



ALBANY PORT DISTRICT COMMISSION MINUTES OF A REGULAR MEETING

February 26, 2025

Chairperson Steffens called the meeting to order. In attendance were Commissioners Coffey, Cinquanti and Tagliento. Commissioner Abriel attended the meeting virtually; however he did not count towards quorum or voting purposes. Also present were, CEO Hendrick, General Counsel Jordan, CCO Daly, CFO Stuto, DSI Schneidawin, SCM Yagan, Director of Security Stock, Administrative Assistant DiLillo and Logistec Operations Manager Matt Sullivan.

Chairperson Steffens introduced the minutes of the January 29, 2025 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 Coffey, seconded by Commissioner Tagliento and passed unanimously.

PUBLIC COMMENT

There were no public comments.

FINANCIAL UPDATE

CFO Stuto presented and reviewed with the Board the financial results through January 31, 2025. She noted that there were not many variances or fluctuations due to only reporting for one month. She reported operating revenue is just shy of the budget by \$14,000. Operating expenses are under budget by \$56,000. Depreciation and other expenses are at a variance of \$18,000. CFO Stuto mentioned that she did not include in the budget the public/private revenue and expenses due to the fact that she expected the project to be completed, however staff is still waiting for delivery of some equipment. CFO Stuto also mentioned that she will present the Board with a cash flow report at the next Finance Committee meeting.

Chairperson Steffens asked the reason for the variances in revenue and expenses. CFO Stuto responded that it was due to timing and fluctuation in activity.

CEO UPDATE

- CEO Hendrick reported that he and Counsel Jordan will be attending the American Association of Port Authorities Legislative Summit in March.
- CEO Hendrick congratulated the Port team on being awarded funding from their submission of the Focused Attraction of Shovel-Ready Tracts New York (FAST NY) grant. He expressed his appreciation for all their hard work.
- CEO Hendrick reported that he was asked to serve as a member of the Board of Directors for Seafarers International. He will begin his appointment in June.

EXTERNAL AFFAIRS AND COMMUNICATIONS UPDATE

CCO Daly gave a brief report on behalf of DEA Vavura. She noted that there has been many great conversations externally and internally over the past month which has transitioned into some very positive business development conversations.

SHIPS, BARGES & TONNAGE UPDATE

Logistec Operations Manager Matt Sullivan provided the Board with an update on maritime activity through the month of January. He reported January to be a busy month with five project cargo vessels and one wood pulp vessel. One GE export ship, one GE export barge and eleven railcars of steel are anticipated for the month of February. The safety record stands at 268 days without lost time.

Commissioner Coffey asked Operations Manager Sullivan if he planned on including in his report a year-over-year comparison. Matt responded that he was working on a revised report structure with DEA Vavura. CCO Daly asked the Board Members if they had any particular items to be included or if they would like to provide some input. The Board provided some suggestions.

REAL PROPERTY/DEVELOPMENT UPDATE

CCO Daly discussed with the Board the award of the Empire State Development's Focused Attraction of Shovel-Ready Tracts New York (FAST NY) grant. She noted that the APDC received the largest amount awarded. She also mentioned that Port staff is starting conversations with ESD staff on the timing of the grant and the implementation of the project. SCM Yagan stated that these funds will cover the installation of the equipment that has already been ordered as well as a fire pump intake station, a sanitary treatment plant, a wharf test program, additional engineering support, additional management support and site work.

Commissioner Coffey asked if the sanitary treatment plant would be a point discharge into the river or pretreated into the ground. SCM Yagan responded that it would be point discharge into the river, which has already been permitted.

CCO Daly reported that Port staff will be having a commercial meeting with Logistec's team within the next week where they will be having discussions on business development as well as environmental initiatives.

CCO Daly provided the Board with an update on the NYSERDA grant application. She also mentioned that the Port staff continues to pursue various business development opportunities.

INSURANCE BROKERAGE SERVICES EXTENSION

Chairperson Steffens presented Resolution 8-2025 related to an extension of the Insurance Brokerage Services contract with Marshall Sterling Upstate NY. She noted that APDC wishes to exercise their option to extend the current contract for one additional year under the same contractual terms at a cost not to exceed \$30,000 per year. Chairperson Steffens called for a motion to approve Resolution 8-2025 as presented. A motion was made by Commissioner Tagliento, seconded by Commissioner Cinquanti and passed unanimously.

WATERFORD CANAL FESTIVAL SPONSORSHIP

Chairperson Steffens presented Resolution 9-2025 related to the Canal Festival Sponsorship. The APDC has been asked to sponsor the Waterford Canal Festival, which occurs annually and is based on the Hudson River featuring exhibits and activities that demonstrate various components of the maritime industry. The Chairperson noted that the APDC has been sponsoring this event for multiple years. Chairperson Steffens called for a motion to authorize the CEO to pledge APDC sponsorship of the 2025 Waterford Canal Festival in the amount of \$500. A motion was made by Commissioner Coffey, seconded by Commissioner Cinquanti and passed unanimously.

NORTH ATLANTIC PORTS ASSOCIATION SPONSORSHIP

Chairperson Steffens presented Resolution 10-2025 related to the sponsorship of the North Atlantic Ports Association 75th Annual Meeting. She noted that Port staff is very active in NAPA and has received extreme value on the committees they serve on in the NAPA organization. Chairperson Steffens called for a motion to authorize the CEO to pledge APDC sponsorship of the North Atlantic Ports Association in the amount of \$1,000. A motion was made by Commissioner Tagliento, seconded by Commissioner Cinquanti and passed unanimously.

LED LIGHTING & ELECTRICAL SYSTEM UPGRADES

Chairperson Steffens presented Resolution 11-2025 for LED Lighting and Electrical System Upgrades for Sheds 3, 4 and 5. The APDC solicited bids and received two responses. 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 \$207,632. Chairperson Steffens called for a motion to approve Resolution 11-2025. A motion was made by Commissioner Coffey, seconded by Commissioner Tagliento and passed unanimously.

**AMENDMENT TO MCFARLAND- JOHNSON BEACON ISLAND INFRASTRUCTURE
IMPROVEMENTS CONTRACT**

SCM Yagan presented Resolution 12-2025 related to the contract with McFarland-Johnson to provide Supplemental Engineering Services for Phase 1 Infrastructure Design and Permitting related to the Expansion Project. During the construction phase of the project, additional unanticipated Storm Water Pollution Prevention Plan inspections were required by the Town of Bethlehem due to the construction duration extension to install additional scopes and post storm event activities, and future groundwater monitoring and testing is required by the NYS Department of Environmental Conservation. Some discussion took place. Chairperson Steffens called for a motion to authorize the CEO to execute the necessary documents to process McFarland-Johnson's Engineering Services Change order (ENC-10) at a cost not to exceed \$146,440. A motion was made by Commissioner Coffey, seconded by Commissioner Tagliento and passed unanimously.

OTHER BUSINESS

Chairperson Steffens congratulated the Port team on being awarded the \$19 million grant from Empire State Development's FAST NY program and expressed her appreciation of Governor Kathy Hochul's support.

EXECUTIVE SESSION

Chairperson Steffens called for a motion to enter executive session for the purpose of discussing pending litigation and for the proposed acquisition, sale or lease of real property. A motion was made by Commissioner Cinquanti, seconded by Commissioner Coffey and passed unanimously.

No action was taken during executive session.

NEXT MEETING

Chairperson Steffens informed those in attendance that the **next meeting of the APDC Board of Commissioners will be Monday March 24, 2025 immediately following the Audit Committee meeting being held at 12:00 noon.**

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