



**ALBANY PORT DISTRICT COMMISSION
MEETING
DECEMBER 14, 2020
10:30 A.M.**

Pursuant to the Governor's Executive Order No. 202.1, issued March 12, 2020, Article 7 of the Public Officers Law related to public body meetings is suspended and the December 14, 2020 APDC Board of Commissioners meeting will be held remotely. Commissioners and APDC staff are authorized to attend the meeting by conference call. Specified APDC staff will meet in person to facilitate the meeting. In accordance with the Executive Order the meeting will be available for public viewing via on-line live video transmission and recorded, as public in-person access to the meeting is not permitted.

AGENDA

- 1) Approval of Minutes from the November 18, 2020 Commission meeting (Attached)**
 - (Chairperson intro and discussion of minutes by Board)
- 2) Public Comment**
- 3) Financial Update (by CFO Stuto)**
- 4) CEO Update (by CEO Hendrick)**
- 5) Real Property/Development Update (by Dir. Daly)**
- 6) Appointment of Committee Members (Resolution 27-2020) (Cnsl. Jordan)**
- 7) Insurance Brokerage Services (Resolution 28-2020) (by CFO Stuto)**
- 8) Financial Audit Services (Resolution 29-2020) (by CFO Stuto)**
- 9) Maritime Business Assessment (by Mgr. Vasil)**
 - Tonnage/Longshore Labor Report (Attached)
- 10) Other Business (by Chairperson)**

11) Enter Executive Session¹

12) Exit Executive Session

13) Next Meeting: January 20, 2021

¹ Only if necessary (and if approved by a majority vote of the Commission), to discuss:

- a. matters which will imperil the public safety if disclosed;
- b. any matter which may disclose the identity of a law enforcement agent or informer;
- c. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
- d. discussions regarding proposed, pending or current litigation;
- e. collective negotiations pursuant to article fourteen of the civil service law;
- f. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
- g. the preparation, grading or administration of examinations; and
- h. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof.



ALBANY PORT DISTRICT COMMISSION
MINUTES OF A REGULAR MEETING
NOVEMBER 18, 2020

Due to the pandemic the November 18, 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, 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 Administrative Assistant DiLillo. Also joining the meeting was Lissa D'Aquanni from MVP Results.

Chairperson Steffens introduced the minutes of the October 28, 2020 Commission meeting. No changes were made to the minutes. Chairperson Steffens called for a motion to approve the minutes of the October 28, 2020 meeting. A motion was made by Commissioner Tagliento, seconded by Commissioner Cinquanti and passed unanimously.

PUBLIC COMMENT

No public comments were made.

GOVERNANCE COMMITTEE UPDATE

Commissioner Steffens mentioned that the Governance Committee met prior to the regular meeting. Counsel Jordan reported that the Governance Committee reviewed the Committee Charter and concurred with the staff's recommendation that no changes were needed. The Committee was presented with a proposed schedule of 2021 meeting dates for the Board and

Committee meetings, which the Governance Committee approved with no changes. Counsel Jordan also presented the proposed 2021 APDC Committee assignments for the Committee to review. He noted that if no changes were requested, a resolution would be presented to the Board for approval at the next Board meeting.

FINANCIAL UPDATE

CFO Stuto reported that they are narrowing in on the projections as it gets closer to the end of the year. She stated that total revenue projections are down, primarily due to dockage, stevedore and security fees. Wharfage and rent has remained the same. She reported that there is an overall reduction in expenses approximately \$200,000 lower than last month's projections. CFO Stuto also reported that there has been a large change in the projections for other operating income and expenses, primarily due to the sale of 900 South Pearl Street. Capital grant revenue projections remain consistent with last month. CFO Stuto reported that as of October 31st she projects the change in net position to be a positive \$4,024,000.

CEO UPDATE

CEO Hendrick updated the Board on the following:

- Construction of the new maritime warehouse is continuing on schedule.
- The sale of 900 South Pearl street was completed.
- Staff is working on the marketing and redevelopment of the properties on Binghamton Street.
- CEO Hendrick confirmed that the submissions of the offshore wind procurement were completed and that we are now waiting for a decision by NYSERDA.

REAL PROPERTY/DEVELOPMENT UPDATE

Director Daly reported that the NYSERDA reviews are in progress and that the port team has coordinated with the development teams on responding to various questions and comments presented regarding the applications submitted. She mentioned that there has been interest in the Binghamton Street properties.

RESOLUTION 25-2020

Counsel Jordan presented resolution 25-2020 relating to contingency related expenditures for the construction of the new maritime warehouse. Counsel Jordan reviewed with the Board the documents detailing the expenditures for authorization. Some discussion followed. Chairperson Steffens called for a motion to approve resolution 25-2020. A motion was made by Commissioner Cinquanti, seconded by Commissioner Tagliento and passed unanimously.

RESOLUTION 26-2020

CFO Stuto presented resolution 26-2020 for the extension of a Master Equipment Lease/Purchase Agreement through Bank of America. The proposed extension will be for a term ending December 31, 2024, at annual rate of 1.7%. Some discussion followed. Chairperson Steffens called for a motion to approve resolution 26-2020. 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.

- Ships and Barges have increased this year.
- Tonnage is up 44% from last year.
- Woodpulp is up 22% on ships and 33% on tons.
- Anticipates one more vessel in November transporting woodpulp and lumber.
- Scrap metal increased two ships and 50% on tons from last year.
- Heavy lift cargo increased with 16 vessels this year versus 10 last year.
- Anticipates an additional 3 barges and 1 ship by the end of the year for heavy lift cargo.
- Longshore hours are up 5% from this time last year.
- Relating to the consumer market, there has been a significant amount of fluctuations, primarily due to on-line sales.

EXECUTIVE SESSION

Chairperson Steffens called for a motion to enter Executive Session for the purpose of discussing employment history. A motion was made by Commissioner Tagliento, seconded by Commissioner Cinquanti and passed unanimously.

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

OTHER BUSINESS

No other business was discussed.

NEXT MEETING

Chairperson Steffens informed all those in attendance that the **next meeting of the APDC Board of Commissioners will be held on Monday, December 14, 2020.**

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

ALBANY PORT DISTRICT COMMISSION
2020 Forecast - Actual Results through November 30, 2020

	November 2020	Year to Date Jan-Nov 2020	Forecast Dec 2020	Forecast 2020	Budget 2020	Forecast to Budget Variance
Operating Revenue:						
Rental Income	292,767	3,197,368	292,767	3,490,135	3,467,431	22,704
Dockage Fees	21,121	237,319	35,000	272,319	255,909	16,410
Wharfage Fees:						
Calcium Chloride	-	-	-	-	-	-
Liquid Fertilizer	-	32,722	-	32,722	40,000	(7,278)
Grain	-	50,000	-	50,000	50,000	-
Heavy Lift/Project	-	52,684	15,000	67,684	98,957	(31,273)
Steel	21,579	51,723	20,000	71,723	101,524	(29,801)
Woodpulp	8,934	83,947	10,000	93,947	104,545	(10,598)
Total Wharfage Fees	<u>30,513</u>	<u>271,076</u>	<u>45,000</u>	<u>316,076</u>	<u>395,026</u>	<u>(78,950)</u>
Buckeye Revenue	-	100,000	50,000	150,000	150,000	-
Stevedore Fees and Services	25,966	205,173	86,667	291,840	245,000	46,840
Crane Equipment Rental	13,370	157,045	14,000	171,045	156,890	14,155
Security Fees	22,420	319,493	40,000	359,493	382,458	(22,966)
Other Services and Revenue	10,328	15,119	1,180	16,299	20,708	(4,409)
Total Operating Revenue	<u>416,485</u>	<u>4,502,593</u>	<u>564,614</u>	<u>5,067,207</u>	<u>5,073,422</u>	<u>(6,215)</u>
Operating Expenses:						
Payroll, Payroll Taxes and Fringe Benefits	169,164	2,149,107	209,703	2,358,810	2,569,350	(210,540)
Other Post Retirement Benefit Expense	-	-	100,000	100,000	100,000	-
Repairs, Maintenance and Utilities	11,626	169,152	38,445	207,597	265,500	(57,903)
Crane Parts and Repairs	-	4,106	25,000	29,106	55,000	(25,894)
Insurance	13,382	195,827	20,000	215,827	229,553	(13,726)
Professional and Consulting Fees	70,386	216,048	87,286	303,334	507,000	(203,666)
Service Contracts	24,164	189,624	15,000	204,624	240,000	(35,376)
Security and Safety Costs	3,608	32,105	5,550	37,655	137,300	(99,645)
Education and Training	-	4,610	500	5,110	10,000	(4,890)
Office Supplies and Expense	1,222	15,950	13,350	29,300	50,300	(21,000)
Advertising, Promotion and Association Dues	74	99,962	21,500	121,462	264,502	(143,040)
Contingency	-	-	-	-	180,000	(180,000)
Total Operating Expense	<u>293,624</u>	<u>3,076,493</u>	<u>536,335</u>	<u>3,612,827</u>	<u>4,608,505</u>	<u>(995,678)</u>
Operating Income (Expense) before other items	122,861	1,426,100	28,279	1,454,380	464,917	989,463
Depreciation and Other (Income) Expenses:						
Depreciation Expense	219,939	2,430,102	219,939	2,650,040	2,947,307	(297,267)
Interest Income	(74)	(7,387)	(100)	(7,487)	(14,400)	6,913
Interest Expense	13,876	166,772	14,696	181,469	200,738	(19,269)
Waterfront Development	220	230,442	29,000	259,442	269,750	(10,308)
Municipal Support	-	119,712	39,904	159,616	163,000	(3,384)
(Gain) Loss on Sale of Asset	-	(1,035,246)	-	(1,035,246)	-	(1,035,246)
Net Depreciation and Other (Income) Expense	<u>233,961</u>	<u>1,904,396</u>	<u>303,439</u>	<u>2,207,835</u>	<u>3,566,395</u>	<u>(1,358,560)</u>
Change in Net Position Before Capital Funding	(111,100)	(478,295)	(275,160)	(753,455)	(3,101,478)	2,348,023
Capital Grant Revenue	693,819	3,172,483	1,779,741	4,952,224	12,094,900	(7,142,676)
Change in Net Position	<u>582,719</u>	<u>2,694,188</u>	<u>1,504,581</u>	<u>4,198,769</u>	<u>8,993,422</u>	<u>(4,794,653)</u>

Ships & Barges Report

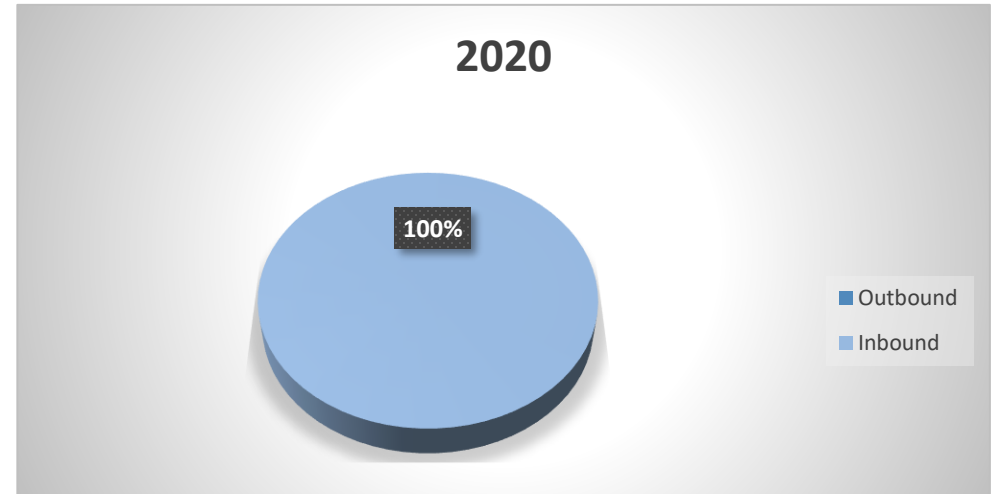
November-2020

Outbound	2019	2020	Change	Percentage
Heavy Lift/Project	1	0	-1	-100%
Barges-Heavy Lift/Project	0	0	0	-
Scrap Iron	1	0	-1	100%
Steel	0	0	0	-
Totals	2	0	-2	-100%

Inbound	2019	2020	Change	Percentage
Heavy Lift/Project	0	0	0	-
Barges-Heavy Lift/Project	0	0	0	-
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	0	0	0	-
Steel	0	0	0	-
Urea	0	0	0	-
Wind Energy	0	0	0	-
Woodpulp	0	1	1	100%
Totals	0	1	1	100%

Year to Date

Total	2019	2020	Change	Percentage
Heavy Lift/Project	7	9	2	29%
Barges-Heavy Lift/Project	4	7	3	75%
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	1	1	0	0%
Scrap Iron	4	5	1	25%
Steel	0	0	0	-
Urea	0	0	0	-
Wind Energy	0	0	0	-
Woodpulp	9	12	3	33%
Totals	25	34	9	36%



Ships & Barges

	2019	2020	Change	Percentage
Outbound	14	20	6	43%
Inbound	11	14	3	27%
Totals	25	34	9	36%

Lay Berth

	2019	2020	Change	Percentage
2019	1	10	9	900%
2020	0	5	5	500%
Change	-1	-5	-4	-400%
%	-100%	-50%	50%	50%

November-2020

Tonnage Report - Monthly

Outbound	2019	2020	Change	Percentage
Heavy Lift/Project	269	0	-269	-100%
Barges-Heavy Lift/Project	0	0	0	-
Scrap Iron	29834	0	-29834	100%
Steel	0	0	0	-
Totals	30103	0	-30103	-100%

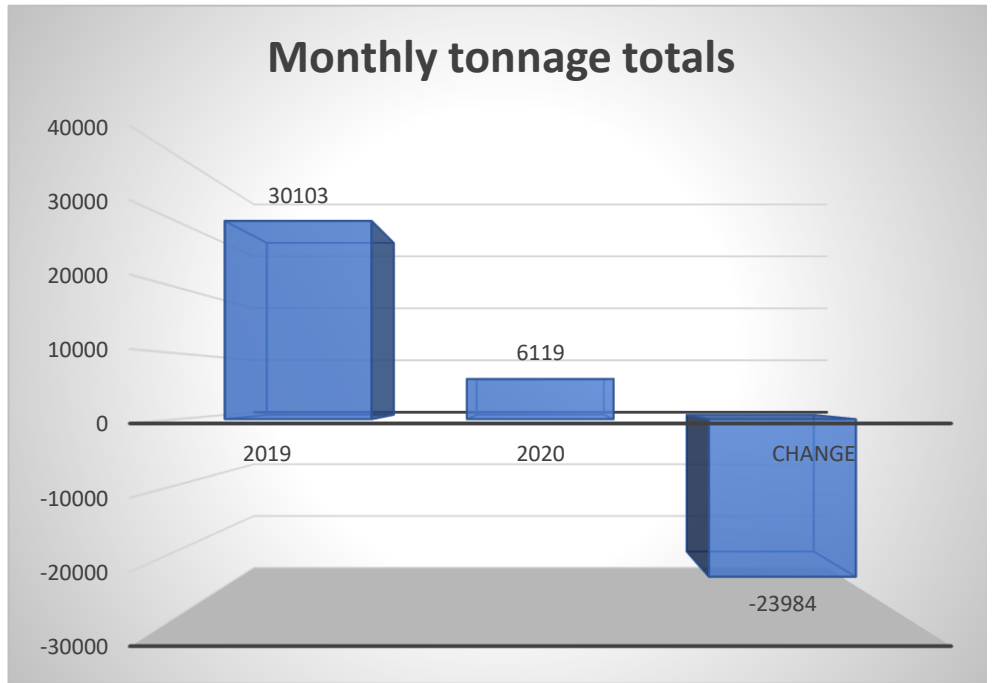
Inbound	2019	2020	Change	Percentage
Heavy Lift/Project	0	0	0	-
Barges-Heavy Lift/Project	0	0	0	-
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	0	0	0	-
Steel	0	0	0	-
Urea	0	0	0	-
Wind Energy	0	0	0	-
Woodpulp	0	6119	6119	100%
Totals	0	6119	6119	100%

November 2019-2020 Totals

Total	2019	2020	Change	Percentage
Heavy Lift/Project	269	0	-269	-100%
Barges-Heavy Lift/Project	0	0	0	-
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	0	0	0	-
Scrap Iron	29834	0	-29834	-100%
Steel	0	0	0	-
Urea	0	0	0	-
Wind Energy	0	0	0	-
Woodpulp	0	6119	6119	100%
Totals	30103	6119	-23984	-80%

Tonnage Report Monthly

Total	2019	2020	Change	Percentage
Outbound	30103	0	-30103	-100%
Inbound	0	6119	6119	100%
Totals	30103	6119	-23984	-80%



November-2020

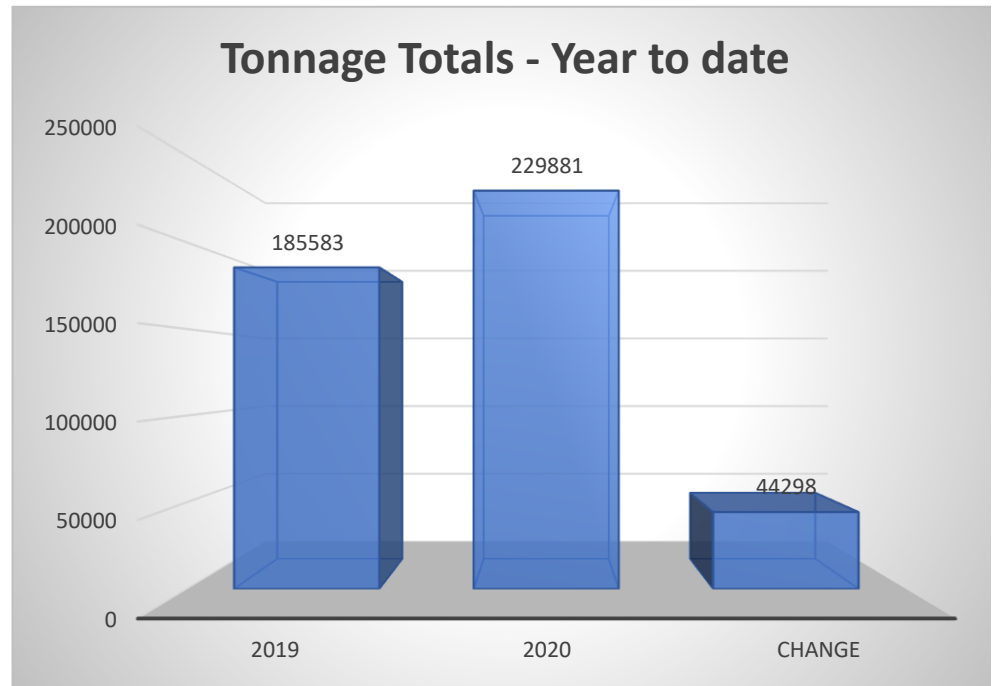
Tonnage Report - Year to Date

Outbound	2019	2020	Change	Percentage
Heavy Lift/Project	3601	3239	-362	-10%
Barges-Heavy Lift/Project	641	2216	1575	246%
Scrap Iron	115474	128756	13282	12%
Steel	0	0	0	-
Totals	119716	134211	14495	12%

Inbound	2019	2020	Change	Percentage
Heavy Lift/Project	0	728	728	100%
Barges-Heavy Lift/Project	267	0	-267	-100%
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	9921	14809	4888	49%
Steel	0	0	0	-
Urea	0	0	0	-
Wind Energy	0	0	0	-
Woodpulp	55679	80133	24454	44%
Totals	65867	95670	29803	45%

Year to Date

Total	2019	2020	Change	Percentage
Heavy Lift/Project	3601	3967	366	10%
Barges-Heavy Lift/Project	908	2216	1308	144%
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	9921	14809	4888	49%
Scrap Iron	115474	128756	13282	12%
Steel	0	0	0	-
Urea	0	0	0	-
Wind Energy	0	0	0	-
Woodpulp	55679	80133	24454	44%
Totals	185583	229881	44298	24%



Tonnage Report Year to Date

Total	2019	2020	Change	Percentage
Outbound	119716	134211	14495	12%
Inbound	65867	95670	29803	45%
Totals	185583	229881	44298	24%

NOVEMBER 2020

LONGSHORE HOURS

2019-2020 Comparison

	2019	2020
January	1253.0	2709.5
February	3589.0	3317.5
March	2729.0	3214.0
April	2541.0	2531.0
May	3749.0	3280.0
June	3470.0	2159.0
July	2048.5	2504.5
August	1205.0	2351.5
September	2771.5	1870.0
October	2163.0	2831.0
November	1696.0	2775.5
December		
Total:	27215.0	29543.5

2016-2017-2018-2019-2020 Comparison

	2016	2017	2018	2019	2020
January	2130.5	5265.0	1431.0	1253.0	2709.5
February	4010.0	4591.0	2739.0	3589.0	3317.5
March	3663.0	6166.0	2237.5	2729.0	3214.0
April	2509.5	9438.0	3757.0	2541.0	2531.0
May	2470.0	6549.5	12123.5	3749.0	3280.0
June	2975.0	6939.0	7848.5	3470.0	2159.0
July	2929.0	5437.0	3960.5	2048.5	2504.5
August	3829.5	2992.0	6113.5	1205.0	2351.5
September	4309.0	3604.5	4905.0	2771.5	1870.0
October	5153.5	2738.0	5663.0	2163.0	2831.0
November	4146.0	6133.5	2926.5	1696.0	2775.5
December	6474.0	2133.5	4480.0	2850.5	
Total:	44599.0	61987.0	58185.0	30065.5	29543.5

