



**ALBANY PORT DISTRICT COMMISSION**  
**MINUTES OF A REGULAR MEETING**  
**December 30, 2019**

Chairperson Steffens called the meeting to order. In attendance were Commissioners Coffey and Cinquanti. Also present were CEO Hendrick, General Counsel Jordan, Economic Development and Procurement Director Daly, CFO Stuto, Director of Security Williams, Deputy Director of Security Teller, William Kahn (UHY Advisors), Brian Kearns (UHY) and Alex Zhang (UHY).

Chairperson Steffens opened the meeting and welcomed Michael Cinquanti to his first meeting as a Commissioner of the Albany Port District. Chairperson Steffens introduced the minutes of the November 20, 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 Cinquanti and passed unanimously.

**AUDIT OVERVIEW BY UHY ADVISORS**

Chairperson Steffens recognized William Kahn, Brian Kearns and Alex Zhang from UHY Advisors. Mr. Kahn gave a brief overview of the UHY engagement and introduced Mr. Zhang as the new UHY partner for this year's audit. Mr. Kearns and Mr. Zhang gave an overview of the audit process, discussing the objectives, responsibilities, deliverables and timeline. Mr. Kearns explained that this year they would also be conducting a single audit due to the fact that Port projects had met certain federal funding thresholds. He stated that the audit is due by March 31, 2020.

**FINANCIAL UPDATE**

CFO Stuto reported that additional vessels called upon the Port that were unexpected in November and December, which lead to increased Port revenues. She does not anticipate any changes to the first quarter forecast. The Port finance team will continue to meet with Manager Vasil and FMT to monitor business outlooks for forecasting purposes.

**CEO UPDATE**

CEO Hendrick updated the Board on the following:

- The first vessel of the year will be carrying multiple subway cars. It is anticipated that the project will continue moving forward with future shipments expected.
- A river pilot based out of Sandy Hook, New Jersey was killed while working on a ship in New York harbor.
- The Bethlehem Planning Board set a supplemental public meeting for January 6<sup>th</sup> to take place at the Albany Housing Authority. The Port's administrative team and McFarland Johnson will present the expansion project to the public and answer questions. The Housing Authority is assisting the Port in distributing notices for the meeting.
- The Port's administrative team and McFarland Johnson will meet with Mayor Sheehan, Common Council Members and city staff on January 3<sup>rd</sup> to give a briefing on the expansion project and the efforts that the Port is making to mitigate any environmental issues and answer questions from the public about future plans.
- 700 Smith Blvd – The Port is petitioning the NYSDEC for a Beneficial Use Determination regarding using asphalt millings as the fill and cover material on the site.
- The purchasers of 900 S. Pearl St. are continuing to move forward with their due diligence efforts.

**REAL PROPERTY/DEVELOPMENT UPDATE**

Director Daly stated that construction bidding for the new maritime warehouse is anticipated in the first quarter of 2020. The warehouse should be completed within ten months of commencing. The final design of the maritime terminal and external roadway are sequencing in parallel and would begin construction after the warehouse is complete.

**APPOINTMENT OF COMMITTEE MEMBERSHIPS**

Chairperson Steffens introduced Resolution 17-2019 appointing the members of the Audit, Finance and Governance committees. Commissioner Coffey made a motion to approve the resolution, seconded by Commissioner Cinquanti and passed unanimously. An additional motion was made to make Commissioner Cinquanti the Assistant Secretary to the Board, which was moved by Commissioner Coffey, seconded by Chairperson Steffens and passed unanimously.

**801 SMITH BOULEVARD**

Chairperson Steffens introduced Resolution 18-2019 regarding the emergency demolition of 801 Smith Boulevard. The Director of Operations memo regarding the steps taken concerning the building and with the City of Albany Department of Buildings and Regulatory Compliance was reviewed. Commissioner Coffey instructed staff to retain all environmental reporting documents

that the City had produced. General Counsel Jordan explained the City's demolition procedure, how DiTonno and Sons demolition company was chosen by the City during a public bidding process and how the Port complied with the City's emergency demolition order and requirements.

Chairperson Steffens called for a motion to authorize the CEO to execute the necessary documents to facilitate the emergency demolition of 801 Smith Boulevard at a cost not to exceed \$477,845. A motion was made by Commissioner Coffey, seconded by Commissioner Cinquanti and passed unanimously.

### **CAPITAL REGION CHAMBER DINNER**

Chairwoman Steffens introduced Resolution 19-2019 relating to the Capital Region Chamber's Annual Dinner. Staff has determined that this request complies with the Port's Sponsorship Policy. Chairwoman Steffens called for a motion to approve the sponsorship. A motion was made by Commissioner Coffey, seconded by Commissioner Cinquanti and passed unanimously.

### **MARITIME BUSINESS ASSESSMENT**

Chairwoman Steffens noted that the Board had received Manager Vasil's monthly Ships, Barges and Tonnage Report and Longshore Hours. CEO Hendrick reported that the Port is anticipating an additional 80,000-90,000 tons of woodpulp shipped through the maritime terminal in 2020. The Port and FMT are aggressively pursuing lumber industry companies associated with the wood pulp industry. Two power industry projects are planned for Port utilization in 2020.

### **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. A motion was made by Commissioner Coffey, seconded by Commissioner Cinquanti 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, January 22, 2020, immediately following the Governance Committee meeting held at 12:30pm.**

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