



**ALBANY PORT DISTRICT COMMISSION
MEETING
NOVEMBER 17, 2021
Immediately following the Governance Committee Meeting**

AGENDA

- 1) **Approval of Minutes from the October 27, 2021 Commission meeting (Attached)**
-(Chairperson intro and discussion of minutes by Board)
- 2) **Public Comment**
- 3) **Governance Committee Update (by Comm. Tagliento)**
- 4) **Financial Update (by CFO Stuto)**
- 5) **CEO Update (by CEO Hendrick)**
- 6) **Real Property/Development Update (by CCO Daly)**
- 7) **Maritime Business Assessment (by Mgr. Vasil)**
-Tonnage/Longshore Labor Report (Attached)
- 8) **Other Business (by Chairperson)**
- 9) **Enter Executive Session¹**
- 10) **Exit Executive Session**
- 11) **Next Meeting: December 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
OCTOBER 27, 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 introduced the minutes of the September 22, 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

Chairperson Steffens noted that the Finance Committee met prior to the Board meeting. Commissioner Coffey reported that CFO Stuto presented an update on the third quarter financials as of September 30, 2021 and the year-end projections. There were no significant changes from the previous month. The forecast for revenue and expenses are on target for the year.

Commissioner Coffey reported that CFO Stuto presented and reviewed the updated proposed 2022 Budget. He mentioned that the items that were discussed at the last Finance Committee meeting were addressed by the staff and were incorporated into the updated proposed 2022 Budget. He noted that the committee engaged in discussion related to the performance metrics to budget, suggesting that the team consider setting numeric targets vs percentages. Commissioner Coffey noted that the Finance Committee recommended that the Board approve the proposed 2022 Budget.

PROPOSED 2022 BUDGET

Chairperson Steffens presented Resolution 22-2021 regarding the proposed 2022 Budget. Chairperson Steffens called for a motion to approve Resolution 22-2021. A motion was made by Commissioner Coffey, seconded by Commissioner Abriel and passed unanimously.

The approved 2022 Budget will be posted on the APDC website and distributed to the appropriate municipal and state entities.

CEO UPDATE

CEO Hendrick updated the Board on the following:

- The Port was presented with an award of distinction from the AAPA for a video presentation for business development purposes related to offshore wind and renewable energy. CEO Hendrick accepted the award on behalf of the Port at the annual AAPA convention held in Austin Texas.
- CEO Hendrick was reelected to the AAPA Board as a representative of the North Atlantic.
- AAPA will be hosting a Board of Commissioners Conference December 7-9 in San Diego, California.
- Dagen Trucking has been certified as a New York State Women Owned Business. Mary Kiem of Dagen Trucking has recently partnered with Digifab to provide logistical support for their newly constructed modular units.

REAL PROPERTY/DEVELOPMENT UPDATE

CCO Daly reported that the Port team hosted a Tech Valley Leadership class. CEO Hendrick, DSI Skubon and Manager Vasil gave a presentation and tour to the participants which also gave the Port team an opportunity to interact with local leaders and the Chambers.

Port staff hosted a meeting with South End leaders, which included a County legislator, A-Village, a Common Council member, the South End Improvement Corporation, the South End Community Collaborative and Workforce Development Institute, focusing on partnership and collaboration particularly relating to offshore wind, workforce, clean energy and potential investment in the South End. Follow up is expected on coordination.

The Port coordinated with CEG to submit an EDA grant (Build Back Better Regional Challenge) application which is a regional collaborative that would focus on clean energy and a number of projects. DSI Skubon worked on application submission materials to include Port related initiatives, including a south end training and workforce investment and attracting business investment related to the Port on clean energy. The submission included business and community groups providing options for investing and building.

The Port team has responded to the Town of Bethlehem, State and Federal agencies relating to the site plan application for the offshore wind project. The team's goal is to be back on the Town of Bethlehem's next Planning Board meeting agenda for a project update and then public

approval after that. Progress continues on the design of the expansion project, wharf level is 70% complete, bridge span is 60% complete and the building is in the construction assessment phase. The Port team has released an invitation to firms to propose a project labor agreement study. Proposals are due back in November. CCO Daly represented the Port at the recent meeting of the City of Albany Sustainability Advisory Committee and the South End Neighborhood Association, providing a presentation on the Port, green marine, offshore wind and community engagement.

GOVERNMENT RELATIONS AND REPRESENTATION

Chairperson Steffens presented Resolution 23-2021 relating to Government Relations and Representation. Due to changes in the structure of the firm currently representing the APDC, staff recommends that the current contract be terminated and recommends awarding a new professional services contract to Catalyst New York, LLC for a two- year term with two one-year options at a cost not to exceed \$5,000 per month. Some discussion took place. Chairperson Steffens called for a motion to approve Resolution 23-2021. A motion was made by Commissioner Abriel, seconded by Commissioner Cinquanti and passed unanimously.

EXECUTIVE SESSION

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

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

MEMORANDUM OF UNDERSTANDING

Chairperson Steffens called for a motion to approve a six-month extension, beginning October 20, 2021, for MOU-2020-1. A motion was made by Commissioner Coffey, seconded by Commissioner Tagliento and passed unanimously.

MARITIME BUSINESS ASSESSMENT

Manager Vasil provided the Board with the Ships & Barges and the Tonnage and Longshore Hours Report for September 2021. He reported that ships and barges are up 20%, tonnage is up 31% and longshore hours are up 50% from this time last year. Manager Vasil also provided the Board with an update on the potential container on barge service.

OTHER BUSINESS

Chairperson Steffens noted that the Port of Albany has been recognized as the Newsmaker of the Year by the Business Review. CEO Hendrick noted his appreciation to the team for their dedication and hard work.

CFO Hendrick reported that the Maritime Ministry will be holding their annual Christmas at Sea program on December 5, 2021.

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 17, 2021 immediately following the Governance Committee Meeting held at 12 noon.**

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

DRAFT

ALBANY PORT DISTRICT COMMISSION
2021 Forecast - Actual Results through October 31, 2021

	October 2021	Year to Date Jan-Oct 2021	Year to Date Budget Jan-Oct 2021	Actual to Budget Variance YTD	Forecast Nov - Dec 2021	Forecast 2021	Budget 2021	Forecast to Budget Variance
Operating Revenue:								
Rental Income	296,594	2,959,061	2,970,630	(11,569)	593,188	3,552,249	3,564,757	(12,508)
Dockage Fees	30,955	363,326	270,203	93,123	24,300	387,626	322,903	64,723
Wharfage Fees:								
Calcium Chloride	-	-	-	-	-	-	-	-
Liquid Fertilizer	-	40,000	8,142	31,858	-	40,000	8,142	31,858
Grain	-	50,000	50,000	-	-	50,000	50,000	-
Heavy Lift/Project	(1,806)	144,436	63,185	81,251	10,000	154,436	75,822	78,614
Steel	11,532	150,291	31,967	118,324	5,000	155,291	42,623	112,668
Woodpulp	4,743	66,530	93,248	(26,717)	2,500	69,030	111,897	(42,867)
Total Wharfage Fees	14,468	451,257	246,542	204,715	17,500	468,757	288,484	180,273
Buckeye Revenue	-	100,000	100,000	-	50,000	150,000	150,000	-
Stevadore Fees and Services	22,067	403,530	204,167	199,363	67,833	471,363	325,000	146,363
Crane Equipment Rental	12,915	250,530	133,333	117,197	7,000	257,530	160,000	97,530
Security Fees	25,263	328,693	312,158	16,535	50,000	378,693	374,590	4,103
Other Services and Revenue	1,973	82,237	8,334	73,903	3,000	85,237	10,000	75,237
Total Operating Revenue	404,235	4,938,633	4,245,366	693,266	812,821	5,751,454	5,195,734	555,720
Operating Expenses:								
Payroll, Payroll Taxes and Fringe Benefits	195,934	2,309,878	2,363,553	(53,676)	465,882	2,775,759	2,779,188	(3,429)
Other Post Retirement Benefit Expense	-	-	-	-	100,000	100,000	100,000	-
Repairs, Maintenance and Utilities	18,750	253,711	185,712	67,998	53,559	307,270	226,500	80,770
Crane Parts and Repairs	8,478	84,439	45,833	38,606	23,000	107,439	55,000	52,439
Insurance	17,880	179,988	208,333	(28,345)	41,761	221,748	250,000	(28,252)
Professional and Consulting Fees	-	147,575	174,500	(26,925)	43,000	190,575	187,000	3,575
Service Contracts	16,669	136,991	179,167	(42,176)	86,816	223,807	215,000	8,807
Security and Safety Costs	10,051	105,608	129,542	(23,933)	29,072	134,680	141,000	(6,320)
Education and Training	940	1,969	21,500	(19,531)	3,000	4,969	24,000	(19,031)
Office Supplies and Expense	2,207	41,261	34,000	7,261	14,840	56,101	46,300	9,801
Advertising, Promotion and Association Dues	9,560	71,117	166,560	(95,443)	43,797	114,914	212,965	(98,051)
Contingency	-	-	-	-	-	-	180,000	(180,000)
Total Operating Expense	280,470	3,332,536	3,508,701	(176,165)	904,726	4,237,262	4,416,953	(179,691)
Operating Income (Expense) before other items	123,765	1,606,097	736,666	869,431	(91,905)	1,514,192	778,781	735,411
Depreciation and Other (Income) Expenses:								
Depreciation Expense	212,786	2,165,280	2,381,467	(216,187)	800,573	2,965,853	2,857,760	108,093
Interest Income	(2)	(306)	(8,334)	8,028	(100)	(406)	(10,000)	9,594
Interest Expense	14,382	149,621	175,813	(26,192)	36,887	186,508	210,975	(24,467)
Waterfront Development	3,015	235,820	281,417	(45,597)	48,790	284,610	284,750	(140)
Municipal Support	-	120,198	127,500	(7,302)	40,066	160,263	170,000	(9,737)
(Gain)Loss on Asset	-	7,791	-	7,791	-	7,791	-	7,791
Net Depreciation and Other (Income) Expense	230,181	2,678,404	2,957,862	(279,459)	926,216	3,604,619	3,513,485	91,134
Change in Net Position Before Capital Funding	(106,416)	(1,072,307)	(2,221,197)	1,148,890	(1,018,121)	(2,090,427)	(2,734,704)	644,277
Capital Grant Revenue	1,121	6,002,030	8,250,000	(2,247,970)	4,000,000	10,002,030	10,000,000	2,030
Change in Net Position	(105,295)	4,929,724	6,028,803	(1,099,080)	2,981,879	7,911,603	7,265,296	646,307

Ships & Barges Report

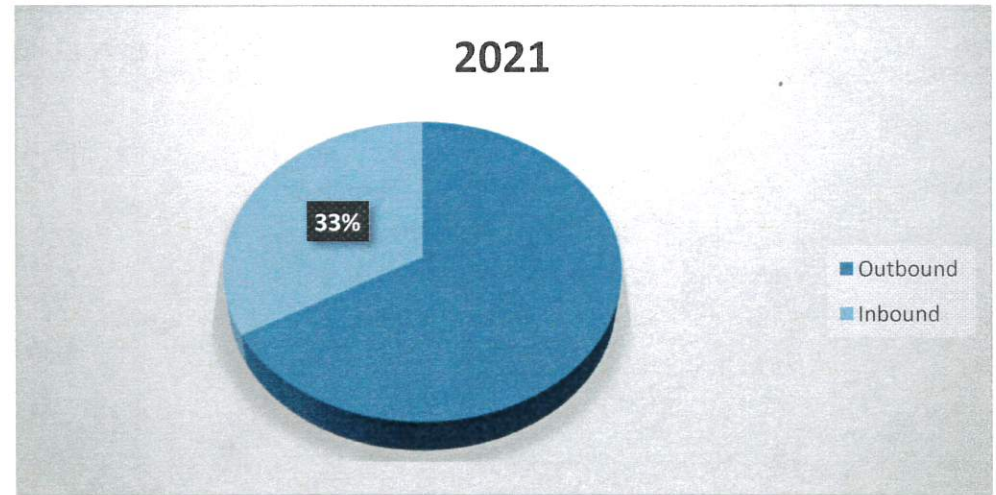
October-2021

Outbound	2020	2021	Change	Percentage
Heavy Lift/Project	2	1	-1	-50%
Barges-Heavy Lift/Project	0	0	0	-
Scrap Iron	1	1	0	0%
Steel	0	0	0	-
Totals	3	2	-1	-33%

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	0	0	0	-
Steel	0	0	0	-
Lumber	0	0	0	-
Containerboard	0	0	0	-
Woodpulp	1	1	0	0%
Totals	1	1	0	0%

Year to Date

Total	2020	2021	Change	Percentage
Heavy Lift/Project	9	13	4	44%
Barges-Heavy Lift/Project	7	4	-3	-43%
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	1	0	-1	-100%
Scrap Iron	5	6	1	20%
Steel	0	2	2	100%
Lumber	0	0	0	-
Containerboard	0	0	0	-
Woodpulp	11	13	2	18%
Totals	33	38	5	15%



Ships & Barges

	2020	2021	Change	Percentage
Outbound	20	20	0	0%
Inbound	13	18	5	38%
Totals	33	38	5	15%

Lay Berth

	2020	2021	Change	Percentage
	1	5		
	0	9		
Change	-1	4		
%	100%	80%		

October-2021

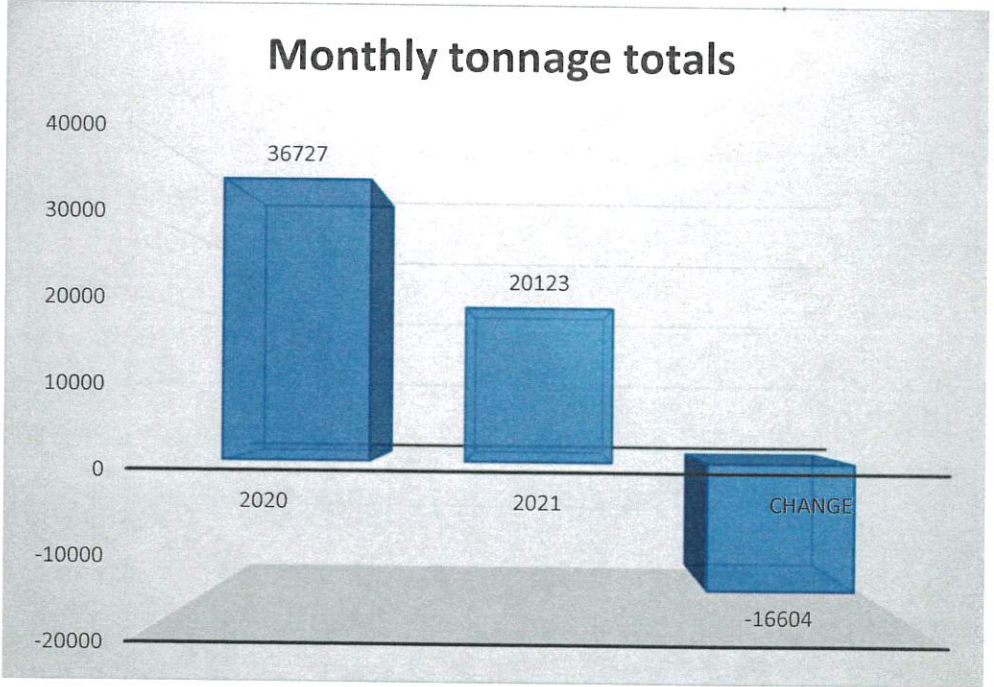
Tonnage Report - Monthly

Outbound	2020	2021	Change	Percentage
Heavy Lift/Project	741	629	-112	-15%
Barges-Heavy Lift/Project	0	0	0	-
Scrap Iron	28025	14977	-13048	-47%
Steel				
Totals	28766	15606	-13160	-46%

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	0	0	0	-
Steel	0	0	0	-
Lumber	0	0	0	-
Containerboard	0	0	0	-
Woodpulp	7961	4517	-3444	-43%
Totals	7961	4517	-3444	-43%

October - 2020-2021 Totals

Total	2020	2021	Change	Percentage
Heavy Lift/Project	741	629	-112	100%
Barges-Heavy Lift/Project	0	0	0	-
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	0	0	0	-
Scrap Iron	28025	14977	-13048	100%
Steel	0	0	0	-
Lumber	0	0	0	-
Containerboard	0	0	0	-
Woodpulp	7961	4517	-3444	-43%
Totals	36727	20123	-16604	-45%



Tonnage Report Monthly

Total	2020	2021	Change	Percentage
Outbound	28766	15606	-13160	46%
Inbound	7961	4517	-3444	-43%
Totals	36727	20123	-16604	-45%

October-2021

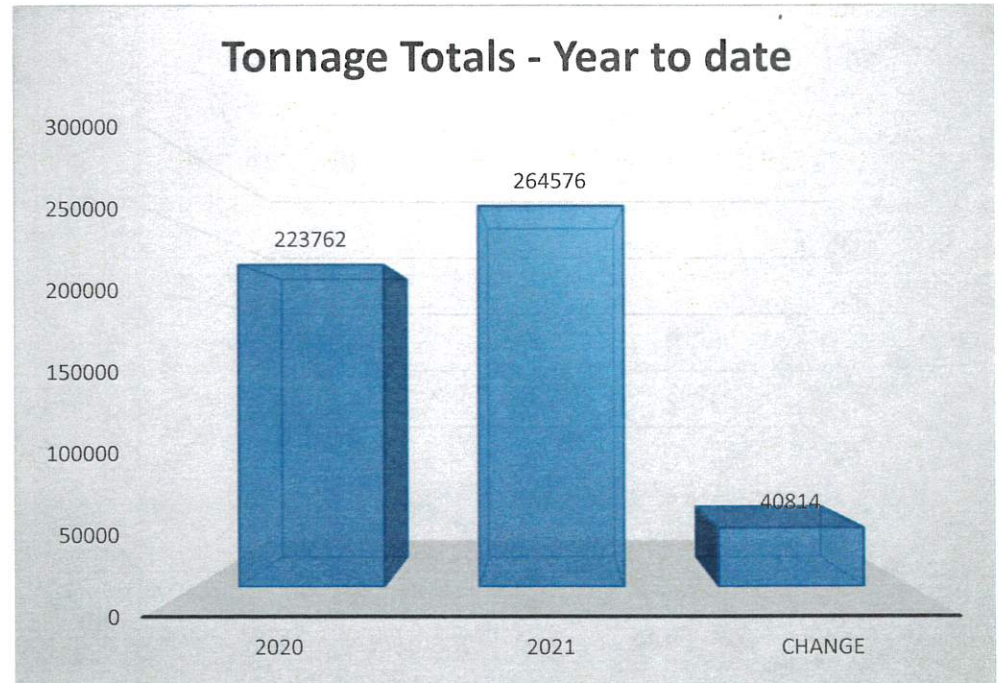
Tonnage Report - Year to Date

Outbound	2020	2021	Change	Percentage
Heavy Lift/Project	3239	6776	3537	109%
Barges-Heavy Lift/Project	2216	1954	-262	-12%
Scrap Iron	128756	124566	-4190	-3%
Steel	0	0	0	-
Totals	134211	133296	-915	-1%

Inbound	2020	2021	Change	Percentage
Heavy Lift/Project	728	1850	1122	154%
Barges-Heavy Lift/Project	0	498	498	100%
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	14809	0	-14809	-100%
Steel	0	60111	60111	100%
Lumber	0	0	0	-
Containerboard	0	3635	3635	100%
Woodpulp	74014	65186	-8828	-12%
Totals	89551	131280	41729	47%

Year to Date

Total	2020	2021	Change	Percentage
Heavy Lift/Project	3967	8626	4659	117%
Barges-Heavy Lift/Project	2216	2452	236	11%
Calcium Chloride	0	0	0	-
Molasses/Fertilizer	14809	0	-14809	-100%
Scrap Iron	128756	124566	-4190	-3%
Steel	0	60111	60111	100%
Lumber	0	0	0	-
Containerboard	0	3635	3635	100%
Woodpulp	74014	65186	-8828	-12%
Totals	223762	264576	40814	18%



Tonnage Report Year to Date

Total	2020	2021	Change	Percentage
Outbound	134211	133296	-915	-1%
Inbound	89551	131280	41729	47%
Totals	223762	264576	40814	18%

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	2351.5	5191.5
September	1870.0	2417.0
October	2831.0	3174.0
November		
December		
Total:	26768.0	39496.5

2017-2018-2019-2020-2021 Comparison

	2017	2018	2019	2020	2021
January	5265.0	1431.0	1253.0	2709.5	7018.0
February	4591.0	2739.0	3589.0	3317.5	5363.0
March	6166.0	2237.5	2729.0	3214.0	3151.0
April	9438.0	3757.0	2541.0	2531.0	4781.0
May	6549.5	12123.5	3748.0	3280.0	3489.0
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	5191.5
September	3604.5	4905.0	2771.5	1870.0	2417.0
October	2738.0	5663.0	2163.0	2831.0	3174.0
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	39496.5

