	0	0	0	-
Wind Energy	0	0	0	-
Woodpulp	0	0	0	-
Totals	1129	30103	28974	2566%

Tonnage Report Monthly

Total	2018	2019	Change	Percentage
Outbound	882	30103	29221	3313%
Inbound	247	0	-247	-100%
Totals	1129	30103	28974	2566%

Inbound	2018	2019	Change	Percentage
Heavy Lift/Project	247	0	-247	-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	0	0	0	-
Totals	247	0	-247	-100%



November-2019

Tonnage Report - Year to Date

Outbound	2018	2019	Change	Percentage
Heavy Lift/Project	9677	3601	-6076	-63%
Barges-Heavy Lift/Project	1265	641	-624	-49%
Scrap Iron	181303	115474	-65829	-36%
Steel	0	0	0	-
Totals	192245	119716	-72529	-38%

Year to Date

Total	2018	2019	Change	Percentage
Heavy Lift/Project	34538	3601	-30937	-90%
Barges-Heavy Lift/Project	2447	908	-1539	-63%
Calcium Chloride	11045	0	-11045	-100%
Molasses/Fertilizer	11026	9921	-1105	-10%
Scrap Iron	181303	115474	-65829	-36%
Steel	0	0	0	-
Urea	0	0	0	-
Wind Energy	0	0	0	-
Woodpulp	40740	55679	14939	37%
Totals	281099	185583	-95516	-34%

Tonnage Report Year to Date

Total	2018	2019	Change	Percentage
Outbound	192245	119716	-72529	-38%
Inbound	88854	65867	-22987	-26%
Totals	281099	185583	-95516	-34%

Inbound	2018	2019	Change	Percentage
Heavy Lift/Project	24861	0	-24861	-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%
Totals	88854	65867	-22987	-26%

