



**ALBANY PORT DISTRICT COMMISSION
MINUTES OF A REGULAR MEETING
AUGUST 31, 2022**

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 Abriel, Coffey and Tagliento. Also present were CEO Hendrick, General Counsel Jordan, CFO Stuto, DSI Skubon, SCM Yagan, Administrative Assistant DiLillo and Ed Larkin from Labella Associates.

Chairperson Steffens introduced the minutes of the July 13, 2022 Special Board Meeting and the July 27, 2022 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

Each resident listed below spoke to the APDC Board about their perspective related to the 80-acre site and the Port Expansion Project.

Michael Lyons	27 Hannay Lane, Glenmont
Sylvia Rowlands	54 Halter Road, Glenmont
Phil Rowlands	54 Halter Road, Glenmont
Steve Peterson	47 Beacon Road, Glenmont
Kereem Berry	29 Broad Street, Albany
Sal Commisso	15 Carroll Avenue, Albany
Cricket Thomas-O'Dell	Workforce Development Institute
Tom McPheeters	15 Willow Street, Albany
Carolyn Smith	Delmar
Chris Dempf	74 Hartman Road, Glenmont
Bill Ritchie	196 Mount Hope Drive, Albany

FINANCIAL UPDATE

CFO Stuto reviewed for the Board the actuals compared to the forecast and budget through July 31, 2022 and the projected forecast through the end of the year. She reported that the current year to date actuals through July 31, 2022 are 2.3 million behind in operating revenue. This is a result in a 2.5 million variance in the public/private revenue and is offset by a \$128,000 positive variance across the other operating revenue categories. The revenue forecast for the end of the year assumes that the revenue for the public/private project will be on budget and expects the remaining operating revenue items to be ahead of budget, with the exception of crane rental. Year to date operating expenses through July are also behind budget. Currently expenses are ahead of budget on salaries and behind on budget on professional consultant fees as well as advertising, promotions and association dues. Operating revenues have been forecasted to be within \$116,000 of the budget at the end of the year. Year to date the operating revenue is behind budget but expects at year-end a positive variance. Non-operating items continue to be behind budget year to date and in the year-end projection due to the depreciation variances. Capital grant revenue year to date is below budget and is expected to remain slightly under budget at the end of the year. Change in net position on July 31, 2022 is at \$319,000 compared to the budget at \$434,000. A year end change in net position is expected to come in at 243.8 million compared to the budget of 242 million. The end of the year variances and net position relate to an expected \$391,000 increase in operating revenue along with \$110,000 decrease in operating expenses and a \$600,000 decrease in non-operating expenses.

CEO UPDATE

CEO Hendrick updated the Board on the following:

- Port team continues to meet with Bill Ring and the Federal Marine Terminals marketing representatives. These meetings have resulted in a positive outcome of obtaining new cargo and filling up the current storage space.
- Port team expects to go out to bid in October for the Renovations of Shed 1.
- Ships are down slightly, but barges are up from 2021. Longshore hours and tonnage have both increased since this time last year.

REAL PROPERTY/DEVELOPMENT UPDATE

SCM Yagan provided the Board with an update on the Port Expansion Project. Along with consultant teams, the Port staff has been working through the public comment coordination. The Port was granted a SPDES general permit for stormwater discharges as it relates to construction activity. A revised scope for the PIPD grant was submitted to MARAD, we are awaiting a response.

Four bid proposals were received relating to the 700 Smith Blvd. Expansion project. Once the review process is complete, staff anticipates bringing before the Board for review and approval. An RFP has been issued for demolition work at 700 Smith Blvd. Bids are due back September 13, 2022.

Construction activity continues to hold on the Port expansion site, pending permit approvals. Port staff continues to work with the PR and strategy teams. The Port's website has been enhanced to include a dedicated page for the Port Expansion Project.

SCM Yagan along with Ed Larkin from Labella Associates provided the Board with an overview of the Community Air Monitoring Program (CAMP) for the Port Expansion site, which is currently in the review process with New York State Department of Health, as well as input from New York State Department of Environmental Conservation. Port team continues to coordinate plans for the next phase of site work. Port team also continues to hold regular coordination meetings with partners relating to scheduling, funding, estimate reviews, bid process and technical equipment selection.

USS SLATER SPONSORSHIP

Chairperson Steffens presented Resolution 31-2022 relating to the sponsorship of the USS Slater Night being held on October 20, 2022. She noted that the sponsorship request is in accordance with the APDC sponsorship policy. Chairperson Steffens called for a motion to authorize the CEO to pledge APDC sponsorship of the USS Slater Night at a cost not to exceed \$5,000. A motion was made by Commissioner Coffey, seconded by Commissioner Abriel and passed unanimously.

LEASE AGREEMENT FOR 36 RIVERSIDE AVENUE

DSI Skubon presented Resolution 31-2022 relating to a lease agreement with East Shore Port Ventures, LLC for approximately 41.11 acres located in the City of Rensselaer at 36 Riverside Avenue, adjacent to port operations. The APDC proposes to enter into an agreement with a 3-year sublease period with an option to acquire by assignment the remainder 99-year prime lease currently in place. Some discussion took place. 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 more than the appraised value of the parcel. A motion was made by Commissioner Abriel, seconded by Commissioner Tagliento and passed unanimously.

PUBLIC RELATIONS SERVICES

CFO Stuto presented Resolution 33-2022 relating to Public Relations Services. The APDC team determined that it was necessary to utilize the services of a public relations firm. An RFP had previously been issued and several firms were responsive. Upon review and evaluation staff has recommended that APDC engage the services of Relentless Awareness to assist with public relations, print media and stakeholder communications. Chairperson Steffens called for a motion to authorize the CEO to execute the necessary documents to engage Relentless Awareness for the purpose of public relations and communications. A motion was made by Commissioner Tagliento, seconded by Commissioner Abriel and passed unanimously.

EXECUTIVE SESSION

Chairperson Steffens called for a motion to enter Executive Session for a discussion regarding proposed, pending or current litigation. 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.

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, September 28, 2022 immediately following the APDC Finance Committee meeting held at 12:00 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. The meeting was adjourned.