



ALBANY PORT DISTRICT COMMISSION
MINUTES OF A REGULAR MEETING
March 25, 2020

Due to the pandemic the March 25, 2020 Board of Commissioners meeting was held remotely pursuant to the Governor's Executive Order No. 202.1, issued March 12, 2020, which suspended Article 7 of the Public Officers Law related to public body meetings. Prior to the meeting being called to order General Counsel Jordan noted that the meeting was being recorded and transmitted via on-line video. For the recording he stated that in attendance were Chairperson Steffens and Commissioners Cinquanti, Coffey and Tagliento. Also present were CEO Hendrick, General Counsel Jordan, Economic Development and Procurement Director Daly, CFO Stuto, Maritime Business Development Manager Vasil and Director of Security Williams.

Chairperson Steffens called the meeting to order and introduced the minutes of the February 24, 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.

AUDIT COMMITTEE / FINANCIAL UPDATE

Chairperson Steffens noted that the Finance Committee met prior to the full Board meeting and received a report from the Port's auditors at UHY. UHY reported no findings for their full and single audits and noted that staff is doing an excellent job. The Committee conducted its annual review of the Committee Charter and did not make any changes upon consultation with staff. The Board discussed the audit report further and Chairperson Steffens called for a motion to approve the audit report. A motion was made by Commissioner Cinquanti, seconded by Commissioner Tagliento and passed unanimously.

CFO Stuto discussed the aspects of the PARIS reporting that she would be completing. She welcomed commissioners to review the document with her should they have specific questions. The PARIS report would be certified to the Authorities Budget Office on March 30th.

CEO UPDATE

CEO Hendrick updated the Board on the following:

- Welcome back to Commissioner Tagliento. The Port is happy that he is healthy.
- Coronavirus and the steps the Port is taking:
 - o The Port is fully operational, as the APDC and its tenants are considered essential businesses.
 - o Most of the Port's executive staff are working remotely.
 - o Security, maintenance and essential personnel are working under social distancing guidelines.
 - o Essential staff is rotating days between the office and home.
 - o There is no point-to-point contact between ship crews and security or FMT.
- Having bi-weekly meetings with Coast Guard and U.S. Customs to ensure compliance with federal and state regulations.
- A no travel policy for staff has been instituted.
- The AAPA and North Atlantic Ports Association have cancelled all meetings and conferences during the pandemic.
- The NYS Pilot Board is currently meeting remotely.
- The Administrative Assistant position was posted on Zip Recruiter and the Port's website for 7 weeks. Dozens of resumes were received. The interview team narrowed down the group of candidates to seven and four candidates were interviewed. The interview team decided that Ann DiLillo was the most qualified person for the position and she has accepted.

FMT OPERATIONS EXPANSION SITE

CEO Hendrick explained that during site preparation of the area which FMT will expand its terminal operations an underground fuel tank was discovered. NYSDEC Regional Spill Response Team was immediately notified and inspected the site the same day. DEC ordered the immediate remediation of the tank and stopped any work in the terminal in that area. CEO Hendrick determined that this posed a safety risk and the tank removal would need to be handled as an emergency. Clean Harbors provided the Port with a quote to remediate the tank. The Port will need to pay for the excavation and removal of the tank as well. Commissioner Coffey requested that the staff develop an RFP for this type of service and have contractors on a pre-authorized list. Chairperson Steffens called for a motion acknowledging that an unsafe condition existed and authorizing the CEO to proceed with the clean-up and removal of the tank as an emergency procurement and to contract with Clean Harbors and KEK Excavating to facilitate the clean-up and removal at a cost not to exceed \$28,000. A motion was made by Commissioner Coffey, seconded by Commissioner Cinquanti and passed unanimously.

REAL PROPERTY/DEVELOPMENT UPDATE

Director Daly stated that the Bethlehem Planning Board continues to review the SEQRA documents regarding the expansion project. Staff met in person with Bethlehem planning staff and the town designated engineer to discuss specific amendments to the Environmental Impact Statement. The Planning Board met on March 3rd and planning staff updated the Board as to the project's status. Mayor Sheehan sent a letter to the Planning Board stating that the City is in favor of the project, with proposed mitigation measures rerouting potential project related truck traffic away from South Pearl Street, and recognized the positive impacts the project will have on the local and regional economy. Director Daly stated that Port staff continues to have regular conversation with state and federal agencies regarding funding for the expansion project.

Director Daly reported that five firms responded to the RFQ for project financing of the expansion project and that six firms responded to the RFQ for bond counsel. The next level of engineering design work is proceeding regarding bridge and roadway infrastructure for the site.

Chairperson Steffens asked if the government agencies that the Port is dealing with have changed their stance on moving forward aggressively with offshore wind projects due to the financial impact of the pandemic. Director Daly stated that both the state and federal government remain supportive and are proceeding forward positively.

MARITIME BUSINESS ASSESSMENT

Manager Vasil provided an overview of the Ships, Barges and Tonnage Report and Longshore Hours Report for February 2020. There was an increase in vessel traffic from this time in 2019 to 2020. There was also an increase in heavy lift/project cargo moves and an increase in labor hours. Manager Vasil is in logistical discussions with a project cargo carrier for a move that would utilize the port and the canal system to the Great Lakes. He is also working to assist the domestic movement of large cylinders via rail from a Minnesota manufacturer. The Port has seen an increase in vessel calls for scrap exporting, but scrap prices have started to decline. Woodpulp vessel calls and tonnage have increased this quarter. Two pulp carrier projects regarding craft liner boards are being pursued. We are anticipating multiple pulp ship calls in March and April. From a supply chain standpoint, the ports and plants in China are back to regular operations.

OTHER BUSINESS

There was no other business.

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, April 22, 2020 at 12:30pm.** The Finance Committee will meet prior to that at 12:00noon.

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.