



ALBANY PORT DISTRICT COMMISSION
MINUTES OF A REGULAR MEETING
JULY 22, 2020

Due to the pandemic the July 22, 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. Chairperson Steffens called the meeting to order. In attendance were Commissioners Cinquanti and Coffey. 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 Administrative Assistant DiLillo.

Chairperson Steffens introduced the minutes of the June 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.

FINANCE COMMITTEE MEETING UPDATE

Chairperson Steffens noted that a Finance Committee meeting had been held that same day. Commissioner Coffey informed the Board that at the committee meeting they reviewed the financial information and balance sheet for the year to date. He noted that all the numbers are looking positive and that the Port's finances have not been negatively impacted much by the pandemic at the present time. Commissioner Coffey noted that the forecast looks favorable for the balance of the year. The Finance Committee also reviewed a matrix for the budget goals for the mid-year status of items, variances and questions regarding thresholds. He mentioned it was a very good report by the CFO and team. Chairperson Steffens noted it was good news and thanked the Port Team.

CEO UPDATE

CEO Hendrick updated the Board on the following:

- Expansion project is moving along at a great pace and maintenance staff is working hard.
- Have been hosting social distance business meetings on the expansion site including one with representatives from ESD and interested companies.
- Working on information with our engineering firms to determine our needs for lbs./sq. ft. on both the bridge and the wharf.
- The new maritime warehouse is progressing. The building's footings are being poured, foundation walls are being formed and conduits (elect/water) are being installed.
- Security Director Williams will be taking firms out on a vessel to look at the Shed 4 area at low tide.
- Port staff will be working with the City of Albany Summer Youth Development Program during multiple Fridays this summer. They will tour the Port's facilities and learn the history of the Port. The students will tour and research the expansion site and learn about workforce development at the Port, and the offshore wind field in particular. This will be a great opportunity for the youth and for the Port of Albany.
- Port staff met with Dagan Trucking and a partner company regarding new work opportunities and for utilizing the Big Lift Warehouse.
- Moving forward with EPA and DEC regarding 700 Smith Blvd. Confident to have resolution in the immediate future.
- Office Manager Cheryl Stock and Director Daly submitted the 2019 annual report to the American Association of Port Authorities which won the APDC a "Distinction Award". CEO Hendrick complimented the staff for the work they did in developing the annual report.

REAL PROPERTY/DEVELOPMENT UPDATE

Director Daly stated her appreciation for the Port of Albany being recognized by the AAPA. She noted that the publication has been used as a marketing piece for business development and general outreach for the Port's expansion in every single interaction; receiving national recognition on that is a nice reinforcement. Director Daly noted that the team is working on updating the Port's website and creating virtual documents as well as virtual walk-throughs detailing the Port expansion. Commissioner Coffey inquired if the staff is trying to change any strategies where they are doing more outreach directly with clients like a work media to sustain more visibility. Director Daly affirmed that the team has been doing more outreach with social media, as well as targeted advertising in trade journals, and by sponsoring or coordinating with the Offshore Wind Organization as well as a multitude of virtual outreach and interaction. She noted that the Port will be coordinating with state and national offshore wind organizations to promote offshore wind enterprises and they will be filming the Port of Albany as part of representing the industry. This will show the upstate portion of the offshore wind supply chain and the potential for business opportunities at the Port.

Director Daly reported that engineering work on the Port expansion project has included operational utilization one-on-one calls with companies that have a higher level of interest in doing business with the APDC. These meetings will help guide the design of the new wharf for market needs. The Port's engineers are working towards a wharf design for the permit application process, which is expected to be submitted in August or September.

The team is working towards a highway grade bridge span design. Initial geotech work is almost completed as part of the process. The team held a meeting with engineers and state and federal agencies for pre-permitting needs and is now having more one-on-one conversations with different agencies providing information, obtaining input and sign off for the next level. Director Daly notified the Board that NYSERDA announced their second procurement regarding offshore wind and their green initiatives on July 21st.

SPECIAL COUNSEL/BOND AND PROJECT FINANCING COUNSEL SERVICES

Chairperson Steffens presented Resolution 18-2020 regarding Special Counsel/ Bond and Project Financing Counsel Services. Six responses were received from the RFQ. After reviewing the qualifications, interviewing the companies and requesting and reviewing shortlisted proposals and then analyzing the timelines and proposed costs, the review team recommended that the Board award the contract to Hodgson Russ, LLP. Some discussion followed. Chairperson Steffens called for a motion to approve Resolution 18-2020, awarding the contract to Hodgson Russ. A motion was made by Commissioner Cinquanti, seconded by Commissioner Coffey and passed unanimously.

PROJECT FINANCING SERVICES

Chairperson Steffens presented Resolution 19-2020 regarding Project Financing Services. Five companies responded to the RFQ. After reviews of the qualifications, team interviews and shortlist request for proposals followed by additional review of cost analysis and time frames, the review team recommended that the Board award the contract to Piper Sandler & Co. Some discussion followed. Chairperson Steffens called for a motion to approve Resolution 19-2020, awarding the contract to Piper Sandler. A motion was made by Commissioner Cinquanti, seconded by Commissioner Coffey and passed unanimously.

MARITIME BUSINESS ASSESSMENT

CEO Hendrick provided an overview of the Ships, Barges and Tonnage Report and Longshore Hours

- Longshore hours are at 17211, which are down 120 hours over the same time frame as last year.
- Ships and barges are up, however July has been a slow month.
- An unexpected barge unit came in on July 21st from Westway Feed Products.
- Project cargo has been down but anticipates the year to end successfully.

Manager Vasil updated the Board on the following:

- Imported wood pulp goal – 6 ships 60,000 tons. We are presently at 4 ships totaling 31,000 tons. This month we had a vessel come through with 10,000 tons.
- Calcium – Working with a company in Houston to retain the supply chain in Europe.
- Imported Lumber – 165 short tons. Anticipating that in September or October the Port will receive additional product.
- Container Board – Shipping of this new product has gone well.
- Steel Shipments – 3,000 tons is the goal. We are at 66% of our goal for the year.
- Energy production projects –A project for Ohio is scheduled for next year.
- Ro-ro – A move is scheduled to take place in September.
- Nationally the container business has dropped dramatically in recent months.

OTHER BUSINESS

No other business for discussion.

PUBLIC COMMENT

No public comments were made.

EXECUTIVE SESSION

Chairperson Steffens called for a motion to enter Executive Session for a discussion regarding the proposed, sale or lease of real property. A motion was made by Commissioner Coffey, seconded by Commissioner Cinquanti and passed unanimously.

No action was taken during Executive Session. The regular meeting resumed.

NEXT MEETING

Chairperson Steffens informed all those in attendance that the **next meeting of the APDC Board of Commissioners will be held on Wednesday, August 26, 2020 at 12:00 p.m.**

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.