



ALBANY PORT DISTRICT COMMISSION
MINUTES OF A REGULAR MEETING
AUGUST 18, 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, Maritime Business Development Manager Vasil, Director of Security Williams and Administrative Assistant DiLillo. Also joining the meeting virtually was Eric Clonen from Red Link Trading.

Chairperson Steffens introduced the minutes of the July 21, 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 Coffey, and passed unanimously.

PUBLIC COMMENT

No public comments were made.

FINANCIAL UPDATE

CFO Stuto reported that the year to date revenue continues to be ahead of budget due to an increase of maritime activity. Operating expenses variance to budget shrank slightly due to factors including an increase in maintenance and repairs. She noted that the forecast for operating expenses continues to remain under budget for the year. The grant and capital revenue were slightly under budget through the end of July. CFO Stuto expects it to be on target for the year. She noted that any positive variance that is identified in operating expenses will be committed to a capital improvements fund. CFO Stuto also anticipates income and expense variances to be on budget for the year.

CFO Stuto requested that the Board move the next Finance Committee and Board meeting date from September 15, 2021 to September 22, 2021. The Board approved CFO Stuto's request.

CEO UPDATE

CEO Hendrick updated the Board on the following:

- CEO Hendrick reported that Port staff and engineers along with Marmen/Welcon attended a Town of Bethlehem Planning Board meeting to discuss site plan approval for the expansion project.
- CEO Hendrick, Counsel Jordan and DSI Skubon will be attending an International Partnering Forum for Offshore Wind in Richmond, Virginia on August 24 – 26.
- The required building updates under the new lease for the DEC building are moving along.
- Warehouse C is near final completion.
- Maritime business at the Port is currently strong.

REAL PROPERTY/DEVELOPMENT UPDATE

CCO Daly reported that staff and project leaders and consulting engineers met with the Town of Bethlehem Planning Board relating to the expansion site plan permitting and application. The next step in the process is for the Town of Bethlehem to review the application, seek involved agency input and move forward with a public hearing and public comment period. Port staff will also coordinate a public hearing and local meeting for residents within the South End for the Environmental Justice component of the process. Port staff will also pursue the 700 Smith Blvd. site plan application process with the City of Albany Planning Board. The design phase of the expansion project is progressing. Next, engineers will be working on the preconstruction planning and evaluation phase, preparing for the bidding process and then the construction phase. CCO Daly reported that a job description for Senior Construction Project Manager had been posted, noting that the funding for the position would be a component built into the project cost. Port staff continues to meet with groups within the region and neighborhoods, specifically the South End. The Port has provided A-Village and the South End Improvement Corporation letters of support for their grant application submissions to DEC. Marmen will join Port Staff (virtually) at the next South End Neighborhood Association meeting, giving the opportunity to meet firsthand with the residents and business owners. Port staff has worked with the City of Albany Summer Youth Engagement Program over the past few weeks. At the final session, staff hosted the lead Engineer for Offshore Wind and Renewable Energy from NYSERDA. The students that participated provided presentations related to renewable energy and entrepreneurship.

CYBERSECURITY UPDATE

Counsel Jordan reported to the Board that the Port has engaged with Tech II for another year. They are continually working on upgrades, integrating the computer system into the camera system for security purposes. Tech II has been challenging staff on emails, randomly sending out phishing emails to see if they attempt to open them. Outcome has been very positive. Tech II has also provided staff with weekly micro training sessions, which entails a 2–3-minute video with a brief quiz at the end of the session. Tech II is also assisting CFO Stuto and Counsel Jordan with reviewing the options for cyber security insurance coverage for the Port's computer system.

CEO Hendrick reported that Office Manager Stock provided a presentation to the Maritime Security Board of Directors at their meeting held in New York City. She spoke to about 50 people, including law enforcement, Coast Guard, first responders and private firms within the Port of NY/NJ about the cyber security audit that the Coast Guard performed at the Port of Albany that she had helped coordinate. Cheryl gave an overview on the audit process, why it worked and the benefits. CEO Hendrick noted that the presentation generated a lot of interest by other firms seeking the Coast Guards assistance in cybersecurity.

EMERGENCY REPAIRS TO WAREHOUSE B

Chairperson Steffens presented Resolution 15-2021 regarding emergency roof repairs to Warehouse B. Some discussion followed. A motion was made by Commissioner Coffey to approve Resolution 15-2021 awarding the contract to Titan Roofing, Inc., a certified Minority Business Enterprise at a cost not to exceed \$45,000, seconded by Commissioner Tagliento and passed unanimously.

ACCOUNTING & FINANCIAL SOFTWARE IMPLEMENTATION

CFO Stuto presented Resolution 16-2021 regarding Financial and Accounting Software along with Implementation Services and Data Conversion. Seven companies responded to the RFP. After review of the qualifications, team interviews and shortlist request for presentations, the review team recommended that the Board award the contract to CDH Technology Solutions. Some discussion followed. Chairperson Steffens called for a motion to approve Resolution 16-2021, awarding the contract to CDH Technology Solutions at a cost not to exceed \$60,050. A motion was made by Commissioner Coffey, seconded by Commissioner Cinquanti and passed unanimously.

SPONSORSHIP OF THE 2021 USS SLATER NIGHT

Chairperson Steffens presented Resolution 17-2021 related to the sponsorship request of the 2021 USS Slater Night in the amount of \$5,000. Chairperson Steffens called for a motion to approve Resolution 17-2021. A motion was made by Commissioner Abriel, seconded by Commissioner Tagliento and passed unanimously.

MECHANICAL UPGRADES TO THE DEC BUILDING

CEO Hendrick presented Resolution 18-2021 relating to Mechanical Upgrades to the DEC Building. After evaluation, the Review Team recommended that the Board award the contract to RMB Heating and Cooling, LLC, a Woman-owned Business Enterprise, at a cost not to exceed \$190,000. Chairperson Steffens called for a motion to approve Resolution 18-2021. A motion was made by Commissioner Coffey, seconded by Commissioner Tagliento and passed unanimously.

ELECTRICAL UPGRADE TO THE DEC BUILDING

CEO Hendrick presented Resolution 19-2021 relating to Electrical Upgrades to the DEC Building. Four companies responded to the RFP. After evaluation of the proposals, the Review Team recommended that the Board award the contract to J. McBain Inc., a Woman-owned Business Enterprise, at a cost not to exceed \$186,000. Some discussion took place. Chairperson Steffens called for a motion to approve Resolution 19-2021. A motion was made by Commissioner Cinquanti, seconded by Commissioner Tagliento and passed unanimously.

EXECUTIVE SESSION

There was no Executive Session.

MARITIME BUSINESS ASSESSMENT

Manager Vasil provided the Board with the Ships & Barges and the Tonnage & Longshore Hours Report for July 2021. He reported that barges are up 13% and tonnage is up 27% from last year. Forest products are doing well. The container board goal for this year has already been achieved and staff is preparing for the steel slab shipments that are expected this winter.

Manager Vasil also presented to the Board the potential development of a barge service. He introduced Eric Clonen, Managing Director of Red Link Trading to the Board. Mr. Clonen presented the logistics of his company relating to stevedore services they provide internationally and emphasized the interest his company has in utilizing the Port of Albany as their anchor port for barge services.

OTHER BUSINESS

Counsel Jordan reported that the 700 Smith Blvd. project is complete and nearly ready for use and development. He noted that the DEC and EPA will be walking the site. The next project will be the demolition of the two remaining buildings.

NEXT MEETING

Chairperson Steffens informed all those in attendance that **the next meeting of the APDC Board of Commissioners will be held on Wednesday, September 22, 2021 immediately following the Finance Committee Meeting held at 12:00 p.m.**

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