



## **ALBANY PORT DISTRICT COMMISSION MINUTES OF REGULAR MEETING**

**May 27, 2020**

Due to the pandemic the May 27, 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, Director of Security Williams and Deputy Director of Security Teller.

Chairperson Steffens called the meeting to order and introduced the minutes of the April 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.

### **FINANCIAL UPDATE**

CFO Stuto stated that she is forecasting that the Port will be \$93,000 in the black from what was budgeted for the year due to an increase in woodpulp imports, crane hours and security fees. The Port is expected to be approximately \$500,000 under budget in operating expenses due to saving from salaries and fringe benefits regarding open positions and not using the budgeted contingency funds. Depreciation is forecasted to be underbudget \$300,000 along with Grant Revenue underbudget \$3,000,000 due to timing of Capital Projects.

Commissioner Coffey asked about unfilled positions. CFO Stuto stated that the administrative assistant position would be filled but the other budgeted position would not be filled immediately but we do expect these positions to be filled by the end of the fiscal year. Commissioner Coffey discussed with the team the possibility of staff continuing to work remotely and how the staff is handling the current working environment.

**CEO UPDATE**

CEO Hendrick updated the Board on the following:

- New security standards for dealing with vessels calling on the Port electronically have been implemented.
- There have been no reported COVID-19 cases from the stevedore or longshore labor.
- There are weekly meetings with the Coast Guard, Maritime Administration and AAPA.
- Additional testing of 700 Smith Blvd pursuant to the EPA has been completed and the final soil management plan has been submitted for approval. It is anticipated that the EPA will finish its review in a couple months.
- The fuel tank removal and cleanup of 801 Smith Blvd is complete.
- The Port has been contacting tenants regularly during the pandemic to check on their wellbeing. Cheryl Stock has been highlighting a new tenant for the public each week via the Port's social media.

**REAL PROPERTY/DEVELOPMENT UPDATE**

Director Daly updated the Board regarding the Maritime Warehouse project. The four contracts that were awarded by the Board on May 20, 2020 have been provided to the approved contractors for review and execution. There will be a kickoff meeting for the project in early June. The federal representatives for the TIGER program are pleased with the progress the Port is making.

Director Daly updated the Board as to the status of the Bethlehem expansion project. The draft Finding Statement, which is the final document required under SEQRA, has been completed and submitted to the Planning Board. The Finding Statement will be presented as final at the next Planning Board meeting. If accepted it will mark the conclusion and adoption of the Generic Environmental Impact Statement and set the parameters of the proposed expansion. The Port's engineering consultants are currently working on the construction designs for the site's infrastructure, including the bridge, roadway and utilities and for the new wharf. Director Daly stated that a federal grant application for funding for the project has been submitted by the Port.

**80 SMITH BOULEVARD**

Counsel Jordan discussed Resolution 15-2020 regarding the proposed lease of 80 Smith Blvd, a.k.a. 102 Smith Blvd, to the NYS Department of Environmental Conservation. The APDC responded to a Request for Information issued by the State of New York regarding leased space in July of 2019 with a market lease rate value disposition. The proposed lease area is for the 21,480 square foot building and adjoining parking lots. The building is unique in the Port District, in that it includes a field office, laboratory, repair center with lifts and garage space and vehicle fueling capabilities. The proposed lease is for ten years at \$384,492 per year, and will not include an annual CPI increase. DEC is currently in good standing with the Port regarding its current lease requirements. Chairperson Steffens called for a motion to approve Resolution 15-2020, authorizing the lease of the premises. A motion was made by Commissioner Coffey, seconded by Commissioner Cinquanti and passed unanimously.

### **MARITIME BUSINESS ASSESSMENT**

Manager Vasil discussed adjustments to the marketing and business development plan and approach based on changes in the cargo industry and the effects of the pandemic on the business markets. The Port is increasing the marketing coverage with FMT through new personnel recently added to FMT's team. They are conducting joint virtual sales calls with current and prospective customers and highlighting the ro-ro ramp. Manager Vasil recently made a presentation at RPI on supply chain and logistics and another to the CDTC freight transit committee.

Manager Vasil provided an overview of the Ships, Barges and Tonnage Report and Longshore Hours Report for the first four months of 2020. The Port doubled the amount of vessel calls for the period between 2019 and 2020. There were increases in the heavy lift, project cargo, scrap metal and forest product sectors. There was also an increase in tonnage and labor hours. The Port just received the first trial shipment of 400 units timber that will be headed to a big box store. A ship that will call in July should deliver ten times that amount of timber.

### **OTHER BUSINESS**

There was no other business.

### **EXECUTIVE SESSION**

Chairwoman 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 Monday, June 22, 2020 at 12:00 noon.**

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