



PORT OF ALBANY

**ALBANY PORT DISTRICT COMMISSION
MEETING
AUGUST 18, 2021
12:30 P.M.**

AGENDA

- 1) **Approval of Minutes from the July 21, 2021 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 CCO Daly, DSI Skubon)**
- 6) **Cybersecurity Update**
- 7) **Warehouse B Emergency Repairs (Res 15- 2021)**
- 8) **Accounting & Financial Software Implementation (Res 16-2021)**
- 9) **USS Slater Sponsorship Request (Resolution 17-2021)**
- 10) **Mechanical Upgrades for DEC Building (Res 18-2021)**
- 11) **Electrical Upgrades for DEC Building (Res 19-2021)**
- 12) **Maritime Business Assessment (Mgr. Vasil)**
- Tonnage/Longshore Labor Report (Attached)

13) Other Business (Chairperson)

14) Enter Executive Session¹

15) Exit Executive Session

16) Next Meeting: September 15, 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
JULY 21, 2021

Chairperson Steffens called the meeting to order. In attendance were Commissioners Abriel, Cinquanti, Coffey and Tagliento. Also present were CEO Hendrick, General Counsel Jordan, CCO Daly, CFO Stuto, DSI Skubon, Maritime Business Development Manager Vasil, Director of Security Williams, Deputy Director of Security Teller and Administrative Assistant DiLillo.

Chairperson Steffens welcomed Josh Skubon to the Port Team as the Director of Strategic Initiatives. DSI Skubon provided the Board a brief overview of his professional background and his employment experiences that he has brought to the Team.

Chairperson Steffens introduced the minutes of the June 16, 2021 Board meeting. No changes were made to the minutes. Chairperson Steffens called for a motion to approve the minutes. A motion was made by Commissioner Cinquanti, seconded by Commissioner Abriel, and passed unanimously.

PUBLIC COMMENT

No public comments were made.

FINANCIAL UPDATE

Commissioner Coffey noted that the Finance Committee met prior to the Board meeting. Commissioner Coffey reported that CFO Stuto reviewed with the committee the Second Quarter Financial Statements ending June 30, 2021 and the projections for the remainder of the year. Commissioner Coffey noted that the financials look positive and have remained consistent and the forecast for the year end is showing a continuation of the trend. CFO Stuto also presented the committee with a list of budget goals for the year. Commissioner Coffey noted that he appreciated the positive report given by CFO Stuto.

CEO UPDATE

CEO Hendrick updated the Board on the following:

- Port staff hosted the first session of the Summer Youth Engagement Program on Friday, July 16, 2021. CEO Hendrick noted that the participants brought a positive energy and eagerness to learn about the Port's future and renewable energy potential in the capital region.
- The Port team continues to meet with members of the Town of Bethlehem Planning Board, providing them with bi-weekly reports and updates.
- Port staff met with multiple NYS and federal departments and agencies regarding engineering, planning and permitting regarding the expansion site.
- Port staff and engineering consultants have met with the City of Albany's project review team regarding the plans and development of the 700 Smith Blvd. site.
- The Procurement Director position has been filled by Virginia Spadaro and the position for Director of Strategic Initiatives has been filled by Josh Sukbon.

REAL PROPERTY/DEVELOPMENT UPDATE

CCO Daly reported that the site plan application materials related to the expansion project has been submitted to the Town of Bethlehem Planning Board and the City of Albany Planning Board for determination of lead agency, review, consideration and approval. The Team is now working towards the supplemental work from the completed and approved SEQRA and FGEIS related to the expansion site and 700 Smith Blvd. This new work will include Environmental Justice public meetings as well as Port staff providing various communities with project updates as work progresses. Port staff has also hosted community engagement tours specifically with Town of Bethlehem and City of Albany groups showing them what has already taken place and what future developments are expected at the Port. A workforce development leadership roundtable discussion took place which included Marmen, Welcon, Equinor and other various workforce leaders to discuss and coordinate training, employment opportunities and potential investment. CCO Daly mentioned that two federal grant applications, RISE and PIDP, have been recently submitted to federal MARAD. She also mentioned that NYSERDA has been filming across New York State to highlight renewable energy and that the Port of Albany would be part of their highlight on offshore wind development.

Director of Strategic Initiatives Skubon presented the Board with overview of the offshore wind industry, including the pipeline, manufacturing and supply chain and potential opportunities for the Port of Albany.

EXECUTIVE SESSION

Chairperson Steffens called for a motion to enter into Executive Session for the purpose of discussing the proposed acquisition, sale or lease of real property. A motion was made by Commissioner Tagliento, seconded by Commissioner Abriel and passed unanimously.

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

MARITIME BUSINESS ASSESSMENT

Manager Vasil provided the Board with the Ships & Barges and the Tonnage & Longshore Hours Report for June 2021. He presented to the Board an overview of a potential opportunity to develop a barge service at the maritime terminal. In his presentation he provided potential longshore labor opportunities and estimated revenues based on the proposal.

OTHER BUSINESS

No other business for discussion

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 18, 2021 held at 12:30 p.m.**

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

**RESOLUTION 15-2021
OF THE
ALBANY PORT DISTRICT COMMISSION**

WHEREAS, the Albany Port District Commission (the “APDC”) is a public corporation and a district corporation of the state of New York established pursuant to Chapter 192 of the Laws of 1925, as amended; and

WHEREAS, the APDC strives to responsibly and effectively manage the publicly-owned maritime Port of Albany-Rensselaer, contributing to the economy of the Capital Region and beyond while emphasizing transparency and public stewardship as prescribed in the APDC Mission Statement; and

WHEREAS, in furtherance of the APDC mission, section 5 of the APDC Enabling Legislation (“Legislation”) authorizes the APDC to “equip and maintain port facilities within...the district”; and

WHEREAS, the APDC is charged with maintaining all warehouses and sheds located within the maritime terminal, keeping the safe and secure; and

WHEREAS, during the two weeks prior to July 19, 2021 several storm events took place containing high winds and rain amounts totaling more than five inches falling, damaging the roof of Warehouse B, forcing a portion of the building to be taken out of service and product being moved; and

WHEREAS, the roof was immediately inspected by Port maintenance and then by a professional roofing company on July 20, 2021 to determine the amount of damage and estimate the necessary repairs; and

WHEREAS, the Chief Executive Officer determined that the unsafe condition of Warehouse B and the collateral business interruption constituted an emergency situation and that the repairs to the warehouse required immediate action and that it was in the best interest of the APDC to protect the APDC’s property and to authorize a contract with Titan Roofing, Inc., a certified Minority Business Enterprise, to undertake the necessary repairs as an Emergency Procurement as specified in the APDC Procurement Policy.

NOW, THEREFORE, BE IT RESOLVED, that the APDC Board of Commissioners agrees with the Chief Executive Officer that the unsafe condition of Warehouse B created an emergency situation and that the Chief Executive Officer was authorized to contract with Titan Roofing for said repairs as an Emergency Procurement as specified in the APDC Procurement Policy.

BE IT FURTHER RESOLVED, that the APDC authorizes the Chief Executive Officer to execute the necessary documents to facilitate the emergency repairs of Warehouse B at a cost not to exceed \$45,000.

Signed: _____
(Assistant) Secretary

Date of Authorization: August 18, 2021

Prepared by:
Patrick K. Jordan, Esq.

**RESOLUTION 16-2021
OF THE
ALBANY PORT DISTRICT COMMISSION**

WHEREAS, the Albany Port District Commission (the "APDC") is a public corporation and a district corporation of the state of New York established pursuant to Chapter 192 of the Laws of 1925, as amended; and

WHEREAS, the APDC strives to responsibly and effectively manage the publicly-owned maritime Port of Albany-Rensselaer, contributing to the economy of the Capital Region and beyond while emphasizing transparency and public stewardship as prescribed in the APDC Mission Statement; and

WHEREAS, in furtherance of the APDC mission, on May 27, 2021, the APDC issued a Request for Proposals ("RFP") for Financial and Accounting Software along with Implementation Services and Data Conversion; and

WHEREAS, in response to the RFP, seven proposals were received and reviewed by a committee of APDC management ("Review Team") to evaluate the proposals and make a recommendation to the Board of Commissioners ("Board"); and

WHEREAS, based on the responses and evaluation process, the Review Team recommends that CDH Technology Solutions be awarded the contract for Financial and Accounting Software along with Implementation Services and Data Conversion at a cost not to exceed \$60,050.

NOW THEREFORE BE IT RESOLVED, that the APDC authorizes the Chief Executive Officer to execute the necessary documents to award the contract to CDH Technology Solutions, for Financial and Accounting Software along with Implementation Services and Data Conversion at a cost not to exceed \$60,050.

Signed: _____
(Assistant) Secretary

Date of Authorization: August 18, 2021

Prepared by:
Patrick K. Jordan, Esq.

**RESOLUTION 17-2021
OF THE
ALBANY PORT DISTRICT COMMISSION**

WHEREAS, the Albany Port District Commission (the "APDC") is a public corporation and a district corporation of the state of New York (the "State") established pursuant to Chapter 192 of the Laws of 1925, as amended (the "Act"); and

WHEREAS, the APDC strives to responsibly and effectively manage the publicly-owned maritime Port of Albany-Rensselaer, contributing to the economy of the Capital Region and beyond while emphasizing transparency and public stewardship as prescribed in the APDC Mission Statement; and

WHEREAS, in furtherance of the APDC Mission, the APDC Sponsorship Policy ("Policy") permits APDC sponsorship of events and for purposes that advances the APDC mission through providing financial assistance in the areas of maritime commerce or economic development; and

WHEREAS, the APDC has been asked to consider sponsoring the 2021 USS Slater Night ("Event"); and

WHEREAS, the Event promotes maritime commerce and maritime-industry services as a whole and endeavors to bring residents and visitors from throughout the Capital Region and beyond to the Hudson River waterfront resulting in greater utilization of the Corning Preserve; and

WHEREAS, the 2021 approved APDC operating budget allocates an amount sufficient to support the Event at a sponsorship level not to exceed \$5,000.

NOW, THEREFORE, BE IT RESOLVED, the APDC finds that this sponsorship request is in accordance with the Policy and authorizes the Chief Executive Officer to pledge APDC sponsorship of the 2021 USS Slater Night in an amount not to exceed \$5,000.

Signed: _____
(Assistant) Secretary

Date of Authorization: August 18, 2021

Prepared by:
Patrick K. Jordan, Esq.

**RESOLUTION 18-2021
OF THE
ALBANY PORT DISTRICT COMMISSION**

WHEREAS, the Albany Port District Commission (the "APDC") is a public corporation and a district corporation of the state of New York established pursuant to Chapter 192 of the Laws of 1925, as amended; and

WHEREAS, the APDC strives to responsibly and effectively manage the publicly-owned maritime Port of Albany-Rensselaer, contributing to the economy of the Capital Region and beyond while emphasizing transparency and public stewardship as prescribed in the APDC Mission Statement; and

WHEREAS, in furtherance of the APDC mission, on July 19, 2021, the APDC issued a Request for Proposals for a General Contractor, Mechanical Services and Electrical Services related to the lease fulfillment with the New York State Office of General Services for the Department of Environmental Conservation Field Office for improvements to 80 Smith Blvd. (the "Project"); and

WHEREAS, one proposal was received regarding Mechanical Services which was reviewed and evaluated by APDC management and a construction manager advisor ("Review Team") to evaluate the response based on the criteria listed under the Bidding Requirements to make a recommendation to the Board of Commissioners; and

WHEREAS, after evaluating the proposal, the Review Team recommends awarding the contract for the Mechanical Services portion of the Project to the RMB Heating and Cooling, LLC, a Woman-owned Business Enterprise, at a cost not to exceed \$190,000.

NOW, THEREFORE, BE IT RESOLVED, that the APDC authorizes the Chief Executive Officer to execute the necessary documents to award the contract to RMB Heating and Cooling, LLC for the Mechanical Services portion of the Project at a cost not to exceed \$190,000.

Signed: _____
(Assistant) Secretary

Date of Authorization: August 18, 2021

Prepared by:
Patrick K. Jordan, Esq.

**RESOLUTION 19-2021
OF THE
ALBANY PORT DISTRICT COMMISSION**

WHEREAS, the Albany Port District Commission (the "APDC") is a public corporation and a district corporation of the state of New York established pursuant to Chapter 192 of the Laws of 1925, as amended; and

WHEREAS, the APDC strives to responsibly and effectively manage the publicly-owned maritime Port of Albany-Rensselaer, contributing to the economy of the Capital Region and beyond while emphasizing transparency and public stewardship as prescribed in the APDC Mission Statement; and

WHEREAS, in furtherance of the APDC mission, on July 19, 2021, the APDC issued a Request for Proposals for a General Contractor, Mechanical Services and Electrical Services related to the lease fulfillment with the New York State Office of General Services for the Department of Environmental Conservation Field Office for improvements to 80 Smith Blvd. (the "Project"); and

WHEREAS, four proposals were received regarding the Electrical Services needed, which were reviewed and evaluated by APDC management and a construction manager advisor ("Review Team") to evaluate the responses based on the criteria listed under the Bidding Requirements to make a recommendation to the Board of Commissioners; and

WHEREAS, based on the responses and evaluation process, the Review Team determined J. McBain, Inc., a Woman-owned Business Enterprise, to be the lowest qualified, responsible and responsive bidder and recommends that the Board award the Electrical Services portion of the Project to McBain at a cost not to exceed \$186,000.

NOW, THEREFORE, BE IT RESOLVED, that the APDC authorizes the Chief Executive Officer to execute the necessary documents to award the contract to J. McBain, Inc. for the Electrical Services portion of the Project at a cost not to exceed \$186,000.

Signed: _____
(Assistant) Secretary

Date of Authorization: August 18, 2021

Prepared by:
Patrick K. Jordan, Esq.

Ships & Barges Report

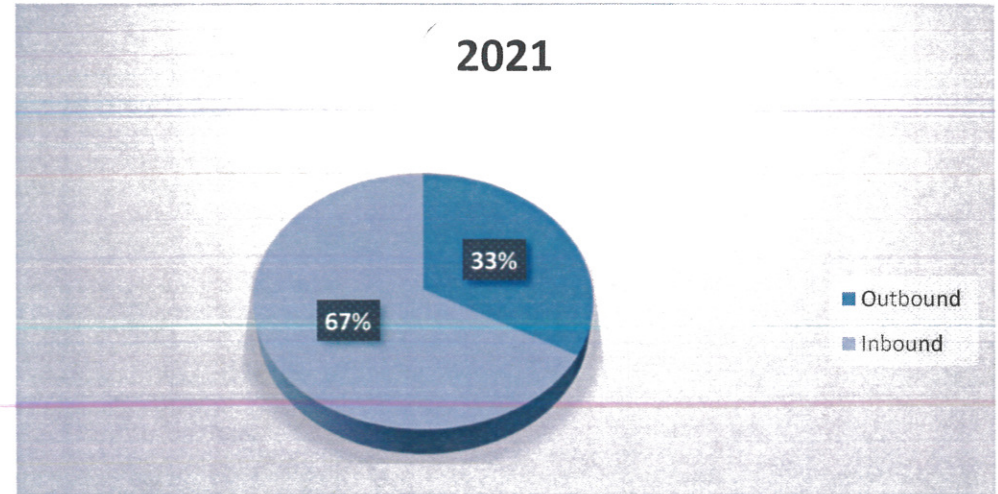
July-2021

Outbound	2020	2021	Change	Percentage
Heavy Lift/Project	1	1	0	0%
Barges-Heavy Lift/Project	0	0	0	-
Scrap Iron	0	0	0	-
Steel	0	0	0	-
Totals	1	1	0	0%

Inbound	2020	2021	Change	Percentage
Heavy Lift/Project	0	0	0	-
Barges-Heavy Lift/Project	0	0	0	-
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	1	0	-1	-100%
Steel	0	0	0	-
Lumber	0	0	0	-
Containerboard	0	0	0	-
Woodpulp	1	2	1	100%
Totals	2	2	0	0%

Year to Date

Total	2020	2021	Change	Percentage
Heavy Lift/Project	5	7	2	40%
Barges-Heavy Lift/Project	6	3	-3	-50%
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	1	0	-1	-100%
Scrap Iron	3	3	0	0%
Steel	0	2	2	100%
Lumber	0	0	0	-
Containerboard	0	0	0	-
Woodpulp	8	11	3	38%
Totals	23	26	3	13%



Ships & Barges

	2020	2021	Change	Percentage
Outbound	13	12	-1	-8%
Inbound	10	14	4	40%
Totals	23	26	3	13%

Lay Berth

	2020	2021	Change	Percentage
2020	0	4	4	100%
2021	0	8	8	100%
Change	0	4	4	100%
%	0%	0%	0%	100%

July-2021

Tonnage Report - Monthly

Outbound	2020	2021	Change	Percentage
Heavy Lift/Project	418	450	32	8%
Barges-Heavy Lift/Project	0	0	0	-
Scrap Iron	0	0	0	-
Steel	0	0	0	-
Totals	418	450	32	8%

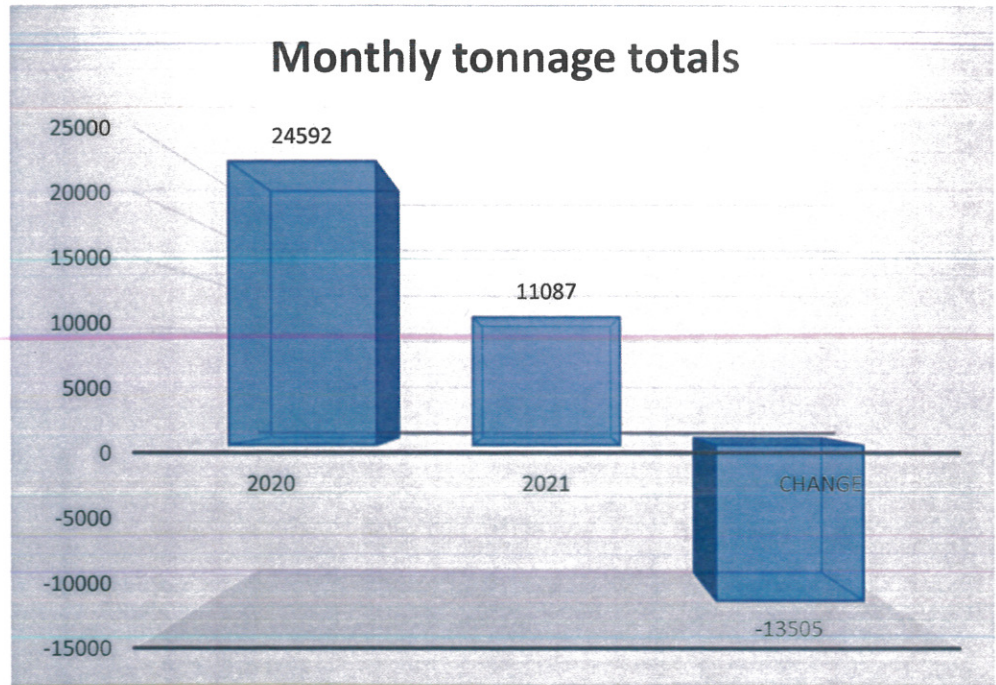
Inbound	2020	2021	Change	Percentage
Heavy Lift/Project	0	0	0	-
Barges-Heavy Lift/Project	0	0	0	-
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	14809	0	-14809	-100%
Steel	0	0	0	-
Lumber	0	0	0	-
Containerboard	0	378	378	100%
Woodpulp	9365	10259	894	10%
Totals	24174	10637	-13537	-56%

July - 2020-2021 Totals

Total	2020	2021	Change	Percentage
Heavy Lift/Project	418	450	32	8%
Barges-Heavy Lift/Project	0	0	0	-
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	14809	0	-14809	-100%
Scrap Iron	0	0	0	-
Steel	0	0	0	-
Lumber	0	0	0	-
Containerboard	0	378	378	100%
Woodpulp	9365	10259	894	10%
Totals	24592	11087	-13505	-55%

Tonnage Report Monthly

Total	2020	2021	Change	Percentage
Outbound	418	450	32	8%
Inbound	24174	10637	-13537	-56%
Totals	24592	11087	-13505	-55%



July-2021

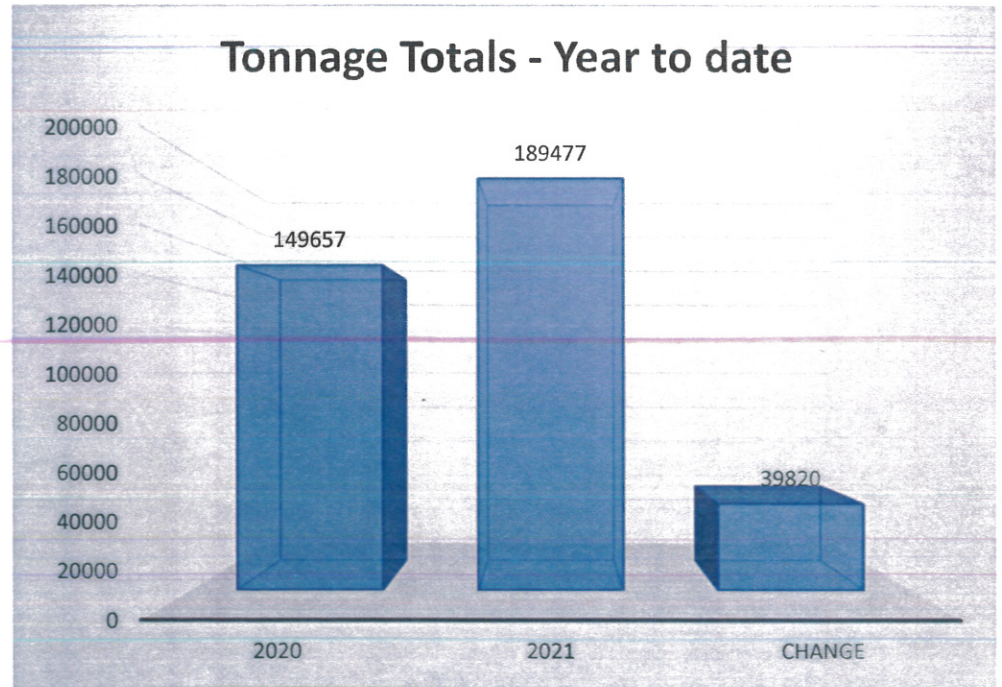
Tonnage Report - Year to Date

Outbound	2020	2021	Change	Percentage
Heavy Lift/Project	1403	3839	2436	174%
Barges-Heavy Lift/Project	1771	1954	183	10%
Scrap Iron	73131	61605	-11526	-16%
Steel	0	0	0	-
Totals	76305	67398	-8907	-12%

Inbound	2020	2021	Change	Percentage
Heavy Lift/Project	728	1631	903	124%
Barges-Heavy Lift/Project	0	0	0	-
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	14809	0	-14809	-100%
Steel	0	60111	60111	100%
Lumber	0	0	0	-
Containerboard	0	2974	2974	100%
Woodpulp	57815	57363	-452	-1%
Totals	73352	122079	48727	66%

Year to Date

Total	2020	2021	Change	Percentage
Heavy Lift/Project	2131	5470	3339	157%
Barges-Heavy Lift/Project	1771	1954	183	10%
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	14809	0	-14809	-100%
Scrap Iron	73131	61605	-11526	-16%
Steel	0	60111	60111	100%
Lumber	0	0	0	-
Containerboard	0	2974	2974	100%
Woodpulp	57815	57363	-452	-1%
Totals	149657	189477	39820	27%



Tonnage Report Year to Date

Total	2020	2021	Change	Percentage
Outbound	76305	67398	-8907	-12%
Inbound	73352	122079	48727	66%
Totals	149657	189477	39820	27%

LONGSHORE HOURS

2020-2021 Comparison

	2020	2021
January	2709.5	7018.0
February	3317.5	5363.0
March	3214.0	3151.0
April	2531.0	4781.0
May	3280.0	3489.0
June	2159.0	2755.5
July	2504.5	2156.5
August		
September		
October		
November		
December		
Total:	19715.5	28714.0

2017-2018-2019-2020-2021 Comparison

	2017	2018	2019	2020	2021
January	5265.0	1431.0	1253.0	2709.5	7018
February	4591.0	2739.0	3589.0	3317.5	5363
March	6166.0	2237.5	2729.0	3214.0	3151
April	9438.0	3757.0	2541.0	2531.0	4781
May	6549.5	12123.5	3748.0	3280.0	3489
June	6939.0	7848.5	3470.0	2159.0	2755.5
July	5437.0	3960.5	2048.5	2504.5	2156.5
August	2992.0	6113.5	1205.0	2351.5	
September	3604.5	4905.0	2771.5	1870.0	
October	2738.0	5663.0	2163.0	2831.0	
November	6133.5	2926.5	1696.0	2775.5	
December	2133.5	4480.0	2850.5	2467.0	
Total:	61987.0	58185.0	30064.5	32010.5	28714

