



**ALBANY PORT DISTRICT COMMISSION**  
**MINUTES OF A REGULAR MEETING**  
**February 24, 2020**

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, Maritime Business Development Manager Vasil, Deputy Director of Security Teller and Bill Ring (FMT).

Chairperson Steffens opened the meeting and introduced the minutes of the January 22, 2020 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.

**CEO UPDATE**

CEO Hendrick updated the Board on the following:

- 801 Smith Blvd foundation removal is continuing. The area should be ready for the agreed up FMT terminal operations expansion in the near future.
- The first project movement over the new ro-ro ramp is scheduled for the first quarter.
- Staff continues to work with DEC on a new lease for 80 Smith Blvd.

**REAL PROPERTY/DEVELOPMENT UPDATE**

Director Daly stated that the Port team has submitted all required documentation to the Bethlehem Planning Board regarding the expansion project. The draft FGEIS and Supplemental FGEIS are being review by the Planning Board and Town staff. The Town has asked the Port to draft the Findings Statement, which would be the final step in the Board's process. The Port team, Town staff and the Town Designated Engineer will have a workshop meeting ahead of the next Planning Board meeting to assist the Board with its review of the submittals.

Director Daly gave the Board an update on the phases of the TIGER projects. The southern wharf reconstruction and the ro-ro ramp projects are complete. Bid documents regarding the proposed maritime warehouse and being drafted and reviewed by staff and consultants. Commissioner Coffey requested that an updated map of all projects be created. Director Daly will have a map made.

### **ENGINEERING AND TECHNICAL SERVICES CONTRACT**

Chairperson Steffens introduced Resolution 6-2020 regarding awarding a contract for Engineering and Technical Services for the proposed wharf as part of the expansion project in Bethlehem. An RFQ was released in the fourth quarter of 2019 for the required services. Eight responses were received from competent firms. The proposals were reviewed by committee that included a Commissioner, APDC management and the APDC's operations team. Two firms were selected for interviews and interviewed by the review team, which recommended awarding the contract to Moffat & Nichol. Commissioner Coffey noted that the Port received impressive responses and that the process the review team used worked well in deciding on the most qualified firm for this project. Chairperson Steffens called for a motion to approve Resolution 6-2020. A motion was made by Commissioner Coffey, seconded by Commissioner Cinquanti and passed unanimously.

### **ADDITIONAL FUNDING FOR ENVIRONMENTAL, PLANNING AND ENGINEERING SERVICES**

Chairperson Steffens introduced Resolution 7-2020 relating to additional funding for Environmental, Planning and Engineering Services related to the Port expansion project in the Town of Bethlehem. Unforeseen additional requirements have arisen with the Bethlehem Planning Board and the town during the environmental review process of the project, such as additional extensive public comment, additional traffic studies and the production of a Supplemental GEIS as part of an environmental justice component, and documentation and performance of the SEQR Findings Statement work, which is being provided by the McFarland-Johnson team. Chairperson Steffens called for a motion to authorize the performance of additional services by McFarland-Johnson to secure SEQRA and Bethlehem Town Planning Board approval at a cost not to exceed \$ 97,500. A motion was made by Commissioner Cinquanti, seconded by Commissioner Coffey and passed unanimously.

### **ANNUAL MULTI-YEAR CONTRACTS REVIEW**

Counsel Jordan presented Resolution 8-2020 relating to multi-year contracts. UHY is conducting its final audit under the current engagement and an RFQ for auditing services will be issued this summer. Intervid will be in its second year under their agreement. Chairperson Steffens called for a motion to approve said Resolution 8-2020. A motion was made by Commissioner Coffey, seconded by Commissioner Cinquanti and passed unanimously.

**GOVERNMENT RELATIONS AND REPRESENTATION CONTRACT**

Chairperson Steffens introduced Resolution 9-2020 regarding an agreement for Government Relations and Representation. Staff discussed the benefits of having a lobbying firm to assist the Port with access to state and local legislators and agencies, support with lobbying for grant assistance and monitoring legislation that is beneficial to the Port and its operations. Additional discussion took place during Executive Session. It was recommended that Ostroff Associates be awarded a one year retainer agreement to provide Government Relations and Representation at \$5,000 per month. A motion was made by Commissioner Coffey, seconded by Commissioner Cinquanti and passed unanimously.

**MARITIME BUSINESS ASSESSMENT**

Manager Vasil provided an overview of the Ships, Barges and Tonnage Report and Longshore Hours Report for January 2020. We are anticipating some impact from the COVID-19 virus but Chinese ports have handled the virus better than anticipated. The Port has received additional subway cars that are currently in the terminal. Manager Vasil and FMT General Manager Bill Ring are having discussions with a third party logistics company that may be able to utilize the Port for importing to Michigan through the Port and then using the canal system. The value of scrap is increasing which should lead to more frequent vessel calls for exporting. An additional contract for rolled paper has been agreed to with a company operating in Finland and Sweden.

General Manager Ring reported that FMT is anticipating two pulp ships and three heavy-lift barges to call on the Port in March. SCA, one of the Port's pulp contract companies, is going to have a trial shipment of lumber to the Port in March. FMT will be using the ro-ro ramp in the near future. The Port is receiving 2,000 tons of steel for Regeneron's construction projects. FMT is working on a new system of scanners and bar coding to track products in the terminal.

**PUBLIC COMMENT**

No public comments were made.

**EXECUTIVE SESSION**

Chairperson Steffens called for a motion to enter into Executive Session for a discussion regarding potential litigation. A motion was made by Commissioner Coffey, seconded by Commissioner Cinquanti and passed unanimously. No action was taken in Executive Session.

**OTHER BUSINESS**

CFO Stuto reported that UHY was at the Port during the first week of February to conduct their audit. Everything has gone well and she anticipates a draft audit will be forthcoming in time for the March Board meeting.

Chairperson Steffens noted that Michel Tosini, Executive Vice-President at FMT, will be retiring on February 28<sup>th</sup>. She thanked him for his longstanding partnership with the Port and for his friendship and wished him best of luck in retirement.

### **NEXT MEETING**

Chairperson Steffens informed all those in attendance that the **next meeting of the APDC Board of Commissioners will be held on Wednesday, March 25, 2020 at 12:30pm**. The Audit Committee will meet prior to that at 11:30am.

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