

Thousand Islands Bridge Authority  
Friday, March 24, 2023, 10:30 A.M.  
American Administration Building

**PRESENT** Bruce Armstrong, Chairman  
Robert J. Storms, Secretary-Treasurer  
Thye Lee, Assistant Secretary-Treasurer  
Richard Iglinski, Assistant Secretary-Treasurer  
Douglas D. Dier, Assistant Secretary-Treasurer  
Barry Ormsby, Assistant Secretary-Treasurer  
Peter Walton, Legal Counsel  
Timothy Sturick, Executive Director  
Bill Moulton, Director, Bridge Facilities Operations & Maintenance  
Patrick Labiendo, Manager, Safety & Security  
Bryan Olson, Manager, Finance & Administration  
Susan Mowers, Manager, Information Technology  
Keri Jobson, Boldt Facilities Operations Manager  
Lohanne Messenger, Senior Accountant/Office Manager  
Corey Fram, Director of Tourism (TIRTDC)

**ALSO** William Tremont, Senior Vice President – Financial Advisor from  
RBC Wealth Management  
Anthony Surber, Financial Advisor from RBC Wealth Management

**MEDIA** None in attendance.

**MINUTES**

The meeting was called to order by Bruce Armstrong, Chairman. Upon motion by Robert J. Storms, seconded by Douglas D. Dier, the minutes of the meeting held on February 24, 2023, were unanimously approved.

**COMMUNICATIONS**

Mr. Sturick reported that Ms. Kinloch and Mr. Salisbury asked to be excused. Mr. Sturick reported that Ms. Dubé and Mr. Pigeon were unable to attend the meeting due to unforeseen circumstances and that they plan to attend the meeting on April 21, 2023. Mr. Sturick introduced William Tremont, Senior Vice President – Financial Advisor and Anthony Surber, Financial Advisor both from RBC Wealth Management, Watertown, NY. Mr. Tremont reported that RBC

Wealth Management of Watertown, NY, manages the investments for the TIBA Defined Benefit Pension Plan. Mr. Tremont and Mr. Surber presented an overview of TIBA's past performance of the plan and a look ahead for where they believe the market is headed and RBC's strategy. Mr. Tremont and Mr. Surber were available for any questions or comments from the board members.

### **FINANCIAL MATTER**

Financial Statement: Mr. Olson, in reviewing the Financial Statement Balance Sheet (Exhibit A) for the month of February 28, 2023, reported that the Authority's directly held Cash and Investment Obligations, total to date of \$10,273,567 compared to \$8,765,777 for the prior fiscal year representing an increase of \$1,507,790 or 17.20% above the previous period. Mr. Olson reported Total Facilities to date of \$60,656,553 compared to \$63,176,970 for the prior fiscal year, representing a decrease of \$2,520,417 or 3.99% below the previous period. Mr. Olson reported Total Assets to date of \$79,465,730, compared to \$79,157,780 for the prior fiscal year, representing an increase of \$307,950 or 0.39% above the previous period. Mr. Olson reported Payables total to date of \$10,486,047 compared to \$11,687,210 for the prior fiscal year, representing a decrease of \$1,201,163 or 10.28% below the previous period. Mr. Olson reported the Provision for Canadian Dollar Conversion total to date of \$92,358 compared to \$134,349 for the prior fiscal year, representing a decrease of \$41,991 or 31.25% below the previous period. Mr. Olson reported Total Statutory Equity stands at \$55,634,877, compared to \$54,860,137 for the previous fiscal year, representing an increase of \$774,740 or 1.41% above the previous period.

In reviewing Exhibit B Net Revenue (Loss) – Bridge, Other Facilities & Programs), Mr. Olson reported Toll Income at \$9,324,811 versus \$7,139,757

for the previous period representing an increase of \$2,185,054 or 30.60% above the previous period. Mr. Olson reported total Cost of Operations for Bridge Facilities is recorded at \$6,667,690 versus \$5,717,577 for the previous period representing an increase of \$950,113 or 16.62% above the previous year. Mr. Olson reported total Canadian Dollar Conversion is recorded at \$131,487 versus (\$63,789) for the previous period representing an increase of \$195,276 or 306.13% above the previous period. Mr. Olson reported total Net Revenue is recorded at \$2,525,633 versus \$1,485,969, for the previous period representing an increase of \$1,039,664 or 69.97% above the previous year. Mr. Olson reported FBCL's Net Revenue Share is recorded at \$1,257,115 as compared to \$770,630 the previous period representing an increase of \$486,485 or 63.13% above the previous period. Mr. Olson reported TIBA's Net Revenue (Loss) Share through February 28, 2023, is recorded at (\$299,456) as compared to (\$943,540) for the previous period representing an increase of \$644,084 or 68.26% above the previous period. Mr. Olson reported the Total Revenue from Other Facilities & Programs is recorded at \$4,749,543 compared to \$3,334,292 for the previous period representing an increase of \$1,415,251 or 42.45% above the previous period. Mr. Olson reported the Cost of Operations from Other Facilities & Programs is recorded at \$3,757,291 compared to \$3,068,349 for the previous period representing an increase of \$688,942 or 22.45% above the previous period. Mr. Olson reported Total Net Revenue (Loss) from Other Facilities & Programs year-to-date of \$992,252 as compared to \$265,942 for the prior year, representing an increase of \$726,310 or 273.11% above the previous year. Mr. Olson reported Net Revenue (Loss) from all operations (Bridge, Other Facilities & Programs), through February 28,

2023, is \$692,797 compared to (\$677,597) for the prior fiscal year, representing an increase of \$1,370,394 or 202.24% above the previous fiscal year.

With respect to Exhibit C (Statement of Source & Use of Funds), Mr. Olson reported that Net Revenue (Loss) plus the adjustment for non-cash cost of depreciation reflects total funds available of \$3,568,463 compared to \$2,325,309 the prior fiscal year, representing an increase of \$1,243,154 or 53.46% above the previous fiscal year. Mr. Olson reported Bridge Facilities Use of Funds year-to-date total of \$110,027, compared to \$22,385 for the previous year representing an increase of \$87,642 or 391.52% above the previous fiscal year. Mr. Olson reported Other Facilities & Programs year-to-date total \$298,651 compared to \$496,938 representing a decrease of \$198,287 or 39.90% below the previous fiscal year. Mr. Olson reported Total Use of Funds year-to-date total \$408,678 compared to \$519,323 for the prior year, representing a decrease of \$110,645 or 21.31% below the previous year. In terms of Net Increase (Decrease) in Operating Cash and Other Net Current Assets, the current year-to-date amount stands at \$3,159,785 compared to \$1,805,986 for the prior fiscal year, representing an increase of \$1,353,799 or 74.96% above the previous year.

Mr. Olson's reviewed Exhibit D (Shared Special Maintenance Project Expenses) for February 28, 2023, reported zero for the month and year to date expenses totaling \$10,943.

Financial Statements: Upon Mr. Olson's presentation of the financial statements for the month of February 28, 2023, a motion to accept the financial report was moved by Richard Iglinski, seconded by Barry Ormsby and duly accepted.

Capital Projects Obligation Report: Mr. Olson reviewed the report dated February 28, 2023, noting the Total TIBA•FBCL Projects Budget is \$50,000, with the obligated amount being \$21,885 and incurred to-date of \$21,885 and a balance due of zero. Mr. Olson reported Total TIBA Projects Budget is \$598,000 as amended, with the obligated amount being \$110,027 and incurred to date of \$110,027 and a balance due of \$28,330. Mr. Olson reported Total Bridge Facilities Projects Budget is \$648,000, with the obligated amount being \$131,912, incurred to date of \$131,912 and a balance due of \$28,330. Mr. Olson reported Total Boldt Facilities Projects budget is \$510,000 with the obligated amount being \$298,651 and incurred to-date of \$298,651 and a balance due of zero. Total appropriations for Capital Programs for Bridge and Other Facilities & Programs for FY 2022-2023 is \$1,158,000 with the current obligated amount being \$430,563 and incurred to-date of \$430,563 and a balance due of \$28,330.

Investment Report: Mr. Olson reviewed the Investment & Fund Report dated February 28, 2023, in detail noting investments totaling \$10,273,567 with an average interest rate of 2.33% versus .08% in 2022. Mr. Olson also reported pledged securities for each U.S. institution were in place and at levels equal to or greater than the required minimum (100%).

**Approval/Ratification of Routine and Special Expense Payments – Proposed Resolution No.1:** Mr. Sturick read the following resolution which was moved Richard Iglinski, seconded by Barry Ormsby and duly adopted.

**SEE ATTACHMENT 1**

Bridge Facility Vehicle Traffic & Revenue Comparison:28 Days of February (2022-2023 compared to 2021-2022)

		<u>FY2022/2023</u>		Increase (Decrease)		Percent Change
FY22-23	Total Vehicles	97,830	-	28,406	-	40.9%
	Total Revenue	\$646,998	-	\$107,983	-	20.0%

12 Months March/February (2022-2023 compared to 2021-2022)

		<u>FY2022/2023</u>		Increase (Decrease)		Percent Change
FY22-23	Total Vehicles	1,654,877	-	553,268	-	50.2%
	Total Revenue	\$9,479,992	-	\$2,201,175	-	30.2%

14 Days March (2023-2024 compared to 2022-2023)

		<u>FY2023/2024</u>		Increase (Decrease)		Percent Change
FY23-24	Total Vehicles	55,795	-	15,220	-	37.5%
	Total Revenue	\$411,508	-	\$118,041	-	40.2%

Mr. Sturick reported total traffic for February of fiscal year 2022/2023 is down 10.5% compared to total traffic for February of fiscal year 2019/2020.

Mr. Sturick reported that total traffic for the twelve (12) months of fiscal 2022/2023 is down 19.2% compared to the twelve (12) months of fiscal 2019/2020. Mr. Sturick reported that total traffic for the first fourteen (14) days of March 2023 is down 6.3% compared to the first fourteen (14) days of March 2019. Mr. Sturick reported that the traffic trend continues to go in the right direction as we approach the spring and summer travel season.

Mr. Sturick reviewed the Bridge and Tunnel Operators Association (BTOA) Traffic Report for YTD February 2023 and February 2022. Mr. Sturick reported total crossings for YTD February 2023 and February 2022 were 200,802 compared to 137,071 the previous period YTD representing an increase of 63,731 or 46.5% above the previous period.

## **PROJECT REPORTS**

### **Bridge Facilities**

#### **Operations and Maintenance Activities**

Mr. Moulton reported that the staff have been working on maintenance items such as snow removal and equipment maintenance. Mr. Moulton reported that the transmission has been rebuilt for truck #21 and there are two (2) trucks having coolant issues that staff will be working on. Mr. Moulton reported that a stay cable broke located on the north side of the main span of the Canadian bridge. Mr. Moulton reported that the stay cable was repaired and staff reinstalled it. Mr. Moulton reported that advertising is still taking place for the twelve (12) seasonal painter positions on the Canadian side and the interview process continues. Mr. Moulton reported that on the U.S. side, the twelve (12) seasonal painter positions have been filled. Mr. Moulton reported he would be working on the documents required by Immigration Refugees and Citizenship Canada prior to scheduling a date for the American Crane & Equipment Corporation of Douglassville, PA, (American Crane) to be on site to complete the required OSHA inspection of three (3) permanently installed maintenance platforms located below deck on the U.S. Span and five (5) on the Canadian Span as well as working with CBSA regarding work permits for the American Crane staff working on the Canadian Bridge. Mr. Moulton reported that once the document has been approved, CBSA must also approve it to start the working permits process for the staff from American Crane to be on site at the Canadian Bridge. Mr. Moulton reported TIBA staff continue working with Barton & Loguidice, D.P.C. regarding the U.S. maintenance shop fueling station replacement project installation at the north end of the U.S. maintenance shop

which will include an above ground tank installation. Mr. Moulton reported that Barton & Loguidice, D.P.C. have contract documents 95% complete. Mr. Moulton reported once the contract documents are complete, TIBA staff will review prior to advertising the project.

#### Safety & Security

Mr. Labiendo reported no new injuries in the past month with one (1) open claim. Mr. Labiendo reported that the required testing/safety programs for the 2023 Bridge Painting Program are scheduled to begin on May 1, 2023. Mr. Labiendo reported that he is currently working on the schedule for the required testing/safety programs for the 2023 Bridge Painting Program for the week of May 1, 2023. Mr. Labiendo reported that the 2023 required testing/safety programs training will be held on the U.S. side like it has been in the past prior to the pandemic. Mr. Labiendo reported that he would have a copy of the training schedule available to the board members at the meeting on April 21, 2023. Mr. Labiendo reported that the representatives from River Hospital would be doing the medical testing again for the 2023 Bridge Painting Program. Mr. Labiendo reported that he is currently getting the first aid kits and the AED's ready to be available at the Boldt properties prior to opening on May 13, 2023. Mr. Labiendo reported that he ordered adult size electro pads for the AED's due to the current pads expiring soon. Mr. Labiendo reported that he would be meeting with the tour boat operators regarding the Declaration of Security documents for the 2023 Boldt Castle operating season. Mr. Labiendo reported that he has been ordering staff clothing to replenish the supply due to not ordering any additional during the pandemic. Mr. Labiendo reported that on Thursday, March 23, 2023, the Canadian bridge experienced electrical problems at the north tower which



resulted in an outage of the aviation lighting. Mr. Labiendo reported that he followed the procedure in the Emergency Response Plan and contacted the London Ontario Flight Information Center, Transport Canada and FBCL's security department. Mr. Labiendo reported that the electrical problem was fixed in the morning of Friday, March 24, 2023, and he notified the London Ontario Flight Information Center, Transport Canada and FBCL's security department that the electrical problem had been fixed.

### **Other Facilities and Programs**

#### Boldt Facilities

Ms. Jobson reported that they continue interviewing and filling the seasonal vacant positions for the 2023 operating season. Ms. Jobson reported that the interviewing process has slowed due to a lack of candidates but not at the level it was in 2022. Ms. Jobson reported that Ms. Mowers and she are planning to conduct an upgrade to the POS software for admissions and concessions. Ms. Jobson reported that Ms. Bieber continues receiving merchandise for the 2023 operating season and processing the merchandise. Ms. Jobson reported that she has received and confirmed the boat tour operator's 2023 schedules for stopping at the Boldt Facilities and she anticipates after reviewing the schedules that there should be a considerable number of tour boat stops. Ms. Jobson reported forty-six (46) weddings are scheduled for the 2023 operating season and five (5) weddings are scheduled for the 2024 operating season. Ms. Jobson reported that the Boldt Facilities will open Saturday, May 13, 2023, for the 2023 operating season which is forty-nine (49) days away. Ms. Jobson reported that the maintenance staff are currently performing maintenance on the boats getting them ready to launch,

general maintenance, painting and installed an electric over hydraulic system on the dump trailer and currently installing a new PA System in the Boldt Yacht House ticket booth for staff to announce when the shuttle is available.

**OTHER MATTERS**

With no other business, a motion to adjourn the meeting was made Thye Lee, seconded by Douglas D. Dier and unanimously carried.

**NEXT AUTHORITY MEETING**

By unanimous consent, the time and place of the next Authority meeting were set for Friday, April 21, 2023, @ 10:30 am, in the American Administration Building.

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Secretary

**ATTACHMENT 1**

**RESOLUTION NO. 1**

**RE: APPROVAL/RATIFICATION OF ROUTINE EXPENSE PAYMENTS  
AND APPROVAL OF SPECIAL EXPENSE PAYMENTS**

The following resolution was moved by Richard Iglinski, seconded by Barry Ormsby and duly adopted.

WHEREAS, the below listed requisitions and vouchers, together with invoices and other supporting documentation for routine and special expense payments made since the Authority meeting held on February 24, 2023, were available and reviewed by the Authority during the meeting held on March 24, 2023 (viz):

<u>Date</u>	<u>Requisition</u>	<u>Voucher Number</u>	<u>Amount</u>
02/28/23	3435	33903-33931 - US / C10426-C10433 - CD	\$ 93,016.96
03/07/23	3436	33932-33967 - US / C10434-C10447 - CD	1,198,173.20
03/14/23	3437	33968-33988 - US / C10448-C10457 - CD	243,797.55
03/21/23	3438	33989-34026 - US / C10458-C10464 - CD	<u>185,773.76</u>
			<u>\$ 1,720,761.47</u>

NOTE: U.S. check #33851 was voided & replaced with check #33929. The original check was lost in the mail.

WHEREAS, in a similar manner, the below listed Special Expense Payments, together with invoices and other supporting documentation which require specific approval before payment is made, were available and reviewed by the Authority during the meeting held on March 24, 2023 (viz):

	<u>Amount</u>
Anderson Transportation Services, Inc. - 2022-2023 Commercial Rebate	\$ 5,041.40
Anderson Transportation Services, Inc. - 2022-2023 Commercial Rebate	830.62 CD
Bay Brokerage - 2022-2023 Commercial Rebate	487.88
Bay Brokerage - 2022-2023 Commercial Rebate	637.46 CD
Challenger Motor Freight, Inc. - 2022-2023 Commercial Rebate	1,188.60
Challenger Motor Freight, Inc. - 2022-2023 Commercial Rebate	1,429.65 CD
ERB International, Inc. - 2022-2023 Commercial Rebate	319.50
ERB International, Inc. - 2022-2023 Commercial Rebate	546.47 CD
Gypsum Express Ltd. - 2022-2023 Commercial Rebate	498.00
Gypsum Express Ltd. - 2022-2023 Commercial Rebate	641.54 CD
Kairon Transport (6097391 Canada, Inc.) - 2022-2023 Commercial Rebate	601.64
Kairon Transport (6097391 Canada, Inc.) - 2022-2023 Commercial Rebate	783.08 CD
KBD Transportation (10672773 Ontario, Inc.) - 2022-2023 Commercial Rebate	1,299.86
KBD Transportation (10672773 Ontario, Inc.) - 2022-2023 Commercial Rebate	1,710.11 CD
Kriska Holdings Ltd. - 2022-2023 Commercial Rebate	1,165.78
Kriska Holdings Ltd. - 2022-2023 Commercial Rebate	4,366.71 CD
Transport Herve Lemieux 1975, Inc. - 2022-2023 Commercial Rebate	581.24

Transport Herve Lemieux 1975, Inc. - 2022-2023 Commercial Rebate	789.06	CD
Transport Robert (1973), LTEE - 2022-2023 Commercial Rebate	569.62	
Transport Robert (1973), LTEE - 2022-2023 Commercial Rebate	778.09	CD
XTL Transport, Inc. - 2022-2023 Commercial Rebate	1,185.10	
XTL Transport, Inc. - 2022-2023 Commercial Rebate	1,791.24	CD
Action Printwear - Boldt Castle Promotional Brochures & Admission Handouts	7,498.00	
Anderson Equipment Company - Repaired 750 Air Compressor - Canadian Shop	8,605.28	
Barton & Loguidice, D.P.C. - Professional Services for January/February 2023 for the U.S. Fuel Tank Replacement Project	28,330.00	
Burke Group, LLC - GASB 75 Actuarial Services 2022-2023	3,250.00	
Cazenovia Equipment Company, Inc. - Purchased John Deere X570 Mower/Tractor	8,145.86	
Cornell Cooperative Extension of Jefferson County - Taste of New York Store (NCWC) - November 2021 & February 2022 Reimbursement	48,798.77	
DRCS IT Solutions - CISCO Smartnet Renewal for TCS Switches on the U.S. Side	1,901.88	
Griffin Greenhouse - Greenhouse Planting Supplies	2,615.93	
Hanes Supply, Inc. - Supplies for 2023 Bridge Painting Program	5,850.00	
IAG E-ZPass - 2023 Annual Assessment	20,000.00	
International Bridge, Tunnel & Turnpike Association (IBTTA) - Annual Dues 2023	8,133.00	
Metal Man Services - Galvanized Angle for U.S. Bridge	1,273.16	
River Hospital - 2022 Employee Testing for Bridge Painting Program	1,890.00	
Safety-Kleen - Disposal of Paint Chips & Paint Solvent	1,204.80	
The Marindus Company, Inc. - Supplies - 2023 Bridge Painting Program	3,955.10	
Town of Alexandria - 2023-2024 Annual PILOT Payment	21,562.63	
Verdek Green Technologies - Repaired Electric Car Charger at the NCWC	4,043.50	
S. Systems Company - Annual Contract - Currency Counter & Coin Packager - U.S. & Canadian Toll (4/1/2023 - 3/31/2024)	2,550.00	
Timothy Sturick - Air Fare Reimbursement for IBTTA Technology Conference & IAG E-ZPass Reciprocity Committee In-Person Meeting in Indianapolis, IN & Orlando, FL from 4/28/2023 - 5/5/2023 - Timothy Sturick & Susan Mowers	1,184.20	
Suburban Propane - Propane Regulator Replacement at the NCWC	1,208.65	
BGM Metal Works - Repaired Stay Cable on Canadian Bridge	1,241.47	CD
HTS Engineering, Ltd. - CBSA - Repaired Boiler #4	3,945.98	CD
- HVAC Preventative Maintenance for February 2023	5,406.86	CD
Integrated Design Engineering & Architecture (IDEA) - Professional Services - CBSA	1,491.60	CD
Levac Supply - Supplies - 2023 Bridge Painting Program	13,222.47	CD
MNP LLP - Professional Services	3,150.00	CD
REL Controls - Repairs to HVAC at CBSA	6,736.74	CD
Schindler Elevator Corporation - Quarterly Billing/Contract - 3/1/2023 - 5/31/2023 - CBSA	4,997.81	CD
The Federal Bridge Corporation Ltd. - Insurance Premiums for Fiscal Year 2023-2024	41,627.08	CD
	<u>\$ 291,063.42</u>	

WHEREAS, the Executive Director has recommended approval of all Routine and Special Expense Payments as proper obligations of this Authority.

RESOLVED, that the Authority as it's proper act and deed, hereby approves and ratifies in all respects the routine and special expense payments represented by Requisition No. 3435 through No. 3438 as set forth herein, totaling \$1,720,761.47, and

RESOLVED, that the Authority, as its proper act and deed, hereby approves for payment special expenses set forth herein, totaling \$291,063.42.