



**ALBANY PORT DISTRICT COMMISSION**  
**MINUTES OF A REGULAR MEETING**  
**October 23, 2019**

Chairperson Steffens called the meeting to order. In attendance were Commissioners 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, Deputy Director of Security Teller and Lynn Zeronda (CFO For Hire).

Chairperson Steffens opened the meeting by informing the Board the CEO Hendrick was appointed as Vice Chairman of the AAPA's United States delegation. The Commissioners agreed that it was a well-deserved and that it keeps the Port of Albany on the map. Chairperson Steffens introduced the minutes of the September 23, 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 Tagliento and passed unanimously.

**FINANCE COMMITTEE UPDATE**

Commissioner Coffey stated that the Finance Committee met prior to the regular meeting to discuss the proposed 2020 Budget. The Committee discussed the conservative forecast budgeting approach that was used to craft the budget document. Commissioner Coffey appreciated the leading and lagging indicators that were included. No monetary changes were made to the Budget as it was proposed in September. Additional objectives and metrics were put into the Budget overview memo based on discussions and directives from the Committee. Commissioner Coffey thanked CFO Stuto, Ms. Zeronda and staff for their work.

**APPROVAL OF 2020 PROPOSED BUDGET**

Chairperson Steffens called for a motion to approve the proposed 2020 Budget. A motion was made by Commissioner Coffey, seconded by Commissioner Tagliento and passed unanimously

**CEO UPDATE**

CEO Hendrick updated the Board on the following:

- Chairperson Steffens, CEO Hendrick and members of the Port's staff attended the annual breakbulk conference in Houston during the week of October 7<sup>th</sup>. The conference attracted approximately 5,000 attendees. The Port's booth allowed for great exposure and allowed the team to engage new business leads and to discuss new shipping developments.
- CEO Hendrick attended the AAPA Annual Convention in Norfolk that began on October 13<sup>th</sup>. His election by the AAPA Board to Vice Chairman is an important step in working with other ports and businesses.
- Patriot Tank Lines is progressing with the City's planning process.
- The South Wharf Reconstruction Project is in its final phase and should be completed in October.
- The repairs to the Rensselaer wharf should be completed in the near future.
- NYSDEC notified the Port that they will be remaining as a tenant. Staff will work with the State to finalize the process. The parties are planning upgrades to the property.
- The Albany School of Humanities returned to the Corning Preserve for the annual Life on the River program.
- On October 11<sup>th</sup> the Port hosted the Tech Valley Leadership Conference. This year's class of 45 people toured the Port after the classroom session.
- The USS Slater Night was held on October 17<sup>th</sup>. The Port was prominently recognized for its sponsorship.
- The Coast Guard visited the Port twice in September. They will be reviewing the Port's Facility Safety Plan. Security will be running a safety drill that will involve the entire Port District, tenants and staff in September.

**REAL PROPERTY/DEVELOPMENT UPDATE**

Director Daly discussed the planning, permitting and approval process for the proposed Port expansion project in Bethlehem. Public comments have been addressed and the Final Generic Environmental Impact Statement has been submitted to the Town. The FGEIS contains sections that highlight Environmental Justice components and the transportation route. The Town Planning Board was briefed by the Port's team regarding the Port's progress. Director Daly stated that the Port's team had met directly with several State agencies regarding the project to address comments made by those agencies. Port leadership has also had a number of business development meetings related to the site regarding potential projects and tenants as well. The NYSERDA funding process is now open and Director Daly will be working on submitting a grant application.

**MARITIME BUSINESS ASSESSMENT**

Manager Vasil provided an overview of the Ships, Barges and Tonnage Report and Longshore Hours Report for August 2019. He noted that the heavy lift sector and scrap tonnage are down but wood pulp product tonnage has increased. He is working to retain and increase the wood pulp business and working directly with the railroads to keep rates lower to encourage shipments. We should be receiving a shipment of calcium chloride by the end of the year that will unload between 10,000-12,000 short tons. Manager Vasil reported that the Port received many comments from attendees at the Houston breakbulk conference regarding how enjoyable it is to do business with the Port of Albany.

**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 or the proposed acquisition. A motion was made by Commissioner Coffey, seconded by Commissioner Tagliento 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, November, 20 2019.**

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.