



ALBANY PORT DISTRICT COMMISSION
MINUTES OF A REGULAR MEETING
July 19, 2023

Chairperson Steffens called the meeting to order. In attendance were Commissioners Abriel, Cinquanti, Coffey and Tagliento. Also present were CEO Hendrick, General Counsel Jordan, CFO Stuto, SCM Yagan, DEA Vavura, Director of Security Williams, Deputy Director of Security Teller and Administrative Assistant DiLillo.

Chairperson Steffens introduced the minutes of the June 28, 2023 Commission meeting. No changes were made to the minutes. Chairperson Steffens called for a motion to approve the minutes. A motion was made by Commissioner Abriel, seconded by Commissioner Tagliento, and passed unanimously.

PUBLIC COMMENT

Tabora Marcus with the City of Albany introduced herself to the Board and spoke about her position as a Neighborhood Specialist which focuses on assisting Albany City residents with quality of life issues. Ashley Hilaire, also with the City of Albany spoke to the Board about her position as a Neighborhood Specialist who advocates for housing services for City residents.

FINANCIAL UPDATE

CFO Stuto reviewed with the Board the forecast budget through June 30, 2023. She reported that revenue forecasted in June is \$25,000 less than what was forecasted in May. The financials show a small change in rental income, dockage, crane and security fees. The expense forecast has also decreased by \$40,000. These two updates produce a positive change in the net operating income forecast of \$14,000. The net depreciation and other income expenses forecast remains consistent from last month. The projected change in net position is \$200,000 under what was budgeted. The Public Private Partnership and Grant Revenue has remained consistent with last month's projections. These projections are based on the timing of the expansion project and other Port projects.

Chairperson Steffens inquired as to the reason for the decrease in the dockage, wharfage and crane rentals. CFO Stuto responded that it was based on the decrease of ships docking at the Port. Some expected cargo was transported via barge and/or truck in place of ship, causing a decrease in dockage and wharfage fees.

CFO Stuto noted that she would be forwarding an updated and revised procurement manual for their review which will be presented at the next Board meeting for their requested approval.

CEO UPDATE

CEO Hendrick updated the Board on the following:

- Port staff hosted U.S. Secretary of the Interior Deb Haaland a few weeks ago. During her tour of the expansion site and facility she confirmed her full support of the Administration's efforts to combat climate change.
- Due to the retirement of Director of Security Williams, the administration is currently seeking a replacement for his position.
- John Schneidawin has accepted the position of Director of Strategic Initiatives. He will be starting in August.
- Logistec's business development team will be joining the Board and staff at the next Board meeting.
- DEA Vavura has been appointed to the Public Relations Committee for the AAPA.
- Shed 1 roof repairs, new fire suppression system and electrical system upgrades have been completed and approved.
- Terminal and roadway improvements are currently underway.
- Longshore hours for the month of June are the highest for this year to date.

EXTERNAL AFFAIRS AND COMMUNICATIONS UPDATE

DEA Vavura provided the Board with an overview of recent media coverage related to the Expansion Project and other terminal work. She noted that she is currently collaborating with Port tenants on communication needs.

DEA Vavura noted that the Port team has been hosting many on site tours for cabinet level positions as well as working with and providing tours to representatives from Empire State Development, NYSERDA, the Office of General Services and the Division of Budget.

REAL PROPERTY/DEVELOPMENT UPDATE

SCM Yagan provided the Board with a report on the Expansion Project. He reported that the DEC 30-day public comment periods for the Air State Facilities permit and the Wastewater Treatment Plant permit have closed. Once comments have been addressed we expect to receive the permits. The APDC has addressed DOT's comments related to the permitting package.

The Contract Manager at Risk agreement with Gilbane has been executed for the "pad-ready" phase of work.

Finalizing details with DEC to allow for demolition work at 700 Smith Blvd to proceed. Also confirming rail crossing details along Normanskill Street for the 700 Smith Blvd. site.

The contractor is continuing expansion site work, including laying out geogrid and geofabric and distributing surcharge piles across the site at Buildings A, B and D and into the storage yard portion of the site. Approximately 2/3 of the site has been covered with material, a 4 foot thick layer of stone and layers of fabric. The Port team has been working with the Town of Bethlehem Engineering and Stormwater Department to obtain approval to install temporary sediment basins and system components that carry stormwater. Bridge work is expected to start within the next couple of months.

Secretary of the Interior Haaland, Congressman Paul Tonko, County Legislator Carolyn McLaughlin, Gregory Lampman, Director of NYSERDA's Offshore Wind, Elizabeth Kline, Director of the Bureau of Ocean Energy Management and executive teams from both Equinor and Marmen met with APDC Staff to discuss the project and tour the expansion site.

IT MANAGED SERVICES

CFO Stuto presented Resolution 32-2023 related to IT Managed Services. The APDC issued an RFP to solicit proposals for IT Managed Services and received thirteen responses. After thorough review of the proposals received and interviews of the shortlisted respondents, the review team recommended that the Board award the contract to ADNET/Tech II for a three year term with three one-year extension options at a cost not to exceed \$58,850 for the first year with an annual 4% escalation thereafter. Chairperson Steffens called for a motion to authorize the CEO to execute the necessary documents to award the contract to ADNET/Tech II for a three year term with three one-year extension options at a cost not to exceed \$58,850 for the first year with an annual 4% escalation thereafter. A motion was made by Commissioner Coffey, seconded by Commissioner Abriel and passed unanimously.

ADDITIONAL PROJECT MANAGEMENT SERVICES

SCM Yagan presented Resolution 33-2023 related to additional Project Management Services. In July the APDC completed Site Preparation Contract Parts A and B with the support of several consultant teams and advanced to the "pad-ready" phase of construction and has restructured the construction management team to include additional Project Management Services related to the Project. The APDC then single source solicited the professional services of LaBella Associates due to their ability to provide a continuity of service, their extensive experience related to the project, established working relationships across the existing construction management team, as well as an intimate understanding of the needs of the APDC and after thorough review of their proposal response and the confidence of the APDC staff in LaBella's ability to serve as a specialist that will act on the APDC's behalf, the APDC staff recommended that the Board award the contract for additional Project Management Services to LaBella Associates at a cost not to exceed \$1,586,000. Chairperson Steffens called for a motion to authorize the CEO to execute the necessary documents to award the contract for additional Project Management Services to LaBella Associates at a cost not to exceed \$1,586,000. A motion was made by Commissioner Tagliento, seconded by Commissioner Abriel and passed unanimously.

WESTWAY LEASE

Counsel Jordan presented Resolution 34-2023 related to a lease agreement with Westway Feed Products, Inc. for the use and occupancy of certain parcels of land totaling 3.564 acres located within the Port District. The APDC proposed leasing the parcel for 10 years with two 5-year extension options and an annual lease rate increase based on the Consumer Price Index. Chairperson Steffens called for a motion to authorize the CEO to execute the documents necessary to affect the lease of the parcel for the terms agreed upon at a lease rate not less than the appraised value of the parcel. A motion was made by Commissioner Coffey, seconded by Commissioner Abriel and passed unanimously.

EXECUTIVE SESSION

Chairperson Steffens called for a motion to enter into Executive Session for the purpose of discussions regarding proposed, pending or current litigation. A motion was made by Commissioner Abriel, seconded by Commissioner Tagliento and passed unanimously.

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

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 Monday, August 28, 2023 immediately following the Finance Committee meeting being held at noon.**

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