



ALBANY COUNTY AIRPORT AUTHORITY
 ALBANY INTERNATIONAL AIRPORT
 ADMINISTRATION BUILDING
 SUITE 200
 ALBANY, NEW YORK 12211-1057

TEL: 518-242-2222
 ADMIN FAX: 518-242-2641
 FINANCE FAX: 518-242-2640
 SITE: www.albanyairport.com

Minutes of the Regular Meeting of the Albany County Airport Authority

**August 26, 2019
 Special Meeting**

**ACAA Approved
 09/16/2019**

Pursuant to notice duly given and posted, the Special meeting of the Albany County Airport Authority was called to order on Monday, August 26, 2019 @ 11:30 a.m. in the 3rd Floor Conference Room of the main terminal located at the Albany International Airport by Chairman Kenneth J. Doyle with the following present:

MEMBERS PRESENT

Rev. Kenneth J. Doyle
 Tony Gorman
 Lyon M. Greenberg, M.D.
 Patricia M. Reilly
 Steven H. Heider
 Samuel A. Fresina

MEMBERS ABSENT

Kevin R. Hicks

STAFF

John A. O'Donnell
 Bill O'Reilly
 Peter Stuto
 Margaret Herrmann
 Doug Myers
 John LaClair
 Steve Iachetta
 Liz Charland

ATTENDEES

Fred Acunto, Airport Manager
 Ray Casey, Airport Consultant

Dr. Greenberg moved to approve the minutes of the June 10, 2019 Regular Meeting. The motion was adopted unanimously.

Mr. Gorman moved to approved the minutes of the July 22, 2019 Regular Meeting. The motion was adopted unanimously.

Ms. Reilly moved to approved the minutes of the August 8, 2019 Special Meeting. The motion was adopted unanimously.

Action Items:

4. **Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**

4.1. Construction Contract: Authorization to Award Construction Contract 991- F Terminal Amenities- Purchase New Furniture from Merkel Donahue

Mr. O'Donnell recommended authorization to award Contract No. 991-F for Terminal Amenities – Purchase New Furniture from Merkel Donahue in the amount of \$208,543.29. He advised the award of this contract is done in accordance with NYS purchase contract.

Dr. Greenberg moved to authorize the award of construction contract 991-F Terminal Amenities – Purchase New Furniture from Merkel Donahue in the amount of \$208,543.29. The motion was adopted unanimously.

4.2. Contract No. 989-AR – Emergency Contract - C&C Unlimited Asbestos Removal Construction Contract: Authorization to Award Emergency Construction Contract 989-AR Asbestos Ductbank Removal for New Parking Garage to C & C Unlimited.

John LaClair recommended authorization to award Emergency Construction Contract 989-AR for Asbestos Ductbank Removal for New Parking Garage to C&C Unlimited in the amount of \$87,100. He advised the removal of the asbestos was done in accordance with the hazardous material handling regulations and disposed of at an approved location.

Mr. Heider inquired if this asbestos had to be removed immediately. Mr. Fresina inquired if this contract went out to bid. Mr. Gorman clarified that if this had gone out to bid, the project would have been stopped.

Mr. LaClair advised that yes, had we gone out to bid the project would have been delayed.

Mr. Gorman moved to authorize the award of emergency Construction Contract 989-AR for Asbestos Ductbank Removal for the new parking garage to C&C Unlimited in the amount of \$87,100. The motion was adopted unanimously.

4.3. Selection/Negotiations: Professional Service Agreement: Authorization to Negotiate Professional Engineering Agreement S-1009: Design and Construction Administration Service for the Terminal Parking Solar Canopy Improvements

Mr. Iachetta recommended Selection of Professional Services Contract S-1009 for Design and Construction Administration Service for the Terminal Parking Solar Canopy Improvements. He recommended the engineering team of Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C., Stuart-Lynn Company (W/MBE) and S.Y. Kim Surveyor (MBE) who received the highest score from the evaluation committee. The proposed negotiated design and construction administration contract will be scheduled for subsequent Board review. The project is 70% NYSDOT funded under state PIN No. 1A00.96 and 30% Airport PFC funded.

Dr. Greenberg moved to approve the selection/negotiation with the engineering team of Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C., Stuart-Lynn Company (W/MBE) and S.Y. Kim Surveyor (MBE) for the Design and Construction administration Service for the Terminal Parking Solar

Canopy Improvements. The motion was adopted unanimously.

4.4 Approval of Negotiated Bond Underwriter Solicitation, Evaluation, and Appointment of Bond Underwriting Syndicate in accordance with the Authority's Bond Sale Guidelines.

Mr. Gorman, Chair of the Finance Committee, advised the Finance Committee met prior to this meeting and recommends approval of Negotiated Bond Underwriter Solicitation, Evaluation, and Appointment of Bond Underwriting Syndicate in accordance with the Authority's Bond Sale Guidelines. Mr. O'Reilly previously advised the Finance Committee that the Authority may enter the bond market to issue bonds to fund capital expenditure or refund a portion of its outstanding bonds to achieve savings and to do so it may need to use a negotiated method of sale. With this in mind, the Authority working with its financial advisor, Public Resources Advisory Group (PRAG), issued a Request for Proposals (RFP) for Bond Underwriting Services on August 6, 2019. The RFP was distributed to Underwriters in New York. On August 20, 2019, the Authority received (8) eight responses to its RFP. The Authority CFO worked with the Authority's independent financial advisor, Public Resources Advisory Group, to review the proposals. The Authority's CFO and PRAG recommend that the following underwriting firms be included in a syndicate to sell the Authority's bonds if sold on a negotiated basis:

- Morgan Stanley and Co. LLC - Manager/Book Running
- Samuel A. Ramirez & Co. Inc. – Co-Senior Manager
- Roosevelt & Cross Incorporated – Co-Manager

Dr. Greenberg moved to the Finance Committee's recommendation of the Negotiated Bond Underwriter Solicitation, Evaluation, and Appointment of Bond Underwriting Syndicate in accordance with the Authority's Bond Sale Guidelines. The motion was adopted unanimously.

4.5 Authorization to Amend Existing Passenger Facility Charge (PFC) Imposition and Use Authorizations for Existing PFC Applications and Submit a new PFC Application #4 for new projects.

Mr. O'Reilly advised the Finance Committee met prior to this meeting and recommends Authorization to Amend Existing Passenger Facility Charge (PFC) Imposition and Use Authorizations for Existing PFC Applications and Submit a new PFC Application #4 for new projects. He advised authorization is requested to submit an application to the FAA to increase the Passenger Facility Charges (PFCs) imposition and use amount for existing PFC applications to fund the difference between pre-application estimated financing costs and currently estimated actual financing costs reflecting a difference of \$14,584,087. Authorization is also requested to submit PFC Application #4 to provide a portion of the funding for the Upstate Airport Modernization Grant Project, Air Traffic Control Tower Rehabilitation Project and other Terminal and Jet Bridge Improvements in the estimated cost of \$9,700,000. He explained that after the public comment period, the Authority will review comments and, if deemed in the best interest of the Authority, those comments and applications shall be submitted to the FAA. Also, the Authority will provide notice to all interested Air Carriers and hold a consultation with the Signatory Airlines. Finally, notwithstanding any significant comments opposing the applications, as determined by the FAA, the application will be approved.

Dr. Greenberg moved to the Finance Committee's recommendation of to Amend Existing Passenger Facility Charge (PFC) Imposition and Use Authorizations for Existing PFC Applications and Submit a new PFC Application #4 for new projects. The motion was adopted unanimously.

4.6 Appoint Authority Treasurer Paul Anthony Gorman as Acting Chief Financial Officer while the appointed Chief Financial Officer position is vacant.

Mr. O'Donnell recommended the appointment of Authority Treasurer Paul Anthony Gorman as Acting Chief Financial Officer while the appointed Chief Financial Officer position is vacant. He advised the incumbent Chief Financial Officer (CFO) is retiring August 31, 2019 and the position will be vacant until a new CFO is selected and appointed and the Master Bond Resolution requires the Authority's Chief Financial Officer perform certain duties involving the disbursement and management of funds and other matters related to issuance and management of bonds and other debt. Also, the Authority's Cash Management and Investment Policy, Procurement Guidelines and OPEB Trust also require actions by the CFO and accordingly, the Authority needs an acting Chief Financial Officer to legally manage its funds and fulfill its fiduciary duties. The Acting CFO will be supported by Authority staff and Authority consultants in fulfillment of these duties.

Father Doyle move to authorize the appointment of Authority Treasurer Paul Anthony Gorman as Acting Chief Financial Officer while the appointed Chief Financial Officer position is vacant. The motion was adopted unanimously.

4.7 Authorization to Award Amendment No. 1 (to change the funding source) to Construction Contract 930-GC Airfield Drainage Culvert Replacement to Rifenburg Contracting Corp.

Mr. LaClair recommended authorization to award Amendment No. 1 to Construction Contract 930-GC Airfield Drainage Culvert Replacement to Rifenburg Contracting Corp. to change the funding and advising if a subsequent AIP grant is awarded, work will be advanced with 100% airport funds in lieu of grant. He advised award of this contract needs to be advanced to support construction scheduling coordination with NYSDOT I-87 Exit 3 Albany Shaker Road resurfacing after placement of the subject airport drainage pipes. FAA has indicated that AIP grants are anticipated within 30-days.

Mr. Fresina moved to authorize the award of Amendment No. 1 (to change the funding source) on Construction Contract 930-GC Airfield Drainage Culvert Replacement with Rifenburg Contracting Corp. The motion was adopted unanimously.

5.1 Change Order #1: Authorization to award Change Order #1 to Contract # 934-GC Bldgs. 112 & 216 Roof to Titan Roofing.

Mr. LaClair recommended Change Order No. 1 to construction contract No. 934-GC: Buildings 112 & 216 Roof to Titan Roofing in the amount of \$44,127.00 to be funded from Capital Improvement Project Number 2272. He advised the additional work is needed to complete the project including replacement of the lower EPDM roof and replace a section of damaged gutter on Bldg. 216 and provide snow guards on new Bldg. 112 roof.

Dr. Greenberg moved to authorize the award of Change Order No. 1 to Contract No. 934-GC Buildings 112 & 216 Roof to Titan Roofing in the amount of \$44,127.00. The motion was adopted unanimously.

5.2 Change Order #1: Authorization to award Change Order #1 to Contract # 989-PC New Parking Garage Pre Cast to Unistress Industries.

Mr. LaClair recommended Change Order No. 1 to construction contract No. 989-PC: New Parking Garage Pre Cast to Unistress Industries in the amount of \$60,984.22 to be funded from Capital Improvement Project Number 2261. He advised the additional work includes

the addition of roof drain fixtures, addition of thin brick facing in the SE corner, changes to the stair towers to accommodate the glazing, credit for the removal of Grade spandrels and the extension of the Contract Time by 21 calendar days (due to circumstances beyond their control) setting Final Completion at November 8, 2019.

Mr. Gorman moved to authorize the award of Change Order No. 1 to Contract No. 989-PC New Parking Garage Pre Cast to Unistress Industries in the amount of \$60,984.22. The motion was adopted unanimously.

Father Doyle made a motion to go into Executive Session to discuss:

ES-1 – Employment history of a particular individual.

ES-2 – Employment history of a particular individual.

The motion was adopted unanimously.

There being no further business, the meeting was adjourned at 1:25 p.m.



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ALBANY COUNTY AIRPORT AUTHORITY

SPECIAL MEETING

AGENDA

August 26, 2019

General:

- 1. Chairman’s Remarks**
- 2. Approval of Minutes**

Regular Meeting – June 10, 2019
Regular Meeting – July 22, 2019
Special Meeting – August 8, 2019

- 3. Intentionally left blank.**

Action Items:

- 4. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
 - 4.1 Construction Contract: Authorization to Award Construction Contract 991- F Terminal Amenities- Purchase New Furniture from Merkel Donahue**
 - 4.2 Contract No. 989-AR – Emergency Contract - C&C Unlimited Asbestos Removal Construction Contract: Authorization to Award Emergency Construction Contract 989-AR Asbestos Ductbank Removal for New Parking Garage to C & C Unlimited.**
 - 4.3 Selection/Negotiations: Professional Service Agreement: Authorization to Negotiate Professional Engineering Agreement S-1009: Design and Construction Administration Service for the Terminal Parking Solar Canopy Improvements**
 - 4.4 Negotiated Bond Underwriter Solicitation, Evaluation and Appointment in accordance with the Authority’s Bond Sale Guidelines.**
 - 4.5 Authorization to Amend Existing Passenger Facility Charge (PFC)**

Imposition and Use Authorizations for Existing PFC Applications and Submit a new PFC Application #4 for new projects.

- 4.6 Appoint Authority Treasurer Paul Anthony Gorman as Acting Chief Financial Officer while the appointed Chief Financial Officer position is vacant.**
- 4.7 Construction Contract: Authorization to Award Amendment No. 1 to Construction Contract 930-GC Airfield Drainage Culvert Replacement to Rifenburg Contracting Corp.**

5. Authorization of Change Orders

- 5.1 Change Order No. 1; Contract No. 934-GC – Resurfacing Metal Roofing Building 112 & 201**
- 5.2 Change Order No. 2; Contract No. 989-PC – Parking Garage Precast Concrete**

Old Business:

New Business:

Executive Session:

ES-1 – Employment history of a particular individual.

ES-2 – Employment history of a particular individual.

Attorney-Client Privilege Matters:

NOTICE

ALBANY COUNTY AIRPORT AUTHORITY

SPECIAL MEETING

NOTICE

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The Albany County Airport Authority will hold a Special Meeting on Monday, August 26, 2019 at 11:30 a.m. The meeting will be held in the 3rd Floor Conference Room located in the Main Terminal at the Albany International Airport, Albany, New York.

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TIMES UNION

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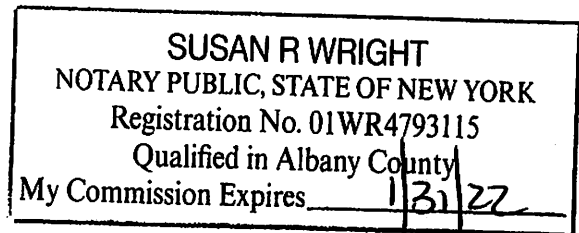
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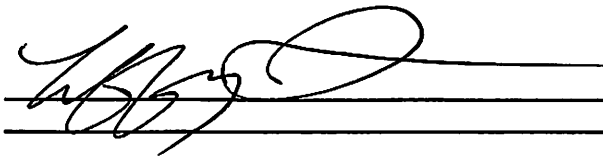
ALBANY INTERNATIONAL AIRPORT
737 ALBANY SHAKER RD
ADMINISTRATIVE BLDG SUITE 204
ATTN: KATIE KANE
ALBANY, NY 12211

Account Number: 061026000
Order Number: 0004071054
Order Invoice Text: Special Meeting Notice

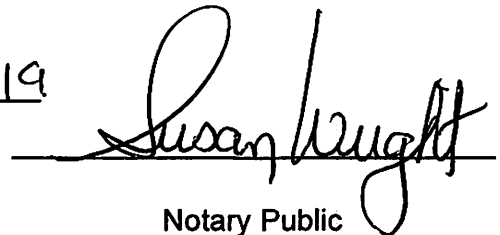
T Tomes / R Bernard / T Duquette / P Sheehan / A Rubel of the city of Albany, being duly sworn, says that he/she is principal Clerk of THE TIMES UNION, a daily newspaper printed in the county of Albany, Town of Colonie, and Published in the County of Albany, Town of Colonie and the city of Albany, aforesaid and that notice of which a printed copy is annexed has been regularly published in the said ALBANY TIMES UNION on the following dates

08-17-2019

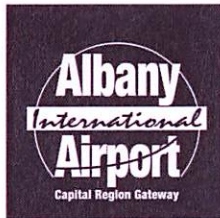




Sworn to before me, this 19 day of August 2019



Notary Public
Albany County



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8-15-19
IMC

**ALBANY COUNTY AIRPORT AUTHORITY
FINANCE COMMITTEE
MEETING NOTICE**

Notice is hereby given of the following Finance Committee Meeting of the Albany County Airport Authority:

The Albany County Airport Authority will hold a Finance Committee meeting on Monday, August 26, 2019 at 10:30 a.m. The meeting will be held in the 3rd Floor Conference Room located in the Main Terminal at the Albany International Airport, Albany, NY.

**ALBANY COUNTY AIRPORT AUTHORITY
SPECIAL MEETING
NOTICE**

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Liz Charland

From: Liz Charland
Sent: Wednesday, August 14, 2019 11:44 AM
To: Saratogian Newspapers; The Colonie Spotlight; The Gazette; The Troy Record
Subject: Please publish the following two notices in the Community Section. Thank you.

ALBANY COUNTY AIRPORT AUTHORITY

FINANCE COMMITTEE

MEETING NOTICE

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Liz Charland

From: Liz Charland
Sent: Wednesday, August 14, 2019 11:42 AM
To: TU Legals
Subject: Account #061026000 - Please publish one time. Note there are two notices below.
Thank you.

Importance: High

ALBANY COUNTY AIRPORT AUTHORITY

FINANCE COMMITTEE

MEETING NOTICE

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ALBANY COUNTY AIRPORT AUTHORITY

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Liz Charland

To: Kenneth Doyle; Kevin R. Hicks, Sr. - IPAD; Kevin R. Hicks, Sr. (Personal); Lyon Greenberg, MD; Lyon Greenberg, MD - IPAD; Patricia M. Reilly; Patricia M. Reilly - IPAD; Rev. Kenneth Doyle (Personal); Samuel A. Fresina; Samuel A. Fresina - IPAD; Steve Heider; Steven H. Heider; Tony Gorman; Tony Gorman - IPAD

Subject: Finance Committee Meeting Notice - Monday - August 26, 2019 at 10:30 a.m. followed by a Special Meeting at 11:30 a.m.

Finance Committee Members:

Tony Gorman, Chair
Steve Heider, Member
Dr. Greenberg, Member
Fr. Doyle, Ex Officio

ALBANY COUNTY AIRPORT AUTHORITY

FINANCE COMMITTEE

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Liz Charland

From: Liz Charland
Sent: Wednesday, August 14, 2019 11:46 AM
To: Bart Johnson; Bob Heitz; Brandon Russell, Majority Counsel; County Executive Daniel P. McCoy; Dave Collins; Douglas A. Bullock, Albany County Mass Transit Committee Chair; Eric Anderson; Fire Chief Dave Cook; Frank Mauriello, Albany County Minority Leader; Fred Acunto; George Penn (Albany County); Jill Bryce; John DelBalso; Kelly Boyea (Albany County); Majority Leader Dennis Feeney; Mike DeMasi (Business Review); Mike DeSocio; Pam Allen; Pete Rea (prea@dot.state.ny.us); Spotlight News; WRGB News
Subject: Finance and Special Meeting Notices - Monday August 26, 2019 Finance Committee starting at 10:30 a.m. followed by Special Meeting at 11:30 a.m.

ALBANY COUNTY AIRPORT AUTHORITY

FINANCE COMMITTEE

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Liz Charland

From: Liz Charland
Sent: Wednesday, August 14, 2019 11:45 AM
To: Bill O'Reilly; Bobbi Matthews; Doug Myers; Dwayne Lovely; Ellen Addington; Helen Chadderdon; Jenn Munger; John A. O'Donnell; John LaClair; Liz Charland; Margaret Herrmann; Peter Stuto; Steve Iachetta
Subject: Finance and Special Meeting Notices - Monday August 26, 2019 Finance Committee starting at 10:30 a.m. followed by Special Meeting at 11:30 a.m.

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ALBANY COUNTY AIRPORT AUTHORITY

SPECIAL MEETING

AGENDA

August 26, 2019

General:

1. **Chairman's Remarks**
2. **Approval of Minutes**

Regular Meeting – June 10, 2019
Regular Meeting – July 22, 2019
Special Meeting – August 8, 2019
3. **Intentionally left blank.**

Action Items:

4. **Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
 - 4.1 **Construction Contract: Authorization to Award Construction Contract 991- F Terminal Amenities- Purchase New Furniture from Merkel Donahue**
 - 4.2 **Contract No. 989-AR – Emergency Contract - C&C Unlimited Asbestos Removal Construction Contract: Authorization to Award Emergency Construction Contract 989-AR Asbestos Ductbank Removal for New Parking Garage to C & C Unlimited.**
 - 4.3 **Selection/Negotiations: Professional Service Agreement: Authorization to Negotiate Professional Engineering Agreement S-1009: Design and Construction Administration Service for the Terminal Parking Solar Canopy Improvements**
 - 4.4 **Negotiated Bond Underwriter Solicitation, Evaluation and Appointment in accordance with the Authority's Bond Sale Guidelines.**
 - 4.5 **Authorization to Amend Existing Passenger Facility Charge (PFC) Imposition and Use Authorizations for Existing PFC Applications and Submit a new PFC Application #4 for new projects.**
 - 4.6 **Appoint Authority Treasurer Paul Anthony Gorman as Acting Chief Financial Officer while the appointed Chief Financial Officer**

position is vacant.

- 4.7 **Construction Contract: Authorization to Award Amendment No. 1 to Construction Contract 930-GC Airfield Drainage Culvert Replacement to Rifenburg Contracting Corp.**

5. Authorization of Change Orders

- 5.1 **Change Order No. 1; Contract No. 934-GC – Resurfacing Metal Roofing Building 112 & 201**

- 5.2 **Change Order No. 2; Contract No. 989-PC – Parking Garage Precast Concrete**

Old Business:

New Business:

Executive Session:

ES-1 – Employment history of a particular individual.

ES-2 – Employment history of a particular individual.

Attorney-Client Privilege Matters:

AGENDA ITEM NO. 1

Chairman's Remarks

AGENDA ITEM NO. 2

Approval of Minutes



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Minutes of the Regular Meeting of the Albany County Airport Authority

ACAA Approved
 08-26-2019

June 10, 2019

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, June 10, 2019 @ 11:30 a.m. in the 3rd Floor Conference Room of the main terminal located at the Albany International Airport by Chairman Kenneth J. Doyle with the following present:

MEMBERS PRESENT

Rev. Kenneth J. Doyle
 Tony Gorman
 Lyon M. Greenberg, M.D.
 Patricia M. Reilly
 Kevin R. Hicks
 Steven H. Heider
 Samuel A. Fresina

MEMBERS ABSENT

STAFF

John A. O'Donnell
 William J. O'Reilly
 Peter Stuto
 Liz Charland
 Steve Iachetta
 Helen Chadderdon
 Doug Myers
 John LaClair
 Margaret Herrmann

ATTENDEES

Fred Acunto, Airport Manager, AvPorts
 John DelBalso, Assistant Airport Manager, AvPorts
 Bob Heitz, Manager Million Air
 Michael DeSocio, Business Review
 Eric Anderson, Times Union

1. CHAIRMAN'S REMARKS

2. MINUTES

Mr. Hicks moved to approve the minutes of the May 6, 2019 Regular Meeting.

The motion was adopted unanimously.

3. COMMUNICATIONS AND REPORT OF CHIEF EXECUTIVE OFFICER

Mr. O'Donnell presented the Communications and Report of the Chief Executive Officer for the month of June 2019.

4. INTERESTING CORRESPONDENCE

Noted

MANAGEMENT REPORTS:

5. Chief Financial Officer

Mr. O'Reilly presented the following:

- 5.1 Statistical and Financial Performance**
- 5.2 Comparison of Enplanements**
- 5.3 Summary of Airline Scheduled Flights and Markets**
- 5.4 USDOT Arrival and Departure Statistics**

6. Project Development

Mr. Iachetta presented the Project Development Status Report for the month of June 2019.

7. Counsel

8. Concessions/Ambassador Program

Ms. Chadderdon presented the Concessions/Ambassador Status Report for the month of June 2019.

9. Public Affairs

Mr. Myers presented the Public Affairs Status Report for the month of June 2019.

Action Items:

10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments

10.1 Professional Service Contract: Contract No. S-1013 Facility Improvements for the Air Traffic Control Tower with Sage Engineering Associates, LLP

Mr. O'Donnell recommended authorization to approve selection of Sage Engineering Associates, LLP to provide consulting design services for improvements to the FAA Air Traffic Control Tower. He advised Sage Engineering prepared a fee schedule and staff negotiated with the consultant and arrived at a reasonable fee of \$195,326. He further advised the Scope of

Services is based upon a facility assessment of the entire building. Also, this design work and subsequent construction is being requested by the FAA in preparation of a new 10-year to 20-year lease proposal. Our CFO, Bill O'Reilly, is leading the discussion in pursuit of securing a long term lease with the FAA administrators. This contract will be funded from CPN account number 2276 and will be 100% airport funded.

Dr. Greenberg inquired that the bid was before negotiations? Mr. O'Donnell advised the bids were around \$240,000.

Mr. Gorman advised if these funds are in the budget. Mr. O'Reilly said the funds are in the Capital Plan and we will lease at fair value.

Ms. Reilly advised if the funds may be reimbursed. Mr. O'Reilly advised they will be reimbursed through PFC funding.

Mr. Hicks asked if this was a bid process. Mr. O'Donnell advised we followed State Finance Law to solicit bids.

Mr. Hicks inquired if the award was contingent upon MWBE or SDODV participation. Mr. O'Donnell advised the firms will meet the goal requirements.

Mr. Heider moved to authorize professional service Contract S-1013 with Sage Engineering Associates, LLP in the amount of \$195,326. The motion was adopted unanimously.

10.2 Construction Contract: Authorization to Award Construction Contract 946- E Runway 10-28 and Taxiways C, H, J, K & N Edge Lighting Systems Replacement to DLC Electric, Inc.

Mr. LaClair recommended authorization to award Contract No. 946-E for Runway 10-28 and Taxiways C, H, J, K & N Edge Lighting Systems Replacement to DLC Electric, Inc. for \$2,639,379.31. He advised the contract work includes the removal of the existing edge lights and replacement with LED edge lights, including new conduit and wiring and is contingent upon engineer's review and recommendation and FAA concurrence. This contract will be funded from CPN account number 2251 and will be funded 90% federally, 5% state and 5% airport.

Mr. Heider advised that he was concerned with the new contract amount. Mr. O'Donnell advised we are still under budget.

Mr. Gorman stated that with two bidders in the same proximity do we believe it was a valid error. Mr. O'Donnell advised we will review the error.

Mr. Hicks inquired if the apprenticeship language is applicable. Mr. O'Donnell confirmed it was.

Mr. Hicks moved to authorize the award of construction contract 946-E Runway 10-28 and Taxiways C, H, J, K & N Edge Lighting Systems Replacement to DLC Electric, Inc. in the amount of \$2,639,379.31 contingent upon engineer's review and recommendation and FAA concurrence. The motion was adopted unanimously.

10.3 Purchase Order: Purchase of Two (2) Airport Shuttle Buses

Mr. O'Reilly recommended authorization to purchase two (2) passenger shuttle buses from Creative Bus Sales of Chino, California, under competitively awarded contract awarded by the State of Georgia. The request is being made for the purchase of two unleaded gas powered buses at a combined cost of \$131,590. These buses will replace the two older buses that have reached the end of their service life which is generally about eight years. These buses are configured for 13 passengers including two wheel chairs (11+2 seating). Delivery is expected in 2019 as lead time is six months.

This purchase is from a competitively awarded contract by another public entity as provided for in the Authority's Procurement Guidelines. The contract was awarded by the State of Georgia. This purchase will be funded from account number 2190 – Capital Equipment and 100% airport funded.

Father Doyle asked if these buses will be adding to our fleet. Mr. O'Reilly advised it will be adding to the fleet as we are cycling out buses that have around 200,000 miles on them.

Mr. Fresina asked how many buses we currently have. Mr. O'Reilly advised we currently have 7 buses in the fleet.

Mr. Hicks asked what we do with our retired buses. Mr. O'Reilly advised we sell them for scrap.

Ms. Reilly moved to authorize said Purchase Order. The motion was adopted unanimously.

10.4 Professional Service Contract Amendment: Amendment No. 1 to Professional Services Contract 999-I: Construction Inspection for the New Parking Garage and Terminal Amenities with Creighton Manning, LLP

Mr. LaClair recommended authorization to award Amendment #1 to Professional Service Contract S-999-I Construction Inspection Services for the New Parking Garage and Terminal Amenities with Creighton Manning, LLP in the amount of \$400,000.

Mr. Heider moved to authorize Amendment No. 1 to Contract No. S-999-I Construction Inspection Services for Creighton Manning, LLP for the New Parking Garage and Terminal Amenities in the amount of \$400,000. The motion was adopted unanimously.

10.5 Operating Permit: Approve Transportation Network Company Operating Permit.

Mr. O'Reilly recommended authorization to approve the Transportation Network Company Operating Permit (TNC). He advised that Chapter 59 of the Laws of 2017, established the legal requirements for Transportation Network Companies (TNC's) to operate in New York State and specifically preserved the rights of Airports located outside of a city with a population of one million or more to enter into contracts or other agreements, adopt regulations, and impose reasonable fees. He further advised that in 2017 the Authority commissioned a study by InterVISTAS Consulting Inc.

(InterVISTAS) to make recommendations in respect to commercial vehicle fees charged at the Airport. Based upon the recommendation of InterVISTAS, the Authority adopted a permit with a term for twenty-four (24) months from June 29, 2017. The 2017 TNC Operating Permit requires \$2 drop-off and \$2 pick-up fee and a \$5,000 start-up fee. At this time, Staff is recommending the permit term be coterminous for all TNC Operating Permit Holders for the next term ending June 30, 2020, the drop-off and pick-up fee be adjusted to \$2.09 to reflect inflation during the past 24 months, and the permit issuance fee be reduced to \$2,500 from \$5,000.

Father Doyle inquired about the total fee and if we will come out ahead. Mr. O'Reilly advised we won't lose anything and the old permit could change without their approval.

Mr. Hicks moved to authorize that for all TNC Operating Permit Holders for the next term ending June 30, 2020 the drop-off and pick-up fee be adjusted to \$2.09 to reflect inflation during the past 24 months, and the permit issuance fee be reduced to \$2,500 from \$5,000. The motion was adopted unanimously.

10.6 Amendment No. 1: Contract No. S-946 – Runway 10-28 and Taxiways C, H, J, K & N Edge Lighting Systems Replacement

Mr. LaClair recommended authorization to approve Amendment No. 1 to Professional Service Contract No. S-946 for Runway 10-28 and Taxiway C Edge Lighting Replacement to C&S Companies for Construction Inspection in the amount of \$253,000. He advised the firm was previously selected as the most qualified firm responding to a competitive Request for Qualifications process. Their fee for services was subsequently established by negotiation as provided for in the Federal Aviation Administration Advisory Circular 150/5100-14-D. The proposed fee will include all construction inspection services during the execution of the construction contract and is in conformance with the Disadvantaged Business Enterprise requirements. This contract will be funded from CPN account number 2214 and will be funded 90% federally, 5% state and 5% airport.

Dr. Greenberg moved to approve Amendment No. 1 to Professional Service Contract No. S-946 for Runway 10-28 and Taxiway C Edge Lighting Replacement to C&S Companies for Construction Inspection. In the amount of \$253,000. The motion was adopted unanimously.

11. Authorization of Change Orders

11.1 Change Order #1: Authorization to award Change Order #1 to Contract # 989-SF New Parking Garage Site and Foundations to LeChase Construction Services, LLC.

Mr. LaClair recommended authorization to approve Change Order No. 1 for Contract 989-SF for New Parking Garage Site and Foundations, to LeChase Construction Services LLC of Schenectady, N.Y. in the amount of \$197,569.82 to address additional work required due to unforeseen site conditions. The contract scope includes removal and/or relocation of existing underground utilities and the driving of H-piles for the garage foundation. During the course of the site work the contractor encountered additional unknown utilities which required additional work to relocate. While driving the H-piles for the foundation, the H-piles needed

to be driven through a known artesian well. The contractor had bid as an alternate, drilling a depressurization well, in case the artesian came to the surface. The artesian was observed coming to the surface at one location, forcing the need for a depressurization well.

Mr. Fresina asked if the \$200k was not built into the base bid of the project. Mr. O'Donnell advised the amount was included in an add alternate.

Mr. Hicks moved to authorize Change Order No. 1 for Contract 989-SF for New Parking Garage Site and Foundations, to LeChase Construction Services LLC of Schenectady, N.Y. in the amount of \$197,569.82 to address additional work required due to unforeseen site conditions. The motion was adopted unanimously.

12. Authorization of Federal and State Grants

12.1 State Grant: Acceptance of New York State Aviation Project Funding Agreement DOT PIN 1A00.96; Design and Construct Terminal Parking Photovoltaic Solar

Mr. O'Reilly recommended acceptance of New York State Aviation Project Funding [Grant] Agreement DOT-PIN 1A00.96; Comptroller's Contract #K007365 to accept the State funding in 70% State and 30% Authority share allocation amounts noted above with a total grant budget of \$2,000,000 for final engineering and construction. He advised that based on preliminary concept design, the grant will support a new 45,848 SF photovoltaic solar array in the terminal surface parking area for the benefit of vehicle and pedestrian weather protection and clean efficient local electric production to provide a portion of terminal power consumption. The solar array will generate 423,033Kwh per year resulting in approximate savings of \$62,187 annually. The solar canopy is a Type 2 action under SEQRA with no potential adverse effect. An RFQ for engineering Contract S-1009 and competitive bidding for construction Contract 1009-E are scheduled for summer 2019.

Mr. Hicks inquired as to where the terminal parking photovoltaic will be located. Mr. O'Reilly advised it will be located in the long term parking lot west of the Revenue Control Building.

Dr. Greenberg moved to authorize Acceptance of New York State Aviation Project Funding [Grant] Agreement DOT-PIN 1A00.96 for Design and Construct Terminal Parking Photovoltaic. The motion was adopted unanimously.

13. State Environmental Quality Review (SEQR) - Authorization to Accept Lead Agency Designation for the 2019 Airport Improvement Program Airfield Drainage Culvert Replacement Project and accept findings of No Negative Impact and filing of Negative Declaration.

Mr. Iachetta recommended authorization to formally accept the designation of SEQR Lead Agency for the Designation for the 2019 Airport Improvement Program Airfield Drainage Culvert Replacement Project and accept findings of no Negative Impact and filing of Negative Declaration. He advised the proposed action is defined as a SEQR "Unlisted Action" as proposed improvements involve replacement and addition of storm water drainage pipes on and off the airfield Town of Colonie and County of Albany roadway crossings as noted on the attached site plan. The Short Environmental Assessment is attached with a project site location mapping. Funding is programmed with FAA-AIP for FFY 2019. A SEQR Negative Declaration is recommended. Wetland avoidance has been

demonstrated and no off-airport, wetland or critical resources would be subject to potential impact as a result of the proposed safety improvements.

Dr. Greenberg moved to accept the designation of SEQR Lead the Designation for the 2019 Airport Improvement Program Airfield Drainage Culvert Replacement Project and accept findings of a Negative Impact and filing of Negative Declaration. The motion was adopted unanimously.

14. Emergency Procurement Approvals by CEO - Informational Only - None

Old Business: - None

New Business: - None

Executive Session:

Father Doyle made a motion to go into Executive Session to discuss:

ES-1 – Matter leading to the promotion of a particular corporation.

ES-2 – Matter leading to the promotion of a particular corporation.

ES-3 – Matter leading to the promotion of a particular corporation.

ES-4 – Employment history of a particular individual.

ES-5 – Employment history of a particular individual.

The motion was adopted unanimously.

There being no further business, the meeting was adjourned at 12:45 p.m.



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ALBANY COUNTY AIRPORT AUTHORITY

REGULAR MEETING

AGENDA

June 10, 2019

General:

1. Chairman's Remarks
2. Approval of Minutes
Regular Meeting – May 6, 2019
3. Communications and Report of Chief Executive Officer
4. Interesting Correspondence

Management Reports:

5. Chief Financial Officer
 - 5.1 Statistical and Financial Performance
 - 5.2 Comparison of Enplanements
 - 5.3 Summary of Airline Scheduled Flights and Markets
 - 5.4 USDOT Arrival and Departure Statistics
6. Project Development
7. Counsel
8. Concessions/Ambassador Program
9. Public Affairs

Action Items:

10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments
 - 10.1 Professional Service Contract: Contract No. S-1013 Facility Improvements for the Air Traffic Control Tower with Sage Engineering Associates, LLP

- 10.2 **Construction Contract: Authorization to Award Construction Contract 946- E Runway 10-28 and Taxiways C, H, J, K & N Edge Lighting Systems Replacement to Stilsing Electric, Inc.**
- 10.3 **Purchase Order: Purchase of Two (2) Airport Shuttle Buses**
- 10.4 **Professional Service Contract Amendment: Amendment No. 1 to Professional Services Contract 999-I: Construction Inspection for the New Parking Garage and Terminal Amenities with Creighton Manning, LLP**
- 10.5 **Operating Permit: Approve Transportation Network Company Operating Permit.**
- 10.6 **Amendment No. 1: Contract No. S-946 – Runway 10-28 and Taxiways C, H, J, K & N Edge Lighting Systems Replacement**
- 11. **Authorization of Change Orders**
 - 11.1 **Change Order #1: Authorization to award Change Order #1 to Contract # 989-SF New Parking Garage Site and Foundations to LeChase Construction Services, LLC.**
- 12. **Authorization of Federal and State Grants**
 - 12.1 **State Grant: Acceptance of New York State Aviation Project Funding Agreement DOT PIN 1A00.96; Design and Construct Terminal Parking Photovoltaic Solar**
- 13. **State Environmental Quality Review (SEQR) - Authorization to Accept Lead Agency Designation for the 2019 Airport Improvement Program Airfield Drainage Culvert Replacement Project and accept findings of No Negative Impact and filing of Negative Declaration.**
- 14. **Procurement Approvals by CEO – Informational Only**

None

Old Business:

New Business:

Executive Session:

ES-1 – Matter leading to the promotion of a particular corporation.

ES-2 – Employment history of a particular individual.

Attorney-Client Privilege Matters:



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Minutes of the Regular Meeting of the Albany County Airport Authority

July 22, 2019

**ACAA Approved
 08-26-2019**

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, July 22, 2019 @ 11:30 a.m. in the 3rd Floor Conference Room of the main terminal located at the Albany International Airport by Chairman Kenneth J. Doyle with the following present:

MEMBERS PRESENT

Rev. Kenneth J. Doyle
 Tony Gorman (Via Telephone)
 Lyon M. Greenberg, M.D.
 Patricia M. Reilly
 Kevin R. Hicks
 Steven H. Heider
 Samuel A. Fresina

MEMBERS ABSENT

STAFF

John A. O'Donnell
 William J. O'Reilly
 Peter Stuto
 Liz Charland
 Steve Iachetta
 Helen Chadderdon
 Doug Myers
 John LaClair
 Margaret Herrmann

ATTENDEES

Fred Acunto, Airport Manager, AvPorts
 John DelBalso, Assistant Airport Manager, AvPorts
 Bob Heitz, Manager Million Air
 Dennis Feeney, Majority Leader
 Michael DeSocio, Business Review
 Eric Anderson, Times Union

1. CHAIRMAN'S REMARKS

Father Doyle made a motion to go into Executive Session to discuss one matter – Statutory confidential discussion of Board self-evaluations. The motion was adopted unanimously.

Father Doyle made a motion to go out of Executive Session and back into Regular Session. The motion was adopted unanimously.

2. MINUTES

Mr. Heider moved to approve the minutes of the July 1, 2019 Regular Meeting.

The motion was adopted unanimously.

3. COMMUNICATIONS AND REPORT OF CHIEF EXECUTIVE OFFICER

Mr. O'Donnell presented the Communications and Report of the Chief Executive Officer for the month of July 2019.

4. INTERESTING CORRESPONDENCE

Noted

MANAGEMENT REPORTS:

5. Chief Financial Officer

Mr. O'Reilly presented the following:

- 5.1 Statistical and Financial Performance**
- 5.2 Comparison of Enplanements**
- 5.3 Summary of Airline Scheduled Flights and Markets**
- 5.4 USDOT Arrival and Departure Statistics**

6. Project Development

Mr. Iachetta presented the Project Development Status Report for the month of July 2019.

7. Counsel

8. Concessions/Ambassador Program

Ms. Chadderdon presented the Concessions/Ambassador Status Report for the month of July 2019.

9. Public Affairs

Mr. Myers presented the Public Affairs Status Report for the month of July 2019.

Action Items:

10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments

10.1 Construction Contract: Authorization to Award Construction Contract 930-GC Airfield Drainage Culvert Replacement to Rifenburg Contracting Corp.

Mr. LaClair recommended authorization to award Contract No. 930-GC for Airfield Drainage Culvert Replacement to Rifenburg Contracting Corp. for \$1,376,395.08 to Rifenburg Contracting Corp. He advised the contract work includes installation of new culverts across Runway 1 Safety area, Albany Shaker Road and Old Niskayuna Road. Sitework including grading and ditchwork in the Safety area, cleaning of the existing glycol trenches on the Apron. Award of this contract is contingent on FAA concurrence. This contract will be funded from CPN account number 2218 and will be funded 90% federally, 5% state and 5% airport.

Mr. Hicks moved to authorize Contract No. 930-GC with Rifenburg Contracting Corp. in the amount of \$1,376,395.08. The motion was adopted unanimously.

10.2 Concession Contract: Contract No. 1022-TX Taxicab Service Operational Agreement with Advantage Transit Group.

Mr. O'Donnell recommended award of Contract No. 1022-TX: Taxicab Service Operational Agreement with Advantage Transit Group. He advised one proposal was received and an evaluation committee composed of staff from the Authority and AvPorts involved in Taxi service administration was formed to review the proposal. Under the terms of the RFP the privilege fee to be paid to the Authority was established at \$2.09 per taxi vehicle entrance, which is the same amount paid by Transportation Network Companies using the Airport. Request is also made to authorize the Chief Executive Officer to negotiate any final changes in the attached operational agreement and attached Rules and Regulations for Taxicab Operation he deems necessary to promote compliance with the awarded taxicab service operator's fulfillment of proposal promises and ensure affordable quality taxicab services.

Mr. Heider moved to authorize the award of Contract No. 1022-TX with Advantage Transit Group and authorize the Chief Executive Officer to negotiate any final changes in the operational agreement and Rules and Regulations for Taxicab Operation attached to this agenda item that he deems necessary to promote compliance with the awarded taxicab service operator's fulfillment of proposal promises and ensure affordable quality taxicab services. The motion was adopted unanimously.

10.3 Five-Year Capital Program Years 2020 to 2024 and Amendment to Plan for Years 2015 to 2019

Mr. O'Donnell requested approval of the Authority's Five-Year Capital plan covering the calendar years 2020 through 2024 and authorization to present the plan to the Mass Transit Committee and seek the Committee's approval. Once the Plan has been presented to the Mass Transit Committee they will introduce the program to the County Legislature for approval. He further advised that the 2020 through 2024 Five-Year Capital Plan also includes a second amendment to the 2015-2019 Five-Year Capital Plan.

Mr. Fresina moved to authorize adoption of the Five-Year Capital covering the calendar years 2020 through 2024 with the second amendment to the 2015-2019 Five-Year Capital Plan and authorize the Plan be presented to the Mass Transit Committee. The motion was adopted unanimously.

10.4 Approval of Modification and Extension Management Operating Agreement for Fixed Base of Operations and Fuel Farm with REW Investments, Inc., d/b/a Million Air – Albany.

Mr. O'Reilly recommended the approval of the Modification and Extension of the Management Operating Agreement for Fixed Base Operations and Fuel Farm to REW Investments Inc. d/b/a Million Air – Albany estimated at \$1,071,000 over three years based upon total annual fixed fees of \$170,000 in the contract year ending in 2020, \$175,000 in the contract year ending in 2021, and \$180,000 in the contract year ending in 2022 plus other fixed-rate fees applicable to variable activities and monthly advertising costs..

Mr. Fresina moved to authorize said Agreement. The motion was adopted unanimously.

10.5 Lease: Approval of Third Amendment of Lease No. 96-1007-006: Sublease between AFCO Cargo ALB LLC and Federal Express Corporation at Cargo Facility.

Mr. Stuto recommended authorization to approve sublease between AFCO and Federal Express Corporation at the cargo building for warehouse, aircraft apron, storage, and parking. The Annual Rent is fixed for the first two years of the five-year term beginning October 9, 2018 and increases by the change in the Consumer Price Index as described in Section (10) Ten, annually starting on October 9, 2020.

Mr. Hicks moved to authorize said sub-lease sublease between AFCO and Federal Express Corporation at the cargo building for warehouse, aircraft apron, storage, and parking. The motion was adopted unanimously.

10.6 Lease Amendment: One Year Lease Extension – Lease No. L-868: 74 Sicker Road – ACAA Bldg. No. 212 with Champlain Enterprises, LLC d/b/a CommutAir

Mr. Stuto recommended authorization to extend for one year, until August 31, 2020, Lease Agreement with Champlain Enterprises, LLC d/b/a CommutAir for 74 Sicker Road, in the Airport Industrial Park. He advised the rent will be \$26,550.60 per year (\$2,212.55 per month). Tenant will also pay \$1,048.05 psf in maintenance charges (\$12,576.60 annually). Also, either party may terminate upon giving sixty (60) day written notice. Rent and maintenance charges are subject to a 2% cost of living increase each year. The initial term was two years.

Land is approximately 1.09 acres and the Building is 5,480± sf consisting of 800 sf office and 4,680 sf warehouse. Staff is negotiating the installation of a fire suppression system with tenant. Staff will report status of negotiation at Board Meeting.

Father Doyle moved to approve the One-year lease extension to Lease No. L-868: 74 Sicker Road – ACAA Bldg. No. 212 with Champlain Enterprises, LLC d/b/a CommutAir. The motion was adopted unanimously.

- 10.7 Purchase Order: Purchase of one (1) new Airport Carrier Vehicle with High Speed Hydrostatic Snow Blower from Kodiak America, LLC contingent upon acceptance of related Airport Improvement Program Grant.**
- 10.8 Purchase Order: Purchase of two (2) new Airport Carrier Vehicles with 20 foot Airport Snow Plow from Cady Brook Enterprises, LLC d/b/a Mohawk Valley Freightliner contingent upon acceptance of related Airport Improvement Program Grant.**
- 10.9 Purchase Order: Purchase of one (1) new Airport Front End Loader with 30 foot Reversible Snow Plow from Southworth-Milton, Inc. contingent upon acceptance of related Airport Improvement Program Grant.**

Mr. O'Reilly recommended authorization to approve the purchase of one (1) new Airport Carrier Vehicle with High Speed Hydrostatic Snow Blower from Kodiak America, LLC contingent upon acceptance of related Airport Improvement Program Grant in the amount of \$591,000. He advised The Authority conducted an open competitive bid for one (1) High Speed Snow Blower based upon lowest cost meeting minimum specifications established by the Federal Aviation Administration for capacity, performance, and other technical specifications. The bid document and proposals received were reviewed by an engineer from C&S Companies and this equipment purchase is one of four items of snow removal equipment being funded from AIP Grant No. 3-36-0001-139-19. Approval will be subject to AIP grant issuance by the Federal Aviation Administration.

Mr. O'Reilly then recommended authorization to approve the purchase of two (2) new Airport Carrier Vehicles with 20 foot Airport Snow Plow from Cady Brook Enterprises, LLC d/b/a Mohawk Valley Freightliner contingent upon acceptance of related Airport Improvement Program Grant in the amount of \$425,954. He advised The Authority conducted an open competitive bid for two (2) Airport Carrier Vehicles with 20 foot Airport Snow Plow based upon lowest cost meeting minimum specifications established by the Federal Aviation Administration for capacity, performance, and other technical specifications. The bid document and proposals received were reviewed by an engineer from C&S Companies and this equipment purchase is for two of four items of snow removal equipment being funded from AIP Grant No. 3-36-0001-139-19. Approval will be subject to AIP grant issuance by the Federal Aviation Administration.

Mr. O'Reilly also recommended authorization to approve the purchase of one (1) new Airport Front End Loader with 30 foot Reversible Snow Plow from Southworth-Milton, Inc. contingent upon acceptance of related Airport Improvement Program Grant in the amount of \$359,840. He advised The Authority conducted an open competitive bid for one (1) Airport Front End Loader with 30 foot Reversible Snow Plow based upon lowest cost meeting minimum specifications established by the Federal Aviation Administration for capacity, performance, and other technical specifications. The bid document and proposals received were reviewed by an engineer from C&S

Companies. This equipment purchase is for two of four items of snow removal equipment being funded from AIP Grant No. 3-36-0001-139-19. Approval will be subject to AIP grant issuance by the Federal Aviation Administration.

Father Doyle moved to approve the following:

Purchase Order: Purchase of one (1) new Airport Carrier Vehicle with High Speed Hydrostatic Snow Blower from Kodiak America, LLC contingent upon acceptance of related Airport Improvement Program Grant in the amount of \$591,000

Purchase Order: Purchase of two (2) new Airport Carrier Vehicles with 20 foot Airport Snow Plow from Cady Brook Enterprises, LLC d/b/a Mohawk Valley Freightliner contingent upon acceptance of related Airport Improvement Program Grant in the amount of \$425,954; and

Purchase Order: Purchase of one (1) new Airport Front End Loader with 30 foot Reversible Snow Plow from Southworth-Milton, Inc. contingent upon acceptance of related Airport Improvement Program Grant in the amount of \$359,840.

The motion was adopted unanimously.

10.10 Easement: Grant of Easement to Niagara Mohawk Power Corporation for a permanent utility easement to support FAA Runway 1 Approach Lighting System Power Upgrades adjacent to Albany Shaker Road

Mr. Stuto recommended authorization to seek Albany County's approval to Grant an Easement to Niagara Mohawk Power Corporation for a permanent utility easement to support FAA Runway 1 Approach Lighting System Power Upgrades adjacent to Albany Shaker Road Right of Way on Airport owned land. He advised the proposed easement will support power main and transformer improvements by National Grid to assure reliable power to the CAT-2 operations FAA Approach Lighting System required during low visibility and inclement weather conditions.

Dr. Greenberg moved to authorize the Easement to Niagara Mohawk Power Corporation for a permanent utility easement to support FAA Runway 1 Approach Lighting System Power Upgrades adjacent to Albany Shaker Road Right of Way on Airport owned land. The motion was adopted unanimously.

11. Authorization of Change Orders

11.1 Change Order #2: Authorization to award Change Order #2 to Contract # 989-SF New Parking Garage Site and Foundations to LeChase Construction Services, LLC.

Mr. LaClair recommended authorization to approve Change Order #2 to Contract No. 989-SF New Parking Garage Site and Foundations to LeChase Construction Services, LLC in the amount of \$169,837.05. Is advised this is to address additional work required due to unforeseen site conditions. The contract scope includes removal and/or relocation of existing underground utilities and the

driving of H-piles for the garage foundation. During the course of the site work the contractor encountered an issue relocating a water main which required the addition of an insertion valve which was not originally in the contract. The contractor also was required to change foundations configuration to accommodate changes made in the precast shop drawings (989-PC) which forced additions to the rebar and concrete quantities and mandate the use of a concrete pump to place the concrete in that area.

Mr. Heider inquired why we did not know where the water line was located. Mr. LaClair advised the problem was not the location, but that we could not shut off the water.

Mr. Heider moved to authorize Change Order No. 2 to Contract NO. 989-SF – New Parking Garage Site and Foundations to LeChase Construction Service, LLC in the amount of \$169,837.05. The motion was adopted unanimously.

12. Authorization of Federal and State Grants

12.1 Federal/State Grant: Acceptance of Federal Airport Improvement Program Grant #3-36-0001-138-2019; State DOT PIN 1A00.27; Reconstruct Runway 10-28, Taxiways C, and Associated Taxiways

Mr. Iachetta recommended acceptance of New York State Aviation Project Funding [Grant] Agreement DOT-PIN 1A00.96 Acceptance of Federal Airport Improvement Program Grant #3-36-0001-138-2019; State DOT PIN 1A00.27. He advised authorization is requested to accept Airport Improvement Program grant 3-36-0001-138-2019 to establish funding in the 90% Federal 5% State and 5% Authority share allocation amounts noted above with a total budget of \$2,892,829 based on the previously authorized professional services Contract S-946 with C&S Engineers, Inc. and As-Bid construction contract 946-E authorized at the June Board meeting. This project will support replacement of the edge lighting systems installed in 1993 with new energy efficient LED edge lights. Conformance with Federal regulatory requirements has been reviewed and confirmed with the Federal Aviation Administration to assure ongoing AIP program compliance.

Mr. Hicks moved to authorize Acceptance of Federal Airport Improvement Program Grant #3-36-0001-138-2019; State DOT PIN 1A00.27; Reconstruct Runway 10-28, Taxiways C, and Associated Taxiways. The motion was adopted unanimously.

12.2 Federal/State Grant: Acceptance of Federal Airport Improvement Program Grant #3-36-0001-140-2019; State DOT PIN 1A00.29; Airfield Drainage Improvements Phase 2 Culverts Replacement

Mr. Iachetta recommended acceptance of Federal Airport Improvement Program Grant #3-36-0001-140-2019; State DOT PIN 1A00.29; Airfield Drainage Improvements Phase 2 Culverts Replacement. He advised authorization is requested to accept Airport Improvement Program grant 3-36-0001-140-2019 to establish funding in the 90% Federal 5% State and 5% Authority share allocation amounts noted above with a total budget of \$1,890,156 based on As-Bid construction contract 930-GC presented for Board authorization separately. This project will support elimination of airfield ponding conditions to preserve and enhance airfield safety and capacity. Conformance with Federal regulatory requirements has been reviewed and confirmed with the Federal Aviation Administration to assure ongoing AIP program compliance.

Mr. Hicks moved to authorize Acceptance of Federal Airport Improvement Program Grant #3-36-0001-140-2019; State DOT PIN 1A00.29; Airfield Drainage Improvements Phase 2 Culverts Replacement. The motion was adopted unanimously.

12.3 Federal/State Grant: Acceptance of Federal Airport Improvement Program Grant #3-36-0001-139-2019; State DOT PIN 1A00.28; Acquire Four Pieces of Snow Removal Equipment (2-Plow-trucks-1-high capacity snow blower and 1-snow loader

Mr. Iachetta recommended acceptance of Federal Airport Improvement Program Grant #3-36-0001-139-2019; State DOT PIN 1A00.28; Acquire Four Pieces of Snow Removal Equipment (2-Plow-trucks-1-high capacity snow blower and 1-snow loader). He advised Authorization is requested to accept Airport Improvement Program grant 3-36-0001-139-2019 to establish funding in the 90% Federal 5% State and 5% Authority share allocation amounts noted above with a total budget of \$1,385,794 based on As-Bid equipment contracts E-1016; E1017 and E-1018 presented for Board authorization separately. This project will support replacement of snow removal equipment acquired over twenty years ago. Conformance with Federal regulatory requirements has been reviewed and confirmed with the Federal Aviation Administration to assure ongoing AIP program compliance.

Dr. Greenberg moved to authorize Acceptance of Federal Airport Improvement Program Grant #3-36-0001-139-2019; State DOT PIN 1A00.28; Acquire Four Pieces of Snow Removal Equipment (2-Plow-trucks-1-high capacity snow blower and 1-snow loader. The motion was adopted unanimously.

13. Procurement Approvals by CEO – Informational Only

None

Old Business: - None

New Business: - None

Executive Session:

Father Doyle made a motion to go into Executive Session to discuss:

ES-1 – Statutory confidential discussion of Board self-evaluation.

ES-2 – Matter leading to the appointment of a particular person.

ES-3 - Employment history of a particular individual.

ES-4 – Matter leading to the appointment of a particular person.

The motion was adopted unanimously.

There being no further business, the meeting was adjourned at 1:15 p.m.



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REGULAR MEETING

AGENDA

July 22, 2019

General:

1. Chairman's Remarks
2. Approval of Minutes

Regular Meeting – June 10, 2019
Special Meeting – July 1, 2019
3. Communications and Report of Chief Executive Officer
4. Interesting Correspondence

Management Reports:

5. Chief Financial Officer
 - 5.1 Statistical and Financial Performance
 - 5.2 Comparison of Enplanements
 - 5.3 Summary of Airline Scheduled Flights and Markets
 - 5.4 USDOT Arrival and Departure Statistics
6. Project Development
7. Counsel
8. Concessions/Ambassador Program
9. Public Affairs

Action Items:

10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments

- 10.1 Construction Contract: Authorization to Award Construction Contract 930-GC Airfield Drainage Culvert Replacement to Rifenburg Contracting Corp.**
- 10.2 Concession Contract: Contract No. 1022-TX Taxicab Service Operational Agreement with Advantage Transit Group.**
- 10.3 Five-Year Capital Program Years 2020 to 2024 and Amendment to Plan for Years 2015 to 2019**
- 10.4 Approval of Modification and Extension Management Operating Agreement for Fixed Base of Operations and Fuel Farm with REW Investments, Inc., d/b/a Million Air – Albany.**
- 10.5 Lease: Approval of Third Amendment of Lease No. 96-1007-006: Sublease between AFCO Cargo ALB LLC and Federal Express Corporation at Cargo Facility.**
- 10.6 Lease Amendment: One Year Lease Extension – Lease No. L-868: 74 Sicker Road – ACAA Bldg. No. 212 with Champlain Enterprises, LLC d/b/a CommutAir**
- 10.7 Purchase Order: Purchase of one (1) new Airport Carrier Vehicle with High Speed Hydrostatic Snow Blower from Kodiak America, LLC contingent upon acceptance of related Airport Improvement Program Grant.**
- 10.8 Purchase Order: Purchase of two (2) new Airport Carrier Vehicles with 20 foot Airport Snow Plow from Cady Brook Enterprises, LLC d/b/a Mohawk Valley Freightliner contingent upon acceptance of related Airport Improvement Program Grant.**
- 10.9 Purchase Order: Purchase of one (1) new Airport Front End Loader with 30 foot Reversible Snow Plow from Southworth-Milton, Inc. contingent upon acceptance of related Airport Improvement Program Grant.**
- 10.10 Easement: Grant of Easement to Niagara Mohawk Power Corporation for a permanent utility easement to support FAA Runway 1 Approach Lighting System Power Upgrades adjacent to Albany Shaker Road**

11. Authorization of Change Orders

- 11.1 Change Order #2: Authorization to award Change Order #2 to Contract # 989-SF New Parking Garage Site and Foundations to LeChase Construction Services, LLC.**

12. Authorization of Federal and State Grants

- 12.1 Federal/State Grant: Acceptance of Federal Airport Improvement Program Grant #3-36-0001-138-2019; State DOT PIN 1A00.27; Reconstruct Runway 10-28, Taxiways C, and Associated Taxiways**

12.2 Federal/State Grant: Acceptance of Federal Airport Improvement Program Grant #3-36-0001-140-2019; State DOT PIN 1A00.29; Airfield Drainage Improvements Phase 2 Culverts Replacement

12.3 Federal/State Grant: Acceptance of Federal Airport Improvement Program Grant #3-36-0001-139-2019; State DOT PIN 1A00.28; Acquire Four Pieces of Snow Removal Equipment (2-Plow-trucks-1-high capacity snow blower and 1-snow loader

13. Procurement Approvals by CEO – Informational Only

None

Old Business:

New Business:

Executive Session:

ES-1 – Statutory confidential discussion of Board self-evaluation.

ES-2 – Matter leading to the appointment of a particular person.

Attorney-Client Privilege Matters:



ALBANY COUNTY AIRPORT AUTHORITY
 ALBANY INTERNATIONAL AIRPORT
 ADMINISTRATION BUILDING
 SUITE 200
 ALBANY, NEW YORK 12211-1057

TEL: 518-242-2222
 ADMIN FAX: 518-242-2641
 FINANCE FAX: 518-242-2640
 SITE: www.albanyairport.com

Minutes of the Regular Meeting of the Albany County Airport Authority

**August 8, 2019
 Special Meeting**

**ACAA Approved
 08-26-2019**

Pursuant to notice duly given and posted, the Special meeting of the Albany County Airport Authority was called to order on Thursday, August 8, 2019 @ 9:30 a.m. in the 3rd Floor Conference Room of the main terminal located at the Albany International Airport by Chairman Kenneth J. Doyle with the following present:

MEMBERS PRESENT

Rev. Kenneth J. Doyle
 Tony Gorman
 Lyon M. Greenberg, M.D.
 Patricia M. Reilly
 Kevin R. Hicks
 Steven H. Heider
 Samuel A. Fresina

MEMBERS ABSENT

STAFF

John A. O'Donnell
 Doug Myers
 Liz Charland

ATTENDEES

None

Father Doyle made a motion to go into Executive Session to discuss:

ES-1 – Employment history of a particular individual.

ES-2 – Matter Leading to the Appointment of a Particular Person

The motion was adopted unanimously.

There being no further business, the meeting was adjourned at 10:35 a.m.



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ALBANY COUNTY AIRPORT AUTHORITY

SPECIAL MEETING

AGENDA

August 8, 2019

Executive Session:

ES-1 – Employment History of a Particular Person

ADD-ON ES-2 – Matter Leading to the Appointment of a Particular Person

AGENDA ITEM NO. 4

**Authorization of Contracts/Leases/Contract
Negotiations/Contract Amendments**

AGENDA ITEM NO. 4.1

**Construction Contract: Authorization to
Award Construction Contract 991- F Terminal
Amenities- Purchase New Furniture
from Merkel Donahue**

AGENDA ITEM NO: 4.1
MEETING DATE: August 26 2019

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

DEPARTMENT: *Planning and Engineering*

ACAA Approved
08-26-2019

Contact Person: *John LaClair, P.E., Airport Engineer*

PURPOSE OF REQUEST:

Construction Contract: *Authorization to Award Construction Contract 991- F Terminal Amenities- Purchase New Furniture from Merkel Donahue*

CONTRACT AMOUNT:

Base Amount \$208,543.29

BUDGET INFORMATION:

Anticipated in Current ALB Capital Plan: Yes ✓ No NA
Funding Account No.: CPN 2250

AWARD CONDITIONS MET:

Apprenticeship Y DBE N/A MWBE Y

Service Disable Veteran Owned Business (SDVOB) N/A

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal 0%* State 31.1%* Airport 68.9%*
Term of Funding: 2019-2020
Grant No.: N/A STATE PIN: N/A

JUSTIFICATION:

Request to award Contract 991-F for Terminal Amenities New Furniture to qualified low bidder Merkel Donahue of Albany, N.Y. for \$208,543.29. The contract scope includes supplying new chairs, tables and stools in accordance with 991-GC project renovations. The award of this contract is done in accordance with NY State purchase contract.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES ✓ NA

AGENDA ITEM NO: 4.1
MEETING DATE: August 26 2019

PROCUREMENT DEPARTMENT APPROVAL:

Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved. YES NA

BACK-UP MATERIAL:

Please refer to the attached Contract 991-F Bid Table and Furniture Layout.

MANUFACTURER	SCI	Merkel Donahue	Accent
Carolina Furniture	\$13,735.92	\$13,599.96	\$13,735.92
Integra	\$53,155.02	\$52,564.95	\$53,149.28
Leland	\$27,117.58	\$27,117.58	\$27,117.58
ERG	\$105,573.90	\$110,203.70	\$110,203.72
Installation	\$18,500.00	\$4,659.00	\$9,770.00
ERG hardware		\$105.10	
		\$293.00	
	\$218,082.42	\$208,543.29	\$213,976.50

1

2

3

4

5

E

D

C

B

A

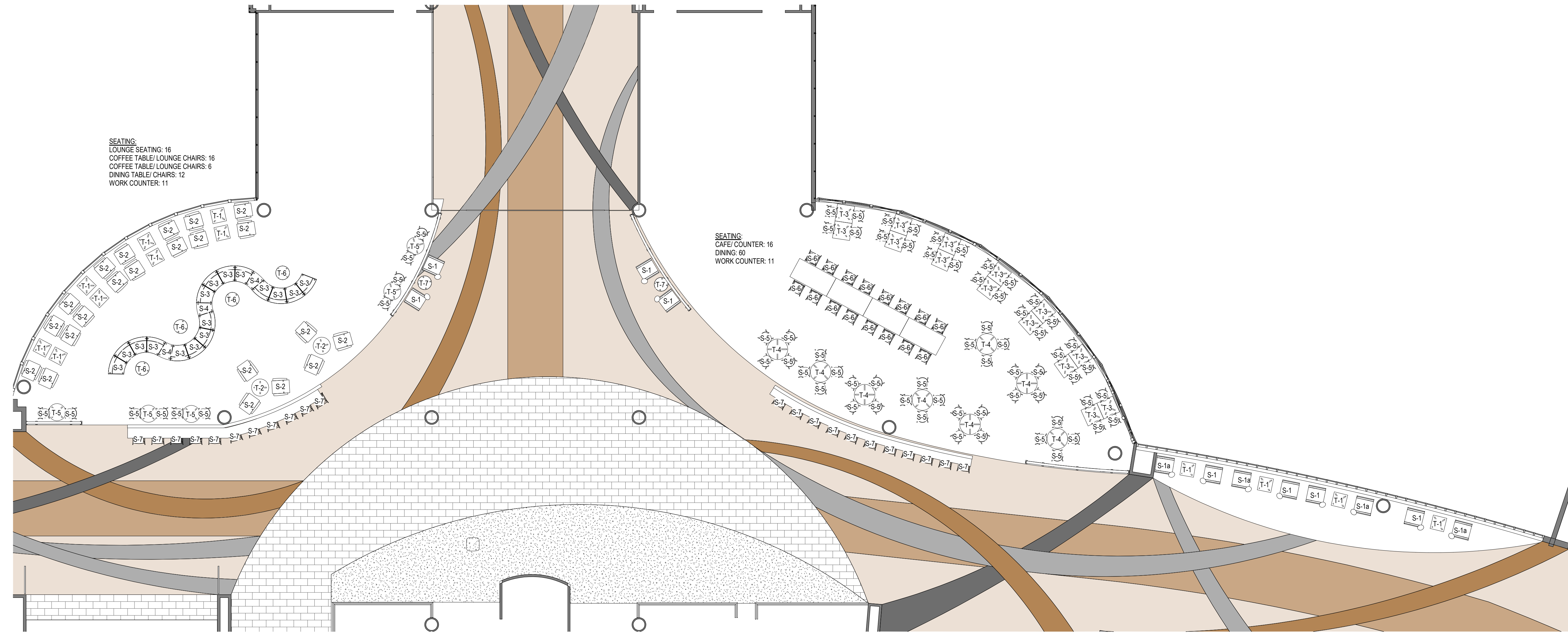
C&S COMPANIES
 C&S Architects, Engineers & Landscape Architect PLLC.
 499 Col. Eileen Collins Blvd.
 Syracuse, New York 13212
 Phone: 315-455-2000
 Fax: 315-455-9667
 www.cscos.com

PRELIMINARY
 NOT FOR CONSTRUCTION

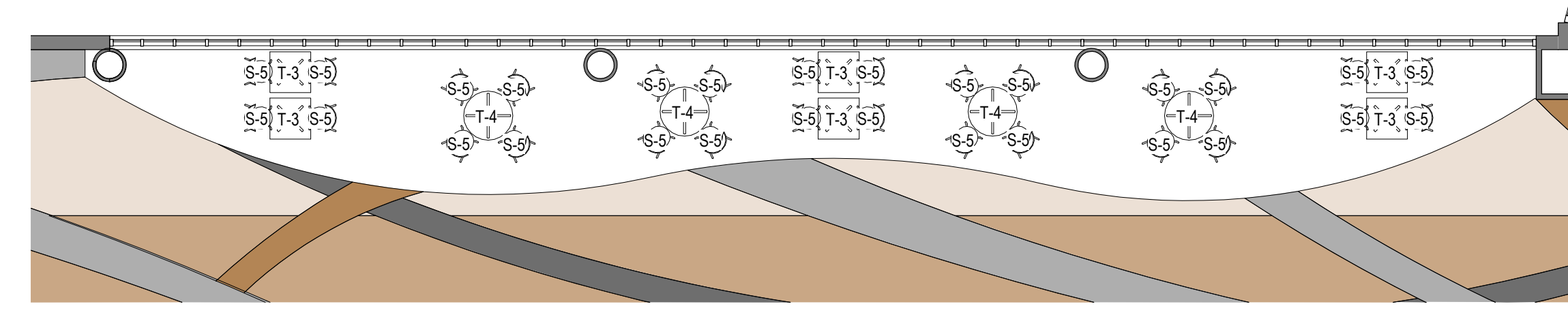
Albany International Airport
 Capital Region Gateway

Consultant
Design Network
 Interior Planning and Design, Inc.
 636 Plank Rd. Suite 207
 Clifton Park, NY 12065
 P: 518.582.2800
 W: www.designers.com

ALBANY COUNTY AIRPORT AUTHORITY
TERMINAL AMENITIES
ALBANY INTERNATIONAL AIRPORT
COLONIE, NEW YORK 12110



1 SECOND FLOOR - PARTIAL FURNITURE PLAN
 SCALE: 1/8" = 1'-0"



2 SECOND FLOOR - PARTIAL FURNITURE PLAN @ CAFE SEATING
 SCALE: 1/8" = 1'-0"



SQUARE COCKTAIL TABLE W/ SOLID SURFACE TOP AND DISK BASE- ERG/ CORSA (T-1)



ROUND COCKTAIL TABLE W/ SOLID SURFACE TOP AND DISK BASE- ERG/ CORSA (T-2)



SQUARE DINING TABLE W/ SOLID SURFACE TOP/ SECURED TO FLOOR- ERG/BARRI (T-3)



ROUND DINING TABLE W/ SOLID SURFACE TOP/ AND DISK BASE- ERG/ CORSA (T-4 - T-5)



ROUND OCCASIONAL TABLE W/ SOLID SURFACE TOP- INTEGRA COFFEE HOUSE (T-6-T-7)



LOUNGE CHAIR W/ SOLID SURFACE ARM CAPS AND SWIVEL TABLET ARM- CAROLINA V-60 (S-1)
 (S-1a) SAME AS L-1 EXCEPT WITH ADDED POWER/ USB



LOUNGE CHAIR W/ BENTWOOD ARMS- INTEGRA COFFEE HOUSE (S-2)



CURVED INSIDE MODULAR SEATING- INTEGRA COFFEE HOUSE (S-3)



SOLID SURFACE TOP AND VINYL UPHOLSTERED BASE

22" WEDGE HIGH TABLE W/ POWER- INTEGRA COFFEE HOUSE (S-4)

CLEAN OUT DESIGN



DINING CHAIR W/ UPHOLSTERED SEAT AND WOOD BACK, CHROME LEGS (S-5)



COUNTER HGT FIXED STOOL- ERG/ BENTON (S-6)



HIGHER BACK W/ SEAT PAD



BAR HGT FIXED STOOL- ERG/ BENTON (S-7)

MARK	DATE	DESCRIPTION
REVISIONS		
PROJECT NO:	Q23.005.001	
DATE:	08-01-19	
DRAWN BY:	LV	
DESIGNED BY:	LV	
CHECKED BY:	-	
NO ALTERATION PERMITTED HEREON EXCEPT AS PROVIDED UNDER SECTION 7209 SUBDIVISION 2 OF THE NEW YORK EDUCATION LAW		

FURNITURE PLAN

AI-101

C:\Users\laurawm\OneDrive\Documents\AI-101\Furniture Plan.dwg - 08/01/2019 10:00:00 AM - 1/8"=1'-0" - 100%



STARBUCKS COFFEE

ALBANY
I ♥ NY



STARBUCKS COFFEE

ARRIVALS						
Flight	Origin	Time	Status	Gate	Baggage	Remarks
220	Dulles, IAD	4:00pm	On Time	1		
350	Detroit, DTW	11:45pm	On Time	3		
253	Philadelphia, PHL	1:40pm	2:00pm	4		
1106	Newark, EWR	1:00pm	On Time	2		

DEPARTURES						
Flight	Destination	Time	Status	Gate	Baggage	Remarks
229	Newark, EWR	4:30pm	On Time	1		
380	Philadelphia, PHL	12:25pm	On Time	3		
2528	Detroit, DTW	2:20pm	2:50pm	4		
1113	Dulles, IAD	1:50pm	On Time	2		

STARBUCKS COFFEE

The Starbucks coffee bar features a dark wood counter with a menu board displaying various coffee and food items. Behind the counter, there are coffee-making stations, including a espresso machine and a hot water dispenser. The service area is clean and organized, with various coffee-making tools and supplies visible.









AGENDA ITEM NO. 4.2

**Construction Contract: Authorization to Award
Emergency Construction Contract 989-AR
Asbestos Ductbank Removal
for New Parking Garage to
C & C Unlimited.**

AGENDA ITEM NO: 4.2
MEETING DATE: August 26, 2019

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

ACAA Approved
08-26-2019

DEPARTMENT: *Planning and Engineering*

Contact Person: *John LaClair, P.E., Airport Engineer*

PURPOSE OF REQUEST:

Construction Contract: *Authorization to Award Emergency Construction Contract 989-AR
Asbestos Ductbank Removal for New Parking Garage to
C & C Unlimited.*

CONTRACT AMOUNT:

Base Amount \$87,100.00

BUDGET INFORMATION:

Anticipated in Current ALB Capital Plan: Yes ✓ No ___ NA
Funding Account No.: CPN 2263

AWARD CONDITIONS MET:

Apprenticeship Y DBE N/A MWBE Y

Service Disable Veteran Owned Business (SDVOB) N/A

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal 0%* State 37%* Airport 63%*
Term of Funding: 2018-2020
Grant No.: N/A STATE PIN: N/A

JUSTIFICATION:

Request to award Emergency Contract 989- AR for the Asbestos Ductbank Removal work for the New Parking Garage to C & C Unlimited, Albany, N.Y. for \$87,100.00. While the contractor working on Contract 989-SF was excavating for the new parking garage, they uncovered an abandoned electrical ductback that contained asbestos pipe. The ductbank needed to be removed quickly to keep the site and foundation work moving forward. C & C Unlimited was the only contractor who could respond in a timely manner and remove the ductbank. The removal was done in accordance with the hazardous material handling regulations and disposed of at an approved location.

AGENDA ITEM NO: 4.2
MEETING DATE: August 26, 2019

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES ✓ NA _____

PROCUREMENT DEPARTMENT APPROVAL:

Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved. YES ✓ NA _____

BACK-UP MATERIAL:

Please refer to the attached Contract 989-AR Invoice, Project Logs and Project Closeout Report.

C&C UNLIMITED, INC.

6 Simmons Lane
Albany, NY 12204

Invoice

Date	Invoice #
7/31/2019	2343

Bill To
Albany International Airport

P.O. No.	Terms	Project
	Due on receipt	

Item	Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount
Asbestos	<p>CHRIS MACDONALD PRESIDENT 6 Simmons Ln. Albany, NY Phone: 518-729-5641 CMACDONALD@CCUNLIM TEDINC.COM WWW.CCUNLIMITEDINC.C OM</p> <p>Prepared for: Albany International Airport Albany Shaker Rd Colonie, NY Attention: John, Fax: 518-729-5642 Mobile: 518-810-6614 Location of work: New Parking Garage Concrete Duct Bank</p> <p>We hereby propose to furnish all labor, tools, materials, certifications and notification fees if applicable to complete the work described below: Provide labor, oversight and disposal of concrete duct banks including 50 feet buried . Oversight of the breaking and loading of previously removed</p>	87,100.00			1	87,100.00	100.00%	100.00%	87,100.00

Total					
Payments/Credits					
Balance Due					

C&C UNLIMITED, INC.

6 Simmons Lane
Albany, NY 12204

Invoice

Date	Invoice #
7/31/2019	2343

Bill To
Albany International Airport

P.O. No.	Terms	Project
	Due on receipt	

Item	Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount
	concrete banks incudes disposal at costs stated below. All excavating, demolition, loading, rigging and lifting by WM J. Keller and Sons (WM J. Keller and Sons to provide asbestos certified operator and all equipment). Material to be broken in to <2'x3' chunks in order for the landfill to accept. Quote to include: Insurance as written NYS Trained and certified asbestos supervisors and handlers Remote Decon, Lining of boxes Straight time prevailing wages Proper hauling and disposal of ACBM Not in Quote: All digging, safety, breaking and loading of concrete by machine (Keller) Third Party Monitoring and variance by CT MALE Security, LOTO, electric and water by owner No City permits Labor - \$7,500.00 + \$4,750.00 = \$12,250.00 x 5 days =								

Total					
Payments/Credits					
Balance Due					

C&C UNLIMITED, INC.

6 Simmons Lane
Albany, NY 12204

Invoice

Date	Invoice #
7/31/2019	2343

Bill To
Albany International Airport

P.O. No.	Terms	Project
	Due on receipt	

Item	Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount
	\$61,250.00 Decon Rental - \$550.00 x 5 days = \$2,750.00 2 Mobilizations @ \$2,100.00 each = \$4,200.00 5 Waste Containers @ \$3,700.00 each = \$18,500.00 Notification Fee = \$400.00 Payment upon completion, Plus tax if applicable All work to be completed in accordance with the above specification in a workmanlike manner and as promptly as possible with allowances for strikes, accidents, and circumstances beyond our control. This proposal will be valid for ten days. Thank you for the opportunity to bid. We look forward to working with you in the near future. Date: June 20, 2019 Authorized Signature __Paul Reisinger____ The above specifications, conditions and price quotes are Date: Authorized Signature								

Total					
Payments/Credits					
Balance Due					

C&C UNLIMITED, INC.

6 Simmons Lane
Albany, NY 12204

Invoice

Date	Invoice #
7/31/2019	2343

Bill To
Albany International Airport

P.O. No.	Terms	Project
	Due on receipt	

Item	Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount

Total						\$87,100.00			
Payments/Credits						\$0.00			
Balance Due						\$87,100.00			

7/15/19

7:00 - arrive on site, waiting for contractors to move equipment

7:30 - Decan arrives on site, water truck on site

8:30 - Decan outlines, still work on equipment to be moved

12:00 - workers take lunch

12:30 - back from lunch

2:30 - done with prep removal in ~~short~~ morning.

7/16/19

6:30 - Arrive on site, Decar fully functional, water & power on, area fully prepared, and work area is vacated & isolated with red tape & signs
- water truck is on site and connected to overhead water

7:30 - workers ~~begin~~ in PPE and will begin working, 2 workers instructed to spray water at all times and another worker is in machine, worker will place Dust Bank in dumpster then proceed to jack hammer it with machine, workers will spray water non stop. Work is being done outside with other contractors
Dumpster is double lined with poly and all ~~the~~ concrete waste will be placed inside

8:30 - Dumpster is full and has left site,
- workers take break and will wait for another dumpster to arrive on-site

9:30 - Dumpster on site & workers begin to line 20 yd dumpster with 2 layers of poly, workers in PPE

- worker will begin to place concrete in dumpster & jack hammer with machine, workers (2) will use overhead

7/16/19

- water at all times

10:30 - Dumpster #2 is full and is covered with poly
- workers take break and will wait for dumpster to
return, workers sit out through deam,
dust from other contractors around worksite
may contribute to fumes or vapors.

11:00 - ~~workers~~ workers back from break,

11:15 - dumpster arrives on site, workers will double line the
dumpster with poly, workers in PPE, workers use amended
water

12:00 - workers take break, go out through deam,

12:30 - workers back from break & in PPE and will continue with
moving concrete in dumpster, workers instructed
to use amended water at all times

1:00 - final clam

1:15 - done with final clam, ~~area~~ area clear
of all air and vapors, Visual passed

Chris MacDonald

Penny DeLafrange

Kenneth DeLafrange

7/17/19

7am - on site

Decon opened

- Power & water hooked up.

8am Check perimeters. Make sure red tape & signs are up.

9am - Waiting on finals for tear down.

10am - No final results yet

13:00 - Lunch.

13:30 - Arrive back on site. Finals passed.
teardown.

14:30 - Teardown complete offsite.

7/25/19

7am - on site

- looked at work area
- other contract equipment and tools in the way
- waiting for them to move everything

9:00 Can start excavation near the duck bank

- Dig with Cat 305 w/ grading bucket so that the duck bank can not be disturbed
- ran across many unknown pipes

12 - Break for lunch.

12:30 - Finish excavation to expose ~~the~~ Duct bank

- Move the clean dirt out of the way
- 2:30 - Built dirt berm around work area

7/21/19

3:30, Place Dean new work on
4:00 - Off site

7/26/19

Tom - on site

- Decan opened
- Power and water hooked up
- Hot water on

- CT Male on site setting up pump
- Layed out 2 layers of poly over the work area - over the top of dirt berm

- Put up barrier tape and sign around area
- Can not put barrier 25ft around because of road and other work going on.
- Work to uniforms for removing Duct bank.

Name	Cert #	in	out	in	out
S. Cristo	11-16915	8:30	9:40	10:30	11:45
W. Connelly	17-42353	8:30	9:40	10:30	11:45
J. Owen	8-44193	8:30	9:40	10:30	11:45

8:30 - Crew suited up and into work area
- breaking up dirt bank
- spraying water while working

8:45 - Truck on site

- broken into the work area and lined with poly.
- loaded while spraying water
- broke up big piece in side dumpster

9:20 - Dumpster loaded

- covered with poly and off site

9:40 - Crew out of work area for break

10:30 - Crew suited up and back into work area

- Truck on site

- back into work area line with poly

11:30 - Truck loaded while spray

- ↳ water
- Truck load and covered with poly
 - Truck off site
- ↳ Picked up all the poly and gravel

11:45 - Crew out of work area

7/26/19 Albany Airport - Electrical Bank Below grade

Removed - Acceptable - No visible ACM, debris, dust, residue

S. Person ~~***~~ 08-07760 CTM

C.T. MALE ASSOCIATES

Engineering, Surveying, Architecture, Landscape Architecture & Geology D.P.C.

50 Century Hill Drive, Latham, NY 12110
518.786.7400 FAX 518.786.7299 ctmale@ctmale.com



August 7, 2019

Mr. Stephen Iachetta
Albany County Airport Authority
AARF Building, Room 21
Colonie, New York 12211

Re: **Asbestos Abatement Project Closeout Report**
Exterior Underground Duct Bank/Conduit - Albany International Airport - Colonie, NY
CTM Project No.: 00.6542

Mr. Iachetta;

Please find enclosed documentation for the abatement of asbestos containing materials from the grounds of the Albany International Airport, town of Colonie, New York. These documents include C.T. Male's NYSDOL license, Project Monitor certifications, Project Monitor logs, and air sample results for the project. The project included the removal and disposal of approximately 250 Ln. Ft. of asbestos containing cement pipe (electrical conduit) encased in concrete from the vicinity of the new parking structure.

The clearance air sample data, in conjunction with C.T. Male's final clearance visual inspections provide documentation of satisfactory completion of the abatement project. The abatement project was completed in accordance with the applicable portions of 12 NYCRR Part 56 and the approved NYSDOL Site Specific Variance 19-0651. The Site Specific Variance and amendments have been included as attachments to this report.

The abatement work started on July 15, 2019 and was completed on July 26, 2019 by C&C Unlimited, Inc. of Latham, NY. Contractor closeout documentation, including waste disposal manifests, should be provided by the contractor under separate cover.

If you have any questions regarding these documents, please do not hesitate to contact me at (518) 786-7480.

Sincerely,
C.T. MALE ASSOCIATES

Handwritten signature of Michael F. Sawyer

Michael F. Sawyer
Managing Industrial Hygienist

New York State – Department of Labor

Division of Safety and Health
License and Certificate Unit
State Campus, Building 12
Albany, NY 12240

ASBESTOS HANDLING LICENSE

C.T. Male Associates Engineering, Surveying,
Architecture & Landscape Architecture, P.C.

50 Century Hill Drive
Latham, NY 12110

FILE NUMBER: 99-0722

LICENSE NUMBER: 29050

LICENSE CLASS: RESTRICTED

DATE OF ISSUE: 10/31/2018

EXPIRATION DATE: 10/31/2019

Duly Authorized Representative – Daniel Reilly:

This license has been issued in accordance with applicable provisions of Article 30 of the Labor Law of New York State and of the New York State Codes, Rules and Regulations (12 NYCRR Part 56). It is subject to suspension or revocation for a (1) serious violation of state, federal or local laws with regard to the conduct of an asbestos project, or (2) demonstrated lack of responsibility in the conduct of any job involving asbestos or asbestos material.

This license is valid only for the contractor named above and this license or a photocopy must be prominently displayed at the asbestos project worksite. This license verifies that all persons employed by the licensee on an asbestos project in New York State have been issued an Asbestos Certificate, appropriate for the type of work they perform, by the New York State Department of Labor.



Eileen M. Franko, Director
For the Commissioner of Labor

STATE OF NEW YORK - DEPARTMENT OF LABOR
ASBESTOS CERTIFICATE



MICHAEL F SAWYER

CLASS(EXPIRES)

C ATEC(09/19) D INSP(09/19)

E MGPL(09/19) H PM (09/19)

I PD (09/19)

CERT# 88-06552
DMV# 437658014

MUST BE CARRIED ON ASBESTOS PROJECTS

2010/01/01 10:00:00 AM EST

STATE OF NEW YORK - DEPARTMENT OF LABOR
ASBESTOS CERTIFICATE



STEPHEN D PIERSON

CLASS(EXPIRES)

C ATEC(03/20) D INSP(03/20)

H PM (03/20) I PD (03/20)

CERT# 08-07760
BMV# 251769072

MUST BE CARRIED ON ASBESTOS PROJECTS

10/01/01 11/01/01 01/01/02 03/01/02

STATE OF NEW YORK - DEPARTMENT OF LABOR
ASBESTOS CERTIFICATE

N.Y.S.



KENNETH P DELAFRANGE
CLASS(EXPIRES)
C ATEC(02/20) H PM (02/20)

CERT# 19-08099
DMV# 463694681

MUST BE CARRIED ON ASBESTOS PROJECTS



NEW YORK STATE DEPARTMENT OF HEALTH
WADSWORTH CENTER



Expires 12:01 AM April 01, 2020
Issued April 01, 2019

CERTIFICATE OF APPROVAL FOR LABORATORY SERVICE

Issued in accordance with and pursuant to section 502 Public Health Law of New York State

MR. PAUL J. MUCHA
AMERICA SCIENCE TEAM NEW YORK, INC
117 EAST 30TH ST
NEW YORK, NY 10016

NY Lab Id No: 11480

*is hereby APPROVED as an Environmental Laboratory for the category
ENVIRONMENTAL ANALYSES AIR AND EMISSIONS
All approved subcategories and/or analytes are listed below:*

Miscellaneous

Asbestos	40 CFR 763 APX A No. III YAMATE, AGARWAL GIBB NIOSH 7402
Fibers	NIOSH 7400 A RULES

Serial No.: 59675

Property of the New York State Department of Health. Certificates are valid only at the address shown, must be conspicuously posted, and are printed on secure paper. Continued accreditation depends on successful ongoing participation in the Program. Consumers are urged to call (518) 485-5570 to verify the laboratory's accreditation status.

NEW YORK STATE DEPARTMENT OF HEALTH
WADSWORTH CENTER



Expires 12:01 AM April 01, 2020
Issued April 01, 2019

CERTIFICATE OF APPROVAL FOR LABORATORY SERVICE

Issued in accordance with and pursuant to section 502 Public Health Law of New York State

MS. TEILAH MORRISON
RESPONSE LABS
828 WASHINGTON AVE.
ALBANY, NY 12203

NY Lab Id No: 11917

*is hereby APPROVED as an Environmental Laboratory for the category
ENVIRONMENTAL ANALYSES AIR AND EMISSIONS
All approved subcategories and/or analytes are listed below:*

Miscellaneous

Fibers

NIOSH 7400 A RULES



Department
of Health

Serial No.: 59904

Property of the New York State Department of Health. Certificates are valid only at the address shown, must be conspicuously posted, and are printed on secure paper. Continued accreditation depends on successful ongoing participation in the Program. Consumers are urged to call (518) 485-5570 to verify the laboratory's accreditation status.

ENVIRONMENTAL SERVICES FIELD LOG

Date: 07/15/2019 Time On-Site: 06:45 Time Off-Site: 14:30
 Project Name: Albany International Airport Project No.: 00.6542
 Contractor / Supervisor: C&C Unlimited / Cristo Demolition Number of Workers: 5 (Including 2 Supervisors)
 Description of Daily Work Area: Open Parking Lot - Adjacent to Air Rescue & Firefighting Facility
 Materials Being Abated: Underground Duct Bank + Conduit clean up
 Technician Name: Kenneth DeLafrange

Observations: ^{06:45} PM arrives on-site. Construction parking lot is full. Asbestos work area is blocked off by construction equipment. *nearby is heavy.* **Note** work area is quite dirty/dusty. Construction traffic

07:30 C&C contractor arrives with the Decon Trailer - parks on the side of the Road. Work area is blocked. waiting for other contractors to move their supplies + equipment.

08:00 CT Male Supervisor S. Pierson arrives, Project Monitor is shown the work area.

09:00 Other contractors are moving their equipment away from the Asbestos work area; work area is still blocked.

09:30 Work area has been ^{mostly} cleared + is now accessible, Two excavators (one large, one small) are delivered, placed within the work area.

10:30 Remote Decon Trailer is moved into the work area, Contractor begins prepping work area, Roping off / Barrier Tape surrounding the abatement work area.

11:00 CT Male Supervisor M. Sawyer arrives on-site, inquiring why the abatement work has Not started. North side of abatement work area still needs to be cleared, equipment blocks ^{the way,}

11:30 North side of Abatement area has been cleared. Remote Decon trailer is moved to this area, where it will stay parked for the duration of the project.

C&C Supervisor drives a water Tank Mack truck, fills it with water from a Nearby Fire Hydrant.

12:00 Water Tank Mack Truck is driven/parked in front of the Decon Trailer. Handlers are adding sheets of poly to the ground nearby.

12:15 Contractor breaks for Lunch

12:45 Contractor Returns from Lunch, Continued Lining the ground - around the ACM - with poly. Contractor is attaching water hose to the Decon trailer - continued prep work.

13:15 Handlers are building a Raised Dirt berm around the perimeter of the work area.

13:45 Continued prep work, Contractor Fencing off abatement work area.

14:30 Contractor end of shift, Departs jobsite.

Project Monitor Departs

ENVIRONMENTAL SERVICES FIELD LOG

Date: 07/16/2019 Time On-Site: 06:30 Time Off-Site: 15:35
 Project Name: Albany International Airport Project No.: 00.6542
 Contractor / Supervisor: C&C Unlimited Number of Workers: 5 (including 2 supervisors)
 Description of Daily Work Area: Construction Lot, across from Air Rescue & Firefighting Facility (Building)
 Materials Being Abated: Concrete ACM Duct bank/Conduit clean up
 Technician Name: Kenneth DeLaFrance
 Observations: 06:30 project Monitor arrives on-site, Handlers are present, C&C Supervisor arrives.
Regulated work area is next to construction parking lot, the area is ~~dusty~~ surrounding area
is Dusty + Dirty - Lots of construction traffic nearby.
Contractor is fueling up + placing two generators; Moves water tank Mack truck in front
of Decan trailer, Decan unit is operational, Project Monitor Running extension cords.
07:15 Waste trailer arrives + backs into the work area, Contractor double lines the trailer with Poly.
07:30 All pumps are Running with samples in place; Handlers suit up + Enter work area,
The smaller of two excavators has a Jackhammer attachment, is being used to break
the concrete into manageable pieces, work area is being sprayed with water from two directions
08:00 Waste Trailer is Full - waste trailer is covered + sealed.
08:15 Waste Trailer Departs - contractor/handlers/excavator operator Decan out of work area,
waiting for the next waste trailer.
09:20 Waste Trailer Returns for a second load, is backed into the work area,
operator + handlers suit up, enter the work area, Double Line the waste trailer.
ACM concrete is continually sprayed with water - Two handlers spraying.
ACM is lifted into the waste trailer by the larger excavator; once placed within
the waste trailer, smaller excavator with Jackhammer attachment is used.
ACM is being wetted throughout this process.
10:00 Abatement process continues.
10:10 Waste Trailer second load is Full, waste trailer is removed from the work area,
trailer is sealed + prepares for transport, Handlers Decan out of work area.
10:15 waste Trailer departs, Contractor waiting for the next waste trailer.
Pumps continue Running.
11:00 Continue waiting
11:15 Waste Trailer ~~again~~ Returns for a Third load, is backed into the work area.
Handlers + operator suit up, Lining the waste trailer.
11:30 Trailer leaves the waste Dumpster within the work area, Trailer departs jobsite.
12:00 Contractor Breaks for Lunch

Project Name: Albany International Airport Project No.: 00.6542

- 12:30 Contractor Returns from Lunch - Pumps continue to Run.
Handless + operator suit up & ~~re~~ Re-enter the work area.
- 13:00 Majority of ACM has been Removed. Contractor is performing Final Clean
- 13:30 Project Monitor Suits up + Enters the work area; walkthru of the work area with C&C Supervisor. Area appears to be clear of All ACM.
Contractor begins removing Poly sheeting from the ground, placing Poly
- 14:00 Project Monitor performs visual Inspection of the work area; work area appears to be clear
Suits up + Enters work area of all ACM
Visual Inspection passes, Project Monitor signs off in Contractors Logbook,
Waiting for waste trailer to return, to Remove waste Dumpster.
- 15:00 waiting for waste trailer to Return.
- 15:20 Waste trailer arrives, backs into Regulated work area. Waste Dumpster is being secured for transport.
Project Monitor begins collecting samples, Stowing equipment.
- 15:30 Waste trailer departs with the Dumpster
- 15:35 Contractor off site + Project Monitor offsite

Tech Signature: Henny Delafrange Site Contact: _____

ENVIRONMENTAL SERVICES FIELD LOG

Date: 07/25/2019 Time On-Site: 07:00 Time Off-Site: _____
 Project Name: Albany International Airport Project No.: 00.6542
 Contractor / Supervisor: C&C Unlimited / Joe ~~Chis~~ Cristo Number of Workers: 2 + Supervisor
 Description of Daily Work Area: Construction Area, adjacent to New Parking Garage (Under Construction)
 Materials Being Abated: Cement Pipe
 Technician Name: Kenneth DeLafrange
 Observations: 07:00 PM onsite, Contractor on-site, Today's work area is cluttered and blocked by other Contractor's equipment. Waiting for Contractor to move their equipment. Walked thru work area with Supervisor, Communicated with other Contractors
08:00 Waiting
08:15 Supervisor drives small excavator $\approx \frac{1}{2}$ mile to the work area. Work area is not prepped.
08:30 Contractor begins digging in work area.
09:40 ACM pipe is exposed. Continues digging
09:00 Contractor breaks for coffee.
09:30 Contractor Returns to work area, continues digging with excavator.
 ★ Abatement contractor ~~is~~ has no choice but to work in close proximity with other contractors - Construction work is taking place, work area is already very dirty. Construction vehicles + machines agitating dirt into the air. ★
 Project Monitor begins placing pumps.
10:00 Excavation continues
11:00 Contractor has excavated to within 5 feet of "OWA" Samples - still has not reached the end of cement piping.
 Equipment + supplies owned by various other contractors is currently ~~is~~ obstructing further excavation. waiting??
12:00 Contractor breaks for lunch
12:30 Contractor Returns from lunch. Pumps Running
13:15 Contractor finds/exposes the posterior end of underground cement pipe.
 - Switching excavator
13:30 Contractor moving Non-contaminated dirt into a dump truck.
13:45 Second Dump truck is being loaded with dirt.
13:50 Excavator moving a third load of uncontaminated dirt into a Dump truck.
14:10 Fourth load of dirt moved into a dump truck.
14:25 Majority of excess dirt has been removed. Contractor is building up a dirt berm around the perimeter of the work area.

Project Name: _____ Project No.: _____

14:45 Dirt Berm has been built.
Contractor plans to move Decon trailer into work area.

Work area is blocked by 18 wheeler loaded with Giant concrete slabs; waiting for concrete slabs to be transferred to ENORMOUS crane - waiting for the 18 wheeler to move out of the area.

15:30 Contractor had planned on prepping work area prior to end of shift.
18 wheeler is just now being moved.

Contractor backs Decon trailer into work area - End of shift.

15:45 Contractor Departs / Project Monitor Departs

Tech Signature: _____ Site Contact: _____

ENVIRONMENTAL SERVICES FIELD LOG

Date: 07/26/2019 Time On-Site: _____ Time Off-Site: _____

Project Name: Albany International Airport Project No.: 00.6542

Contractor / Supervisor: C&C Unlimited Number of Workers: 2 + Supervisor

Description of Daily Work Area: Construction area - directly adjacent to Giant crane, Construction of ^{New Parking} Garage

Materials Being Abated: Cement Pipe

Technician Name: K. DeLafrange

Observations: 07:00 PM onsite, Contractor onsite. Contractor begins prepping the work area - Double layer poly sheeting on the ground, establishing a perimeter with cones, caution tape + signage. PM Begins placing pumps.

07:50 Pumps are placed, samples are running. Decon Unit is fully functional - Running water for shower.

08:15 Supervisor + two Handlers suit up + enter the work area.

08:30 Supervisor is using jackhammer attachment on small excavator

08:45 Supervisor (operator) Decons out of the work area - Waste trailer is on the property but needs to be guided to the asbestos work area. Second excavator is prepared for work with a bucket attachment. waste trailer backs into work area.

09:00 Contractor/ Handlers are lining the waste Dumpster with poly. Using the larger excavator Contractor is moving large parts of ACM cement piping into the lined Dumpster, Handlers are spraying water where needed.

09:40 Waste Dumpster is loaded. Waste trailer Returns to work area to Remove the Dumpster. Dumpster is secured, enclosed + sealed. 09:45 Waste trailer Departs Pumps are Running.

09:50 ~~★★~~ Construction is still taking place in close proximity ~~★★~~ 18 wheeler drives past work area, agitating the dirt - sends a plume of dust in the air around and across the work area.

Contractor is waiting for waste trailer to Return.

10:30 waiting for Waste Trailer - Pumps Running

10:50 Waste trailer Returns, dumpster is backed into the work area, Contractor lines the Dumpster. Contractor states this will be the last waste load

C.T. Male Associates

Engineering, Surveying, Architecture & Landscape Architecture, D.P.C.
 50 Century Hill Drive
 Latham, NY 12110
 518-786-7480
 518-786-7299 (fax)

AIR SAMPLE DATA

****Results are Interim Pending Quality Control Review****

CLIENT NAME: Albany Airport PROJECT ADDRESS: Albany-Shaker Rd. PROJECT #: 00.6542
 WORK AREA: Area of Proposed new Parking Garage - Across From Air Rescue + Fire Fighting Facility COLLECTED BY: K. DeLafrange
 ACM ABATED: Cement pipe Response 11917 DATE COLLECTED: 07/16/2019
 ABATEMENT CONTRACTOR: C&C unlimited LAB DOCUMENT ID#: 3306-22906 TURNAROUND: Rush 12 ~~48~~
 SUPERVISOR: _____ PROJ. MONITOR (IF ANY): K. DeLafrange ROTO#: 5 CAL. DATE: 07/03/2019

SAMP NO.	LOG NO.	LOCATION	START TIME	STOP TIME	TOTAL MIN.	INITIAL FLOW	TOTAL VOLUME (LITERS)	FIBERS /100 FIELDS	FIBERS /mm ²	FIBERS /cc
						FINAL FLOW				
071619KD01	235034	Decon "Clean Room" entrance	07:00	15:00	480	2.5 2.5	1200	6/100	7.49	0.002
071619KD02	035	Decon Exit	07:02	15:02	480	2.5 2.5	1200	1/100	1.25	<0.002
071619KD03	036	Ambient	07:04	15:04	480	2.5 2.5	1200	0/100	0.00	<0.002
071619KD04	037	IWA #1 upwind	07:06	15:06	480	2.5 2.5	1200	6/100	7.49	0.002
071619KD05	038	OWA upwind #1	07:12	15:12	480	2.5 2.5	1200	1/100	1.25	<0.002
071619KD06	039	OWA upwind #2	07:14	15:14	480	2.5 2.5	1200	3/100	3.75	<0.002
071619KD07	040	IWA #2 Downwind	07:20	15:20	480	2.5 2.5	1200	0/100	0.00	<0.002
071619KD08	041	OWA Downwind #1	07:24	15:24	480	2.5 2.5	1200	4/100	4.99	<0.002
071619KD09	042	OWA Downwind #2	07:26	15:26	480	2.5 2.5	1200	4/100	4.99	<0.002
071619KD10	043	OWA Downwind #3	07:30	15:30	480	2.5 2.5	1200	3/100	3.75	<0.002
071619KD11	044	Field Blank	_____				0/100	0.00	_____	_____
071619KD12	045	Lab Blank	_____				0/100	0.00	_____	_____

RELINQUISHED BY: (SIGNATURE) Kennedy DeLafrange RECEIVED BY: (SIGNATURE) AAA DATE: 7/17/19 TIME: 0800
 COMMENTS: FB Ave. = _____ fibers/100field
 1. _____ 2. _____ 3. _____ 4. _____
 SAMPLES RECEIVED MEET LAB ACCEPTANCE CRITERIA (CIRCLE ONE) Y N
 SAMPLES PREPPED BY: (PRINT) _____ DATE: _____ TIME: _____
 SAMPLES ANALYZED BY: (PRINT) Tellan Mamon DATE: 7/17/19 TIME: _____

* Below the limit of Detection ** > 50% particulate matter, unreadable Microscope Used: TDK183

Standard Deviation	Log# / std=	Log# / std=	Log# / std=
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NYS DOH ELAP= ; NIOSH Method 7460, A Rules, Rev. 3, Issue 2, 8/15/94, Not Asbestos Specific
 Field Area of Scope= 0.00785mm² Lab CV= 3-26 fibers; =0.32m, 29.5-50 fibers=0.27, 50.5-160

EMAIL ALL RESULTS TO:
m.sawyer@ctmale.com
a.rogers@ctmale.com
s.pierson@ctmale.com

Client Name: C. T. Male & Associates

Phase Contrast Microscopy (PCM) Fiber Results

00.6542; Albany Airport; Albany-Shaker Rd. - Construction Area, Adjacent To Proposed New Parking Garage - Cement Pipe; During

AmeriSci Sample #	Client Sample #	Date Collected	Flow Rate (liters/min.)	Duration (min.)	Air Filtered (liters)	Fields	Fibers	Fiber Density (Fibers/mm ²)	Fibers Conc. (Fibers/cc)	TWA
01	072519KD01	07/25/19	2.5	350	875	100	3.5	4.46	< 0.003	
Location: IWA #1 Downwind										
02	072519KD02	07/25/19	2.5	350	875	100	2	2.55	< 0.003	
Location: OWA Downwind #1										
03	072519KD03	07/25/19	2.5	350	875	100	4	5.10	< 0.003	
Location: OWA Downwind #2										
04	072519KD04	07/25/19	2.5	347	867.5	100	3	3.82	< 0.003	
Location: IWA #2 Upwind										
05	072519KD05	07/25/19	2.5	348	870	100	3.5	4.46	< 0.003	
Location: OWA Upwind #1										
06	072519KD06	07/25/19	2.5	348	870	100	4	5.10	< 0.003	
Location: OWA Upwind #2										
07	072519KD07	07/25/19	2.5	347	867.5	100	3	3.82	< 0.003	
Location: OWA Upwind #3										
08	072519KD08	07/25/19	2.5	350	875	100	3.5	4.46	< 0.003	
Location: Ambient										
09	072519KD09	07/25/19	0	0	0	100	0.5	0.64		Footnotes: 1
Location: Field										
10	072519KD10	07/25/19	0	0	0	100	0.5	0.64		Footnotes: 1
Location: Lab										

Reporting Notes:

(1) Fibers/cc cannot be calculated for samples (or blanks) with no air volume.

By NIOSH 7400(A) Method, Issue #2, 8/15/94; Using an Olympus, Model BH2 microscope, Serial #219684; Analyzed by: Julio Martinez; Date Analyzed: 7/27/2019;

Limit of Detection= 5.5 fibers /100 fields or 7 fibers/mm2; Blank analyses are reported when available, however are not used to adjust results of associated samples in this report. This report relates ONLY to the sample analysis expressed as fibers/sq mm of filter area: ND=No fibers observed; NA= Not Analyzed; Walton-Beckett graticle field area = 0.00785 mm2; TWA = 8 Hr TWA calculation assumes zero exposure for remainder of 8 hr period not sampled; Upper 95% Confidence limit (Employers Compliance Test)- Calculated as a one sided UCL to determine 95% certainty of compliance with the 0.01 fiber/cc standard: RSD: Intra-Analyst Srs: low=0.33, med=0.15, high=0.14; Interlab Sr=0.45, (NY ELAP Lab 11480, AIHA -LAP, LLC Lab ID 102843)

Reviewed By: _____

END OF REPORT _____

C.T. Male Associates

Engineering, Surveying, Architecture & Landscape Architecture, D.P.C.
 50 Century Hill Drive
 Latham, NY 12110
 518-786-7480
 518-786-7299 (fax)

AIR SAMPLE DATA

219074969

CLIENT NAME: Albany Airport PROJECT ADDRESS: Albany Shaker Rd.
 WORK AREA: Construction area, adjacent to proposed New Parking Garage
 ACM ABATED: Cement pipe
 ABATEMENT CONTRACTOR: C&C Unlimited LAB DOCUMENT ID#: _____
 SUPERVISOR: _____ PROJ. MONITOR (IF ANY): _____

PROJECT #: 00.6542
 COLLECTED BY: K. DeBfrange
 DATE COLLECTED: 07/25/2019
 TURNAROUND: Rush 12 24 48
 ROTO#: 5 CAL. DATE: 07/03/2019

(Circle) TEM PCM BACKGROUND / PRE / DURING / FINAL / PERSONAL / QCs

SAMP NO.	LOG NO.	LOCATION	START TIME	STOP TIME	TOTAL MIN.	INITIAL FLOW	TOTAL VOLUME (LITERS)	FIBERS /100 FIELDS	FIBERS /mm ²	FIBERS /cc
						FINAL FLOW				
072519KD01		IWA #1 Downwind	09:32	15:22	350	2.5 2.5	875			
072519KD02		OWA Downwind #1	09:35	15:25	350	2.5 2.5	875			
072519KD03		OWA Downwind #2	09:36	15:26	350	2.5 2.5	875			
072519KD04		IWA #2 upwind	09:40	15:27	347	2.5 2.5	867.5			
072519KD05		OWA upwind #1	09:42	15:30	348	2.5 2.5	870			
072519KD06		OWA upwind #2	09:43	15:31	348	2.5 2.5	870			
072519KD07		OWA upwind #3	09:45	15:32	347	2.5 2.5	867.5			
072519KD08		Ambient	09:30	15:20	350	2.5 2.5	875			
Not Applicable		Remote Decon Entrance	_____							
Not Applicable		Decon Exit	_____							
072519KD09		Field	_____							
072519KD10		Lab	_____							

RELINQUISHED BY: (SIGNATURE) 1. <u>Kenneth DeBfrange</u>	RECEIVED BY: (SIGNATURE) 2. _____	DATE: 07/25	TIME: 7:20/19/20	COMMENTS: SAMPLES RECEIVED MEET LAB ACCEPTANCE CRITERIA (CIRCLE ONE) Y N	FB Ave = _____ fibers/100field
SAMPLES PREPPED BY: (PRINT) 3. _____	DATE: 7/27/19	TIME: 21:22	SAMPLES ANALYZED BY: (PRINT) Julio MARTINEZ	DATE: 7/27/19	TIME: 21:22

* Below the limit of Detection ** > 50% particulate matter, unreadable Microscope Used: _____

Standard Deviation	Log# / std=	Log# / std=	Log# / std=
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NYS DOH ELAP# _____ ; NIOSH Method 7400, A Rules, Rev. 3, Issue 2, 8/15/94, Not Asbestos Specific
 Field Area of Scope= 0.00785mm² Lab CV: 5-20 fibers =0.32m, 20.5-50 fibers=0.27, 50.5-100

EMAIL ALL RESULTS TO:
m.sawyer@ctmale.com
a.rogers@ctmale.com
s.pierson@ctmale.com

****Results are Interim Pending Quality Control Review****

C.T. Male Associates

Engineering, Surveying, Architecture & Landscape Architecture, D.P.C.
 50 Century Hill Drive
 Latham, NY 12110
 518-786-7480
 518-786-7299 (fax)

AIR SAMPLE DATA

CLIENT NAME: Albany Airport PROJECT ADDRESS: Albany-Shaker Rd. PROJECT #: 00.60542
 WORK AREA: Construction area - adjacent to New Parking Garage - Under construction COLLECTED BY: K. DeLafrange
 ACM ABATED: Cement pipe* DATE COLLECTED: 07/26/2019
 ABATEMENT CONTRACTOR: COC Unlimited LAB DOCUMENT ID#: 3230-23846 TURNAROUND: Rush 12 48
 SUPERVISOR: Joe Cristo PROJ. MONITOR (IF ANY): K. DeLafrange ROTO#: 5 CAL. DATE: 07/03/2019
 (Circle) TEM PCN BACKGROUND / PRE / DURING FINAL / PERSONAL / QCs

SAMP NO.	LOG NO.	LOCATION	START TIME	STOP TIME	TOTAL MIN.	INITIAL FLOW	TOTAL VOLUME (LITERS)	FIBERS /100 FIELDS	FIBERS /mm ²	FIBERS /cc
						FINAL FLOW				
072619KD01	20316	Decon Entrance	07:30	11:40	250	2.5 2.5	625	41100	5.10	20.004
072619KD02	20317	Decon Exit	07:32	11:41	249	2.5 2.5	622.5	21100	2.55	20.004
072619KD03	20318	Ambient	07:34	11:42	248	2.5 2.5	620	61100	7.64	0.005
072619KD04	20319	IWA #1 upwind	07:40	11:43	243	2.5 2.5	607.5	21100	2.55	20.004
072619KD05	20320	OWA #1 upwind	07:41	11:44	243	2.5 2.5	607.5	11100	1.27	20.004
072619KD06	20321	OWA #2 upwind	07:42	11:45	243	2.5 2.5	607.5	91100	11.5	0.007
072619KD07	20322	IWA #2 Downwind	07:48	11:46	238	2.5 2.5	595	31100	3.82	20.005
072619KD08	20323	OWA #1 Downwind	07:50	11:47	237	2.5 2.5	592.5	11100	12.7	20.005
072619KD09	20324	OWA #2 Downwind	07:52	11:48	236	2.5 2.5	590	81100	10.2	0.006
072619KD10	20325	OWA #3 Downwind	07:54	11:49	235	2.5 2.5	587.5	51100	6.37	20.005
072619KD11	20326	Reduced Barriers closest to the Main Road	08:00	11:50	230	2.5 2.5	575	11100	1.27	20.004
072619KD12	20327	Field Blank						31100	0.00	—
072619KD13	20328	Lab Blank						31100	0.00	—
RELINQUISHED BY: (SIGNATURE)			RECEIVED BY: (SIGNATURE)		DATE:	TIME:	COMMENTS: FB Ave = fibers/100field			
1. <u>Kenny DeLafrange</u>			2. <u>America Guy</u>		7/26/19	1240	Response 11917			
3.			4.		SAMPLES RECEIVED MEET LAB ACCEPTANCE CRITERIA (CIRCLE ONE) <u>Y</u> N					
SAMPLES PREPPED BY: (PRINT)			DATE:	TIME:	SAMPLES ANALYZED BY: (PRINT)			DATE:	TIME:	
					<u>sf</u>			7/26/19	1408	

* Below the limit of Detection ** > 50% particulate matter, unreadable Microscope Used:

Standard Deviation	Log#	/std=	Log#	/std=	Log#	/std=
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NYS DOH ELAP# ; NIOSH Method 7400, A Rules, Rev. 3, Issue 2, 8/15/94, Not Asbestos Specific.
 Field Area of Scope= 0.00785mm² Lab CV: 5-20 fibers=0.32m, 20-50 fibers=0.37, 50-100

EMAIL ALL RESULTS TO:
 m.sawyer@ctmale.com
 a.rogers@ctmale.com
 s.pierson@ctmale.com



Department
of Labor

Andrew M. Cuomo, Governor
Roberta L. Reardon, Commissioner

May 21, 2019

C.T. Male Associates PC
50 Century Hill Drive
Latham, NY 12110

RE: File No. 19-0651

Dear Sir/Madam:

**STATE OF NEW YORK
DEPARTMENT OF LABOR
DIVISION OF SAFETY AND HEALTH**

The attached is a copy of Decision, dated, 5/21/2019, which I have compared with the original filed in this office and which I DO HEREBY CERTIFY to be a correct transcript of the text of the said original.

If you are aggrieved by this decision you may appeal within 60 days from its issuance to the Industrial Board of Appeals as provided by Section 101 of the Labor Law. Your appeal should be addressed to the Industrial Board of Appeals, State Office Building Campus, Building 12, Room 116, Albany, New York, 12240 as prescribed by its Rules and Procedure, a copy of which may be obtained upon request.

WITNESS my hand and the seal of the
NYS Department of Labor, at the City of
Albany, on this day of 5/21/2019.

Edward A. Smith, P.E.
Professional Engineer 2 (Industrial)

STATE OF NEW YORK
DEPARTMENT OF LABOR
STATE OFFICE BUILDING CAMPUS
ALBANY, NEW YORK 12240-0100

Variance Petition

of

C.T. Male Associates
Petitioner's Agent on Behalf of

Albany International Airport
Petitioner

in re

Premises: Area of proposed New Parking Garage/Structure
Albany Airport – Albany – Shaker Road
Albany, New York 12203

**Exterior Underground ACM Duct Bank/Conduit
Cleanup and Removals**

File No. 19-0651

DECISION

ICR 56

Cases 1

The Petitioner, pursuant to Section 30 of the Labor Law, having filed Petition No. 19-0651 on May 20, 2019 with the Commissioner of Labor for a variance from the provisions of Industrial Code Rule 56 as hereinafter cited on the grounds that there are practical difficulties or unnecessary hardship in carrying out the provisions of said Rule; and the Commissioner of Labor having reviewed the submission of the petitioner dated May 17, 2019; and

Upon considering the merits of the alleged practical difficulties or unnecessary hardship and upon the record herein, the Commissioner of Labor does hereby take the following actions:

Case No. 1

ICR 56-11.2(f)

VARIANCE GRANTED. The Petitioner's proposal for cleanup and removal of 200 lin. ft. of ACM duct bank/conduit at the subject premises in accordance with the attached 05-page stamped copy of the Petitioner's submittal is accepted; subject to the Conditions noted below:

THE CONDITIONS

1. A full-time project monitor shall be on site and responsible for oversight of the abatement contractor during all abatement activities to ensure compliance with ICR 56 and variance conditions.
2. The Project Monitor shall perform the following functions during asbestos abatement projects in addition to functions already required by ICR-56:
 - a. Inspect of the interior of the asbestos project work area made at least twice every work shift accompanied by the Asbestos Supervisor;
 - b. Observe and monitor the activities of the asbestos abatement contractor to determine that proper work practices are used and are in compliance with all asbestos laws and regulations;
 - c. Inform the asbestos abatement contractor of work practices that, in the Project Monitor's opinion, pose a threat to public health or the environment, and are not in compliance with ICR-56 and/or approved variances or other applicable rules and/or regulations;
 - d. Document in the Project Monitor Log observations and recommendations made to the Asbestos Supervisor based upon the interior/exterior observations of the asbestos project made by the PM.
3. The PM shall alert the nearest District Office of the NYSDOL Asbestos Control Bureau whenever, after the PM has provided recommendations to the Asbestos Supervisor, unresolved conditions remain at the asbestos project which present significant potential to adversely human health or the environment.
4. All adjacent building openings within twenty-five (25) feet of the outermost limit of the disturbance shall be sealed with two (2) layers of six (6) mil fire retardant plastic sheeting.
5. A remote personal decontamination enclosure system that complies with Subpart 56-7.5(d) may be utilized. A waste decontamination enclosure system that fully complies with Subpart 56-7.5(f) shall be utilized.

6. The restricted areas, regulated abatement work areas, decontamination units, airlocks, and dumpster areas shall be cordoned off at a distance of twenty-five feet (25') where possible and shall remain vacated except for certified workers until satisfactory clearance air monitoring results have been achieved or the abatement project is complete. For areas where 25-feet aren't possible, the areas shall be cordoned off as practical, and a daily abatement air sample shall be included within 10 feet of the barrier. These areas shall have Signage posted in accordance with Subpart 56-8.1(b) of this Code Rule.
7. Removals and cleanup shall include all visible asbestos or suspect asbestos debris, as well as soil around and immediately underneath any asbestos material.
8. Entry/Exit of all persons and equipment shall be through one designated and secure "doorway" in the barrier or fence, which shall provide an adequate and appropriate means of egress from the work area.
9. Personal protective equipment as required by ICR 56-7.6 shall be required of and used by all persons within the work area.
10. Work areas shall be vacated except for trained and certified personnel.
11. All excavation work shall be completed in accordance OSHA 29 CFR1926, including trenching and shoring requirements. Mechanical excavation equipment may be used to excavate soils to within 6 inches of the buried duct bank. Manual excavation methods must be used to adequately expose the duct bank subject to abatement.
12. All workers within the work area and all equipment operators accessing the work area to disturb asbestos-containing materials shall be certified in accordance with ICR 56-3.2 except for waste haulers (Truck drivers). Lift/backhoe operators shall have an Allied Trades certificates as per 56-3.2(d) at a minimum. Waste Hauler truck operators shall be allowed within the regulated work area for loading of waste and shall remain in their vehicle with the windows up and the ventilation system off while in the work area.
13. No dry disturbance or removal of asbestos material shall be permitted.
14. In addition to the requirement of Subpart 56-4.9(b-c), air monitoring within the work areas shall be conducted daily during abatement and cleaning activities. Two (2) additional daily air samples shall be collected within the work areas in the immediate vicinity of potential disturbance activities. The inside work area air samples shall be collected for each entire workshift with the samples locations being distributed both upwind and downwind of the daily abatement activity

15. All components with ACM shall be removed intact without any disturbance to the ACM matrix during removal operations. If power tools are utilized to aid in unfastening components, the power tools shall be manufacturer equipped with HEPA-exhaust attachment, and shall be utilized as per manufacturer's instructions.
16. If possible, glovebags shall be utilized consistent with ICR 56-8.4 and OSHA 29 CFR 1926.1101, for all cuts/breaks of ACM duct sections.
17. One worker shall continually wet down each duct bank section during removal operations.
18. Once each section of pipe/duct bank is extracted from the trench/ground, a thorough cleaning of all visible ACM pipe debris must be completed in the immediate area.
19. Any observed duct debris will be wet down and immediately containerized or immediately wrapped in two layers of 6 mil, fire retardant plastic sheeting and secured air tight prior to transfer to the appropriate waste container for disposal by appropriate legal method.
20. Nylon slings shall be used to move duct sections of convenient lengths.
21. All removed duct sections must be immediately containerized. All generated waste shall be adequately wet and transported as an asbestos-containing material by appropriate legal methods.
22. In lieu of post-abatement clearance air monitoring, the most recent daily abatement air samples collected during all removals and cleaning operations in the regulated work area, shall be used for comparison with ICR 56-4.11 clearance criteria. All other applicable provisions of ICR 56-4 shall be followed for the duration of the abatement project.
23. All ACM soil/debris removed from site shall be disposed of by appropriate legal method.
24. After removal and cleanings are complete, the Project Monitor shall determine if the area is dry and free of visible asbestos debris. If the area is determined to be acceptable and the most recent daily abatement air sample results meet 56-4.11 clearance criteria, the final dismantling of the site may begin.
25. Prior to transport from the work site, the waste trailer or dumpster will be sealed air, dust and water tight utilizing six-mil plastic, duct tape, and/or expandable foam and then appropriately labeled for transport.

26. Usage of this variance is limited to those asbestos removals identified in this variance or as outlined in the Petitioner's proposal.

In addition to the conditions required by the above specific variances, the Petitioner shall also comply with the following general conditions:


GENERAL CONDITIONS

1. A copy of this DECISION and the Petitioner's proposals shall be conspicuously displayed at the entrance to the personal decontamination enclosure.
2. This DECISION shall apply only to the removal of asbestos-containing materials from the aforementioned areas of the subject premises.
3. The Petitioner shall comply with all other applicable provisions of Industrial Code Rule 56-1 through 56-12.
4. The NYS Department of Labor Engineering Service Unit retains full authority to interpret this variance for compliance herewith and for compliance with Labor Law Article 30. Any deviation to the conditions leading to this variance shall render this variance Null and Void pursuant to 12NYCRR 56-12.2. Any questions regarding the conditions supporting the need for this variance and/or regarding compliance hereto must be directed to the Engineering Services Unit for clarification.
5. This DECISION shall terminate on August 21, 2019.

Date: May 21, 2019

ROBERTA L. REARDON
COMMISSIONER OF LABOR

By


Edward A. Smith, P.E.
Professional Engineer 2 (Industrial)

PREPARED BY: Mark G. Wykes, P.E.
Professional Engineer 1 (Industrial)

REVIEWED BY: Edward A. Smith, P.E.
Professional Engineer 2 (Industrial)

C.T. MALE ASSOCIATES

Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C.

50 Century Hill Drive, Latham, NY 12110
518.786.7400 FAX 518.786.7299 www.ctmale.com



May 17, 2019

Mr. Edward Smith, PE
New York State Department Of Labor
Engineering Services Unit
Building 12, Rm. 154
State Office Campus
Albany, NY 12240

Re: Site-Specific Variance Petition - Incidental Disturbance
New Parking Structure Construction - 758 Albany Shaker Road, Albany, NY

Mr. Smith:

The following is a petition for variance or other relief of the requirements per Industrial Code Rule 56 during incidental disturbance based asbestos abatement activities in the above referenced building.

Incidental Variance Request:

Building: **New Parking Structure (under construction)**
Albany International Airport
Albany Shaker Road
Albany, NY 12211

*Relief of
ICR 56-11.2.
Now*

Similar Variance Requests: Many

Type and approximate quantities of materials scheduled for abatement and affected by variance request:

- Exterior Cement Pipe - 200 Linear Feet (4-6 inch electrical conduit)
This conduit is encased in a 2'x2' concrete duct bank buried outside building (see attached photos).

Other ACM not included in this Variance Petition: NA

Anticipated Variance Closure Date: 8/31/19

Project Description, Requested Relief and Suggested Methods

The Albany Airport Authority in the process of constructing a new parking structure. As part of the construction a building was demolished a while ago, and now

C.T. MALE ASSOCIATES

May 17, 2019

Page - 2

underground services to that building were removed. This included the digging up and removal of a duct bank. It was not discovered that the concrete encased conduit was a cement asbestos product until after the removal was complete and excavations backfilled. Once discovered the duct bank was covered with poly and plans were made to dispose of the material properly.

We propose the following *Remife*

- An ~~OSHA~~ washstation decon ~~area~~ will be placed directly near the duct bank to be removed
- The area shall be made a regulated area using barrier tape and signage.
- The sections shall be lifted using heavy machinery and placed directly into a lined container. Wrapping the sections individually will be difficult due to the size and weight. Any remaining pieces from the break will be collected and bagged. The sections shall be removed and disposed of properly.
- Based on the exterior location of the duct bank and pipe, and that the pipe will not be made friable, ~~we do not suggest air monitoring~~, however a full time Project Monitor will be on site to monitor the above work activity and perform a Final Visual of the holding area for any remaining material.

We do not request specific relief, but to follow the work plan above. ~~request relief as follows:-~~

Please do not hesitate to call me at 786-7480 with any questions or if you need any further information.

Sincerely,

C.T. MALE ASSOCIATES



Michael F. Sawyer
Managing Industrial Hygienist
Petitioner / NYSDOL Designer # AH 88-06552





10065



10/1
APPROVED
with modifications

JUN 12 2019

New York State Dept. of Labor
Engineering Services Unit
Mark S. Wykes, P.E.

Wykes, Mark (LABOR)

From: Sawyer, Mike <m.sawyer@ctmale.com>
Sent: Tuesday, June 04, 2019 4:22 PM
To: Wykes, Mark (LABOR)
Cc: Dippel, Melissa (LABOR); Davidson, Marianne (LABOR)
Subject: Variance Amendment
Attachments: Albany Airport - Parking Structure Duct Bank - NYSDOL Variance 19-0651.pdf

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

Mark

Initially we thought that the portion of removed duct bank that is in the pictures was all that needed to be dealt with, it turns out that there is approximately 50 more linear feet of buried duct bank that will need to be removed. The variance conditions for this are covered in the variance.

The problem we have is that none of the landfills want to take this material in the lengths pictured. The reasoning seems to be that the material is to be buried and the longer lengths tend to stack in such a way that leaves air pockets, contributing to both settling, and in case of a dump fire, increased burning. The landfills don't want to take pieces longer than about 2'x2' feet. That means reducing the length of all the existing pieces.

To this end we propose following the same conditions in the initial variance as far as removal from ground through to placing in lined container for disposal with the changes below.

- The larger pieces removed from the ground will be staged near the pile that exists.
- This would be a regulated area.
- 2 layers of 6 mil poly would be placed on the ground (and will be replaced as torn).
- The edge of the poly dropcloth area will have hay bales or a raised dirt berm to contain water.
- Waste container/truck will be adjacent to the dropcloth area.
- *abeta* All work will be performed wet.
- The certified excavator operator will break the larger pieces into the smaller sizes required by the landfill. This will be performed with either a bucket blade or a grappler, depending on the size of the machine or difficulty in breaking up the pieces. While this is a machine, the actions mimic manual methods, and will not render the material friable, as would a saw.
- After each section is broken, and the larger portions loaded into lined container, smaller remaining pieces will be bagged and placed into the container.
- The dropcloth layers will be replaced as needed.
- At the end, a layer of soil from the area under the dropcloth will be placed in the lined waste container.

Thank you.

Michael F. Sawyer
Managing Industrial Hygienist
Tel 518.786.7480
Cell 518.265.3119
m.sawyer@ctmale.com

C.T. MALE ASSOCIATES, D.P.C.
50 Century Hill Drive
Latham, NY 12110
Tel 518.786.7400
Fax 518.786.7299
<https://protect2.fireeye.com/url?k=c503ccd2-9927cd9b-c50135e7-0cc47aa8d394-b28b0cc6bf70849c&u=http://www.ctmale.com/>

Perimeter Air Sampling:

- 1) In Addition to the requirement of, subpart 162.5b-4.9(a), air monitoring shall be conducted daily at the perimeter of the work area.
- 2) A minimum of two upwind air samples shall be collected. The samples shall be spaced approximately 30 degrees apart from the prevailing wind direction.
- 3) A minimum of three downwind samples shall be collected. The samples shall be equally spaced in a 180 degree arc downwind from the source.
- 4) If more than one shift daily is required to accomplish the work, air monitoring within the work area during abatement shall be performed on each shift.

AGENDA ITEM NO. 4.3

**Selection/Negotiations:
Professional Service Agreement:
Authorization to Negotiate Professional
Engineering Agreement S-1009: Design and
Construction Administration Service for the
Terminal Parking Solar Canopy Improvements**

AGENDA ITEM NO: 4.3
SPECIAL MEETING
DATE: August 26, 2019

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

ACAA Approved
08-26-2019

DEPARTMENT: *Planning and Engineering*

Contact Person: *Stephen Iachetta, AICP, Airport Planner*

PURPOSE OF REQUEST:

Selection/Negotiations:
Professional Service Agreement: *Authorization to Negotiate Professional Engineering Agreement S-1009: Design and Construction Administration Service for the Terminal Parking Solar Canopy Improvements*

CONTRACT AMOUNT: NA

BUDGET INFORMATION:

Anticipated in Current ALB Capital Plan: Yes J No ___ NA
Funding Account No.: CPN 2252

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal 0% State 70% Airport PFC 30%
Term of Funding: 2019-2021
Grant No.: NA; STATE PIN: 1A00.96

JUSTIFICATION:

Authorization is requested to negotiate Contract S-1009 Professional Engineering Services for Design and Construction Administration Service for the Terminal Parking Solar Canopy Improvements Project. The Request for Qualifications was advertised and six engineering firms responded. The Evaluation Committee scored each proposal in accordance with criteria specified in the RFQ. The engineering team of Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C., Stuart-Lynn Company (W/MBE) and S.Y. Kim Surveyor (MBE) received the highest score. The proposed negotiated design and construction administration contract will be scheduled for subsequent Board review. The project is NYSDOT funded with a \$1,400,000 allocation (70%) under Board authorized grant ion aid PIN 1A00.96.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

AGENDA ITEM NO: 4.3
SPECIAL MEETING
DATE: August 26, 2019

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES J NA _____

PROCUREMENT DEPARTMENT APPROVAL:

Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved. YES J NA _____

BACK-UP MATERIAL:

Please refer to the attached RFQ, Evaluation Committee Memo and RFQ submittal.

Steve Iachetta

From: Bobbi Matthews
Sent: Wednesday, August 07, 2019 3:45 PM
To: John A. O'Donnell; John LaClair; John Delbalso; Steve Iachetta
Cc: Kathryn Kane
Subject: Contract #S-1009 Evaluation

Follow Up Flag: Follow up
Flag Status: Flagged

Evaluation Committee:
John O'Donnell
John LaClair
John Delbaso
Steve Iachetta

Highest Possible Score: 400

Results are as follows:

CHA	350
NV5	328
CT Male	339
McLaren	325
Bergman	378
LaBella	334

Therefore, the proposer receiving the highest evaluation score is BERGMAN ASSOCIATES.

*Bobbi Matthews
Purchasing Agent
Albany County Airport Authority
Administration Building, Suite 204
Albany, NY 12211
Phone:(518)242-2213
Fax: (518)242-2640*



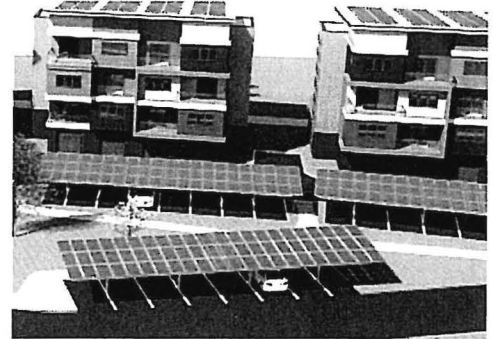
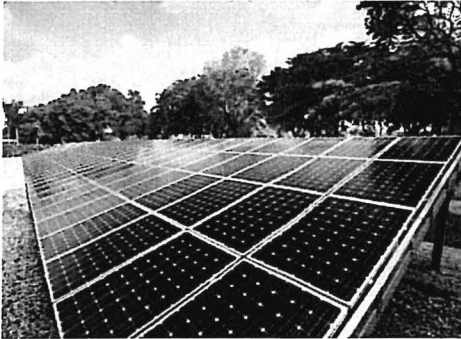
BERGMANN

ARCHITECTS ENGINEERS PLANNERS

QUALIFICATIONS STATEMENT

Design Services for the Terminal Parking Solar Canopy Improvements

CONTRACT# S-1009 | JULY 30, 2019



Gregg E. Ursprung, PE, LEED AP
Contract Manager
Phone: (518) 556-3637
Email: gursprung@bergmannpc.com

Amy Signor, AIA, LEED AP BD+C
Project Manager
Phone: (518) 556-3632
Email: asignor@bergmannpc.com

Office:
2 Winners Circle, Suite 102
Albany, NY 12203

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PAGE 10	PROPOSED DESIGN TEAM
PAGE 15	PROJECT APPROACH
PAGE 19	REQUIRED FORMS



COVER LETTER

July 30, 2019

Ms. Bobbi Matthews, Purchasing Agent
Albany County Airport Authority
Administration Building, Room 204
Albany, NY 12211-1057

Re: Design Services for the Terminal Parking Solar Canopy Improvements | Contract S-1009

Dear Ms. Matthews:

The **Bergmann Team** is excited to submit our qualifications for the Design Services for the Terminal Parking Solar Canopy Improvements, Contract S-1009, and continue our working relationship with the Albany County Airport Authority. We have assembled an extremely qualified team that has the expertise and experience to successfully complete this project in close coordination with the Airport Authority.

Why is our team the right fit to fulfill the Albany County Airport Authority's needs?

We are solar design experts. Bergmann's extensive resume includes a wide variety of solar development projects for a number of different client types across New York State and we are very adept at all project phases from design through construction.

We have identified a comprehensive internal team. We have assembled an extremely qualified team for this project that includes experts in the field of solar design as well as electrical, structural and site/civil engineering. Amy Signor will lead the team as project manager with our in-house certified PV installation expert, Kathleen Connolly. As is evident from our recent work with the ACAA, Bergmann has the desire and ability to work collaboratively with all involved team members to achieve the project goals and objectives.

Our subconsultants add value and are MBE and/or WBE certified. We have included S.Y. Kim, a certified MBE firm, to provide the necessary land surveying and Stuart-Lynn a certified MBE & WBE firm, to provide cost estimating services.

The Bergmann Team appreciates this opportunity and is highly motivated to work closely with the Albany County Airport Authority to achieve a successful outcome on this project. If you have any questions concerning our submission, please do not hesitate to contact us at the numbers or emails provided below.

Sincerely,



Gregg Ursprung, PE, LEED AP
Contract Manager
BERGMANN
2 Winners Circle, Suite 102
Albany, NY 12205
Phone: (518) 556-3637
Email: gursprung@bergmannpc.com



Amy Signor, AIA, LEED AP BD+C
Project Manager
BERGMANN
2 Winners Circle, Suite 102
Albany, NY 12205
Phone: (518) 556-3632
Email: asignor@bergmannpc.com

BUSINESS BACKGROUND

Bergmann is pleased to collaborate with **Stuart-Lynn Company (M/WBE)** and **S.Y. Kim Land Surveyor, PC (MBE)** to provide the Albany County Airport Authority with our qualifications for Contract S-1009 Professional Engineering Services for Terminal Parking Solar Canopy Improvements to enhance the passenger parking experience and produce solar energy.



BERGMANN

For nearly four decades, Bergmann Architects, Engineers and Planners have been delivering results to clients across the United States and Canada. This team of more than 400 professional and technical staff spans the Northeast, Midwest and Atlantic regions. You'll be interacting with design professionals who pride themselves on the highest level of integrity, dependability, ethics and quality of work. We're exceptionally innovative and responsive. Think of Bergmann as an extension of your organization and your trusted advisor. **Your Bergmann team will deliver what we promise, on-time and within budget.** Bergmann is a full service, multi-disciplinary design firm employing some of the most talented practitioners in the industry. Our core business segments include general building design, research and manufacturing, retail, energy, transportation systems, civil works, and community planning. Bergmann connects with partners and communities to create dynamic, creative solutions that will stand the test of time, while promoting environment and functional sustainability. Projects in the Bergmann portfolio range from major buildings and commercial developments to critical transportation infrastructure and community planning.



Stuart-Lynn Company (NYS Certified WBE and MBE)

Stuart-Lynn Company is a construction consulting firm established in 2000 by Breck Perkins and Victoria Cabanos. We provide construction cost estimating and project management services to a wide variety of clients. We represent and support our clients throughout the conceptual, developmental and construction phases of projects. Mr. Perkins has over thirty years of experience and brings extensive knowledge of the construction industry to each assignment. Ms. Cabanos is an architect with over twenty-five years of experience in design, project engineering, construction supervision, and project management. Our integrated understanding of the construction process enables our firm to balance the needs of each project, to achieve its stated functional, programmatic and design goals while optimizing all choices to achieve the best possible result.

Our firm is supported by a team of accomplished estimators and managers with backgrounds that include structural engineering, architectural design and real-world construction trade experience. Using this diversity of knowledge and experience has allowed Stuart-Lynn Company unbridled success in accurately projecting capital needs for challenging designs. We are interactive at an early stage of the design process, enabling us to best assist the project team with aligning the owner's budget and design aspiration. This process, developed and refined over our history, has allowed us to have a deeper understanding of the central design elements and build a detailed cost report early in the plan. Our strategic perspective leads to sound solutions and successful projects delivered on budget and schedule.



S.Y. Kim Land Surveyor, PC (NYS Certified MBE)

S.Y. Kim Land Surveyor, P.C. is located in Albany County and has been in business for 44 years. We have been involved in numerous types of land surveys since 1974 throughout New York State, with the majority of our work performed within 200 miles of the Capital District. We specialize in construction layout and pre-design survey services on Municipal, State and Federally-funded projects. SY Kim Surveyors maintain Union affiliations with I.U.O.E. Local 15D and I.U.O.E. Local 825 Unions.

S.Y. Kim guarantees:

- On schedule completion
- Cost-effective process from beginning to end
- Final product exceeds expectations
- Honesty, integrity, and great value



Provided below is the information requested in Section 5, 5.1, 5.2 and 6.2 of the RFQ.

Bergmann Associates Architects, Engineers, Landscape Architects and Surveyors, DPC has been in business since 2013 under this present business name. Bergmann has been in business for 39 years, beginning in 1980 under the legal name of Bergmann Associates, Inc.

Date of Incorporation or Organization: 1980

State of Incorporation or Organization: New York

President/CEO: Pietro Giovenco, PE
Vice President: Richard Chelotti, PE
Secretary: Jennie M. Muscarella, Esq.
Treasurer: Scott W. Lockwood, CPA

Has your firm ever failed to complete any contract awarded to you? No

Has any officer or partner of your firm or the joint venture or members hereof, if applicable, ever been an officer or partner of another firm that failed to complete a contract? No

Refer to the **Required Forms** section of this Qualifications Submission for Bergmann's three (3) most recent financial statements, our license to conduct business in the State of New York and the Insurance coverage amounts.

Understanding of Specified Scope of Services (6.22)

Refer to the **Project Approach** section of this Qualifications Submission for our understanding of the specified scope of services.

Assurance to Comply with the Airports Rules and Regulations

The Bergmann Team will comply with the Airport's Rules & Regulations.

EEO/MWBE Goals

Refer to the **Experience and Capabilities** section of this Qualifications Submission. We have teamed with Stuart-Lynn Company (M/WBE) and S.Y. Kim Land Surveyor, PC (MBE) to achieve the established goals of 15% Minority and 15% Women Owned Businesses.

Certification of Required Insurance

Please refer to our signed Insurance Affidavit and Insurance document in the **Required Forms** section.

EXPERIENCE AND CAPABILITIES

We believe that you will find Bergmann's expertise delivering this project to be unmatched. Bergmann will complete the work associated with the project as identified in the Request for Qualification Statements (RFQ) utilizing our expertise and our strong partnerships with Stuart-Lynn Company (M/WBE) and S.Y. Kim Land Surveyor, PC (MBE), while maintaining Bergmann's high-quality expectations. Our experience with solar panel and energy design, from ground solar arrays and canopies to full net zero buildings along with working with ACAA on the LPR Site project makes Bergmann uniquely qualified to complete this project.

Our Ability to Meet Project Schedule and Budget

Bergmann is currently working as a subconsultant providing architectural, structural and civil/site services related to the 1000-space parking garage that is currently under construction and has met every deliverable on a very aggressive schedule. The Bergmann team proposed for the Terminal Parking Solar Canopy Improvements project will be lead by Amy Signor, the same Project Manager who led the design for the parking garage renderings, pedestrian bridge and wayfinding. Additionally, we have teamed with S.Y. Kim Land Surveyor, PC for the surveying requirements and Stuart-Lynn Company who has extensive experience with estimating. Our team is committed to apply our experience for a successful outcome on this project.

Personnel and Workload

The Bergmann Team will commit the personnel and equipment necessary to meet the project schedule outlined in the RFQ. As a firm with approximately 400 employees, Bergmann has the resources to provide support as needed on this project and we have a proven track record of meeting project schedules and budgets. Workload is analyzed weekly throughout our offices and staff is allocated as required to keep the project on schedule and budget. With a tremendous depth of staff and resources we have the capabilities to get the job done right and on time.

Project Manager and Key Members

Please see our Organizational Chart and resumes included in this section in this Qualifications Submission.

Affirmative Action Policy Statement and Equal Employment Opportunity

Bergmann is an Equal Opportunity/Affirmative Action Employer. We recognize the importance of providing the most well-versed design team for the project. Bergmann believes that diversity strengthens any design team by adding different perspectives and cultural experiences which can further enhance the design of any project. We have teamed with Stuart-Lynn Company (M/WBE) and S.Y. Kim Land Surveyor, PC (MBE) to achieve the established goals of 15% Minority and 15% Women Owned Businesses.

Knowledge of Regulations and Law

The Bergmann Team is extremely familiar with the regulations of NY State, Albany County and the glare study requirements included in FAA standard form 7460-1 as it relates to the work proposed in this RFQ. Bergmann and our subs are all NY State companies and have completed hundreds of projects within the states, and many projects within Albany County.

Honeywell Building Systems PV Parking Canopy WORCESTER, MA

CLIENT REFERENCE

Honeywell
Alix Orton, Honeywell HBS
Phone: (724) 262-5242

COST:

\$1.5 Million

COMPLETION

2014

HIGHLIGHTS:

- Parking Garage Roof
- Stadium & Golf Course Parking
- PV Feasibility, Engineering Design
- Structural Coordination



DESCRIPTION

Bergmann designed photovoltaic (PV) parking canopies for several sites for the City of Worcester, MA. The canopies were part of a city-wide energy savings performance contract implemented by Honeywell. The sites included: the Green Hill Golf Course, Beaver Brook Park/Foley Stadium, and Police Department Parking Garage. The total connected capacity of the three installations was 1,113 KW.

The project included screen analysis of several sites, feasibility analyses, site-specific design, and structural coordination (for parking garage).

The initial phase of the project involved review of several potential sites throughout the City to determine locations with greatest potential to implement PV. Screening criteria included unobstructed southern views, proximity to host facility power distribution, security, and excess parking capacity. Ultimately, three sites were selected for more detailed analysis.

Selection of canopy configurations were determined by each location's particular attributes. Ultimately, dual inclined canopies were selected for the open lots and long span carport-type for the parking garage.

The parking garage structure was analyzed for the ability to accept the additional loads of the PV canopies. Special emphasis was placed on the impact of torsional wind load to the column supports.

The Westchester, Menlo
Park Mall & The Shops
at Riverside

WHITE PLAINS, NY
EDISON, NJ
HACKENSACK, NJ

CLIENT REFERENCE:

Simon Properties
Curt Hesselink, Regional Director of
Operations
Phone: (918) 252-1446
email: chesseli@simon.com

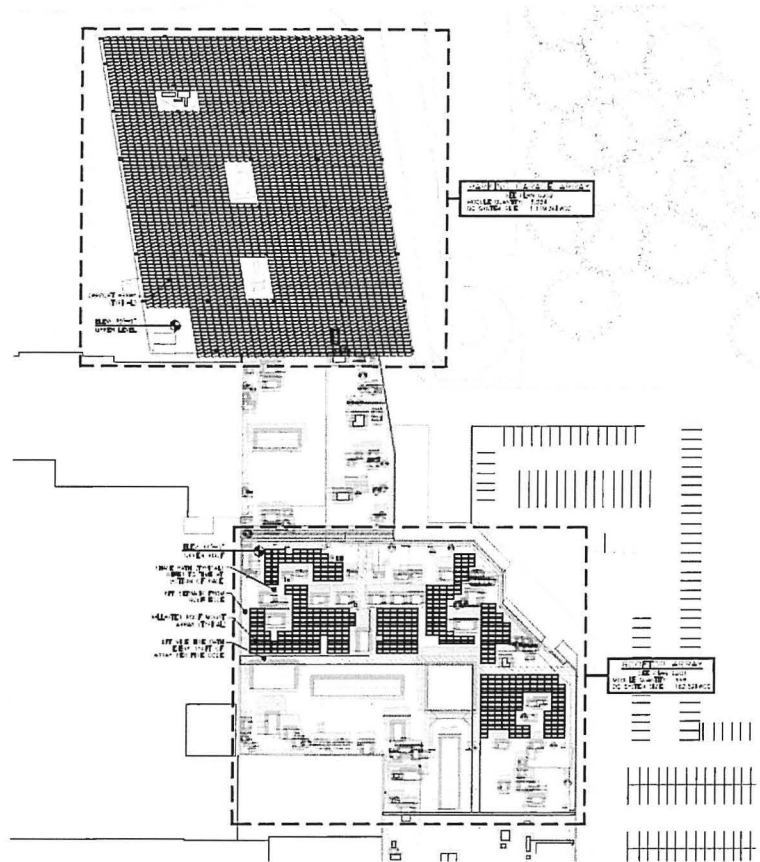
KEY PERSONNEL

- Kathleen Connolly, NABCEP Certified PV
Installation Professional | Bergmann

COMPLETION DATE: 2019

HIGHLIGHTS:

- Code compliance
- Solar photovoltaic system



DESCRIPTION:

Bergmann provided design reviews for three large scale solar photovoltaic systems for Simon Properties, each located at a different shopping facility. These solar photovoltaic systems are being installed to offset the electrical loads onsite at the shopping facilities which will reduce the facilities electric bill each month. The systems sizes on these projects ranged from 400kW to 1.4MW. Two different types of racking systems were used for all projects; roof mounted ballasted and carports. As part of the design review, Bergmann verified that the electrical design was compliant with all applicable codes and proposed solutions where code violations were found. During this review, Bergmann also evaluated the design set for design efficiency and offered suggestions for improvements.

NYS Department of Environmental Conservation Headquarters Roof Replacement

ALBANY, NY

CLIENT

New York State Office of General Services
Kelly Melaragno
518-473-3377
kelly.melaragno@ogs.ny.gov

PROJECT COST

\$1,700,000 estimate

HIGHLIGHTS

- Hazardous Materials Survey
- Multiple Roof Levels totaling 43,500 sq. ft.
- Photovoltaic Panel System
- Exposed Structural Steel Coating
- Mechanical Room Coiling Doors



DESCRIPTION

Bergmann provided Architectural services for the replacement of approximately 43,500 sq. ft. of roofing for the NYS Department of Environmental Conservation's Headquarters, a high-rise building located in downtown Albany. The scope of work included the removing the existing mechanically attached white Hypalon roofing membrane, replacing it with a fully adhered roofing system consisting of rigid board insulation which provided an R-30, cover board for increased durability and a Cold Liquid Applied Roofing Membrane. As part of the roofing work, the structural steel for the existing iconic glass dome will be painted, maintenance doors providing roof access for window washing equipment will be replaced with new insulated steel coiling doors, and the existing photovoltaic panel system will be replaced. To provide increased durability against wear and tear associated with the window washing equipment, stone granules will be embedded in the liquid applied roofing around the perimeter roof areas. The design phase services are in progress with construction anticipated to occur starting July 2018.

The project also included the removal of an existing PV system and replaced it with a more modern and efficient **27 kW PV system** with mini inverters at each panel. New Conductors, conduit and disconnects were designed to connect the new PV system to the existing building infrastructure.



Net-Zero Bank FT. LAUDERDALE, FL

CLIENT

TD Bank
Dave Del Rossi
(856) 220-0959

COMPLETION DATE

2011

AWARDS/CERTIFICATIONS

Certified LEED Platinum

HIGHLIGHTS

- Programming & Planning
- Architecture, Interior & M/E/P Design
- Energy Solutions Design & Commissioning

DESCRIPTION

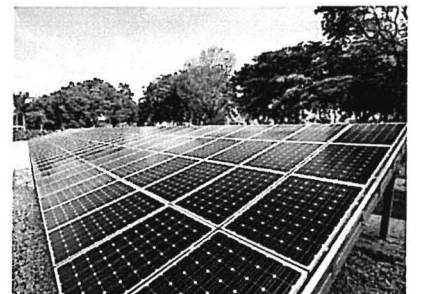
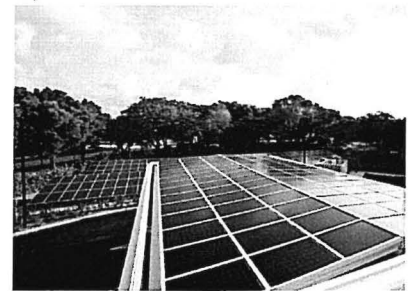
TD Bank's first Net-Zero Energy store is a milestone for the bank as they pursue their goal to be green as the bank's TD logo. The bank was designed by the Energy Solutions Group at Bergmann Associates to produce as much energy as it consumes over a one year period; and the store has proven to be a true Net-Zero building through a rigorous measurement and verification process that occurred throughout the entire 2012 calendar year.

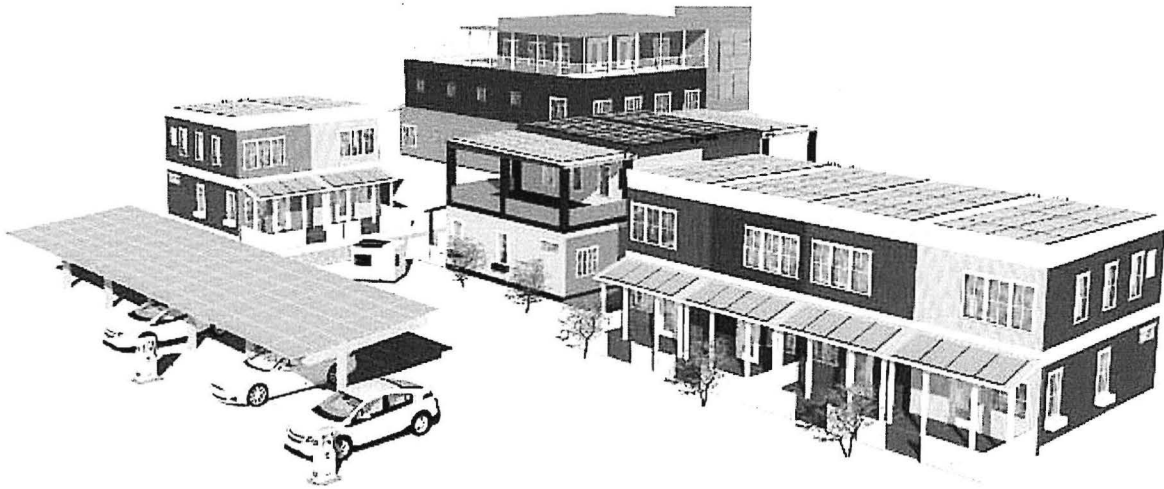
The store incorporates energy-efficient technologies including: LED lighting, natural day-lighting, variable refrigerant flow heat pumps and building system controls to reduce energy consumption by 30% over a traditional bank. Electrical power is generated with over 400 photovoltaic panels mounted on the roof; drive thru canopy and in a ground mounted array.

Bergmann collaborated with TD Bank's Design and Operations groups to analyze plug-loads and develop energy efficiency strategies to achieve the first operating Net-Zero bank in the United States. In addition the store has achieved USGBC's highest certification level of LEED Platinum; and an award for sustainability from the ICSC-Centerbuild Conference.

Measured Results:

In the first year of monitoring, the store generated 111,185 kWh of power while consuming only 106,814 kWh of power and thereby returning 4% of the excess capacity back to the electric power grid.





Lake Tunnel Solar Village GENEVA, NY

CLIENT REFERENCE

The Solar Home Factory
Ryan Wallace
33 Forge Ave., Geneva, NY 14456
Phone: (315) 230-4070

PROJECT COST \$8.5 Million

COMPLETION DATE

Phase 1: 2019 | Phase 2: 2020



HIGHLIGHTS

- 100% Solar Powered Modular Housing Development
- Site/Civil Engineering Design
- Environmental & Permitting
- Landscape Design

DESCRIPTION

The Lake Tunnel Solar Village is a first of its kind project located steps away from Seneca Lake in Downtown Geneva, NY. The Solar Village is a sustainable community that features low maintenance and no heating or electric use bills. The units utilize solar electric and heat pump technology power by photovoltaic panels located on the roofs of the residential units. The development is comprised of 8 solar village townhomes and four condominiums each with 6 individual units.

Bergmann provided topographic and boundary survey, wetland delineation, landscape design and civil/site Engineering for the Solar Village. Efforts included layout of the proposed development including placement of the residential units, parking, traffic circulation patterns, setbacks, required buffers, landscape areas, and other site elements.

Bergmann assisted with obtaining the necessary approvals from the City of Geneva along with all applicable state, federal and utility permits.

TEAM ORGANIZATIONAL CHART



ALBANY COUNTY AIRPORT AUTHORITY



Gregg E. Ursprung, PE, LEED AP
Contract Manager



Amy Signor, AIA, LEED AP BD+C
Project Manager



BERGMANN

SOLAR ENERGY SOLUTIONS

Charles Bertuch, PE, LEED AP, CEM
Principal, Solar Energy Solutions

Kathleen Connolly
NABCEP Certified PV Installation Professional

ELECTRICAL

Nikhil Bodhankar, PE, LC, LEED AP
Principal, Electrical Engineering

Daniel Rusnack, PE, LEED BD+C, LC
Senior Electrical Project Engineer

STRUCTURAL

Michael Tracey, PE
QC | Senior Structural Engineer

Cody Messier, PE, SE
Structural Project Engineer

SITE/CIVIL ENGINEERING

Gregg E. Ursprung, PE, LEED AP
Senior Site/Civil Engineer

Eric C. Redding, PE, LEED AP
Site/Civil Project Engineer

SUBCONSULTANTS

SURVEY



S. Y. Kim Land Surveyor, P.C.
260 Osborne Road
Albany, NY 12211

NYS Certified MBE

Nathan M. Burrows
Chief of Survey

Christopher J. Czerw
Crew Chief/Survey Analyst

COST ESTIMATING



Stuart-Lynn Company
(NYS Certified MBE/WBE)

Victoria Cabanos
Managing Principal

Breck Perkins
Technical Principal

KEY STAFF | RESUMES



Gregg E. Ursprung
PE, LEED AP
Contract Manager
 BERGMANN

Mr. Ursprung is a professional engineer with nearly 40 years experience in project and contract management, planning, engineering design, technical supervision, construction administration, and various environmental and economic analyses. He has the ability to lead a team of professionals and sub-consultants on complex municipal and diverse site development projects and frequently serves as project liaison with regulatory agencies providing an important communication link for coordinating project reviews, approvals and SEQRA compliance. Gregg has been responsible for a broad range of projects in both the private and public sectors, particularly in the area of municipal infrastructure, buildings, and site development.



Amy Signor
AIA, LEED AP BD+C
Project Manager
 BERGMANN

Ms. Signor is passionate about meeting clients' needs, improving the process and developing creative solutions. She has managed a variety of projects and teams, successfully handling multiple projects simultaneously. She understands the fast-paced, evolving business and coordinates with the project team for quick and efficient solutions. Her understanding of the entire project, from documentation to construction, and client expectations allows for seamless coordination on all levels. Her management, design, and technical skills are an asset to any project. Select projects relevant to the Albany Airport Terminal Parking Solar Canopy project include:

- TD Bank - various locations - photovoltaic installation on drive-thru canopies and building.



Charles Bertuch
PE, LEED® AP, CEM
Principal
Solar Energy Solutions
 BERGMANN

Mr. Bertuch has more than 35 years' experience in consulting engineering, specializing in renewable energy, energy efficiency, commissioning and sustainability. As Principal of Bergmann's Energy Solutions Group, he is routinely involved in energy efficiency evaluation, sustainability assessments, technical quality, and staff professional development.

Select projects relevant to the Albany Airport Terminal Parking Solar Canopy project include:

- Project Engineer for a technical evaluation of a proposed 600 KW photovoltaic installation in Warsaw, NY. The analysis included a technical assessment, economic feasibility assessment, market analysis, and a discussion of how the installation would be managed. In addition, a review of current and future electrical requirements was performed.
- Project Engineer for a technical evaluation of a proposed 784 KW photovoltaic installation in Albion, NY.
- Project Manager for design of 8 MW photovoltaic system for a capped landfill in Worcester, MA.
- Project Engineer for design of 54 KW photovoltaic system serving the first Net Zero Energy Bank in Ft. Lauderdale, FL.



Kathleen Connolly
NABCEP Certified Photovoltaic Installation Professional

Ms. Connolly has 5 years experience in the design of renewable energy systems including photovoltaics, wind turbines, and battery storage technology. This includes electrical design, production modeling, site plan design, racking design, utility coordination, permitting and grant applications. She is a graduate with a Professional MS in Sustainable Energy Systems and a BS in Math and Physics. Kathleen is knowledgeable in various modeling software such as PVSyst, Helioscope, SAM, Solmetric, SolarPathfinder, AutoCAD, and Revit.

Select projects relevant to the Albany Airport Terminal Parking Solar Canopy project include:

Community Solar Array | Hilton, New York | Lead Project Engineer. Project engineer responsible for the design, permitting, construction, and commissioning of a 2.7MW ground mounted solar array. This included coordination with the local utility company for the application and requisite approval of the project, along with coordination with NYSERDA, the United States Army Corps of Engineers and the local AHJ. This project was built on an unused farm field so there was no existing electrical or structural systems on site. To interconnect the project a new electrical service and protection system were required to be designed and installed.

PV Plan Set Code Compliance Review | NJ | Lead Design Engineer. Responsible for the compliance review of three separate projects. These projects are all located on large commercial facilities where the on-site PV generation is being used to offset electrical usage. The project sizes varied from 400kW to 1.4MW and needed to be integrated into the existing infrastructure on site which included parking lots and roofs. The compliance review focused on the DC and AC electrical design, verifying the plan sets were inline with NEC requirements and industry best practices. This included verifying module string lengths, conductor, conduit and overcurrent protection sizing, system grounding, and interconnection approach.

Community Solar Arrays | Ontario, New York | Lead Project Engineer. Project engineer responsible for the design, permitting, construction, and commissioning of three separate 200kW ground mounted solar arrays. This included coordination with the local utility company for the application and requisite approval of the project, along with coordination with NYSERDA and the local AHJ. Each site differed in its interconnection method. On one site, a wind turbine was already in operation and the PV system was designed to integrate into the existing electrical infrastructure. The second project was built on an unused farm field so there was no existing electrical or site access roads. Because of this, coordination with the utility and DOT was required. To interconnect the project a new electrical service and protection system were required to be designed and installed. On the third project, a new service was required to interconnect the PV system, and the electric production was used to offset the usage of an onsite facility. The first and third projects were located within a microgrid which required coordination within the electrical designs to make sure the systems were compatible.

PV Feasibility Study | Irondequoit, NY | Lead Project Engineer. Project engineer responsible for the preliminary design and production modeling of multiple carport solar systems. The customer had sites located throughout the area on which they wanted to install carport solar systems in their parking lots. Their sites had varied vehicle usage, so all vehicles types had to be considered when positioning arrays to allow for sufficient site access. The design package encompassed the DC and AC design, equipment layout, racking design, and a production model.



Daniel J. Rusnack
PE, LEED BD+C, LC
Senior Electrical Engineer
 BERGMANN

Mr. Rusnack has 15 years experience and has project managed work in a wide variety of industries. Dan is a Leadership in Energy and Environmental Design (LEED) Accredited Professional which enables him to ensure that sustainable design practices are employed. He is also Lighting Certified (LC) by the National Council on Qualifications for the Lighting Professions (NCQLP) certifying his knowledge in the lighting design industry.

Select projects relevant to the Albany Airport Terminal Parking Solar Canopy project include:

- Albany Airport | COMMUTAIR and BLUEBIRD Hangar Renovation
 Albany, NY | Electrical Engineer of Record
- NYSOGS DEC Headquarters Roof Replacement | State Office Building
 625 Broadway Renovation | Albany, NY
- TD Bank | Various Locations throughout Northeast and FL | Electrical Engineer of Record for design of service entrance equipment, panelboard, Generator connections, receptacles, lighting, telecom, as well as a 15 kW roof mounted solar PV system with roof mounted inverters.



Nikhil Bodhankar
PE, LC, LEED AP
Principal, Electrical
 BERGMANN

Mr. Bodhankar is a LEED Accredited Professional with over 10 years of experience in engineering research, sustainable infrastructure design, and renewable energy. He is President-Elect of the NYS Society of Professional Engineers, Capital District Chapter. Select projects relevant to the Albany Airport Terminal Parking Solar Canopy project include:

- Sayreville Center for Lifelong Learning (LEED Platinum Award)
 Design of 100kW Photovoltaic Array
- Franchere Educational Center Mabee Farm
 Electrical Design of 22.5kW Photovoltaic System
- Town of Esopus, NY | State-of-the-Art Tracking Photovoltaic System
 the largest tracking solar array in New York State

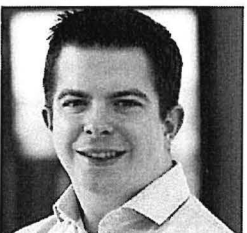


Mike Tracey, PE
Senior Structural Engineer
 BERGMANN

Mr. Tracey has 24 years of experience in structural engineering including new commercial buildings, industrial, health and educational related facilities, as well as large building renovation projects. His experience covers all aspects of the design of structural systems including foundation design, lateral stability analysis and complex computer modeling.

Select projects involving structural canopy work include:

- Rochester Transit Center Bus Shelters
- University at Albany | Campus Center Expansion
- City of Rochester | Public Safety Building
- City of Rome, NY Train Station | Platform Renovations



Cody Messier, PE
Structural Project Engineer
 BERGMANN

Mr. Messier has worked on projects ranging from higher education facility design, science and technology facility design and construction, to government facility design. He most recently served as Structural Engineer for:

- Albany Airport Parking Garage Pedestrian Bridge
- Union College's 142,000 sf Science and Engineering Center in Schenectady, NY, consisting of eight existing buildings and three steel-framed additions. The renovation of the 1960s buildings required extensive analysis and design of a new lateral bracing system as well as stiffening of the floors to bring floor vibrations down to an acceptable level to match the new additions in compliance with industry standards.



Eric Redding
PE, LEED AP
Site/Civil Engineer
BERGMANN

Mr. Redding has 11 years experience in civil engineering. He has designed site development plans for solar, residential, commercial, and industrial developments including master plans, site layout, grading, utilities, stormwater management and erosion/sediment control plans, report writing including Stormwater Pollution Prevention Plans (SWPPP), Drainage and Engineer's reports, and preparation of construction drawings in AutoCAD. He recently designed and permitted two community solar farms (6 MW total) and is currently designing an additional four.

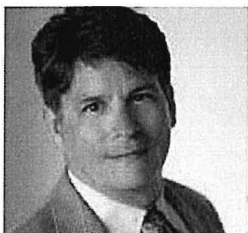
Select recent Solar projects include:

- Middletown C&D Community Solar Farm
Town of Wawayanda, NY
Client: Clean Energy Collective
Capacity: 4 MW
Design Completed Aug. 2018 | Under Construction
- Yorktown Community Solar Farm
Town of Yorktown, NY
Client: Clean Energy Collective
Capacity: 2 MW
Currently in Design
- Phillips Farm Community Solar Farm
Town of East Fishkill, NY
Client: Ameresco
Capacity: 5 MW
Currently in Design
- Gloversville Community Solar Farm
Town of Johnstown, NY
Client: Ameresco
Capacity: 5 MW
Currently in Design



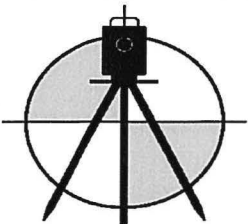
Victoria Cabanos
Managing Principal
Cost Estimating
STUART-LYNN CO.

Ms. Cabanos is a trained architect and construction professional with over 25 years of experience in the construction industry. She has worked on a variety of project types in a diversity of roles, including project architect, production engineer, construction supervisor and project manager. She has managed numerous complex project teams, and has brought essential quality management services to the work, while keeping it firmly on budget and schedule. Her in-depth understanding of and familiarity with all aspects of construction afford her an overview of the work that allows for the best determination of priorities.



Breck Perkins
Technical Principal
Cost Estimating
STUART-LYNN CO.

Mr. Perkins is a veteran construction industry executive with over 35 years experience. He is acutely aware of the on-going necessities of effective project management including continual monitoring of manpower, scheduling and overall cost. His ability to analyze cost-benefit relationships throughout the project, along with his experience in balancing both design considerations and their related expenses, allow him to advise his clients of beneficial alternatives that deliver quality results. His strengths in cost management and construction due diligence are demonstrated in his long track record of accuracy and his many longstanding client relationships.



Eugene Kim
PLS
President/Owner
S.Y. KIM LAND SURVEYOR

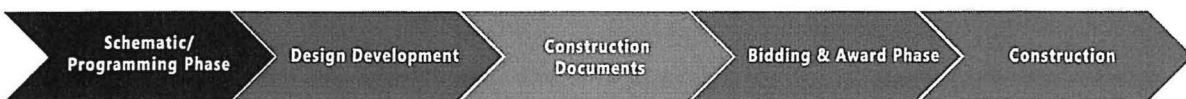
Mr. Kim has 22 years experience in Land Survey and is the President and Owner of S.Y. Kim. He is a member of the Eastern NY Society of Professional Land Surveyors and NY Assoc. of Professional Land Surveyors. He has been involved in numerous types of land surveys throughout New York State, with the majority of work performed within 200 miles of the Capital District. He specializes in construction layout and pre-design survey services on Municipal, State and Federally-funded projects.

PROJECT APPROACH

Project Understanding

The Albany County Airport Authority (ACAA) is seeking statements of qualifications for the Terminal Parking Solar Canopy Improvements project. Areas of land such as the long-term parking lot are perfect candidates for solar photovoltaic systems. Adding a solar photovoltaic canopy to the parking lot allows it to have a dual purpose; long term parking and electrical generation, which allows the land to be used as efficiently as possible. The electrical power that is generated by the solar photovoltaic system can be consumed onsite lowering energy costs, while providing additional benefits such as protection from snow and rain for pedestrians walking below the canopy.

Project Approach and Methodology



Schematic Phase

Bergmann and team will begin by verifying existing conditions on site. These preliminary site visits will include, but not be limited to the following:

- Evaluating the existing electrical infrastructure to identify potential interconnection methods.
- Identify and locate any existing emergency backup power generation on site.
- Evaluating the condition of existing parking lot asphalt.
- Meeting with maintenance staff to understand snow removal processes to identify required spacing and height of carport systems for seamless snowplow navigation
- Identifying any structures on site that may cause shading issues
- Identifying any infrastructure, such as light posts, that may need to be relocated
- Review site lighting and potential for additional lighting under the parking canopies.
- Collecting site photos for production modeling software

Once this data is collected, we will begin evaluating the conceptual site layout to see if modifications should be made to optimize the canopy electrical production, use of materials, and ease of movement around the parking lot. In order to optimize the canopy electrical production, we will utilize production modeling software, such as Helioscope, to educate our decisions. This will include optimizing for tilt, azimuth, homerun lengths and interconnection methods. We will also begin reviewing all local codes and ordinances to identify if any special permitting processes or variances are required.

During this phase, Bergmann and team will produce the following deliverables for Albany County Airport Authority's review:

- Electrical one line including PV module and inverter quantities, DC string sizing, and interconnection approach.
- Preliminary site layout showing canopy footprint and foundation locations
- Preliminary production model
- Major equipment selection including PV modules, inverters, and carport racking system.
- Proposed design for site lighting revisions for safety, security reasons and maintaining existing.
- Proposed locations for electric charging vehicle stations.
- Develop a conceptual phasing plan to minimize impacts on parking during construction.



Design Development and Construction Documents

Upon approval of the schematic design, we will begin the Design Development Phase of work. This Phase will focus on progressing the approved Schematic Design and the development of the various application packages required for permitting and electric utility approval. This phase will lead into development of the construction documents.

To receive input and feedback throughout the design we will provide a progress set deliverable at 70% Design Development of our construction documents. This allows for comments to be addressed and keep the schedule moving without waiting for a completed set of documents. At each milestone our in-house estimator will submit an estimate of probable construction costs. We will incorporate final design development comments from the town along with any bidder questions into the final Construction Document set.

Tasks that will occur during design development include:

- Conduct a more detailed Code review specific to the approved schematic design option.
- Development of plans and details as appropriate.
- Development of electrical system plans with details including Photovoltaic system, Power design, lighting design and technical specifications.
- Develop a detailed construction phasing plan to minimize impacts on parking.
- Outline specifications for facility systems and materials.
- Attend review meetings (max. 2) with the ACAA and others.
- Provide Estimate of Construction Cost for review.

Tasks that will occur during final contract document preparation include:

- Develop final building plans and details.
- Development of final electrical system plans with details including Photovoltaic system, Power design, lighting design and technical specifications.
- Divisions 0 & 1 specifications (front end) including:
 - Bidding Forms and requirements
 - Draft Contract Agreement
 - General Conditions & Insurance Requirements
 - NYSDOL prevailing wage rates.
 - NYS WICKS Law requirements for multiple prime contracts.
 - Standard ACAA requirements.
- Provide Estimate of Probable Construction Cost for review.
- Attend review meetings with ACAA and others (max 2).

Permitting & Utility Coordination

Bergmann will prepare and assist with submission of all required permits and approvals through the design and construction of the canopy. This includes coordination with the electric utility company to receive preliminary and final interconnection approval for the solar photovoltaic canopy. Because of the proposed size of this project, we believe a CESIR (Coordinated Electric System Interconnection Review) may be required by the electric utility to receive preliminary approval. If so, this can extend the interconnection process as the utility has 60 business days to complete the report. Bergmann will monitor the utilities progress and respond to any requests or technical questions they may have during this period. After the completion of the installation, the Senior Electrical Engineer on the project will complete a site visit during the final witness testing of the system, should the utility request one for the project to receive final interconnection approval.

Bidding & Construction Administration

Bergmann will assist the ACAA during the multiple-prime construction bid process. Services anticipated during this phase include: responding to RFI bid questions, issuing addenda and supplemental drawings as needed to clarify



the contract documents, attending a pre-bid conference meeting with prospective bidders, attending the public bid opening, and assisting ACAA and the Construction Manager in assessing bid results and provide recommendation of award.

Once construction has commenced, Bergmann will respond to any Requests for Information (RFIs), review and approve shop drawings, product data, samples and other submittals, review and sign payment applications and return to ACAA for issuance, attend construction meetings and/or perform site visits (two per month, during construction) to ensure contract compliance. We will coordinate with the contractor to approve any Change Orders and work to limit the amount or level of changes requested.

Once construction is completed, Bergmann will provide a punch list inspection at substantial completion and issue a punch list to be completed by the Contractors. Bergmann will also provide a final inspection of the work in accordance to the contract documents and assist with the Building Permit Closeout process.

Potential Problem Areas and Proposed Mitigation

Solar photovoltaic systems have lifespans of 25+ years, and because of their longevity, it is important site and building maintenance staff are comfortable with the system and involved during the planning and design process. While planning the system, it is important to fully understand the site and maintenance processes in places to verify the system will not interfere with any of them. One area of particular concern is snow removal. Canopy structures can cause many headaches for maintenance professionals if they are not designed properly. Snowplows require large turning radiuses and vertical clearance to be able to lift the plow head while navigating around the parking lot. Because of this, we suggest reevaluating the conceptual site layout to verify spacing between solar canopies are sufficient for snowplow navigation.

Another potential problem area is the visual impact of canopies. Whenever installing a solar photovoltaic system it is important to understand the impact of this system in respect to glare. While solar photovoltaic systems inherently are designed to absorb light rather than reflect it, there are situations in which a glare or glint can be produced. Because of this, we suggest performing a glare study which evaluates the systems impact throughout the course of the year to make sure this system will not introduce an unsafe situation for pilots due to added glare or glint occurrences on site.

Proposed Milestone Schedule

Design Schedule	2019												2020																											
	August			September			October			November			December			January			February			March			April			May			June			July						
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	
Schematic/Existing Condition Phase: 3 weeks																																								
Design Development/CD Phase: 5 weeks																																								
ACAA Review: 2 weeks																																								
Permitting & Utility Coordination																																								
Bidding Phase and Contract Award: 3 weeks																																								
Construction Administration Phase: 14 weeks																																								

Summary

The Bergmann team, along with Stuart-Lynn Company and SY Kim, are dedicated to meeting the needs of the Albany County Airport Authority for the proposed solar photovoltaic canopy system and car charging units. We are extremely enthusiastic about the opportunity to design a system that integrates clean energy generation so well into the existing infrastructure on site. Our team has the expertise, direct experience, and talent required to exceed all project expectations.



We have the staff availability to ensure we stay on schedule and our project manager will ensure all aspects of the project remain on budget. We intend to exceed your expectations in providing a well-prepared, thoughtful design solution.

Proposed Hourly Rates

Bergmann's proposed maximum hourly rates by title for 2019 are as follows:

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
Principal/Practice Leader	\$195
Contract Manager	\$175
Sr. Project Manager	\$170
Project Manager	\$150
Sr. Engineer	\$150
Assistant Project Manager	\$135
Sr. Designer (Engineer)	\$135
Project Engineer	\$120
Designer (Engineer)	\$105
Administrative Assistant	\$67
Intern	\$52

Stuart-Lynn Company proposed maximum hourly rates by title for 2019 are as follows:

<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
Principal	\$285
Director	\$260
Sr. Associate	\$240
Associate	\$210
Administrative & Bookkeeping	\$120

S.Y. Kim Land Surveyor P.C.'s proposed maximum hourly rates by title for 2019 are as follows:

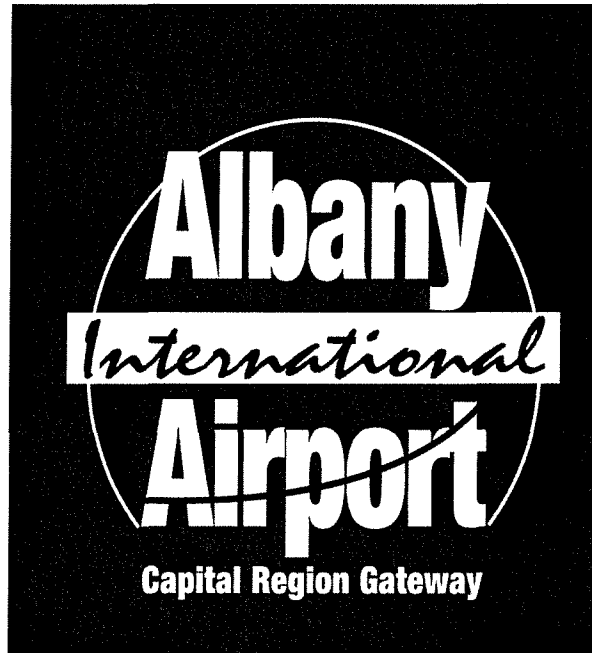
<u>DESCRIPTION</u>	<u>HOURLY RATE</u>
Office L.S. (Principal)	\$105
2-man Field	\$245
1-man Field	\$145
Office (CAD)	\$85

REQUIRED FORMS

1. Bergmann's License to Practice in the State of New York
2. Section IV: Schedule "A" Consultant's Response
3. Qualification Acknowledgment Form
4. Non-Collusion Affidavit
5. Insurance Requirement Affidavit
6. Corporation Statement
7. Partnership Statement
8. Joint Venture Statement
9. Financial Information
10. Work Force Composition
11. Form A: MBE/WBE/SDVOB Utilization Plan

ALBANY COUNTY AIRPORT AUTHORITY

**737 Albany Shaker Road
Administration Building, Suite 204
Albany, NY 12211-1057**



REQUEST FOR QUALIFICATION STATEMENTS

Terminal Parking Solar Canopy Improvements

**Professional Engineering Services
Contract S-1009**

NYSDOT PIN 1A00.96

**Issue Date
Return Date:**

**June 27, 2019
July 18, 2019 @ 1:00 PM**

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ALBANY COUNTY AIRPORT AUTHORITY REQUEST FOR QUALIFICATIONS: PROFESSIONAL ENGINEERING SERVICES CONTRACT S-1009

- I. Notice of Request for Qualifications**
- II. Request for Qualifications**
- III. Sample Professional Services Agreement**
- IV. Schedule "A"
Consultant's Response**

ALBANY COUNTY AIRPORT AUTHORITY

Terminal Parking Solar Canopy Improvements

Professional Engineering Services

Contract# S-1009

SECTION I: NOTICE FOR REQUEST FOR STATEMENT OF QUALIFICATIONS

This Request for Qualifications (RFQ) is intended to identify qualifications for Professional Engineering Services to provide all necessary professional engineering, planning and project management services related to completion of the Terminal Parking Solar Canopy Improvements for the Albany County Airport Authority (ACAA) at the Albany International Airport (ALB). The formal Requests for Qualifications ("RFQ") will be available **June 27, 2019**, at the Albany County Airport Authority, Purchasing Office, Administration Building, Suite 204, Albany, New York 12211-1057, telephone number (518) 242-2214 and facsimile (518) 242-2640. No response will be considered unless the organization making the response has first obtained a copy of the RFQ. Specific details of the qualifications and scope of services are provided in the RFQ.

Participation by Minority and Women Business Enterprises is encouraged.

The response to this RFQ must be received no later than **July 18, 2019 at 1:00 p.m.**, at the Albany County Airport Authority Purchasing Office.

The Authority reserves the right to reject any or all qualifications, in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive, or conditional qualifications.

Qualification statements received in the Authority Purchasing Office after the submission deadline shall be returned unopened and will be considered void and unacceptable. The Airport Authority is not responsible for lateness of mail, carriers, etc., and the date/time stamp clock in the Purchasing Department shall be the official time of receipt.

ALBANY COUNTY AIRPORT AUTHORITY
Terminal Parking Solar Canopy Improvements

Professional Engineering Services
Contract S-1009

SECTION II: REQUEST FOR QUALIFICATIONS

1.0 INSTRUCTIONS TO RESPONDENTS:

The Albany County Airport Authority (“Authority”) is seeking professional engineering qualification statements with hourly rates by staffing title for the Terminal Parking Solar Canopy Improvements at the Albany International Airport.

The Consultant shall conduct its work in accordance with applicable Federal, State and local laws and regulations. Where approvals by Federal, State or Local bodies or agencies are necessary, the Consultant shall identify such approvals and assist the Authority in obtaining same.

Furthermore, the Consultant shall perform in a manner consistent with all existing legal agreements and leases at the Airport. Where variances to existing agreements or leases may be recommended, ample justification shall be provided. Airport Counsel will provide access to existing agreements and leases, as well as interpretations thereof and assessments of possible amendments as may be necessary as a result of the Contractor’s work.

In response to this RFQ, the Consultant may define, from its perspective, a more specific scope of services that will achieve the Authority’s objectives based upon procedures and methods as approved by the Authority. The Authority reserves the right to modify, amend, or waive any provision of this RFQ, prior to letting of a contract for contracting services.

Any interpretation, correction or change to this Request for Qualifications will be made by addenda. Sole issuing authority of addenda shall be vested in the Purchasing Agent as entrusted by the Albany County Airport Authority. Addenda will be mailed to all who are known to have received a copy of the Request for Qualifications. Respondents shall acknowledge receipt of all addenda.

All questions concerning this RFQ shall be submitted in writing to Purchasing Agent, Bobbi Matthews at the above address, by email to bmatthews@albanyairport.com and interpretations and responses will be addressed to all respondents as addenda to the RFQ. Respondents are advised to refrain from requesting information in any manner other than as specified herein. Questions should be submitted in writing at least 72 hours prior to the due date and time to allow for a thorough response.

The Authority is extremely appreciative of the time and effort you must expend to submit a response. We would appreciate your informing us of any requirements of this RFQ which may have influenced your decision to "NO OFFER". If, however, you choose to "NO OFFER" this service and wish to remain on list for other services, please state the particular service under which you wish to be classified.

2.0 PROJECT MANAGEMENT AND ORGANIZATIONAL STRUCTURE:

- 2.1 The **ALBANY COUNTY AIRPORT AUTHORITY**, is a body corporate and politic constituting a public benefit corporation established and existing pursuant to the Albany County Airport Authority Act enacted by Chapter 686 of the laws of 1993 and set forth in Title 32 of the New York Public Authorities Law, having offices at the Administration Building, 2nd Floor, Albany International Airport, Albany, NY, 12211-1057.

The County of Albany (the "County") is the owner of the Albany International Airport located in the Town of Colonie, County of Albany, State of New York.

The County and the Authority have entered into an Airport Lease Agreement, effective as of May 16, 1996, for a term of forty (40) years, whereby the Authority has the exclusive right to operate, maintain and improve the Airport and do anything else permitted by law, subject only to the restrictions and conditions stated in such Airport Lease Agreement and in accordance with applicable law.

3.0 PROJECT SCOPE OF WORK

The Albany County Airport Authority is hereby requesting statements of qualifications from firms with Civil Site, Electrical/Solar Photovoltaic and parking canopy structural experience. The scope of work includes all necessary professional engineering, design, planning and project management service related to the complete design, bid phase and construction administration for proposed Terminal surface parking solar canopy improvements for the Albany County Airport Authority (ACAA) at Albany International Airport (ALB). Construction Inspection Services to be billed on a time and material basis are not included in this RFQ scope.

The following represents the scope of work for the proposed Terminal Parking Solar Canopy Improvement Project. Primary work items for the project are as follows:

Construction of a new approximately 46,000 SF photovoltaic solar canopy array in the terminal long term parking lot as shown in Exhibit A-concept layout. The project will produce solar energy and provide a weather protective cover for enhanced pedestrian and vehicle access.

Installation of electric vehicle charging stations (select number to be determined) to support electric/hybrid vehicles is included. New conduit and wiring, including circuit homeruns, associated with affected terminal parking canopy areas as noted in the attached concept layout plan Exhibit A. Provide new cables and new conduit as required. The new cable installation shall include homerun wiring and all necessary connections.

Other Related Items

1. Provide Temporary Wiring and necessary provisions to maintain surface parking street-lighting circuits affected by proposed construction
2. All work shall be in accordance with the New York Fire Prevention and Building Code (latest edition) and applicable statutes.
3. Deliverables include complete technical specifications as required for competitive bidding of construction, Engineers Estimate of Probable Cost, Maintenance and Protection of Traffic; SF 7460-1 Air Space Impact Analysis if a crane is required above the height prescribed in FAR Part 77 and associated documents in the formats specified by the Airport Authority and in the latest published Federal Aviation Administration Advisory Circulars.
4. The Consultant will submit weekly project status reports to the Airport Authority that are acceptable to the New York State Department of Transportation (NYSDOT). The report will contain progress photos, updates and any significant issues with the project including deviations from the planned schedule.
5. The Consultant will participate in a Project Kick-off Meeting held at the airport, and prepare a summary of the meeting and distribute the summary to all attendees.
6. The Consultant will submit a full copy of digital as-built record drawings to the Airport at the completion of the project.

The total preliminary total project budget is approximately \$2,000,000 as a pre-engineering estimate as programmed for NYSDOT funding under PIN 1A00.96.

All deliverable documents shall conform to current Federal Aviation Administration Advisory Circular guidance and requirements available online at www.faa.gov.

The engineering project scope and schedule will include:

- Programming and Project Review
- Existing Conditions Recordation
- Bid Document Review
- Estimates and Schedules

Tentative Schedule: Approval - two (2) weeks

Responding firms are requested to provide a proposed project approach narrative and milestone schedule.

The Authority, where applicable, will make available all existing record data, drawings of original construction, contractual or legal agreements and subsequent modifications as may be applicable to the project.

4.0 PROJECT SCHEDULE

The following milestone schedule includes key dates on the award of a contract for, and performance of, the specified services. The Authority reserves the right to modify this schedule; whereupon, notice will be issued as an addendum to this RFQ.

4.1 Schedule:

The following schedule is anticipated:

Advertise/Release RFQ:	June 27, 2019
Return Date	July 18, 2019 1:00 PM
Evaluation of Qualifications:	by July 22, 2019

Prior to the award of contract, the Authority shall establish with the Consultant a detailed work schedule for the performance of services.

5.0 CONSULTANT QUALIFICATIONS:

In response to this RFQ, respondents shall structure their response to the requirements as specified hereinafter. The Authority will consider these factors in the evaluation of each response. Incomplete Qualification Statements shall be rejected, and the Authority is under no obligation to request, nor obtain additional information than as presented in response to these requirements.

5.1 BUSINESS BACKGROUND:

5.1.1 The number of years your firm has been in business under its present business name.

5.1.2 Please answer the following:

5.1.2.1 Date of Incorporation or Organization

5.1.2.2 State of Incorporation or Organization

5.1.2.3 Names:

- 5.1.2.3.1** President/CEO
- 5.1.2.3.2** Vice President
- 5.1.2.3.3** Secretary or Clerk
- 5.1.2.3.4** Treasurer

- 5.1.3** Has your firm ever failed to complete any contract awarded to you? If so, state when, where, and why.
- 5.1.4** Has any officer or partner of your firm or the joint venture or members hereof, if applicable, ever been an officer or partner of another firm that failed to complete a contract? If so, state the circumstances.
- 5.1.5** Respondents shall submit three (3) most recent past year's financial statements with their response. Audited financial statements are not mandatory. If respondent's firm does, however, have audited statements, please include a copy with your response.
- 5.1.6** Attach any other information or conditions concerning your business background which you desire to present.

5.2 EXPERIENCE AND CAPABILITIES:

- 5.2.1** Recent experience on projects similar to the one being proposed. Identify previous client contacts with addresses and telephone numbers. Identify key personnel responsible for those projects.
 - 5.2.1.1** List five similar completed projects with name, address, and telephone number of clients for reference.
- 5.2.2** Ability to complete recent projects on time and within budget. To be qualified for consideration the Consultant must have successful experience in the application of its proposed methods and systems at a commercial airport of the size and nature of, or larger than, the Albany International Airport.
- 5.2.3** Availability of qualified personnel and necessary equipment to provide the services within schedule. Discuss current work load and percentage of resources available to this project.
- 5.2.4** Provide the name of your project manager and key members of your

proposed team in an organizational chart which complements your project approach statement. Provide resumes of the above personnel indicating their education, experience and certification/registration(s).

5.2.5 Provide your Affirmative Action Policy Statement and evidence of compliance with Equal Employment Opportunity and Disadvantaged Business Enterprise goals on recent projects undertaken.

5.2.5.1 The percentage of work to be performed by MBE/WBE's.

5.2.6 Identification of knowledge of regulations and laws of New York State and County of Albany.

5.2.7 Certifications

5.2.7.1 Certification of Professional Registration in the State of New York.

5.2.7.2 Certification of required insurance as specified in the proposed Agreement.

6.0 CONTRACTOR'S RESPONSE:

All responses meeting the intent of this Request for Qualifications will be considered for award. By offering substitutions, respondent shall state exceptions in the section pertaining to that area. Exceptions or substitutions, if accepted, must meet or exceed the stated intent of the RFQ. The absence of such a list shall indicate that the respondent has not taken exceptions and shall obligate the respondent to perform in strict accordance with the RFQ and contract. The Authority reserves the right to accept any or none of the exception(s) or substitution(s) as deemed to be in the best interest of the Airport. The Contractor shall demonstrate that proposed exceptions or substitutions are equal to the specifications herein.

6.1 PROJECT APPROACH:

6.1.1 Demonstration of knowledge and understanding of the Scope of Services and the current environment in which services will be performed.

6.1.2 Based upon the specified scope of services, provide a work program to satisfy the requirements of the Authority. Explain the approach to be utilized in accomplishing the work required within the time frame permitted.

6.1.3 Identify and certify the availability of personnel, equipment, and other

resources to perform the scope of services.

6.1.4 Identify any potential problem areas and proposed mitigation.

6.1.5. State the level of priority this project will have within the firm from project commencement to completion.

6.2 CERTIFICATIONS:

In response to this RFQ, respondents shall certify in their submittals the following:

6.2.1 Incorporation or license to conduct business in the State of New York;

6.2.2 Understanding of and agreement with, the sufficiency of the specified scope of services to achieve the Authority's objectives;

6.2.3 Assurance to comply with the Airport's Rules and Regulations;

6.2.4 Intent to comply with the Airport EEO and MWBE policies and plans, copies available for review at the Airport Authority Offices. The percentage of work to be performed by certified MWBE's is an established goal of 15% Minority and 15% Woman Owned Businesses. Copies of the complete Plan are available upon request to the Authority's Purchasing Office. A list of certified MWBE's may be obtained from the MWBE/M/WBE Office at the Albany County Airport Authority by contacting the MWBE/M/WBE Liaison Officer, Ellen Addington at EAddington@albanyairport.com or (518) 242-2210. See Form A, Section IV.

Bidders are encouraged to make a good faith effort in working toward the attainment of the above goals.

6.2.5 Evidence of availability of, or the intent to procure, required insurance as specified, in the attached Contractual Agreement. Respondents shall complete and submit the Insurance Requirement Affidavit, as attached.

7.0 EVALUATION PROCEDURE:

7.1 The Authority will designate an evaluation committee to review Qualifications Statement. This Committee will consist of personnel selected by the Airport Authority's Executive Office.

7.2 The Committee shall evaluate the Respondent's qualifications submitted for compliance with this RFQ.

7.3 The following criteria will be utilized in the evaluation of qualifications and the referenced weighted values will be utilized to rank respondents.

7.3.1 Pertinent Experience of Consultant (28 Points)

7.3.1.1 Recent Experience in Projects that are Similar in Nature to the Albany International Airport.

7.3.1.2 Capability to Perform Work

7.3.1.3 Demonstrated Experience in Specialized Areas of Design

7.3.1.4 Experience and Demonstrated Positive Response to Value-Engineering Studies

7.3.2 Proposed Design Team Organization (27 points)

7.3.2.1 Qualifications of Team Members, as having experience with Qualified Team Structure

7.3.2.2 Key Personnel's Professional Background, Leadership, and Expertise and relationship to the Project

7.3.2.3 Proposed Design Team Composition to Cost Effectively and Responsively Accomplish the Project

7.3.3 Project Approach (20 points)

7.3.3.1 Interest in Undertaking the Project

7.3.3.2 Understanding of the Project's Potential Problems and Unique Characteristics

7.3.3.3 Capability to Blend Aesthetic and Function while Accomplishing the Basic Requirements of Airport Facilities

7.3.4 Past Performance (15 points)

7.3.4.1 Reputation for Personal and Professional Integrity and Competence

7.3.4.2 Ability to Meet Schedules and Budgets

7.3.4.3 Quality of Projects Previously Undertaken by Respondent

7.3.5 Work Load (5 points)

7.3.5.1 Current and Projected Work Loads Allow for a Timely Response to the Project.

7.3.6 NYS Minority and Women Owned Business Participation (5 points)

7.3.6.1 Demonstration of Consultant's good faith efforts to achieve M/WBE goals and review of Consultant's utilization plan.

Total Points - 100

7.4 Where necessary, respondents may be required to interview with the appropriate Committee of the Authority.

7.5 Based upon the evaluation, the Airport Authority shall recommend award of contract to the Authority for approval.

8.0 AWARD OF CONTRACT

8.1 Award will be made to the most qualified respondent.

8.2 Upon authorization, the contract will be executed on behalf of the Authority by the Chairman.

8.3 Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated, budgeted, or otherwise unavailable to the Authority for payment. The Authority will immediately notify the respondent of such occurrence, and the Agreement shall terminate on the last day of the fiscal period for which appropriations were made, without penalty or expense to the Authority of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.

9.0 SUBMISSION OF QUALIFICATIONS

9.1 Direct one original and 5 copies of the response in a sealed envelope, labeled: **"Professional Engineering Services Contract #S-1009"**

to the attention of:

Albany County Airport Authority Purchasing Department
Albany County Airport Authority
737 Albany Shaker Road
Administration Building, Suite 204
Albany International Airport
Albany, NY 12211-1057

- 9.2 Deadline: 1:00 p.m., July 18, 2019**
- 9.3** Each submittal must be bound in 8-1/2" X 11" plain paper, not to exceed 20 pages including the cover letter. Do not include company brochures. This page limit does not include financial statements or other required documents.
- 9.4 Late Responses:** Qualification Statements received in the Airport Purchasing Office after the submission deadline shall be returned unopened and will be considered void and unacceptable. The Airport Authority is not responsible for lateness of mail, carriers, etc., and the date/time stamp clock in the Purchasing Department shall be the official time of receipt.
- 9.5** A response may not be withdrawn or canceled by the respondent for a period of ninety (90) days following the date designated for the receipt of response and respondent so agrees to this condition upon submittal of their response.
- 9.6** Qualifications shall be received and acknowledged only so as to avoid disclosure of the contents to competing respondents and kept secret during the evaluation/negotiation process. However, all qualifications shall be open for public inspection after the contract is awarded. Trade secrets and confidential information contained in the response and so identified will be treated as confidential by the Authority to the extent allowable in the Freedom of Information Law.

All questions or comments regarding this request may be submitted in writing to:

Ms. Bobbi Matthews, Purchasing Agent, Albany County Airport Authority, 737 Albany Shaker Road, Administration Building, Room 204, Albany, New York 12211-1057, by email: bmatthews@albanyairport.com, or facsimile (518) 242-2640.

SECTION III

****SAMPLE PROFESSIONAL SERVICES AGREEMENT****
BETWEEN THE

ALBANY COUNTY AIRPORT AUTHORITY
AND
XXXXXXXX

FOR THE
XXXXXXXXXXXXXXXXXXXX
AT THE ALBANY INTERNATIONAL AIRPORT

CONTRACT NO. XXXXXXXX

THIS AGREEMENT is made and entered into effective the _ day of XXXXXX , 201___, by and between the **ALBANY COUNTY AIRPORT AUTHORITY** (the "Authority"), a body corporate and politic constituting a public benefit corporation established and existing pursuant to the Albany County Airport Authority Act enacted by Chapter 686 of the laws of 1993 and set forth in Title 32 of the New York Public Authorities Law, having offices at 737 Albany Shaker Road, Administration Building, Room 200, Albany International Airport, Albany, NY, 12211 and XXXXXXX, (the "Consultant"), a **New York Corporation** having its office and principal place of business at XXXXXXX.

RECITALS

1. The County of Albany (the County) is the owner of the Albany International Airport (the Airport), located in the Town of Colonie, County of Albany, State of New York.
2. The County and the Authority have entered into an Airport Lease Agreement, effective as of May 16, 1996, for a term of forty (40) years, whereby the AUTHORITY has the exclusive right to operate, maintain and improve the Airport and do anything else permitted by law, subject only to the restrictions and conditions stated in such Airport Lease Agreement and in accordance with applicable law.
3. The Consultant has heretofore submitted a proposal, dated XXXXXXX, for the project entitled XXXXXXX.
4. The Authority has negotiated a scope of work with the Consultant as described herein.
5. This Agreement had been duly authorized by the Albany County Airport Authority by resolution adopted on XXXXXXX.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

ARTICLE I - SERVICES TO BE PERFORMED

The Consultant shall perform the services hereinafter set forth under Article II, entitled ~~A~~Scope of Work during the period from execution of this Agreement until completion of the work, as described in Article XIII, hereof.

ARTICLE II - SCOPE OF WORK

The Authority agrees to and hereby does retain and employ the service of the Consultant because of its ability and reputation, and the Consultant agrees to perform such service of said project being particularly described in the Scope of Work, attached as **SCHEDULE "A"** hereto, and made a part hereof.

ARTICLE III - FEES

In consideration of the terms and obligations of this Agreement, the Authority agrees to pay and the Consultant agrees to accept as full compensation for all services rendered under this Agreement those costs for work actually performed in accordance with the "Fee Schedule" attached as SCHEDULE "B" hereto, and made a part hereof.

Consultant's fees in the aggregate shall not exceed _____ .

Payment of fees shall be made upon proper completion of a Claim Form by the Consultant. The Claim Form is set forth at the end of Schedule "B", Fee Schedule. Payment by the Authority to the Consultant shall be due and payable within thirty (30) days of receipt of a complete, accurate and acceptable Claim Form by the Authority. The Authority shall retain five percent (5%) of each payment until 100% completion of the work by Consultant. Upon completion of 100% of the work by the Consultant, and acceptance of such work by the Authority, the Consultant shall be entitled to any amounts retained by the Authority hereunder.

ARTICLE IV - AVAILABLE DATA

All technical or other data relative to the work in the possession of the Authority or in possession of the Consultant shall be made available to either party without expense.

ARTICLE V - COOPERATION

The Consultant shall cooperate with representatives, agents and employees of the Authority and the Authority shall cooperate with the Consultant to the end that work may proceed expeditiously and economically.

ARTICLE VI - EXTRA WORK

If the Consultant is of the opinion that any work the Consultant has been directed to perform is beyond the scope of this Agreement and constitutes Extra Work, the Consultant shall promptly notify the Authority in writing of the fact. The Authority shall be the sole judge as to whether or not such work is in fact beyond the scope of this Agreement and whether or not it constitutes Extra Work. In the event that the Authority determines in writing that such work does constitute Extra Work, it shall provide extra compensation to the Consultant on a negotiated basis.

ARTICLE VII - ACCOUNTING RECORDS

Proper and full accounting records shall be maintained by the Consultant, which records shall clearly identify the costs of the work performed under this Agreement. Such records shall be subject to periodic and final audit by the Authority upon request. Such records shall be accessible to the Authority for a period of six (6) years following the date of final payment by the Authority to the Consultant for the performance of the work contemplated herein.

ARTICLE VIII - ASSIGNMENTS

The Consultant specifically agrees as required by Section 109 of the New York General Municipal Law that the Consultant is prohibited from assigning, transferring, conveying, sub-contracting, or otherwise disposing of this Agreement, or of Consultant's right, title or interest therein without the previous consent, in writing, of the Authority.

ARTICLE IX - OWNERSHIP OF MATERIALS

All rights, titles and ownership in and to all materials prepared under the provision of this Agreement shall be in the Authority including the right of republication.

ARTICLE X - INDEPENDENT CONTRACTOR

The Consultant, in accordance with its status as an independent contractor, covenants and agrees that it will conduct itself consistent with such status, that it will neither hold itself out as, nor claim to be an agent, employee, or otherwise of the Authority by reason hereof, and that it will not, by reason hereof, make for itself, its representatives, or employees, any claim, demand or application to or for any right or privilege applicable to an agent, employee, or otherwise of the Authority, including, but not limited to Workman's Compensation coverage, Unemployment Insurance benefits, Social Security coverage, or Retirement membership or credit.

ARTICLE XI - INDEMNIFICATION

The Consultant shall indemnify and save harmless the Authority, its employees and agents, including the County of Albany, the Federal Aviation Administration, the State of New York and AFCO AvPORTS Management, LLC, from and against all claims, damages, losses and expenses (including, without limitation, reasonable attorney's fees) arising out of, or in consequence of, any negligent act or omission or intentional act of the Consultant, to the extent of their responsibility for such claims, damages, losses and expenses and to the fullest extent as possible by law.

ARTICLE XII - INSURANCE

The CONSULTANT shall procure and maintain at its own expense and without direct expense to the AUTHORITY until final acceptance by the AUTHORITY of the services covered

by this Agreement, insurance policies of the kinds and the amounts hereafter provided, issued by insurance companies **licensed** by New York State and having an **A.M. Best rating of "A" or better**, covering all operations under this Agreement, whether performed by the CONSULTANT or by sub-contractors. Before commencing the work, the CONSULTANT shall furnish the AUTHORITY a certificate or certificates, in a form satisfactory to the AUTHORITY, showing that it has complied with these requirements, which certificate or certificates shall provide that the policies shall be automatically renewed and not be materially changed or canceled until thirty (30) days written notice has been mailed to the AUTHORITY. Certificates which contain a provision or reservation in the cancellation clause that the issuing company will endeavor to mail thirty (30) days notice to the certificate holder, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives, or similar conditional notice of cancellation provisions, will not be accepted by the AUTHORITY.

(a) The kinds and amounts of insurance required are as follows: (CONSULTANT'S sub-contractors and subconsultants shall procure and maintain the same insurance as applicable.)

1. Workers Compensation and Employers Liability Insurance: A policy or policies providing protection for Employees of the CONSULTANT or subcontractor in the event of job-related injuries as required by law.

Coverage A: Statutory

Coverage B: Bodily Injury by Accident	\$1,000,000	each accident
Bodily Injury by Disease	\$1,000,000	policy limit
Bodily Injury by Disease	\$1,000,000	each

employee

2. Automobile Liability Policies including coverage for any owned automobile(s), hired automobile(s) and non-owned automobile(s), shall be furnished with limits of not less than:

Liability For Bodily Injury & Property Damage Combined Single Limit	\$5,000,000
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3. General Liability Insurance: Commercial General Liability (Occurrence Form) including contractual, personal injury, premises/products and completed operations liability, explosion, collapse and underground and broad form property damage and shall cover all operations and shall be furnished with limits of not less than:

Liability For Bodily Injury & Property Damage Combined Single Limit	\$5,000,000
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The general liability insurance required must include contractual liability insurance applicable to CONSULTANT'S obligations under this Agreement. Provide a list of all endorsed exclusions, if any. CONSULTANT shall maintain products/completed operations coverage for the duration of this Agreement and for a minimum of three years after completion of all services covered by this Agreement.

4. Professional Liability Insurance: CONSULTANT shall maintain a Professional Liability policy throughout the duration of this Agreement and agrees to maintain the policy for a minimum of three years after completion of all services covered by this Agreement.

Limit \$5,000,000 Each Claim

If the policy has an annual aggregate limit, CONSULTANT shall immediately notify the AUTHORITY of any and all claims which have or may be charged against such limit.

The above specified limits may be met through either primary or excess coverage policies, provided that any excess coverage is written on a following form basis and it is at least as broad as the underlying policies and that any deductible or retention amount does not exceed \$25,000 or 10% (in total), whichever is less, of the required liability limits. The AUTHORITY may accept policies with coverage, exclusions or liability limits different than those specified above when such policies, in the sole judgment of the AUTHORITY, will provide satisfactory protection to the AUTHORITY.

The policies specified above, except for Professional Liability, Workers Compensation and Disability Benefits, shall be endorsed to include the **ALBANY COUNTY AIRPORT AUTHORITY AND ITS AGENT, AFCO AvPORTS Management, LLC, THE COUNTY OF ALBANY, THE FEDERAL AVIATION ADMINISTRATION, and THE STATE OF NEW YORK**, and any other substituted or additional agents the AUTHORITY may hire, as additional insureds, as respects services performed by the CONSULTANT and all policies shall include a provision restricting the right of the insurer to cancel or materially change such coverage except upon thirty days' written notice to AUTHORITY. Certificates evidencing the coverage of the additional insureds a copy of the policy endorsement that adds the requested entities as Additional Insureds, or that section of the General Liability policy that provides for automatic coverage for Additional Insureds when it is required under the terms of a written contract shall be delivered to AUTHORITY prior to performing any services under this Agreement.

If the Project involves on-site construction-phase services by the CONSULTANT, construction contractors shall be required to provide (or AUTHORITY may provide) Owner's Protective Liability insurance naming the **ALBANY COUNTY AIRPORT AUTHORITY, AND ITS AGENT, AFCO AvPORTS Management, LLC, THE COUNTY OF ALBANY, THE FEDERAL AVIATION ADMINISTRATION, and THE STATE OF NEW YORK** and any other substituted and additional consultants the AUTHORITY may retain as named insureds and the CONSULTANT as an additional insured on the construction contractor's liability insurance policies covering claims for personal injuries and property damage.

- (b) The policy or policies covering the obligations of the CONSULTANT, set forth in subparagraph (a)(1) above, shall be in accordance with the provisions of any applicable Workers Compensation or Disability Benefits Law, including for the State of New York, Chapter 41, Laws of 1914, as amended, known as the Workers Compensation Law, and amendments thereto, and Chapter 600 of the Laws of 1949, as amended, known as the Disability Benefits Law. This

Agreement shall be void and of no effect unless the CONSULTANT procures such policy or policies and maintains the same in force during the term of this Agreement.

- (c) If AUTHORITY has any objection to the coverage afforded by or other provisions of the insurance required to be purchased and maintained by CONSULTANT in accordance with paragraph (a) on the basis of its not complying with this Agreement, the AUTHORITY will notify CONSULTANT in writing thereof within thirty (30) days of the date of delivery of such certificates to the AUTHORITY. CONSULTANT will provide such additional information in respect of insurance provided by CONSULTANT as the AUTHORITY may reasonably request. Failure of AUTHORITY to give any such notice of objection within the time provided shall constitute acceptance of such insurance as carried by the CONSULTANT as complying with this Agreement.

ARTICLE XIII - TERMINATION OF CONTRACT

The Parties agree that the service set forth under Article II - "Scope of Work" of this Agreement shall commence upon execution of the Agreement and will continue in effect until completed.

The Authority shall have the right at any time to terminate this Agreement without cause, provided that thirty (30) days written notice of such termination is given in advance by the party terminating the contract. In the event this Agreement is terminated, the Consultant shall be entitled to full compensation, as allowed for herein, for all work previously authorized and performed pursuant to this Agreement. This Agreement can be terminated on twenty four (24) hours written notice or termination for cause and compensation to Consultant will be on quantum meruit less any back charges or damages sustained or to be sustained by the Authority.

Suspension or Termination of Performance

- (A) Authority may at any time, and for any reason, direct architect to stop architect's services under this agreement for a period of time. This direction must be in writing and must specify the period during which the services are to be stopped. Consultant shall resume services on the date specified in the direction, or on any other date owner subsequently specifies in writing. The period during which services are stopped is deemed to be added to the time fixed for performance. Stoppage of services under this Section shall not give rise to any claim against owner.
- (B) In the event that:
 - (a) For any reason or through any cause, consultant fails to complete performance within the time fixed for performance under this agreement;
 - (b) Grounds for cancellation of the agreement under this section arise;
 - (c) Consultant otherwise defaults under this agreement;
 - (d) Authority gives consultant written notice that in its opinion, the conduct of consultant is such that the interests of owner are likely to be impaired or prejudiced, stating the facts on which the opinion is based;

then authority may, on written notice to consultant, immediately terminate this agreement for cause.

- (C) Nothing in this Section is to be construed to relieve consultant from any liability and/or damages sustained by authority as a result of any breach by consultant of this agreement, and payment by authority to consultant of any monies pursuant to this section does not bar owner from any and all remedies it may otherwise have against consultant for any failure of consultant to perform its services in accordance with this agreement.
- (D) Authority is not required to pay consultant under this section until consultant has satisfactorily completed the services required to be performed to the agreed point of suspension of termination.
- (E) Payment by owner to consultant of any monies pursuant to this Section does not bar owner from any and all remedies it may otherwise have against consultant for any failure of consultant to perform its services in accordance with this agreement.
- (F) If this agreement is terminated for any reason, consultant, prior to any payment to consultant pursuant to this section, shall deliver to authority the complete set of all original drawings prepared to the date of termination. Authority is entitled to use the ideas and designs contained in this agreement for the completion of the project; in the event of termination of this agreement or upon completion of the project, authority may, at all times, retain the originals of all such drawings, originals of renderings, special art work, or models. All drawings, plans, specifications, rendering and models, etc. are the property of authority. They are not to be used by any person other than authority on other projects unless expressly authorized by owner. Consultant is not responsible for any work that has not been completed as of the date of termination under this agreement.

ARTICLE XIV - DELIVERY OF RECORDS

In the event of the termination of this Agreement, as provided in ARTICLE XIII, hereof, all data and records pertaining to the Agreement shall be delivered within twenty (20) days to the Authority or its duly authorized representative. In case of failure of the Consultant to make such delivery on demand, then and in that event, the Consultant shall be liable to the Authority for any damages it may sustain by reason thereof.

ARTICLE XV - DISSOLUTION

In the event of dissolution of the Consultant during the existence of this Agreement, the Consultant shall give thirty (30) days notice in writing to the Authority in advance of such dissolution.

ARTICLE XVI - LICENSES

The Consultant shall at all times obtain and maintain all licenses required by New York State to perform the services required under this Agreement.

ARTICLE XVII - NON-DISCRIMINATION REQUIREMENT

In accordance with Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal Statutory and constitutional non-discrimination provisions, the Consultant agrees that it shall not, by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any person who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Agreement.

ARTICLE XVIII - NON-APPROPRIATIONS CLAUSE

Notwithstanding anything contained herein to the contrary, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise unavailable to the Authority for payment, the Authority will immediately notify the Consultant of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the Authority of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.

ARTICLE XIX - APPLICABLE LAW

This Agreement shall be construed for all purposes under the laws of the State of New York. Any litigation pursuant to this Agreement shall be in the Supreme Court of the State of New York in the County of Albany.

ARTICLE XX – MANDATORY FEDERAL CONTRACT PROVISIONS

Federal laws and regulations prescribe that certain provisions be included in certain contracts. The provisions set forth in Appendix B are attached hereto and made a part hereof.

ARTICLE XX - NOTICE

All notices and documents required to be given or made by the Consultant pursuant to this Agreement shall be given or made to:

Albany County Airport Authority
Chief Executive Officer
Albany International Airport
737 Albany Shaker Road
Administration Bldg. Room 200
Albany, NY 12211

All notices and documents to be given or made by the Authority pursuant to this Agreement shall be given or made to: XXXXXXXX

ARTICLE XXI - INVALID PROVISIONS

It is further expressly understood and agreed by and between the parties hereto that in the event any covenant, condition or provision herein contained is held to be invalid by any court or competent jurisdiction, the invalidity of such covenant, condition or provision shall in no way affect any other covenant, condition or provision herein contained; provided, however, that the invalidity of any such covenant, condition or provision does not materially prejudice either

Authority or Consultant in their respective rights and obligations contained in the valid covenants, conditions or provisions in this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed by the Authority, acting by and through the Chairman of the Authority, and the Consultant, by and through a duly authorized officer has executed this Agreement effective the day and year first above written.

ALBANY COUNTY AIRPORT AUTHORITY

BY: _____
Chairman

XXXXXXXXXXXX

BY: _____

XXXXXXXXXXXXXXXXXXXX

STATE OF NEW YORK)
) ss.:
COUNTY OF ALBANY)

On the _____ day of _____, 20____, before me personally appeared DAVID E. LANGDON, to me known, to be the person who executed the above instrument, who, being duly sworn, did depose and say that he resides in the County of Albany, that he is the Chairman of the Albany County Airport Authority, the public benefit corporation described in, and which executed the foregoing instrument in the name of the Albany County Airport Authority pursuant to a resolution adopted by the Albany County Airport Authority on ; and that he signed his name thereto by like authorization.

Notary Public

STATE OF ALBANY)
) ss.:
COUNTY OF ALBANY)

On this _____ day of _____, 20____, before me personally came _____, to me known, who, being duly sworn, did depose and say that he resides in _____ County, that he is a _____ of _____, the partnership described in, and which executed the within instrument.

Notary Public

STATE OF)
) ss.:
COUNTY OF)

On this _____ day of _____, 20____, before me personally came _____, to me known, who being by me duly sworn, did depose and say that he/she resides in _____ County, that he/she is the _____ of _____, the corporation described in, and which executed the within instrument; that he/she knows the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was affixed by order to the Board of Directors of said corporation; and that he/she signed his/her name thereto by like order.

Notary Public

SCHEDULE "A"
SCOPE OF WORK

SAMPLE SERVICE AGREEMENT

SECTION IV: SCHEDULE "A" CONSULTANT'S RESPONSE

OFFERER/BIDDER/PROPOSER'S AFFIRMATION OF UNDERSTANDING OF AND AGREEMENT PURSUANT TO STATE FINANCE LAW §139-j(3) and §139-j(6)(b)

Contract No.: S-1009

Contract Name: Terminal Parking Solar Canopy Improvements Professional Engineering Services

Pursuant to State Finance Law §§139-j and 139-k (attached), this Solicitation/Invitation for Bid/Request for Proposal includes and imposes certain restrictions on communications between the Authority and an offerer/bidder during the procurement process. An offerer/bidder/proposer is restricted from making contacts from the earliest notice of intent to solicit offers through final award and approval of the contract by the Authority ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). Designated staff, as of the date hereof, is identified in the Solicitation/Invitation for Bid/Request for Proposal for the contract referenced above. Authority employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the offerer/bidder/proposer pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a 4 year period, the offerer/bidder/proposer is debarred from obtaining governmental procurement contracts. Further information about these requirements can be found by examining the New York State Procurement Lobbying Law.

Offerer affirms that it understands and agrees to comply with the procedures of the Authority relative to permissible Contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

Signature: _____ Date: _____

Name: _____

Title: _____

Contractor Name: _____

Contractor Address: _____

QUALIFICATION ACKNOWLEDGMENT FORM

The proposers acknowledge that he/she has carefully examined the RFQ, the attached Agreement draft and the proposed location/s for his proposed operation/s.

The proposer warrants that if qualifications are accepted, he will contract with the Albany County Albany Authority the form of an Agreement substantially in the form attached and comply with the requirements of the RFQ and the executed Agreement. Proposer agrees to deliver an executed Agreement to the Albany County Airport Authority within fourteen (14) calendar days of receiving the tendered Agreement from the Authority.

I, the undersigned, guarantee our qualifications meet or exceed specifications contained in the RFQ document. Any exceptions are described in detail and all requested information has been submitted as requested.

I affirm that I have read and understand all the provisions and conditions as set forth in this RFQ. Our firm will comply with all provisions and conditions as specified, unless specifically noted as an exception with our Qualifications.

I also affirm that I am duly authorized to execute the Agreement contemplated herein; that this company, corporation, firm, partnership, or individual has not prepared these Qualifications in collusion with any other proposer.

Name of Proposer: _____

Signature of Authorized Person: _____

Title: _____

Business Address of Proposer: _____

Business Phone Number: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 200____.

NON-COLLUSION AFFIDAVIT

Authorized officer: Proposer's qualifications containing statements, letters, etc., shall be signed in the qualifications by a duly authorized officer of the company whose signature is binding on the qualifications.

The undersigned offers and agrees to furnish all of the items/services upon which qualifications are stated in the accompanying proposal. The period of acceptance of this proposal will be _____ calendar days from the date of the acknowledgment. (Period of acceptance will be ninety (90) calendar days unless otherwise indicated by proponent).

STATE OF _____ COUNTY OF _____

BEFORE ME, the undersigned authority, a Notary Public in and for the State of _____ on this day personally appeared _____ who after being by me duly sworn did depose and say: I, _____ am a duly authorized officer of/agent for and have been duly authorized to execute the foregoing on behalf of the said _____
_____.

I hereby certify that the foregoing offer has not been prepared in collusion with any other proponent or other person or persons engaged in the same line of business prior to the official opening of this proposal. Further, I certify that the proponent is not now, nor has been for the past six (6) months, directly or indirectly concerned in any pool or agreement or combination, to control the type of services/commodities offered, or to influence any person or persons to offer or not to offer thereon.

By submission of these qualifications, each proponent and each person signing on behalf of any proponent certifies and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury that to the best of his knowledge and belief:

- A. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such prices with any other proponent or with any competitor;
- B. Unless otherwise required by law, the prices which have been quoted in this qualification have not been knowingly disclosed by the proponent and will not knowingly be disclosed by the proponent prior to the opening, directly or indirectly to any other proponent or to any competitor; and,
- C. No attempt has been made or will be made by the proponent to induce any other person, partnership or corporation to submit or not to submit qualifications for the purpose of restricting competition.

Name and Address of Proponent: _____

Telephone and Fax Numbers: _____

By: _____ Name & Title _____

Signature

SUBSCRIBED AND SWORN to before me by the above-named on this _____ day of
20__ .

Notary Public in and for the State of New York

INSURANCE REQUIREMENT AFFIDAVIT

To be completed by appropriate insurance agent:

I, the undersigned agent, certify that the insurance requirements contained in this qualifications document have been reviewed by me with the below identified offerer. If the below identified offerer is awarded this contract by Albany County Airport Authority, I will be able, within ten (10) days after offerer is notified of such award, to furnish a valid insurance certificate to the Airport meeting all of the requirements contained in this contract.

Agent: _____
Signature Agent

Name of Insurance Carriers: _____

Address of Agency: _____

Phone Number Where
Agent May Be Contacted: _____

Offerer's Name (Print or Type) _____

SUBSCRIBED AND SWORN to before me by the above named on this
day of _____, 200 .

Notary Public in and for
State of New York

CORPORATION STATEMENT

IF A CORPORATION, answer the following:

1. When incorporated?

2. Where incorporated?

3. Is the corporation authorized to do business in New York?

_____ Yes _____ No

If New York is not state of incorporation:

- A. Address of the registered office in New York:

- B. Name of registered agent in New York at such office:

- C. Attach Certificate of Authority to transact business in New York.

4. The Corporation is held: _____ Publicly _____ Privately

5. Furnish the name, title, and address of each officer, director, and shareholders of the corporation's issued stock:

Officer's Name	Address	Position	%
----------------	---------	----------	---

Director's Name	Address	Principal Business Affiliation Other Than Proposer's Directorship
------------------------	----------------	--

Principal Shareholders	Address	Percentage Ownership
-----------------------------------	----------------	---------------------------------

PARTNERSHIP STATEMENT

IF A PARTNERSHIP, answer the following:

- 1. Date of Organization? _____
- 2. General Partnership _____ Limited Partnership _____
- 3. Partnership Agreement Recorded? _____ Yes _____ No
Date: _____

Book: _____

Page: _____

County: _____

- 4. Has the Partnership done business in New York?
Yes _____ No _____ When? _____
- 5. Name, address, and partnership share of each general or limited partner:

Name	Address	Percent Of Share Partner	General Limited
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

JOINT VENTURE STATEMENT

IF A JOINT VENTURE, answer the following:

1. Date of Organization? _____

2. Joint Venture Agreement Recorded? _____ Yes _____ No

3. Has the Joint Venture done business in New York State? ___ Yes ___ No
When? _____

4. Name and address and percent ownership of each Joint Venture.

Name	Address	Percentage & Ownership
------	---------	------------------------------

ALL PROPOSALS - FINANCIAL INFORMATION

A. Financial Statements

Proponents shall attached a Balance Sheet and Income Statement prepared in accordance with Generally Accepted Accounting Principles (GAAP) for the most current year-to-date period, together with a copy of the Proponent's most recent fiscal year Financial Statements, audited by a Certified Public Accountant or firm of Certified Public Accountants, including the auditor's opinion thereon.

B. Surety Information

1. Have you, or any entity you have had an ownership interest in, ever had a bond or surety canceled or forfeited? Yes () No ()

2. If Yes, state the name of the bonding company, date, amount of the bond and the reason for such cancellation or forfeiture

C. Bankruptcy Information

1. Have you, or any entity you have had an ownership interest in, ever filed a petition for bankruptcy, or been declared bankrupt? Yes () No ()

2. If Yes, state the name of the entity, date, amount of the filed or declared bankruptcy

D. County of Albany and any Affiliated Entity

1. Have you ever entered into an agreement with the County of Albany or any affiliated entity? Yes () No ()

2. If Yes, identify the agreement(s), its purpose, and its term.

3. Have you ever been sent a default notice concerning any such agreement(s)? Yes () No () If Yes, please explain

WORK FORCE COMPOSITION

Name of Firm **Phone Number**

Address **City** **State** **Zip Code**

Name & Title of Authorized Executive

Full Time Employees	Total # of Employees	White	American Indian	Black	Hispanic	Other (*)
	Male / Female	M/F	M/F	M/F	M/F	M/F
Admin & Manager						
Professional						
Technical						
Sales Workers						
Office Workers						
Semiskilled Workers						
Unskilled Workers						
Apprentices						
Seasonal Temporary						
Part Time						
TOTAL						

***Use Additional Sheets To Identify The Ethnicity Of Employees Identified In This Category.**

Remarks: _____

CONSULTANT' CERTIFICATION

The above information is true and complete to the best of my knowledge and belief. I further understand and agree that if awarded the contract, this certification shall be attached thereto and become a part thereof.

Name & Title of Signer: _____

Signature: _____ Date: _____

Section IV: Form A



**FORM A
ALBANY COUNTY AIRPORT AUTHORITY
MBE/WBE/SDVOB UTILIZATION PLAN
FOR NON-FEDERALLY FUNDED PROJECTS**

ACAA Contract No. _____ Award Date: _____ Agreement/Contract Value: _____

Contractor: _____ Primary Contact: _____

Address: _____

Phone: _____ Fax: _____ E-Mail: _____

Goals: MBE 15% and WBE 15% combined and SDVOB 0% (As specified in project advertisement and/or documents)

Subcontractor Name and Address	Federal ID No.	Dollar Value of Contract or Purchase Order	Description of Work Or Supplies	Subcontractor/Supplier Schedule	
				Start Date	Completion Date
Check One: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOB			Check One: <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier		
Check One: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOB			Check One: <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier		
Check One: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDBOB			Check One: <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier		
Check One: <input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDVOB			Check One: <input type="checkbox"/> Subcontractor <input type="checkbox"/> Supplier		

In accordance with the Authority's Contract Documents and Executive Law Article 15-A, my firm seriously expects to use NYS certified MBE/WBE/SDVOB certified firms listed above. The Contractor shall request approval of any changes to this plan from the ACAA DBE Liaison Officer.

Company Officer's Signature

Date

(Print Name)

Title

M/WBE Liaison Officer

Date

ALBANY COUNTY AIRPORT AUTHORITY
ADDENDUM
Number 1

DATE: June 27, 2019

CONTRACT # **S-1009**
Professional Engineering Services for Terminal Parking Solar
Canopy

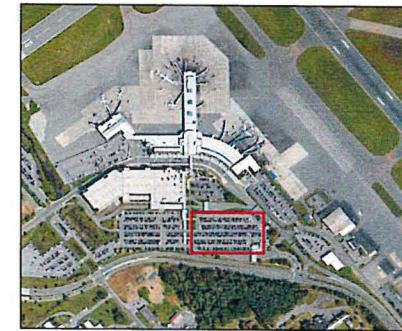
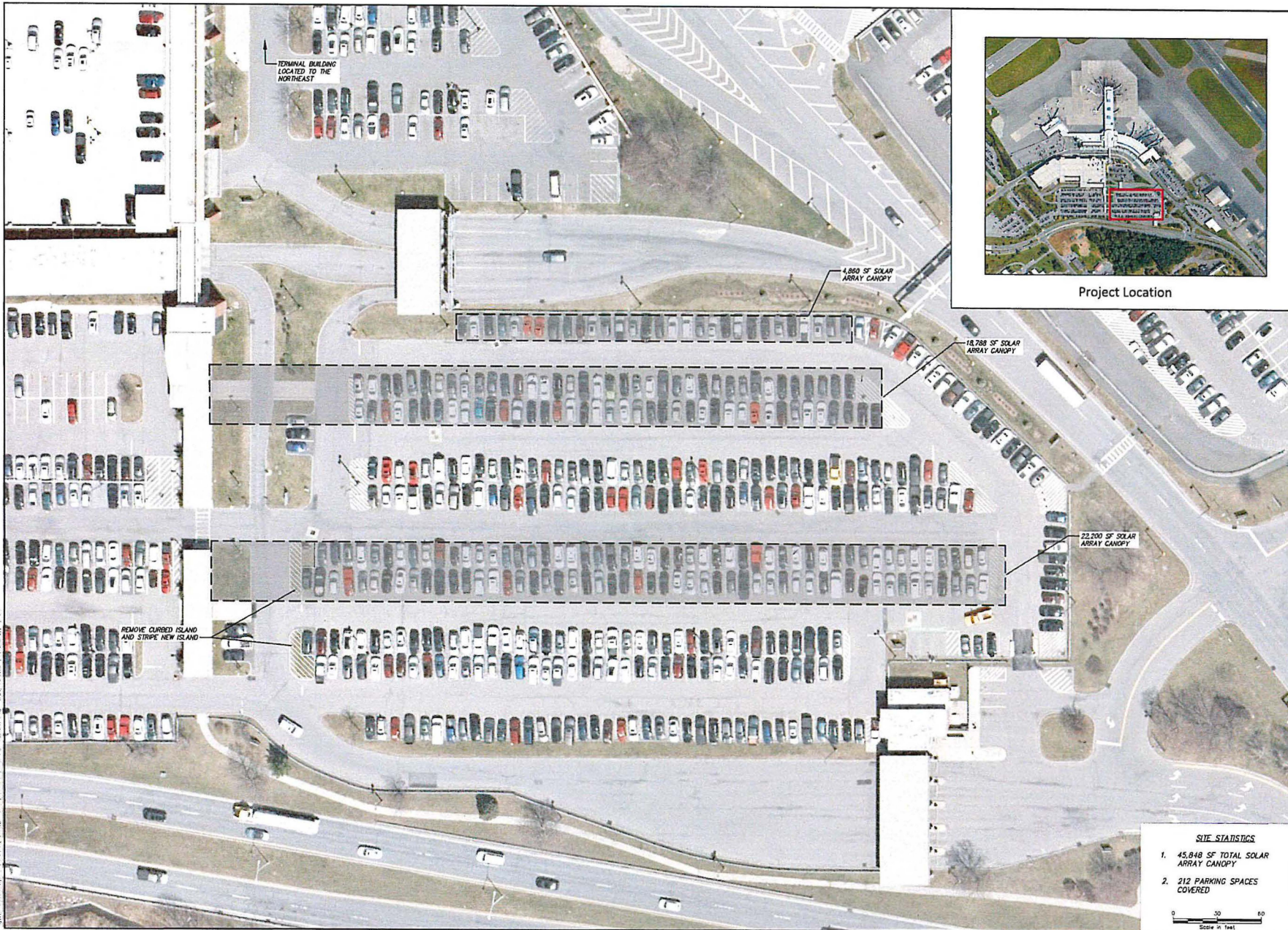
The following addendum shall be added to the original bid documents.

.....

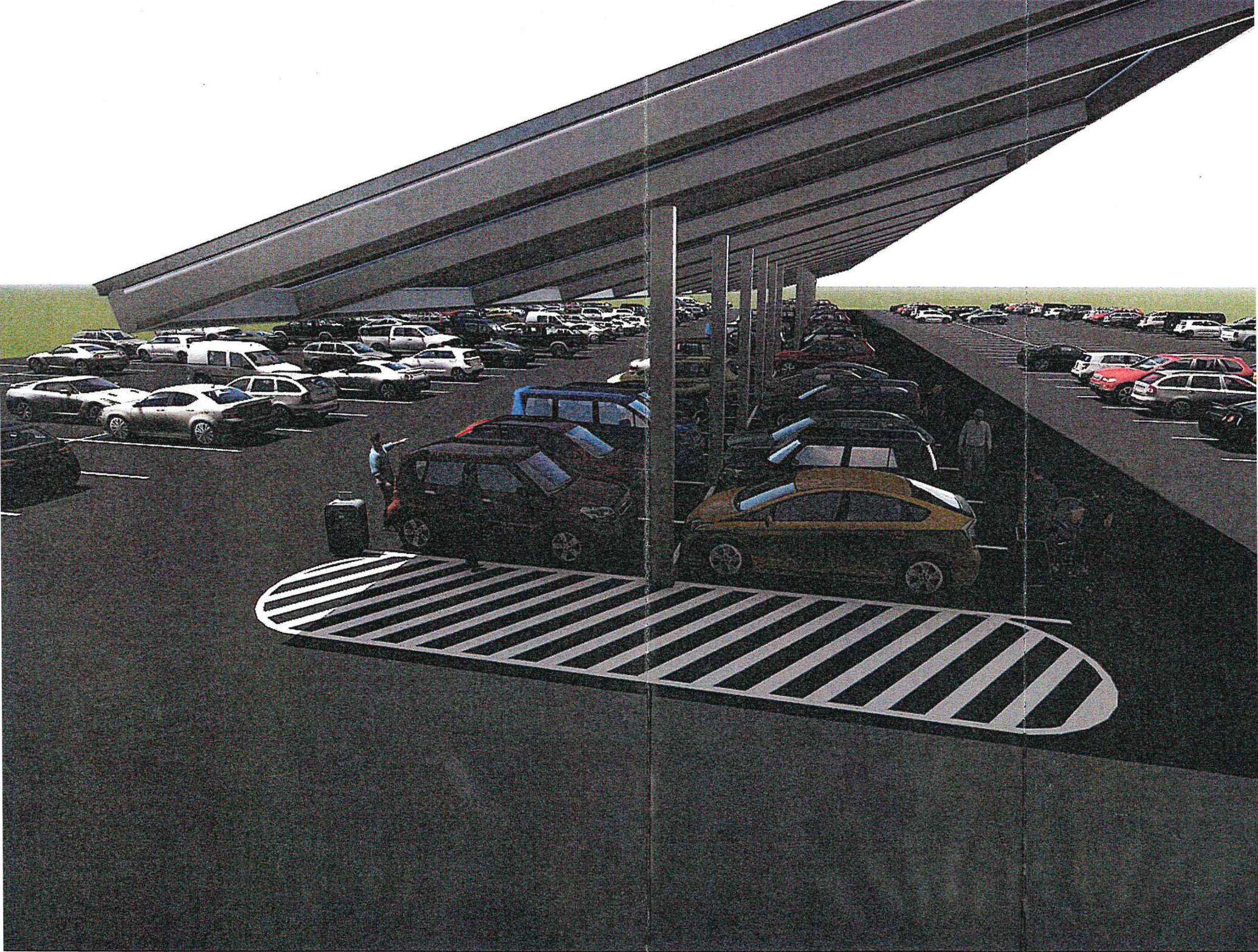
The following question has been asked:

Q: The RFQ for this project states on page 6, that a concept layout plan, Exhibit A is attached. I could not find this plan, is it available?

A: *Please see Exhibit A attached to this addendum.*



Project Location



ALBANY COUNTY AIRPORT AUTHORITY
ADDENDUM
Number 2

DATE: July 17, 2019

CONTRACT # **S-1009**
Professional Engineering Services for Terminal Parking Solar Canopy

The following addendum shall be added to the original bid documents.

.....

DUE DATE CHANGE:

Currently Reads: The response to this RFQ must be received no later than July 18, 2019 at 1:00 p.m., at the Albany County Airport Authority Purchasing Office.

Change To: The response to this RFQ must be received no later than **July 30, 2019 at 2:00 p.m.**, at the Albany County Airport Authority Purchasing Office.

ALBANY COUNTY AIRPORT AUTHORITY
ADDENDUM
Number 3

DATE: July 24, 2019
CONTRACT # **S-1009**
Professional Engineering Services for Terminal Parking Solar Canopy

The following addendum shall be added to the original bid documents.

.....
Questions have been submitted. Answers are given.

Q: Is a glare study required as part of this project?

A: Yes; completion of FAA standard form 7460-1 (includes glare) available at faa.gov will be included in the successful firms scope.

Q: Will this project be utilizing funds from the NY-Sun grant program? If so, will the grant application be part of the project design?

A: No; As noted, \$2M total design and build NYSDOT Aviation Project Funding is established under PIN 1A00.96.

Q: Is there a specific solar PV system size desired?

A: Design will size PV's for optimal benefit/utilization of the PIN 1A00.96 budget

Q: What type of vehicles are used for plowing on the premises?

A: Plow trucks include Freightliner 1145 6x6 and smaller dump-plow trucks.

Q: How is the electrical generation from the PV planning to be used? Is it to offset loads on site?

A: Yes; airport power requirements exceed current proposed PV generating capacity.

Q: Is the 20 page proposal limit including resumes, financial statements and project description sheets?

A: Any required documentation is not included in the 20 page limit.

Q: Are sub-contractors expected to carry the same limits of insurance if they fall under the

prime's umbrella?

A: The prime contractor must provide the insurance and full indemnity covering the sub-Contractor, the same insurance limited for the subcontractors are not required.

AGENDA ITEM NO. 4.4

Approval of Negotiated Bond Underwriter Solicitation, Evaluation, and Appointment of Bond Underwriting Syndicate in accordance with the Authority's Bond Sale Guidelines.

AGENDA ITEM NO: 4.4
MEETING DATE: August 26, 2019

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

DEPARTMENT: FINANCE

ACAA Approved
08-26-2019

Contact Person: *William J. O'Reilly, Chief Financial Officer*

PURPOSE OF REQUEST:

Approval of Negotiated Bond Underwriter Solicitation, Evaluation, and Appointment of Bond Underwriting Syndicate in accordance with the Authority's Bond Sale Guidelines.

CONTRACT AMOUNT:

Total Contract Amount: N/A

BUDGET INFORMATION:

Anticipated in Current Budget: Yes ___ No ___ NA

JUSTIFICATION:

The Authority may enter the bond market to issue bonds to fund capital expenditure or refund a portion of its outstanding bonds to achieve savings and to do so it may need to use a negotiated method of sale. With this in mind, the Authority working with its financial advisor, Public Resources Advisory Group (PRAG), issued a Request for Proposals (RFP) for Bond Underwriting Services on August 6, 2019. The RFP was distributed to Underwriters in New York. On August 20, 2019, the Authority received (8) eight responses to its RFP. The Authority CFO worked with the Authority's independent financial advisor, Public Resources Advisory Group, to review the proposals. The Authority's CFO and PRAG recommend that the following underwriting firms be included in a syndicate to sell the Authority's bonds if sold on a negotiated basis:

- *Morgan Stanley and Co. LLC - Manager/Book Running*
- *Samuel A. Ramirez & Co. Inc. – Co-Senior Manager*
- *Roosevelt & Cross Incorporated – Co-Manager*

The basis for this recommendation is attached on the following pages.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES ___ NA

No commitment to issue bonds is being made at this time.

AGENDA ITEM NO: 4.4
MEETING DATE: August 26, 2019

BACK-UP MATERIAL: *Please refer to the attached:*

- *Written recommendation*
- *Underwriter Proposal Summaries*
- *Underwriter Scale Summary for Non-AMT Bonds*
- *Underwriter Scale Summary for AMT Bonds*
- *RFP for Underwriting Services*
- *Bond Sale Guidelines*

Bill O'Reilly

From: Monika Conley <mconley@pragadvisors.com>
Sent: Tuesday, August 20, 2019 5:19 PM
To: Bill O'Reilly
Subject: List of Responders to ACAA RFP

Hi Bill,

Here is a list of all the firms that submitted RFPs:

1. KeyBanc
2. M&T
3. Morgan Stanley
4. Oppenheimer
5. Ramirez
6. RBC
7. Roosevelt & Cross
8. Siebert

Do you agree?

We started on Summary of proposals. Will be talking, best, Monika 212-566-7800

Jacob Neuthaler
Public Resources Advisory Group
39 Broadway, Suite 1210
New York, NY 10006
Office: (212) 566-7800 ext. 269
Direct Line: (212) 380-5269
jneuthaler@pragadvisors.com
www.pragadvisors.com/



ALBANY COUNTY AIRPORT AUTHORITY	TEL:	518-242-2222
ALBANY INTERNATIONAL AIRPORT	ADMIN FAX:	518-242-2641
ADMINISTRATION BUILDING	FINANCE FAX:	518-242-2640
SUITE 200	SITE:	www.albanyairport.com

ALBANY COUNTY AIRPORT AUTHORITY
Recommendation for New Money and Refunding Bonds Syndicate
August 26, 2019

The Authority issued a Request for Proposal for Underwriting Services for the issuance of new money and refunding bonds in 2019 and 2020. The Authority received eight proposals from bond underwriters. The Authority CFO, assisted by the Authority's financial advisor, Public Resources Advisory Group ("PRAG"), reviewed and evaluated all of these responses. The Authority CFO, after consultation with PRAG, determined that the small size of the transaction would require a syndicate of only three firms if New Bonds and Refunding bonds are issued together. If New Bonds are issued without the Refunding bonds only the Senior Underwriter could be needed for an issue that size.

Book-Running Senior Manager

The proposal from Morgan Stanley and Co. LLC ("MS") was viewed as the best of the eight responses received; the staffing was found to be superior and the proposed yields and takedowns were deemed favorable and realistic. MS's proposal evidenced the firm had substantial knowledge of the Authority and local conditions, presented relevant recent experience with similarly sized airport credits, and provided thoughtful and comprehensive rating agency and marketing plans.

Co- Manager

Samuel A. Ramirez & Co. Inc. ("Ramirez") is an MBE. It has substantial State of New York financing experience. It has distribution capabilities in both the institutional and retail sectors, which will complement the distribution abilities of MS.

Co-Manager

Roosevelt & Cross ("Roosevelt") is a NYC-based broker/dealer that has been a strong force in the distribution of local bond issues in the State of New York for many decades. Roosevelt has supported all of the Authority's prior financings. Their extensive distribution network for local issues within the State will assure the penetration of this market for the Authority's upcoming bonds.

The Authority CFO and PRAG therefore recommend a small syndicate, composed of only three firms. We recommend that MS serve as book-running senior manager, supported by Ramirez as co- manager and Roosevelt serving as a co-manager.

We believe the proposed syndicate will give the Authority the most favorable access to the bond market resulting in the lowest borrowing cost and highest PV savings on the refunding bonds. We further believe that based on our extensive analysis and evaluation of the received proposals, the Authority CFO, with the assistance of PRAG, has recommended the optimal underwriting syndicate for the Authority's bonds.

August 23, 2019

Albany County Airport Authority
Administration Building, Suite 204
737 Albany Shaker Road
Albany, NY 12202

Dear Sirs:

Public Resources Advisory Group (“PRAG”) is serving as the financial advisor to the Albany County Airport Authority (the “Authority”). The Authority is contemplating the issuance of bonds to finance approximately \$10 million of projects included in the Authority’s 2014-2019 Capital Plan (the “New Money Bonds”) and to current refund \$43.83 million of its Series 2010A Bonds which are callable on June 15, 2020 (the “Refunding Bonds”). We have been asked by the Authority’s CFO to provide our recommendations as to the process by which the Authority sells the New Money and Refunding Bonds. Also, assuming the Authority chooses to use Private Negotiated Sales, we have been asked to recommend the selection of underwriters.

The Authority plans to issue New Money Bonds in 2019. To execute a current refunding (advance refundings are not allowed by law at this time), the Refunding Bonds cannot be issued before March 18, 2020 (90 days before the call date). However, the Refunding Bonds could be priced together with the New Money Bonds on a forward basis. A forward refunding involves paying a forward premium but eliminates interest rate risk and results in reduced Costs of Issuance. Based on our analysis of these factors, we believe that the Authority should consider one bond issuance in 2019 as an alternative to two separate bond issues, one in November 2019 and the other in March 2020.

In the airport sector of the municipal market, all bonds are sold through negotiated sales, as these transactions are complex and require a complete understanding of airport revenue sources and operations. Investors have to be educated about each airport’s credit and this is accomplished through extensive marketing efforts by the underwriters. In competitive sales, underwriters do not market the bonds as they do not know whether they will win the bid. It should also be mentioned that the Authority is an infrequent issuer, the amounts to be issued are relatively small and the Authority’s credit ratings, while sound, are somewhat low for a competitive bond sale. Credit enhancement, such as bond insurance, is less available and, when available, less cost effective than it had been in the past. Considering these circumstances, we usually recommend that the Authority employ Private Negotiated Sales to implement its bond transactions.

To execute Private Negotiated Sales, the Authority will need to engage one or more underwriting firms. On August 6, 2019, the Authority issued a Request for Proposal for Underwriting Services (“RFP”) to select underwriters for both New Money and Refunding Bonds.



On August 20, 2019, the Authority received proposals from the following eight firms:

KeyBanc Capital Markets
M&T Securities, Inc.
Morgan Stanley & Co. LLC (“Morgan Stanley”)
Oppenheimer & Co. Inc.
Samuel A. Ramirez & Co., Inc. (“Ramirez”)
RBC Capital Markets
Roosevelt & Cross Incorporated (“Roosevelt & Cross”)
Siebert Cisneros Shank & Co., L.L.C.

Summaries of the proposals and of the proposed pricing spreads are attached to this letter.

Based on the review of the proposals, we recommend that the Authority select Morgan Stanley as a senior manager of the transactions, with Ramirez and Roosevelt & Cross as co-managers. All three firms submitted proposals that demonstrated their superior knowledge of the Authority and its credit, and the ability to price its bonds at competitive levels. If the Authority decides to have two separate bond transactions, the New Money Bonds would total approximately \$8 million. On transactions of \$15 million or below, a syndicate of three underwriting firms is larger than needed to clear the market for the Authority’s bonds. The compensation to underwriters is modest, and asking one firm to lead the transaction and perform all of the functions of “lead manager”, while splitting the available compensation among three firms, does not provide adequate incentive to the lead firm. Consequently, PRAG would suggest that a single underwriting firm would be sufficient to complete the transaction. In such case, we recommend that Morgan Stanley should be appointed as the only underwriter.

We are prepared to discuss these recommendations at any time, at the Committee’s convenience. We are looking forward to working with the Authority on the upcoming bond issue.

Sincerely,

A handwritten signature in cursive script that reads "Monika Conley".

Monika Conley
Senior Managing Director

Attachments

Spreads and Takedown by Maturity (\$ per bond)									
		KeyBanc			M&T Bank				
		Non-AMT	AMT			Non-AMT	AMT		
Year	Historic MMD August 12 @ 1pm	Coupon	Spread to MMD	Spread to MMD	Takedown by Maturity	Coupon	Spread to MMD	Spread to MMD	Takedown by Maturity
1	2020	5.000%	17	27	\$1.25	5.000%	1		\$2.50
2	2021	5.000%	22	37	\$1.25	5.000%	2	19	\$2.50
3	2022	5.000%	26	43	\$1.50	5.000%	6	24	\$2.50
4	2023	5.000%	31	50	\$2.50	5.000%	8	28	\$2.50
5	2024	5.000%	33	52	\$3.75	5.000%	10	30	\$2.50
6	2025	5.000%	33	54	\$3.75	5.000%	12	34	\$2.50
7	2026	5.000%	34	56	\$3.75	5.000%	15	38	\$2.50
8	2027	5.000%	35	57	\$3.75	5.000%	18		\$2.50
9	2028	5.000%	36	59	\$3.75	5.000%	23		\$3.75
10	2029	5.000%	36	60	\$5.00	5.000%	25		\$3.75
11	2030	5.000%	39	64	\$5.00	5.000%	27		\$3.75
12	2031	5.000%	41	66	\$5.00	5.000%	28		\$3.75
13	2032	5.000%	41	66	\$5.00	5.000%	30		\$3.75
14	2033	5.000%	43	68	\$5.00	5.000%	32		\$3.75
15	2034	5.000%	45	70	\$5.00	5.000%	34		\$3.75
16	2035	5.000%	45	70	\$5.00				
17	2036	5.000%	45	70	\$5.00				
18	2037	5.000%	45	70	\$5.00				
19	2038	5.000%	45	70	\$5.00				
20	2039	5.000%	45	70	\$5.00				
21	2040	5.000%	45	70	\$5.00				
22	2041	5.000%	45	70	\$5.00				
23	2042	5.000%	45	70	\$5.00				
24	2043	5.000%	45	70	\$5.00				
25	2044	5.000%	45	70	\$5.00	5.000%	35		\$4.50
26	2045	5.000%	45	70	\$5.00				
27	2046	5.000%	45	70	\$5.00				
28	2047	5.000%	45	70	\$5.00				
29	2048	5.000%	45	70	\$5.00				
30	2049	5.000%	45	70	\$5.00	5.000%	35		\$4.50
Notes		No mention of forward premium			Does not mention forward premium				
Fees and Expenses									
		KeyBanc			M&T Bank				
<i>Proposed Fees</i>		<i>\$/Bond</i>	<i>Total</i>		<i>\$/Bond</i>	<i>Total</i>			
Average Takedown		\$3.236	\$156,047.50		\$2.868	\$121,368.75			
Expenses		\$0.350	\$16,878.75		\$0.285	\$12,071.72			
Total		\$3.586	\$172,926.25		\$3.153	\$133,440.47			
UW Counsel Fee		\$0.000	Included in UWE		\$0.473	\$20,000.00			
<i>Total w UWC</i>		<i>\$3.586</i>	<i>\$172,926.25</i>		<i>\$3.625</i>	<i>\$153,440.47</i>			
Proposed UW Counsel		Barclay Damon LLP or Orrick, Herrington & Sutcliffe LLP			Not Mentioned				

Spreads and Takedown by Maturity (\$ per bond)																											
Historic MMD August 12 @1pm		Morgan Stanley				Oppenheimer				Ramirez				RBC				Roosevelt & Cross				Siebert					
		Non-AMT	AMT			Non-AMT	AMT			Non-AMT	AMT			Non-AMT	AMT			Non-AMT	AMT			Non-AMT	AMT				
		Coupon	Spread to MMD	Spread to MMD	Takedown by Maturity	Coupon	Spread to MMD	Spread to MMD	Takedown by Maturity	Coupon	Spread to MMD	Spread to MMD	Takedown by Maturity	Coupon	Spread to MMD	Spread to MMD	Takedown by Maturity	Coupon	Spread to MMD	Spread to MMD	Takedown by Maturity	Coupon	Spread to MMD	Spread to MMD	Takedown by Maturity	Coupon	Spread to MMD
1 2020	5.000%	5	10	\$1.25	5.000%	0	12	\$1.25	5.000%	5	25	\$2.75	4.000%	6	30	\$2.50	5.000%	0	42	\$1.25	4.000%	15	25	\$1.25			
2 2021	5.000%	10	18	\$2.50	5.000%	2	17	\$2.50	5.000%	7	27	\$2.75	4.000%	8	32	\$2.50	5.000%	2	42	\$2.00	4.000%	20	35	\$2.50			
3 2022	5.000%	15	27	\$2.50	5.000%	4	24	\$2.50	5.000%	9	29	\$2.75	5.000%	10	35	\$2.50	5.000%	5	46	\$2.00	5.000%	23	40	\$2.50			
4 2023	5.000%	20	35	\$3.75	5.000%	5	25	\$2.50	5.000%	12	32	\$2.75	5.000%	12	37	\$2.50	5.000%	10	52	\$2.25	5.000%	25	45	\$2.50			
5 2024	5.000%	25	43	\$3.75	5.000%	9	29	\$2.50	5.000%	15	35	\$2.75	5.000%	14	39	\$3.00	5.000%	14	56	\$2.50	5.000%	28	50	\$3.75			
6 2025	5.000%	28	48	\$3.75	5.000%	12	32	\$3.75	5.000%	18	38	\$2.75	5.000%	16	41	\$3.75	5.000%	15	57	\$2.75	5.000%	30	55	\$3.75			
7 2026	5.000%	30	55	\$3.75	5.000%	17	39	\$3.75	5.000%	21	41	\$2.75	5.000%	18	43	\$3.75	5.000%	16	58	\$3.00	5.000%	33	58	\$3.75			
8 2027	5.000%	32		\$3.75	5.000%	21	45	\$3.75	5.000%	23	43	\$2.75	5.000%	20	45	\$3.75	5.000%	18		\$3.25	5.000%	35	60	\$3.75			
9 2028	5.000%	35		\$3.75	5.000%	24	49	\$3.75	5.000%	25	45	\$2.75	5.000%	22	47	\$3.75	5.000%	20		\$3.25	5.000%	38	63	\$3.75			
10 2029	5.000%	38		\$3.75	5.000%	25	52	\$3.75	5.000%	28	48	\$2.75	5.000%	24	49	\$3.75	5.000%	21		\$3.25	5.000%	43	68	\$3.75			
11 2030	5.000%	40		\$3.75	5.000%	27	53	\$3.75	5.000%	30	50	\$2.75	5.000%	25	50	\$3.75	5.000%	25		\$3.25	5.000%	45	70	\$5.00			
12 2031	5.000%	40		\$3.75	5.000%	28	54	\$3.75	5.000%	32	52	\$2.75	5.000%	26	51	\$3.75	5.000%	28		\$3.50	5.000%	45	70	\$5.00			
13 2032	5.000%	40		\$3.75	5.000%	29	55	\$3.75	5.000%	33	53	\$2.75	5.000%	28	53	\$3.75	5.000%	30		\$3.50	5.000%	45	70	\$5.00			
14 2033	5.000%	40		\$3.75	5.000%	30	55	\$3.75	5.000%	35	55	\$2.75	5.000%	30	55	\$3.75	5.000%	31		\$3.50	4.000%	70	95	\$5.00			
15 2034	5.000%	40		\$3.75	5.000%	30	55	\$3.75	5.000%	35	55	\$2.75	5.000%	30	55	\$3.75	5.000%	32		\$3.50	4.000%	70	95	\$5.00			
16 2035	5.000%	40		\$3.75	5.000%	30	55	\$3.75	5.000%	35	55	\$2.75	5.000%	30	55	\$3.75					4.000%	70	95	\$5.00			
17 2036	5.000%	40		\$3.75	5.000%	30	55	\$3.75	5.000%	35	55	\$2.75	5.000%	30	55	\$3.75					4.000%	70	95	\$5.00			
18 2037	5.000%	40		\$3.75	5.000%	30	55	\$3.75	5.000%	35	55	\$2.75	5.000%	30	55	\$3.75					4.000%	70	95	\$5.00			
19 2038	5.000%	40		\$3.75	5.000%	30	55	\$3.75	5.000%	35	55	\$2.75	5.000%	30	55	\$3.75					4.000%	70	93	\$5.00			
20 2039	5.000%	40		\$3.75	5.000%	30	55	\$3.75	5.000%	35	55	\$2.75	5.000%	30	55	\$3.75	5.000%	33		\$3.75	4.000%	70	93	\$5.00			
21 2040					5.000%	30	55	\$3.75																			
22 2041					5.000%	30	55	\$3.75																			
23 2042					5.000%	30	55	\$3.75																			
24 2043					5.000%	30	55	\$3.75																			
25 2044	5.000%	40		\$3.75	5.000%	30	55	\$3.75	5.000%	35	55	\$2.75	4.000%	55	80	\$3.75	5.000%	33		\$3.75	4.000%	72	93	\$5.00			
26 2045					5.000%	30	55	\$3.75																			
27 2046					5.000%	30	55	\$3.75																			
28 2047					5.000%	30	55	\$3.75																			
29 2048					5.000%	30	55	\$3.75																			
30 2049	5.000%	40		\$3.75	5.000%	30	55	\$3.75	5.000%	35	55	\$2.75	4.000%	55	80	\$3.75	5.000%	33		\$3.75	4.000%	72	93	\$5.00			
Notes		-Implied forward premium of 17 bps				-Implied forward premium of 3 bps -Used \$/1000 to figure out refunding costs and implied \$30,000 for refunding UW Counsel				-Implied forward premium of 12 bps				-Implied forward premium of 14 bps				-Implied forward premium of 12 bps				Not Mentioned *Their fees and expenses were numerically incorrect, there needed to be some implications from the numbers run and expense breakdown to retrieve numbers					
Fees and Expenses																											
		Morgan Stanley				Oppenheimer				Ramirez				RBC				Roosevelt & Cross				Siebert					
<i>Proposed Fees</i>		<i>\$/Bond</i>		<i>Total</i>		<i>\$/Bond</i>		<i>Total</i>		<i>\$/Bond</i>		<i>Total</i>		<i>\$/Bond</i>		<i>Total</i>		<i>\$/Bond</i>		<i>Total</i>		<i>\$/Bond</i>		<i>Total</i>			
Average Takedown		\$3.452		\$149,662.50		\$2.929		\$144,406.25		\$2.750		\$129,263.75		\$3.173		\$157,197.50		\$2.678		\$127,551.90		\$3.542		\$156,525.00			
Expenses		\$0.316		\$13,706.88		\$0.128		\$6,303.72		\$0.214		\$10,040.19		\$0.199		\$9,846.18		\$0.295		\$14,055.60		\$0.449		\$19,842.11			
Total		\$3.768		\$163,369.38		\$3.056		\$150,709.97		\$2.964		\$139,303.94		\$3.372		\$167,043.68		\$2.973		\$141,607.50		\$3.992		\$176,367.11			
UW Counsel Fee		\$0.692		\$30,000.00		\$1.217		\$60,000.00		\$1.276		\$60,000.00		\$1.211		\$60,000.00		\$0.630		\$30,000.00		\$1.132		\$50,000.00			
Total w UWC		\$4.460		\$193,369.38		\$4.273		\$210,709.97		\$4.240		\$199,303.94		\$4.584		\$227,043.68		\$3.603		\$171,607.50		\$5.123		\$226,367.11			
Proposed UW Counsel		Not Mentioned				Not Mentioned				Barclay Damon LLP, \$60,000 fee is for 2 separate issues, \$30,000 if combined as one issue				Barclay Damon LLP, \$35,000 UWC fee if sold simultaneously				Barclay Damon LLP				Not Mentioned					

**Preliminary Financing Schedule – Series 2019 Only
Series 2020 to be determined**

August 6, 2019

**Albany County Airport Authority
Request for Proposal
For Underwriting Services
Airport Revenue Refunding and New Money Bonds Series 2019 and 2020
Contract Number 1032-US**

Introduction

The Albany County Airport Authority (the “Authority”) seeks to retain a qualified senior managing underwriter and other members of the syndicate in connection with its contemplated issuance of \$10 million Airport Revenue Bonds in 2019 to fund \$10 million in construction costs (the “Series 2019 New Money Bonds”) and Airport Revenue Refunding Bonds in 2020 (the “Series 2020 Refunding Bonds”) to current refund the Authority’s \$43.83 million Series 2010A Bonds in the callable amount of \$43.83 million on June 15, 2020. Alternative financing plans and mechanisms will also be considered.

The Authority’s underlying credit ratings are currently A- (Stable Outlook) by Fitch Ratings, A3 (Stable Outlook) by Moody’s Investors Service and A (Stable Outlook) by Standard & Poor’s. Additional information about the Authority can be found on the Authority’s website: www.flyalbany.com.

Submitting Proposals

Please submit your proposal marked “Proposal for Underwriting Services – Albany County Airport Authority - Airport Revenue Series 2019 and Series 2020 Bonds – Contract Number 1032-US” by Tuesday, August 20, 2019, 4:00PM New York time via e-mail to:

William J. O’Reilly
Chief Financial Officer, ACAA
boreilly@albanyairport.com

Monika Conley
Public Resources Advisory Group
mconley@pragadvisors.com

Communications with representatives of the Authority concerning this request by you, or on your behalf, are not appropriate and will not be permitted during the submission and selection process. All questions and communications should be directed in writing to Monika Conley at Public Resources Advisory Group, 212-566-7800, mconley@pragadvisors.com. Questions must be received by Tuesday, August 13, 2019, 4:00PM New York time. Answers to questions will be e-mailed to all proposers by Thursday August 15, 2019.

The Authority will not be responsible for any expenses incurred in the preparation of the proposal or for the disclosure of any information or material received in connection with this solicitation, whether by negligence or otherwise.

**Preliminary Financing Schedule – Series 2019 Only
Series 2020 to be determined**

Selection Process and Criteria

The Authority reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposal. The Authority further reserves the right to make such investigations it deems necessary as to the qualifications of any and all proposers, including scheduling oral interviews with selected respondents to the RFP. A tentative timetable for the selection of underwriters is as follows:

August 6, 2019	Release of RFP
August 13, 2019	Questions Due
August 15, 2019	Responses to Questions Due
August 20, 2019	Receipt of Proposal
August 23, 2019	Interviews (if any)
August 26, 2019	Expected Underwriter Selection

The Authority also reserves the right not to issue the Series 2020 Refunding Bonds and/or the Series 2019 New Money Bonds following the selection of the underwriters for any reason. **The underwriter will be selected based on, but not limited to, the following criteria:**

- (i) the total anticipated cost of the proposed transactions to the Authority (new money, refunding bonds or alternative financing plans/mechanism);
- (ii) the experience and capability of the proposer to market and sell the Series 2019 and Series 2020 Bonds;
- (iii) the capability and willingness of the proposer to underwrite the Series 2019 and Series 2020 Bonds;
- (iv) the experience and ability of the individuals whom the proposer plans to involve directly in the refunding and new money transaction;
- (v) the soundness of the proposer’s overall financing and marketing plans;
- (vi) the proposer’s expertise and experience with selling securities similar to the Authority’s Series 2019 and Series 2020 Bonds and bonds issued by the issuers in the State of New York;
- (vii) the prior experience of the Authority with the proposer, if any;
- (viii) the experience and ability of proposer to work with minority and women-owned business enterprises so as to promote and assist participation by such enterprises; and
- (ix) the plan of proposer for participation of qualified minority and women-owned business enterprise firms in such sale of the Series 2019 and Series 2020 Bonds.

Proposal Requirement

The proposer is bound by the Disadvantaged Business Enterprise Statement set forth in Appendix “A”. The proposer must read “Summary Permissible Contracts Policy”, complete Affirmation of Understanding and Compliance and complete Offeror Disclosure, all set forth in Appendix “B”. Appendix “C”, Authority Rights and Prerogatives, is attached and made a part of the RFP.

Letter of Transmittal (not to exceed 3 pages) with affirmation that your firm and all individuals assigned to this transaction (and listed by name) are free from all obligations and interests which may conflict with the

Preliminary Financing Schedule – Series 2019 Only
Series 2020 to be determined

interest of the Authority. Please identify in the Letter all pending litigation or regulatory action, either state or federal, if any, related to public finance in which your firm, any predecessor firm or employee is involved. Identify any other existing or potential conflict of interest, as well as your representation of parties or other relationships that might be considered a conflict of interest, that may affect or involve this transaction or the Albany County Airport Authority. Please include a statement regarding your capability and willingness to underwrite the Authority’s Series 2019 and Series 2020 Bonds.

Answers to Specific Questions (not to exceed 10 pages plus Appendices)

1. Describe briefly your firm’s experience as an underwriter for airport revenue bonds since January 2018. Please provide a list including each issuer’s name, date, amount, ratings and contact information and indicate your role (senior book-running underwriter, senior underwriter, co-manager).
2. Describe briefly your firm’s experience as an underwriter for bonds issued in the State of New York over \$10 million since January 2018. Please provide a list including each issuer’s name, date, amount, ratings and contact information and indicate your role (senior book-running underwriter, senior underwriter, co-manager).
3. Please provide two short case studies of bond issues similar to the transactions contemplated by the Authority, focusing on challenges associated with marketing bonds with credit ratings in the single A and lower category.
4. Identify personnel that will be assigned to the transaction and provide short resumes as to experience with airport issues and with bond issues in New York State. Please provide phone number and e-mail address of the primary contact.
5. Please provide underwriting spreads and pricing scales for the proposed New Money Bonds (the “Base Case”) and refunding of the Refunded Bonds both AMT and non-AMT, based on market conditions as of 1:00 p.m., New York time, August 12, 2019. The Series 2010A Bonds were issued under the AMT-Tax Holiday, but registered as AMT bonds. We believe post-issuance allocation between AMT and Non-AMT bonds can be accomplished by IRS registration amendment and will result in the following allocations of bonds to be refunded:

Series 2010A Callable March 15, 2020			
Bond Year	AMT	NON-AMT	TOTAL
2021	\$ 5,650,000	\$ 465,000	\$ 6,115,000
2022	5,920,000	490,000	6,410,000
2023	6,215,000	515,000	6,730,000
2024	6,490,000	535,000	7,025,000
2025	6,750,000	555,000	7,305,000
2026	7,060,000	585,000	7,645,000
2027		610,000	610,000
2028		640,000	640,000
2029		660,000	660,000
2030		690,000	690,000
Total	\$ 38,085,000	\$ 5,745,000	\$43,830,000

Preliminary Financing Schedule – Series 2019 Only
Series 2020 to be determined

6. In developing this section of your proposal, assume the Series 2019 and Series 2020 Refunding Bonds are rated A- by Fitch, A by Standard & Poor's, and A3 by Moody's, the dated/delivery date is November 26, 2019 for the Series 2019 Bonds, the principal payment date is December 15 and Series 2020 Refunding Bonds provide level savings. The Series 2019 New Money Bonds should amortize over 30 years (through 2049) with level debt service. Your takedowns and interest rate scales should reflect levels at which your firm would, if necessary, be prepared to price and underwrite the Series 2019 and Series 2020 Bonds as of the above date. Your firm's response must include the following items:
- a. Sources and uses of funds summary (include estimates of all costs to the Authority),
 - b. Takedowns for each maturity,
 - c. Coupons and reoffering yields for each maturity,
 - d. True Interest Cost percentage,
 - e. For presentation of cash flows and in the Numbers Run assume COI to be 2%, and
 - f. Assume standard reserve fund

In addition, firms should submit a spread proposal expressed in dollars per thousand for the proposed Series 2019 and Series 2020 Bonds and disaggregated as to management fee (if any), takedown and expenses, including a not-to-exceed fee for underwriters' counsel services and your firm's recommendations as to underwriters' counsel.

Please attach number runs for the Base Case as an Appendix.

7. Please discuss alternative financing plans/mechanisms for the contemplated transactions, if any. If appropriate, please attach number runs for the proposed alternative transactions (the "Alternative Cases") as an Appendix.
8. Discuss the Authority's credit ratings and your proposed approach to rating agencies in conjunction with this planned financing. Discuss the likelihood for a credit rating change.
9. Describe your approach to analyzing the use of bond insurance as part of this transaction. Describe under what conditions bond insurance would be appropriate for inclusion in the Authority's financing plans.
10. Attached you will find a copy of the draft schedule for this proposed financing. Please provide comments on this draft schedule. Do you believe the schedule could be accelerated? If yes, please provide a proposed schedule, assuming that the Authority Board would hold any special meeting as necessary.
11. Briefly describe your proposed marketing plan for the Series 2019 and Series 2020 Bonds.
12. Describe firm's knowledge of local political, economic, legal or other issues that may affect the proposed financing.
13. Provide a discussion of the proposed structure of the syndicate, including a brief discussion of the

**Preliminary Financing Schedule – Series 2019 Only
Series 2020 to be determined**

use and number of co-managers and indicate your proposed role (for example, senior book-running underwriter, senior underwriter, co-manager). Discuss the experience and ability to work with minority and women-owned business enterprises so as to promote and assist participation by such enterprises. Include a plan for participation of qualified minority and women-owned business enterprise firms in the sale of the Series 2019 and Series 2020 Bonds.

14. Please explain why your firm should be selected as an underwriter for the Series 2019 and Series 2020 Bonds.

August						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Date	Action Required	Responsible Party
Tuesday, August 6	Issue RFP for Underwriter	Authority, PRAG
Tuesday, August 13	Questions Due	Proposers
Friday, Thursday August 15	Responses to Questions from Underwriters Due	Authority, PRAG
Tuesday, August 20	Responses to RFP Due Disclosure Material Sent to Bond Counsel	Authority Authority
Friday, August 23	Interviews (if any)	Authority/PRAG

**Preliminary Financing Schedule – Series 2019 Only
Series 2020 to be determined**

Date	Action Required	Responsible Party
	Expected Underwriter Selection	Board
Tuesday September 3	“Kick-Off” Call	All
Monday, September 16	First Draft of Preliminary Official Statement (“POS”) Distributed	Authority/PRAG
	First Draft of Bond Resolution Distributed	Bond Counsel
	First Draft of Consultant Report	Consultant
Monday, September 23	Comments Due on First Draft of Documents	All
Monday, September 30	Second Draft of Bond Documents Distributed	Bond Counsel, Consultant
Monday, October 7	Comments Due on Second Draft of Documents	All
Wednesday, October 9	First Draft of BPA	Underwriter’s Counsel
Tuesday, October 15	Draft of Bond Documents Distributed to Rating Agencies and Bond Insurers if Needed	Authority, Underwriter, PRAG
Week of October 21	Meetings/Calls with Rating Agencies	Authority, PRAG
Tuesday October 29	Ratings and Bond Insurance Bids Received	Authority
Monday, November 4	Due Diligence Conference Call	All
Monday, November 4	Finalize and Post POS Electronically	Bond Counsel
Tuesday, November 12	Obtain approval for negotiated issuance from County Comptroller and State Comptroller	Authority, Underwriter, PRAG
Tuesday, November 19	Pricing	Authority, Underwriter, PRAG
Wednesday, November 20	Sign Bond Purchase Agreement	Authority, Underwriter, Underwriter’s Counsel
	Draft of Final OS Distributed	Bond Counsel
Monday, November 25	Mail Final OS	Bond Counsel
Monday, November 25	Pre-Closing	All
Tuesday, November 26	Closing	All

APPENDIX “A”

Disadvantaged Business Enterprise Policy Statement

In accordance with Title VI of the Civil Rights Act of 1964 and 49 CFR Part 23, entitled “Participation by Minority Business Enterprise in Department of Transportation Programs” the Albany County Airport Authority is committed to the development and implementation of an effective Disadvantaged Business Enterprise (DBE) Program.

A DBE Officer under the direction of the Airport CEO has the responsibility and is accountable for the implementation of the DBE Program.

This DBE Program is designed to ensure that DBEs shall have the maximum opportunity to participate in Authority business activities including investment underwriting contracts.

The Authority require all senior managers and co-managers to comply with the appropriate federal and state laws, rules and regulations pertaining to the Authority and its subsidiaries shall be responsible for progressive leadership and imaginative action in implementing this program.

APPENDIX “B”

Summary of Permissible Contacts Policy

Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between the (“Authority”) and an Offerer/bidder during the procurement process. An Offerer/bidder is restricted from making contacts during the Restrictive Period that are reasonably interpreted as an attempt to influence the procurement to any person at the Authority or another Governmental Entity other than the Designated Contact Person of the Authority, unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j(3)(a). The Restrictive Period commences with the earliest written notice of an intent to solicit offers, such as this “Request for Proposal”, and terminates with the final award and approval of the procurement contract by the Authority. The Designated Staff Person of the Authority, as of the date hereof, has been identified in this solicitation. In addition, Authority employees are required to obtain certain information when contacted during the Restricted Period where such contact is reasonably interpreted as an attempt to influence the procurement. Such information will be made part of the procurement record and used to make a determination of the responsibility of the Offerer/bidder. If the Authority determines that the offerer knowingly and willfully made a contact during the Restrictive Period to any person other than the Designated Staff Person of the Authority and such contact was reasonably interpreted as an attempt to influence the procurement, the Authority is required to make a finding of non-responsibility. In addition, the failure to timely disclose accurate or complete information or otherwise cooperate with the Authority shall be considered in the determination of responsibility of the offerer. A finding of non-responsibility may result in rejection for contract award and in the event of two findings within a 4 year period, the Offerer/bidder may be rendered ineligible to submit a proposal on or be awarded any procurement contract by a Governmental Entity for a 4 year period from the date of the second final determination. Further information about these requirements can be found in Sections 139-j and 139-k of the State Finance Law. **It is the offerer’s responsibility to adhere to the provisions therein.**

Affirmation of understanding and compliance with the Authority’s permissible contacts provisions:

ALBANY COUNTY AIRPORT AUTHORITY

Offerer affirms that it understands and agrees to comply with the procedures of the Authority relative to permissible Contacts as required by State Finance Law §139-j (3) and §139-j (6) (b).

By: _____ Date: _____

Name: _____

Title: _____

Contractor Name: _____

Contractor Address: _____

Offerer Disclosure:

ALBANY COUNTY AIRPORT AUTHORITY

Offerer Disclosure of Prior Non-Responsibility Determinations

Name of Individual or Entity Seeking to Enter into the Procurement Contract:

Address: _____

Name and Title of Person Submitting this Form: _____

Name of Procurement: _____

Date: _____

1. Has any Governmental Entity made a finding of non-responsibility regarding the individual or entity seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No

Yes

If yes, please answer the next questions:

2. Was the basis for the finding of non-responsibility due to a violation of State Finance Law §139-j (Please circle):

No

Yes

3. Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please circle):

No

Yes

4. If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.

Governmental Entity: _____

Date of Finding of Non-responsibility: _____

Basis of Finding of Non-Responsibility: _____

(Add additional pages as necessary)

5. Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named individual or entity due to the intentional provision of false or incomplete information? (Please circle):

No

Yes

6. If yes, please provide details below.

Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

(Add additional pages as necessary)

Offerer certifies that all information provided to the Authority is complete, true and accurate.

By: _____ Date: _____

Signature

Name: _____

Title: _____

APPENDIX “C”

Authority Rights and Prerogatives

The Authority reserves the right to exercise the following prerogatives:

1. To accept or reject any or all proposals and amend, modify or withdraw this RFP.
2. To correct any arithmetic errors in the proposals.
3. To change the final due date and time for proposals.
4. To accept or reject any of the firm’s employees assigned to provide services on this project and to require their replacement at any time.
5. To waive or modify any irregularities in proposals received after prior notification to the proposer. This will in no way modify the RFP documents or excuse the proposer from full compliance with its requirements.
6. To consider and negotiate modifications to proposals at any time before the award is made, if such action is in the best interest of the Authority.
7. To interview proposers prior to selection.
8. To reject any proposal containing false or misleading statements, or that provides references that do not support an attribute or condition claimed by the proposer.
9. To accept a proposal for the engagement other than the lowest fee proposal.
10. To negotiate an acceptable fee structure with any responsive proposer.

We are looking forward to receiving your proposals.

SECRETARY'S CERTIFICATE AS TO BOND SALE GUIDELINES

I, ELLIOTT A. SHAW, being the duly qualified and acting Secretary of the Albany County Airport Authority (the "Authority"), HEREBY CERTIFY that I am the officer charged with the duty of keeping and having custody of minutes and official records of the Authority and that the copy of the Guidelines Establishing Procedures for the Sale of the Authority's Bonds approved August 7, 1995, as amended July 6, 1998, attached hereto has been compared by me with the original thereof on file at the headquarters of the Authority in the Town of Colonie, New York and is true, complete and correct and that such Guidelines of the Authority were duly and lawfully enacted and have not been further amended, modified or repealed and are in full force and effect on the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand as of the 31st day of January, 2008.



Elliott A. Shaw

Secretary

Albany County Airport Authority

OUTLINE TO GUIDELINES FOR SALE OF AUTHORITY BONDS

AUTHORIZATION - 1

DEFINITIONS - 2

TERMINATION SALE NECESSARY

Chief Financial Officer Notifies Authority Chair - 3(a) Authority
Chair Considers Alternative Method Available - 3 Public
Competitive Sale (PuCS) - 4(a)
 Private Negotiated Sale (PrCS) - 4(b)
 Public Negotiated Sale (PuNS) - 4(b)
Authority Chair Makes Recommendation to Authority - 3(a)
Chief Financial Officer Prepares Written Report - 3(b)
Authority Authorizes Method of Sale - 3(c)
 If PrCS or PuNS, Underwriter(s) Selection Committee Identified - 2(i)

PUBLIC COMPETITIVE SALE - 5 and Act 2785 - 4

Authorized By Resolution of the Authority
Resolution Sets Forth Terms and Conditions
Chief Financial Officer Prepares Notice of Sale and Offering Statement
Chief Financial Officer Advertises for Bids
Bonds Sold to Bidder Offering Lowest True Interest Costs

PUBLIC NEGOTIATED SALE - 6

Authorized By Resolution of the Authority - 6(a)
Selection Committee Identified - 2(Q)
Selection Committee Solicits RFP From at Least 5 Underwriters - 6(a)
Selection Committee Recommends at Least 3 to Authority - 6(a) Authority
or Selection Committee May Interview Underwriters - 6(b) Selection
Committee Prepares Written Report - 6(c)
Authority Approves Selection and Composition of Underwriting(s) Group - 6(d)
Chief Financial Officer Solicits Bids - 6(e)
Bonds Awarded Based on Bidder Submitting Lowest True Interest Cost, or Bonds Awarded
Based on Negotiations with Lowest True Interest Costs Bidder State and County
Comptrollers Approval Obtained - Act 2785 - 4

PRIVATE NEGOTIATED SALE - 7

Authorized By Resolution of the Authority - 7(a)
Selection Committee Identified - 2(O)
Selection Committee Solicits RFP From at Least 5 Underwriters - 7(a)
Authority or Selection Committee May Interview Underwriters - 7(b)
Selection Committee Prepares Written Report - 7(c)
Selection Committee Recommends an Underwriter (Group) to Authority - 7(a) Authority
Approves Selection and Composition of the Underwriting(s) Group - 7(d) Chief
Financial Officer Commences Negotiations - 7(e)
 Bonds Awarded in Accordance with Parameters Established By Authority - 7(f)
State and County Comptrollers Approval Obtained - Act 2785 - 4

SELECTION OF UNDERWRITER(S) PROCEDURES - 8

Negotiated Public or Private Sale Authorized - 8(a)
Criteria for Selection - 8(b)

APPLICATION OF GUIDELINES - 9

GUIDELINES ESTABLISHING PROCEDURES FOR THE
SELECTION OF UNDERWRITERS;
FOR THE SALE OF THE AUTHORITY'S BONDS
AND CERTAIN OTHER MATTERS

Section 1. Statutory Mandate. These Guidelines are adopted to comply with and implement the provisions of subsection 4 of § 2785 of the Act.

Section 2. Definitions.

(a) "Act" shall mean the Albany County Airport Authority Act, Title 32 of Article 8 of the New York State Public Authority Law as supplemented and amended.

(b) "Authority" shall mean the Albany County Airport Authority.

(c) "Bonds" shall mean any notes, bonds or other obligations issued by the Authority pursuant to the provisions of § 2785 of the Act.

(d) "CFO" shall mean the Chief Financial Officer of the Authority.

(e) "Guidelines" shall mean these guidelines.

(f) "Private Negotiated Sale" shall mean any sale of Bonds by the Authority directly to an Underwriting Group selected by the Authority through arms-length negotiation.

(g) "Public Competitive Sale" shall mean any sale of Bonds by the Authority to the lowest bidder after solicitation of bids by publication in accordance with the Act.

(h) "Public Negotiated Sale" shall mean any sale of Bonds by the Authority upon terms and conditions established by the Authority to the best bidder from two or more Underwriting Groups selected by the Authority.

(i) "Selection Committee" shall mean the CFO as chair plus such Authority members and/or other staff members of the Authority as designated by the Board.

(j) "Senior Manager" shall mean one or more Underwriters selected as senior book-running manager.

(k) "Underwriter" shall mean an investment bank, bank or other financial institution determined by the Authority to be capable of purchasing and marketing the Authority's Bonds.

(1) "Underwriting Group" shall mean any separate group consisting of one or more Underwriters selected by the Authority either (a) for the purposes of a Private Negotiated Sale or (b) for the purpose of submitting a bid pursuant to a Public Negotiated Sale.

Section 3. Selection of Method of Sale. (a) At such time as the CFO determines that it will be necessary or desirable to issue Bonds to carry out any corporate purpose of the Authority, the CFO shall notify the Chairperson of the Authority and the Chairperson shall, after consideration of the factors set forth in Section 4 of the Guidelines and consultation with the CFO, make a written recommendation to the Authority as to whether such Bonds shall be sold by means of a Public Competitive Sale, a Public Negotiated Sale or a Private Negotiated Sale.

(b) If requested by the members of the Authority, the Chairperson of the Authority may direct the CFO to prepare a written report supporting and explaining the Chairperson's written recommendation to the Authority.

(c) Upon receipt of the Chairperson's written recommendation as set forth in subsection (a), the members of the Authority shall by resolution authorize a Public Competitive Sale, a Public Negotiated Sale or a Private Negotiated Sale, make a finding that the interests of the Authority will be served by the method of sale selected and authorized and make such additional findings and determinations as may be required by the Guidelines and the Act. Such resolution may also include parameters for the establishment of the terms and provisions of the Bonds, the selection and composition of Underwriting Groups and/or senior Manager and the award of the Bonds by the CFO.

Section 4. Determinations Regarding Undertaking a Public Competitive Sale, a Private Negotiated Sale or a Public Negotiated Sale. (a) In determining whether the Bonds of the Authority shall be sold pursuant to Public Competitive Sale, the Authority shall take the following factors into account:

- (1) credit quality or credit enhancement for the Bonds;
- (2) significant legislation or other adverse disclosure issues;
- (3) market conditions; and
- (4) familiarity of the market with the Authority and the Authority's Bonds.

(b) In determining whether the Bonds of the Authority shall be sold pursuant to Private Negotiated Sale or Public Negotiated Sale, the Authority shall take the following factors into account:

- (1) unique or complex terms of proposed Bonds or related financing structures;

- (2) familiarity of the market with the Authority, the Bonds and the various revenue sources and agreements which are material to the security of the Bonds;
- (3) size of offering;
- (4) need to control timing of sale or structure of issue;
- (5) credit quality issues;
- (6) need for extensive structuring and negotiation in order to obtain necessary credit enhancements;
- (7) market conditions;
- (8) use of derivative product or products; and
- (9) need for pre-marketing effort to disseminate information effectively and secure better price.

Section 5. Public Competitive Sales. (a) Upon authorizing a Public Competitive Sale and making the finding with respect thereto as required by Section 3(c) of the Guidelines, the Authority shall undertake such Public Competitive Sale in accordance with subsection 4 of § 2785 of the Act.

(b) The terms and provisions of the Bonds and the method of conducting of such Public Competitive Sale and the awarding of the Bonds may be established in the manner set forth in the resolution referred to in Section 3(c) of the Guidelines.

Section 6. Public Negotiated Sales. (a) Upon authorizing a Public Negotiated Sale, the Selection Committee shall solicit requests for proposals from at least five (5) Underwriters and, on the basis of consideration of all material and information relevant to the selection of Underwriters and Underwriting Groups for the purposes of a Public Negotiated Sale, including, but not limited to, the criteria for selection set forth in Section 8(b) of the Guidelines, shall recommend to the Authority or a committee consisting of members of the Authority at least three (3) Underwriting Groups from the Underwriters responding to such requests for proposals. The Selection Committee may recommend the specific composition of one or more Underwriting Groups.

(b) The Selection Committee may determine, or the Authority may request, that interviews of all or some of the Underwriters responding to the requests for proposals be conducted by Selection Committee and/or members of the Authority.

(c) The Selection Committee shall, upon the request of the Authority, prepare a written report outlining the procedure for soliciting requests for proposals, setting forth the basis of the recommendations made by the Selection Committee pursuant to subsection (a) and, in the event the Authority delegates the selection and composition of Underwriting Groups pursuant to this subsection (d), providing evidence that the selection and composition of such Underwriting Groups was made in accordance with parameters established by the Authority.

(d) The selection and composition of Underwriting Groups as recommended by the Selection Committee pursuant to Section 6(a) shall be approved in the manner set forth in the resolution referred to in Section 3(c) of the Guidelines.

(e) Upon selection of the Underwriting Groups in accordance with this Section 6 of the Guidelines, the CFO, in the manner set forth in the resolution referred to in Section 3(c) of the Guidelines, may (i) solicit bids from each Underwriting Group and award the Bonds to the Underwriting Group submitting the bid offering the lowest true interest cost, taking into account any premium or discount, or (ii) solicit bids from each Underwriting Group, commence negotiations to purchase the Bonds with the Underwriting Group submitting the lowest true interest cost, taking into account any premium or discount, and award the Bonds in the manner set forth in the resolution referred to in Section 3(c) of the Guidelines in accordance with parameters established by the Authority.

Section 7. Private Negotiated Sales. (a) Upon authorizing a Private Negotiated Sale, the Selection Committee shall solicit requests for proposals from at least five (5) Underwriters and, on the basis of consideration of all material and information relevant to the selection of Underwriters to constitute an Underwriting Group for the purposes of a Private Negotiated Sale, including, but not limited to, the criteria for selection set forth in section 8(b) of the Guidelines, shall recommend an Underwriting Group from the Underwriters responding to such requests for proposals. The Selection Committee may further recommend, on the basis of consideration of all material and information relevant to the selection of an Underwriting Group for the purposes of a Private Negotiated Sale, including, but not limited to, the criteria for selection set forth in section 8(b) of the Guidelines, a Senior Manager. The Selection Committee may recommend the specific composition of the Underwriting Group.

(b) The Selection Committee may determine, and/or the Authority may request, that interviews of all or some of the Underwriters responding to the requests for proposals be conducted by representatives of the Selection Committee and/or members of the Authority.

(c) The Selection Committee shall, upon the request of the Authority, prepare a written report outlining the procedure for soliciting requests for proposals, setting forth the basis of the recommendations made by the Selection Committee pursuant to subsection (a) and, in the event the Authority delegates the selection and composition of the Senior Manager or the selection and composition of the Underwriting Group, providing evidence that the selection of such Underwriting Group was made in accordance with parameters established by the Authority.

(d) The selection of the Senior Manager and selection and composition of the Underwriting Group as recommended by the Selection Committee pursuant to subsection (a) shall be approved in the manner set forth in the resolution referred to in Section 3(c) of the Guidelines.

(e) Upon selection of the Underwriting Group in accordance with Section 7 of the Guidelines, the CFO, in the manner set forth in the resolution referred to in Section 3(c) of the Guidelines, may commence negotiations with the Underwriting Group so selected to purchase the Bonds.

(f) The awarding of the Bonds sold pursuant to a Private Negotiated Sale may be made in the manner set forth in the resolution referred to in Section 3(c) of the Guidelines by the CFO in accordance with parameters established by the Authority.

Section 8. Selection of Underwriters for a Private Negotiated Sale or a Public Negotiated Sale. (a) Determination: Candidate Finns. The Authority may determine it to be in the interests of the Authority to cause Bonds to be sold pursuant to a Negotiated Private Sale or a Negotiated Public Sale and to select an Underwriter or Underwriters or an Underwriting Group or Underwriting Groups pursuant to requests for proposals on the basis of the criteria set forth in subsection (b).

(b) Criteria for Selection. The Authority's selection of Underwriters pursuant to this section shall take into account, but not be limited to, the following factors:

- (1) the total anticipated cost to the Authority;
- (2) the financial resources of the proposer;
- (3) the experience and capability of the proposer to purchase and market the Bonds;
- (4) the experience and ability of the individuals whom the proposer plans to involve directly in the financing and marketing;
- (5) the soundness of the proposer's overall financing and marketing plans;
- (6) qualifications of proposer as to experience, including particularly, expertise and experience in the sale of securities similar to the Authority's Bonds, as well as other similar experience and expertise, including the sale of obligations of the State of New York or other similar issuers, to underwrite the sale of Bonds;
- (7) the ability of the proposer to structure and sell Authority bond issues;

- (8) the prior experience of the Authority with the proposer, if any;
- (9) the capitalization of the proposer;
- (10) the plan of proposer for participation of qualified minority and women-owned business enterprise firms in such sale of Bonds; and
- (11) the experience and ability of proposer under consideration to work with minority and women-owned business enterprises so as to promote and assist participation by such enterprises.

Section 9. Applicability of Guidelines. Notwithstanding anything contained in the Act or the Guidelines, whenever the Authority sells Bonds to any State or Federal governmental entity where no underwriting of the Bonds by the Authority is contemplated, the Guidelines shall not apply so far as the Guidelines apply to the selection of Underwriting Groups. Instead, the Chairman shall make a written recommendation to the Authority to sell such Bonds directly to such State or Federal governmental entity. In such circumstances, since there is no underwriting of such Bonds contemplated, no selection of Underwriters or/and Underwriting Group under the Guidelines shall be required or undertaken.

Section 10. Amendment of Guidelines. The Guidelines may be amended at any time by resolution of the Authority in accordance with the provisions of subsection 4 of § 2785 of the Act.

ADOPTED: 8/7/95
AMENDED: 7/6/98

NYI 111134.3 016241 MISC

AGENDA ITEM NO. 4.5

**Authorization to Amend Existing Passenger
Facility Charge (PFC) Imposition and Use
Authorizations for Existing PFC Applications
and Submit a new PFC Application #4
for new projects.**

AGENDA ITEM NO: 4.5
MEETING DATE: August 26, 2019

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

ACAA Approved
08-26-2019

DEPARTMENT: *Finance*

Contact Person: *William J. O'Reilly, Chief Financial Officer*

PURPOSE OF REQUEST:

Authorization to Amend Existing Passenger Facility Charge (PFC) Imposition and Use Authorizations for Existing PFC Applications and Submit a new PFC Application #4 for new projects.

JUSTIFICATION:

Authorization is requested to submit an application to the FAA to increase the Passenger Facility Charges (PFCs) imposition and use amount for existing PFC applications to fund the difference between pre-application estimated financing costs and currently estimated actual financing costs reflecting a difference of \$14,584,087. Authorization is also requested to submit PFC Application #4 to provide a portion of the funding for the Upstate Airport Modernization Grant Project, Air Traffic Control Tower Rehabilitation Project and other Terminal and Jet Bridge Improvements in the estimated cost of \$9,700,000.

After the public comment period, the Authority will review comments and, if deemed in the best interest of the Authority, those comments and applications shall be submitted to the FAA.

The Authority will provide notice to all interested Air Carriers and hold a consultation with the Signatory Airlines.

Notwithstanding any significant comments opposing the applications, as determined by the FAA, the application will be approved.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend Approval

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES √

ATTACHED MATERIAL:

Please see attached draft public notice subject to any edits recommended by the Airports Rates and Charges Consultant and/or the FAA.

DRAFT SUBJECT TO FINAL EDITS

PUBLIC NOTICE INFORMATION
PASSENGER FACILITY CHARGE APPLICATION



Albany International Airport

**Amendments to Existing PFC Applications #1-3
And New Application #4**

Posted on the Authority's Website as of September 1, 2019

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BACKGROUND

On August 5, 1993, the Authority submitted PFC Application #1 to impose a PFC at \$3.00 level for the eligible costs of the terminal building renovation and other projects. The application requested a total collection of \$40,726,364 starting March 1, 1994 and expiring in 2005. On December 6, 1993, the FAA approved PFC Application #1.

The Authority submitted PFC Application #2 to obtain approvals to use PFC revenues, approved for collection under PFC Application #1, for runway and taxiway improvements, flood management improvements, environmental remediation, and airport studies. On January 26, 1996, the FAA approved PFC Application #2.

On May 30, 1996, the Authority submitted amendments to PFC Applications #1 and #2 and a new PFC Application #3. The amendments to PFC Applications #1 and #2 updated the impose and/or use authority to reflect project costs. The approvals for PFC Application #3 includes additional impose authority of \$11,888,847 and use authority of \$115,581,951, which was based upon estimated financing costs at the time the application was first approved. As a result, the estimated collection expiration date was adjusted to January 1, 2023 based upon originally estimated total financing costs.

On July 6, 2009 the Authority submitted amendments to PFC Applications #1 and #2 to increase the imposition rate from \$3.00 per eligible enplaned passenger to \$4.50 per eligible enplaned passenger. The estimated expiration date was changed to February 1, 2020.

As reflected in the Table below, the Authority has FAA approval in connection with three PFC applications to collect \$116.7 million in PFC revenues for project and originally estimated financing costs associated with the construction of various projects. PFC revenues received by the Authority have totaled \$104.3 million in PFC collections and interest earnings through December 31, 2018.

DRAFT SUBJECT TO FINAL EDITS

**EXISTING PFC APPROVALS
 Albany County Airport Authority**

	Approved for Collection	Approved for Use
93-01-I-00-ALB	\$ 40,726,364	\$ 0
93-01-I-01-ALB	11,560	0
93-01-I-02-ALB	64,113,567	0
95-02-U-00-ALB	0	822,120
95-02-U-01-ALB	0	336,267
96-03-C-00-ALB	<u>11,888,847</u>	<u>115,581,951</u>
Total	\$116,740,338	\$116,740,338

The Authority's existing PFC collection authority is summarized as follows:

PFC level:	\$3.00 per eligible enplaned passenger
PFC level:	\$4.50 per eligible enplaned passenger
Charge effective date:	March 1, 1994 at \$3.00 and September 1, 2009 at \$4.50
Estimated charge expiration date:	February 1, 2020
Estimated total PFC revenue:	\$116,740,338

The Authority's proposed use Authority for PFC Application #4 is summarized as follows:

**PFC APPLICATION #4
 Albany County Airport Authority**

	Estimated Project Cost	Pay-As-You-Go
Terminal Rehabilitation and Passenger Amenities	\$ 5,400,000	\$ 5,400,000
Terminal and Passenger Loading Bridge Upgrades	1,500,000	1,500,000
Air Traffic Control Tower Rehabilitation & Improvements	<u>2,800,000</u>	<u>2,800,000</u>
Total	\$ 9,700,000	\$ 9,700,000

PFC level:	\$4.50 per eligible enplaned passenger
Charge effective date:	December 1, 2019
Estimated charge expiration date:	March 1, 2025
Estimated total PFC revenue:	\$9,700,000

PROPOSED AMENDMENTS TO PFC #1, #2 and #3

Justification for Amendments To PFC #1, #2 and #3

The Authority has completed all the projects under PFC Applications #1, #2 and #3 and has been using PFC revenues to pay for the eligible debt service of the Series 1997 Bonds, which were refunded in 2008 with variable rate bonds and refunded and restructured in 2010 with fixed rate bonds. Based upon the cumulative effect of the difference between pre-borrowing estimated and multiple refundings and restructurings the total eligible debt service was \$14.6 million or 13.8% more than originally estimate of \$105.6 million.

Under the proposed amendments, the Authority intends to increase the approved scope or costs from \$116,740,338 to \$131,324,425 to reflect the actual current estimated costs for bonds maturing through December 15, 2026.

The estimated costs of projects funded by Application #4 is \$9,700,000 and will be funded from PFC revenue on hand that was collected under existing authorization for projects financing with bonds maturing through December 15, 2026.

Based upon the revised estimated eligible financing costs for Application #1, #2, and #3 and the estimated cost of projects to be funded by Application #4 from PFC Revenues already collected, the estimated collection date will be extended to March 1, 2025.

PROJECT DESCRIPTIONS AND JUSTIFICATION (Impose and Use PFC Project)

The following sections describe the already-approved projects under PFC Applications #1, #2, and #3 for which the Authority intends to increase the collection level to \$4.50. The Authority is not proposing any change to the project scope or cost under the amendment of Applications #1, #2 and #3.

PFC #1 projects with impose authority in PFC #1 and use authority in PFC #3

- ***Terminal Building Renovation and Expansion***

This project included an extensive renovation of the then-current terminal building at ALB, including the construction of a new concourse and concourse connector bridge. The project also included the demolition of a portion of the then-current terminal complex (constructed in 1959) to provide room for the concourse expansion, the acquisition and rehabilitation of passenger loading bridges, and the construction of a central utility plant. The then-current terminal facilities were antiquated and could not accommodate increasing passenger traffic. In addition, the terminal configuration could not adequately accommodate the aircraft mix utilizing the airport at that time.

- ***Air Traffic Control Tower***

This project included the design and construction of a new Air Traffic Control Tower facility. This project also included a Tracon-equipped base building, a 500-foot road to the tower, and employee parking. The prior tower was demolished as part of the project to accommodate the terminal expansion.

- ***New Interior Roadways***

This project included design and construction of access roadway improvements necessary to support the terminal improvements. The new roadways eliminated terminal curbside congestion and provided for continued growth.

- ***Airport Equipment***

This project included the acquisition of 13 pieces of snow removal equipment including dump trucks, loaders, snow blowers, spreaders, plows, and sweepers. This equipment replaced prior equipment that was aged and had become unreliable. This project was later amended to include 7 pieces of snow removal equipment: 3 snow blowers, 1 sweeper, 2 plow trucks and 1 spreader.

- ***New Storage Building***

This project included the design and construction of a snow removal equipment storage facility to house eligible snow removal equipment. This facility contained approximately 18,900 square feet to replace a prior facility located on the preferred site for the relocated control tower and Tracon facility. The building provided additional storage for airport equipment described above.

PFC #2 projects with impose authority in PFC #1 and use authority in PFC #2

- ***Runway and Taxiway Improvements***

This project included the rehabilitation of taxiways D, A, C (formerly B), commercial and general aviation aprons, and runways 1/19 and 10/28 overruns. The airfield pavement corrected deficits which included traverse and longitudinal cracking, some alligator cracking, and surface distortions, all occurring as a result of pavement staging and long term use. The project also included the acquisition of avigation easements for the runway 1 approach and transitional surfaces, the removal of obstruction (approximately 34 acres) from runways 1 and 19 approach and transitional surfaces. The completion of avigation easement acquisition and obstruction removals from the approach and transitional surface of runways 1 and 19 improved the effectiveness of the instrument approaches to the airport by eliminating restrictions on approach minimums.

- ***Flood Management Improvements***

This project included construction of three new sets of culverts along Shaker Creek, 2-10 feet culverts under runway 10/28, 2-10 feet and 2-9 ½ foot culverts under a proposed crossing near the terminal, and 2-10 foot by 8 ½ foot culverts under the airport access road. The improvements in these areas mitigated flood hazards within the terminal area by reducing the water surface elevation.

- ***Environmental Remediation***

This project included the removal of two 550 gallon, one 1,000 gallon, and two 7,500 gallon underground fuel storage tanks and associated piping, and equipment concrete pads. The project also included sheeting, dewatering, temporary ground water treatment, and disposal of approximately 800 cubic yards of contaminated soil. The underground tanks are owned by the County and their removal was required for the construction of a new terminal ramp.

- ***Airport Studies***

This project included the preparation of airport noise exposure maps and a noise compatibility plan in conformance with the requirements of the federal regulation part 150. The noise compatibility plan provided a balanced and cost effective program to mitigate aircraft related noise impacts in neighboring communities.

PFC #3 projects with impose and use authority in PFC #3

- ***Federal Inspection Facility***

This project reimbursed the County of Albany for the design and construction of the Federal Inspection Facility completed in 1995. Also included were all utilities, furnishings, and other appurtenances as requested by the Federal Custom and Immigration and Naturalization Service Directors. The prior facilities were inadequate to support the demand for international flight service and terminal area requirements.

- ***Passenger Access Lift Equipment Acquisition***

This project reimbursed the County of Albany for the local match of funds expended to acquire a passenger access lift. This lift allowed physically challenged passengers to be enplaned and deplaned on commercial aircraft.

- ***Airport Master Plan Study***

This project included the development of an updated airport master plan and airfield demand capacity analysis. The prior airport master plan was completed in 1975, was outdated and required updating to provide for the orderly growth and development of ALB.

- ***FAR Part 150 Run Up Study***

This project reimbursed the County of Albany for a part 150 engine maintenance run up study. The study, completed in fiscal year 1995, provided baseline run up requirements and noise conditions in support of an analysis of appropriate mitigating measure alternatives. This study was required to enable the County of Albany to reduce noise and to mitigate noise impacts from engine maintenance safety checks.

- ***Glycol Collection System***

This project included the rehabilitation of the aircraft apron propylene glycol deicing fluid collection system. This project included the design and rehabilitation of a 6 million gallon aircraft deicing fluid containment lagoon and associated mechanical equipment situated in the Northwest airfield quadrant. The prior facilities were constructed in 1989 and, due to their advanced age and tear, required rehabilitation.

- ***Terminal Ramp Improvements***

This project included the design, rehabilitation and expansion of the terminal apron. Also included in this element is installation of new Portland cement concrete hardstands, rehabilitation of adjoining asphaltic surfaces; realignment of the glycol collection system and adjoining taxilanes; upgraded electrical distribution services and installation of high mast apron lighting systems; apron drainage improvements; the dredging of storm outfalls, and demolition of the former postal facility.

The ditch dredging element was excluded from the PFC approval.

- ***Emergency Generator Installation***

This project included the design and installation of an emergency generator for the electrical circuits servicing the airfield lighting and signage, providing emergency power in the event of primary feed power failure.

PROPOSED APPLICATION PFC #4

Justification for Application #4

The following section describes the projects to be funded under PFC Applications #4 for which the Authority intends to use PFC revenues collected for Applications #1, #2, and #3 which will result in a newly extended estimated collection date.

PFC #4 projects with impose and use authority in PFC #4

- ***Terminal Rehabilitation and Passenger Amenities***

The project will rehabilitate the terminal, including escalators, restrooms, waiting rooms and the food court. Improvements will include new carpets, wall finishes, tile floors, energy-efficient lighting fixtures and better Internet connectivity.

- ***Terminal and Passenger Loading Bridge Upgrades***

This project include Terminal Fire Alarm System upgrade; Jet Bridge Upgrade, Replacement of Public Address System in the Terminal, and upgrade to Terminal WIFI system.

- ***Air Traffic Control Tower Rehabilitation & Improvements***

This project will provide rehabilitation, upgrade and improvements to the Air Traffic Control Tower constructed in 1998.

Project Timeline

The Authority had completed all projects under PFC #1, #2 and #3 by 1999. Projects under Application #4 are in progress.

Project Eligibility

Projects under PFC #1, #2 and #3 were previously approved by FAA in the PFC Applications #1, #2 and #3. The Authority is seeking FAA approval for the projects under PFC #4.

PFC FINANCIAL PLAN

Exhibit 1 presents the PFC Financing Plan of PFC Applications #1, #2 and #3 and Application #4, and Exhibit 2 presents the forecast of PFC collections, as summarized as follows:

PFC Level, Effective Date, Expiration Date, and Total Revenue (Section 158.23(a)(2))

	PFC #1-#3 In Effect	PFC #1-#3 Proposed Amendment		
		\$3.00 Level	\$4.50 Level	Total
PFC Level per eligible e.p.	\$3.00/\$4.50	\$3.00	\$4.50	\$3.00/\$4.50
Charge Effective Date	March 1, 1994	March 1, 1994	October 1, 2009	March 1, 1994
Est. Charge Expiration Date	January 1, 2023	Sept. 1, 2009	March 1, 2025	March 1, 2025
Subtotal	\$116,740,338	\$54,868,846	\$76,455,579	\$131,324,425
		PFC #4 Proposed		
	PFC #4 New	\$4.50 Level		Total
PFC Level per eligible e.p.	\$4.50	\$3.00	\$4.50	\$4.50
Charge Effective Date	December 1, 2019	December 1, 2019	December 1, 2019	December 1, 2019
Est. Charge Expiration Date	January 1, 2023	December 1, 2019	March 1, 2025	March 1, 2025
Subtotal	\$9,700,000	\$9,700,000	9,700,000	\$9,700,000
Total	N/A	\$9,700,000	9,700,000	\$141,024,425

Summary of Estimated Allowable Project Costs and Sources and Amounts of Funds

Exhibit 1 presents a summary of the Authority’s existing PFC approvals.

Calculation of PFC Revenue and Current Expiration Date

Exhibit 2 shows the estimated annual PFC revenues, including projected PFC collections from the airlines, and PFC-restricted interest income earned on PFC fund balances. It is estimated that the total PFC revenues under PFC applications #1, #2, and #3 would be collected by March 1, 2025.

Financing Objectives

The Authority has applied PFC revenues toward the debt service of the Series 1997 Bonds which were refunded by its Series 2008A Bonds, which were later refunded by its Series 2010A Bonds under the existing PFC approvals. Through FY 2018, the Authority received a total of \$104.3 million in PFC revenues and interest earnings, and the annual debt service eligible for PFC revenues is estimated to be \$131.5 million through final maturity of the Series 2010A bonds in 2026. The Authority's primary goal under this proposed amendment Applications #1, #2 and #3 is to improve its financing operations as well as contain airline rates and charges at the Airport.

The primary goal for Application #4 is to fund Airport improvements without impacting airline rates and charges.

Exhibit 1
14 CFR 158, Section 158.23(B)(3)(iii)
SUMMARY OF EXISTING COLLECTION AUTHORITY AND ORIGINAL AND REVISED FINANCING COST
PFC #1 to #3
Albany International Airport

	Total Project Costs	PFC Eligible Project Costs	Sources of Funding							
			PFC Revenue		AIP Grants		State	ACAA	Total	
			PFC Bonds	PAYGO	Total	Entitle				Discr
PFC#1 – Amended Application (93-01-I-02-ALB Impose Only)										
PFC #2 - Amended Application (95-02-U-01-ALB) Use Only										
Projects with Collection Approval in #1 and Use Approval in #2										
#1. B16 Runway and Taxiway Improvements	\$ 13,662,029	\$ 679,913	\$ -	\$ 679,913	\$ 679,913	\$ 744,441	\$ 7,138,319	\$ 4,293,186	\$ 806,170	\$ 13,662,029
#2. Flood Management Improvements	3,170,483	570,687	-	570,687	570,687	843,828	345,103	1,410,865	-	3,170,483
#3. Environmental Remediation	1,285,364	24,507	-	24,507	24,507	441,129	-	24,507	795,221	1,285,364
#4. Airport Study	350,000	31,250	-	31,250	31,250	-	-	-	318,750	350,000
Total PFC #2	\$ 18,467,876	\$ 1,306,357	\$ -	\$ 1,306,357	\$ 1,306,357	\$ 2,029,398	\$ 7,483,422	\$ 5,728,558	\$ 1,920,141	\$ 18,467,876
PFC #3 - Original Application (96=03-U-01-ALB) Impose and Use										
Projects with Impose Approval in #1 and Use Approval in #3										
#1a. B15 Terminal Building Renovation and Expansion - Construction	\$ 74,474,274	\$ 44,437,865	\$ 44,437,865	\$ -	\$ 44,437,865	\$ 5,793,926	\$ -	\$ 1,040,385	\$ 23,202,098	\$ 74,474,274
#1b. B15 Terminal Building Renovation and Expansion - Financing	64,670,432	42,486,953	42,486,953	-	42,486,953	-	-	-	22,183,479	64,670,432
#2a. B17 Air Traffic Control Tower - Construction	11,637,101	4,661,238	4,661,238	-	4,661,238	991,035	-	55,058	5,929,770	11,637,101
#2b. B17 Air Traffic Control Tower - Financing	8,770,150	3,859,855	3,859,855	-	3,859,855	-	-	-	4,910,295	8,770,150
#3a. B18 New Interior Roadways - Construction	8,383,866	1,681,617	1,681,617	-	1,681,617	-	180,611	2,556,534	3,965,104	8,383,866
#3b. B18 New Interior Roadway - Financing	3,530,085	1,051,274	1,051,274	-	1,051,274	-	-	-	2,478,811	3,530,085
#4. B19 Airport Equipment	5,555,300	840,045	-	840,045	840,045	357,210	-	19,845	4,338,200	5,555,300
#5a. New Storage Building - Construction	2,686,020	2,365,045	2,365,045	-	2,365,045	-	-	-	320,975	2,686,020
#5b. New Storage Building - Financing	2,622,610	2,309,212	2,309,212	-	2,309,212	-	-	-	313,398	2,622,610
Subtotal Use Approval	\$ 182,329,837	\$ 103,693,104	\$ 102,853,059	\$ 840,045	\$ 103,693,104	\$ 7,142,171	\$ 180,611	\$ 3,671,822	\$ 67,642,129	\$ 182,329,837
Projects with Impose and Use Approval in #3										
#6. Federal Inspection Facility	266,065	266,065	-	266,065	266,065	-	-	-	-	266,065
#7. Passenger Access Lift Equipment Acquisition	76,240	3,812	-	3,812	3,812	68,616	-	3,812	-	76,240
#8a. Airport Master Plan Study - Construction	270,000	270,000	270,000	-	270,000	-	-	-	-	270,000
#8b. Airport Master Plan Study - Financing	263,626	263,626	263,626	-	263,626	-	-	-	-	263,626
#9. FAR Part 150 Run Up Study	45,000	45,000	-	45,000	45,000	-	-	-	-	45,000
#10a. Glycol Collection System - Construction	894,661	300,000	300,000	-	300,000	-	535,195	29,733	29,733	894,661
#10b. Glycol Collection System - Financing	321,949	292,918	292,918	-	292,918	-	-	-	29,031	321,949
#11a. Terminal Ramp Improvements - Construction	4,416,961	4,416,961	4,416,961	-	4,416,961	-	-	-	-	4,416,961
#11b. Terminal Ramp Improvements - Financing	4,148,051	4,148,051	4,148,051	-	4,148,051	-	-	-	-	4,148,051
\$12a. Emergency Generator Installation - Construction	970,757	970,757	970,757	-	970,757	-	-	-	-	970,757
\$12b. Emergency Generator Installation - Financing	911,657	911,657	911,657	-	911,657	-	-	-	-	911,657
Subtotal Impose and Use	\$ 12,584,967	\$ 11,888,847	\$ 11,573,970	\$ 314,877	\$ 11,888,847	\$ 68,616	\$ 535,195	\$ 33,545	\$ 58,764	\$ 12,584,967
Total PFC #3		\$ 115,581,951	\$ 114,427,029	\$ 1,154,922	\$ 115,581,951					
PFC #4 - Amended Application (95-02-U-01-ALB) Use Only										
#1. Terminal Rehabilitation and Passenger Facilities Amenities	\$ 13,589,205	\$ 5,400,000	\$ -	\$ 5,400,000	\$ 5,400,000	\$ 1,961,340	\$ -	\$ 4,247,145	\$ 2,281,571	\$ 13,890,056
#2. Terminal Passenger Loading Bridge Upgrades	1,500,000	1,500,000	-	1,500,000	1,500,000	-	-	-	-	1,500,000
#3. Air Traffic Control Tower Rehabilitation and Improvements	2,800,000	2,800,000	-	2,800,000	2,800,000	-	-	-	-	2,800,000
Total PFC #2	\$ 17,889,205	\$ 9,700,000	\$ -	\$ 9,700,000	\$ 9,700,000	\$ 1,961,340	\$ -	\$ 4,247,145	\$ 2,281,571	\$ 18,190,056
Total Existing Impose and Use Approval		\$ 116,888,308								
Current Estimated Financing Costs in Excess of Prior Estimates		14,584,087								
Total Estimated Cost of Approved Eligible Projects		\$ 131,472,395.43								

**Exhibit 2
 14 CFR 158, Section 158.23(b)(3)(ii)
 CALCULATION OF NET PFC REVENUE
 Albany International Airport**

Fiscal Year *	Enplaned Passengers	% Eligible	PFC eligible Passengers	PFC Collect Level	Gross PFC Collections	Airline Collect Level	Net PFC Collect Fee	Net PFC Collections	Interest Earnings	Total Annual PFC Revenues
thru 2007				\$ 3.00	\$ 50,069,380	(0.11)	\$ 2.89	\$ 48,233,503	\$ 2,506,807	\$ 50,740,310
2008A	1,380,483	90.6%	1,250,718	\$ 3.00	3,752,153	(0.11)	\$ 2.89	3,613,377	112,411	3,725,788
2009A	1,318,819	90.6%	1,194,850	\$ 3.38	4,032,619	(0.11)	\$ 3.27	3,921,540	43,284	3,964,824
2010A	1,264,381	93.0%	1,176,117	\$ 4.50	5,163,152	(0.11)	\$ 4.39	5,036,942	13,943	5,050,885
2011A	1,242,399	91.2%	1,132,598	\$ 4.50	4,972,103	(0.11)	\$ 4.39	4,850,563	11,003	4,861,566
2012A	1,244,976	89.9%	1,119,593	\$ 4.50	4,915,012	\$(0.11)	\$ 4.39	4,794,867	8,470	4,803,337
2013A	1,215,076	90.9%	1,103,952	\$ 4.50	4,846,350	\$(0.11)	\$ 4.39	4,727,884	9,294	4,737,178
2014A	1,230,376	90.1%	1,108,015	\$ 4.50	4,864,185	\$(0.11)	\$ 4.39	4,745,283	9,258	4,754,541
2015A	1,297,749	88.9%	1,153,337	\$ 4.50	5,063,151	\$(0.11)	\$ 4.39	4,939,385	11,687	4,951,072
2016A	1,407,005	88.9%	1,250,683	\$ 4.50	5,490,500	\$(0.11)	\$ 4.39	5,356,287	14,940	5,371,227
2017A	1,417,835	87.9%	1,246,582	\$ 4.50	5,472,494	\$(0.11)	\$ 4.39	5,338,722	18,477	5,357,199
2018A	1,466,706	93.2%	1,367,590	\$ 4.50	6,003,719	\$(0.11)	\$ 4.39	5,856,962	97,263	5,954,225
2019E	1,516,912	88.2%	1,337,592	\$ 4.50	5,872,031	\$(0.11)	\$ 4.39	5,728,493	281,445	6,009,937
2020E	1,516,912	88.2%	1,337,592	\$ 4.50	5,872,031	\$(0.11)	\$ 4.39	5,728,493	165,600	5,894,093
2021E	1,516,912	88.2%	1,337,592	\$ 4.50	5,872,031	\$(0.11)	\$ 4.39	5,728,493	165,600	5,894,093
2022E	1,516,912	88.2%	1,337,592	\$ 4.50	5,872,031	\$(0.11)	\$ 4.39	5,728,493	165,600	5,894,093
2023E	1,516,912	88.2%	1,337,592	\$ 4.50	5,872,031	\$(0.11)	\$ 4.39	5,728,493	165,600	5,894,093
2024E	1,516,912	88.2%	1,337,592	\$ 4.50	5,872,031	\$(0.11)	\$ 4.39	5,728,493	124,200	5,852,693
2025E	1,516,912	88.2%	292,147	\$ 4.50	1,282,525	\$(0.11)	\$ 4.39	1,251,174	62,100	1,313,274
					<u>\$ 141,159,529</u>			<u>\$ 137,037,443</u>	<u>\$ 3,986,982</u>	<u>\$ 141,024,425</u>

* A = Actual, E = Estimated

Albany County Airport Authority
Public Notice
September 1, 2019

DRAFT SUBJECT TO FINAL EDITS

SUBMITTAL OF PUBLIC COMMENTS

Public comments regarding the proposed amendments to the existing PFC application #1 to #3 must be received no later than October 1, 2019. Comments should be directed to:

John O'Donnell
Chief Executive Officer
Albany County Airport Authority
Administration Bldg., Suite 204
Albany, NY 12211

Comments submitted by mail must be postmarked by October 1, 2019. Comments may also be faxed to (518) 242-2460 and must be received by the Authority no later than October 1, 2019.

AGENDA ITEM NO. 4.6

Appoint Authority Treasurer Paul Anthony Gorman as Acting Chief Financial Officer while the appointed Chief Financial Officer position is vacant.

AGENDA ITEM NO: 4.6
MEETING DATE: August 26, 2019

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

DEPARTMENT: *Finance*

ACAA Approved
08-26-2019

Contact Person: *William J. O'Reilly, Chief Financial Officer*

PURPOSE OF REQUEST:

Appoint Authority Treasurer Paul Anthony Gorman as Acting Chief Financial Officer while the appointed Chief Financial Officer position is vacant.

JUSTIFICATION:

The incumbent Chief Financial Officer (CFO) is retiring August 31, 2019 and the position will be vacant until a new CFO is selected and appointed. The Master Bond Resolution requires the Authority's Chief Financial Officer perform certain duties involving the disbursement and management of funds and other matters related to issuance and management of bonds and other debt. The Authority's Cash Management and Investment Policy, Procurement Guidelines and OPEB Trust also require actions by the CFO. Accordingly the Authority needs an acting Chief Financial Officer to legally manage its funds and fulfill its fiduciary duties. The Acting CFO will be supported by Authority staff and Authority consultants in fulfillment of these duties.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend Approval

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES √

ATTACHED MATERIAL:

No separate Materials are attached but the Master Bond Resolution and board adopted policies & guidelines referred to above are incorporated by reference.

AGENDA ITEM NO. 4.7

**Construction Contract: Authorization to Award
Amendment No. 1 to Construction Contract 930-
GC Airfield Drainage Culvert Replacement to
Rifenburg Contracting Corp.**

AGENDA ITEM NO: 4.7
MEETING DATE: August 26, 2019

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

ACAA Approved
08-26-2019

DEPARTMENT: *Planning and Engineering*

Contact Person: *John LaClair, P.E., Airport Engineer*

Note this Amendment was
to change funding. See Item 10.1 from
7-22-2019 Meeting.

PURPOSE OF REQUEST:

Construction Contract: *Authorization to Award Amendment No. 1 to Construction
Contract 930-GC Airfield Drainage Culvert Replacement to
Rifenburg Contracting Corp.*

CONTRACT AMOUNT:

Base Amount \$1,376,395.08

BUDGET INFORMATION:

Anticipated in Current ALB Capital Plan: Yes ✓ No NA
Funding Account No.: CPN 2218

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal 90%* State 5%* Airport 5%*
Term of Funding: 2018-2019
Grant No.: N/A STATE PIN: N/A

**If a subsequent AIP grant is awarded, work will be advanced with 100% Airport funds
in lieu of grant.*

JUSTIFICATION:

*Request to award Contract 930-GC for Airfield Drainage Culvert Replacement to qualified
low bidder Rifenburg Contracting Corp. of Troy, NY for \$1,376,395.08. The contract scope
includes installation of new culverts across Runway 1 Safety area, Albany Shaker Road and
Old Niskayuna Road. Sitework including grading and ditchwork in the Safety area, cleaning
of the existing glycol trenches on the Apron. Award of this contract needs to be advanced
to support construction scheduling coordination with NYSDOT I-87 Exit 3 Albany Shaker
Road resurfacing after placement of the subject airport drainage pipes. FAA has indicated
that AIP grants are anticipated within 30-days.*

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES ✓ NA

AGENDA ITEM NO: 4.7
MEETING DATE: August 26, 2019

PROCUREMENT DEPARTMENT APPROVAL:

Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved. YES J NA

BACK-UP MATERIAL:

Please refer to the attached Contract Award Recommendation from C.T. Male Associates for Contract 930-GC and bid tab.

C.T. MALE ASSOCIATES

Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C.

50 Century Hill Drive, Latham, NY 12110
518.786.7400 FAX 518.786.7299 www.ctmale.com



July 12, 2019

VIA EMAIL ONLY

Mr. John LaClair, Airport Engineer
Albany County Airport Authority
Albany International Airport
Administration Building, Suite 200
Albany, NY 12211-1057

Re: *Construction Contract Award Recommendation*
Contract No. 930-GC Airfield Drainage Culvert Replacement
Albany, New York
CTM Project # 18.8327

Dear John,

With reference to the above referenced project, C.T. Male Associates has reviewed the bid documents submitted by the two (2) construction bidders. It is the recommendation of C.T. Male Associates that the Albany County Airport Authority award the Contract for the Work to the apparent lowest responsible bidder for this Project, as follows:

Rifenburg Contracting Corp.

\$1,376,395.08 (Base Bid)

Based on our review of the bid documents, it appears that the Contractor has generally included all aspects of the Work included in the basis of design, without substitutions or other apparent deviations.

Subject to the Authority's acceptance of our recommendation, we shall assist the Airport Authority with preparation of the Contract Documents, as included in the Project Manual. Copies of the Standard Forms of Agreement shall be submitted to the Airport Authority's counsel for final review before forwarding them to the Contractor. In conjunction with the execution of the Agreement, the Contractor will be requested to provide the additional documents that are required for the Authority's Board to execute the Agreement, including the certificate of insurance, performance and payment bonds, and proof of worker's compensation, as required by New York State.

C.T. MALE ASSOCIATES

July 12, 2019

Mr. John LaClair – Airfield Drainage Culvert Replacement

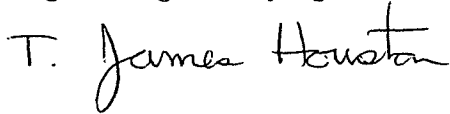
Page - 2

Please contact me directly at 518-786-7463 should you have any questions or comments regarding this correspondence.

Respectfully submitted,

C.T. MALE ASSOCIATES

Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C.

A handwritten signature in black ink that reads "T. James Houston". The signature is written in a cursive style with a large, looped initial "T".

T. James Houston, PE
Senior Civil Engineer

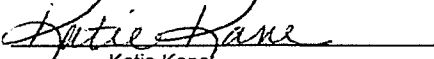
c: S. Iachetta (Albany Airport)
J. Munsey (CTM)
C. Kortz (CTM)

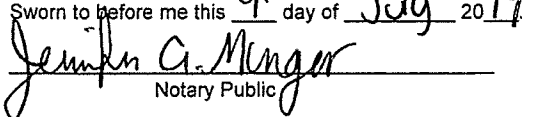
CONTRACT #930-GC
Airfield Drainage Culvert Replacement

Company Name	James H. Maloy, Inc.	Rifenburg Contracting
Addendum #1	X	X
Addendum #2	X	X
Addendum #3	X	X
Addendum #4	X	X
Addendum #5	X	X
Addendum #6	X	X
Lump Sum Bid	\$1,396,000.00	\$1,376,395.08
Bid Bond	5%	5%
Board of Directors	X	X
Non-Collusion	X	X
Qualification Questionnaire	X	X
Acknowledgment	X	X

I, Katie Kane, certify that this bid tabulation is a true copy of the prices submitted by each bidder for the construction project shown above.

Albany Airport Authority Purchasing Department


 Katie Kane
 Deputy Purchasing Agent

Sworn to before me this 9th day of July 2019

 Notary Public

JENNIFER A. MUNGER
 Notary Public, State of New York
 No. 01MU6246332
 Qualified in Schenectady County
 Commission Expires Aug. 08, 2023

AGENDA ITEM NO. 10.2

**Concession Contract: Contract No. 1022-TX
Taxicab Service Operational
Agreement with Advantage Transit Group.**

AGENDA ITEM NO. 5

Authorization of Change Orders

AGENDA ITEM NO. 5.1

**Change Order #1: Authorization to award
Change Order #1 to Contract # 934-GC Bldgs.
112 & 216 Roof to Titan Roofing.**

AGENDA ITEM NO: 5.1
MEETING DATE: August 26, 2019
ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

DEPARTMENT:

ACAA Approved
08-26-2019

Contact Person: *John LaClair, P.E. Airport Engineer*

PURPOSE OF REQUEST:

Change Order #1: *Authorization to award Change Order #1 to Contract # 985-GC Bldgs. 112 & 216 Roof to Titan Roofing.*

CONTRACT AMOUNT:

Base Amount:	\$422,000.00
Change Order #1:	<u>44,127.00*</u>
Total:	\$466,127.00

**To be approved at this meeting.*

BUDGET INFORMATION:

Federal Airport Improvement Program
Anticipated in Current ALB Capital Plan : Yes ✓ No NA
Funding Account No.: CPN 2272

FISCAL IMPACT – FUNDING

Federal N/A State N/A Airport 100% NA
Term of Funding: 2018-2020
Grant No.: N/A State PIN: N/A

JUSTIFICATION:

Request for authorization of Change Order #1 for Contract 985-GC Bldgs. 112 & 216 for additional work needed to complete the project including replacement of the lower EPDM roof and replace a section of damaged gutter on Bldg. 216 and provide snow guards on new Bldg. 112 roof.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES ✓ NA

AGENDA ITEM NO: 5.1
MEETING DATE: August 26, 2019

PROCUREMENT DEPARTMENT APPROVAL:

Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved. YES ✓ NO .

BACK-UP MATERIAL:

Please refer to attached Change Order backup information compiled by Hoffman & Riley Architects.



Document G701™ – 2017



Change Order

PROJECT: <i>(name and address)</i> Alb. Intern'l Airport Roofing Bldg 112 & 216	CONTRACT INFORMATION: Contract For: Roofing Date: 8/27/2018	CHANGE ORDER INFORMATION: Change Order Number: 001 Date:
OWNER: <i>(name and address)</i> Alb County Aiirport Authority 737 Albany-Shaker Road Albany NY 12211	ARCHITECT: <i>(name and address)</i> Hoffman + Riley Architects LLP 1735 Central Avenue Albany, NY 12205	CONTRACTOR: <i>(name and address)</i> Titan Roofing Inc 200 Tapley Street Springfield, Ma

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Replace EPDM Roof @ 55 Sicker Road	\$ 15,491.00
Replace section of existing gutter	\$ 246.00
Provide snow guards on Bldg.112	\$ 28,390.00
Total Add:	\$ 44,127.00

The original Contract sum was	\$ 422,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 422,000
The Contract Sum will be (increased) (by this Change Order in the amount of	\$ 44,127.00
The new Contract Sum, including this Change Order, will be	\$ 466,127.00
The Contract Time will be unchanged by (0) days.	
The new date of Substantial Completion will be	NA

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Hoffman+ Riley Architects LLP ARCHITECT <i>(Firm name)</i>	Titan Roofing, Inc CONTRACTOR <i>(Firm name)</i>	Albany County Airport Authority OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
John H Riley / Partner PRINTED NAME AND TITLE	Kevin J Campion, Secretary/CFO PRINTED NAME AND TITLE	 PRINTED NAME AND TITLE
4.29.19 DATE	4/25/19 DATE	 DATE



TITAN ROOFING, INC.

200 Tapley Street, Springfield, MA 01104-2827

Main office phone (413) 536-1624
Main office fax (413) 533-2560
Estimating fax (413) 533-1186

MINORITY BUSINESS ENTERPRISE
Commonwealth of Massachusetts
City & State of New York
Affirmative Action
Equal Opportunity Employer

November 17, 2018

Hoffman + Riley Architects
Attn: John Riley
1735 Central Avenue
Albany NY 12205

RE: Albany International Airport - Replace EPDM Roof at 55 Sicker Road

Dear Mr. Riley,

We have been told by the building occupants that they have experienced leaks at the existing EPDM roofing system at 55 Sicker Road. This roof area is approximately 1,500 SF.

We have been asked by the Airport to provide a proposal to replace this area, which I have broken out below.

Our roof test cuts have indicated only one roofing system, so we are proposing overlaying the existing EPDM roof with 1/2" insulation coverboard and mechanically fastening it. We would then install a fully adhered 60 mil Carlisle TPO Roof.

Material

1/2" Insulation Coverboard	47 sheets @ \$17/sheet	\$799
TPO Bonding Adhesive	6 cans @ \$125/can	\$750
Insulation fasteners and plates	1 LS @ \$250/LS	\$250
60 Mil TPO Membrane	2 Rolls @ \$550/Roll	\$1,100
TPO Primer	2 gallons @ \$70/gallon	\$140
TPO Stripping	1 roll @ \$200/roll	\$200
TPO Russ Strip	1 roll @ \$175/roll	\$175
TPO Cleaner	1 gallon @ \$35/gallon	\$35
TPO Cut Edge Sealant	1 bottle @ \$15/bottle	\$15
TPO Single Ply Caulking and Water Cut Off Mastic	12 tubes @ \$8/tube	\$96
Termination Bar	60 LF @ \$.60/LF	\$36
TPO Unsupported Flashing	1 roll @ \$225/roll	\$225
24 gauge kynar painted metal	3 sheets @ \$55/sheet	\$165
Misc. sheet metal Fasteners	1 LS @ \$25/LS	\$ 25

Labor

Deliver and load material	2 MD @ \$450/MD	\$900
Install new TPO Roofing System and flashing	16 MD @ \$450/MD	\$7,200
Measure, fabricate, and install sheet metal flashing	2 MD @ \$580/MD	\$1,160

185 Harding Street
Worcester, MA 01604
Phone 508-755-0487
Fax 508-756-8609

115 Old Colony Avenue
Quincy, MA 02170
Phone 617-773-7660
Fax 617-773-7727

32 Railroad Avenue
Albany, NY 12205
Phone 518-235-1707
Fax 518-235-1753

7756 State Route 5, Rear Building
Clinton, NY 13323
Phone 315-381-3089
Fax 315-381-3327

110 Whitney Avenue
New Haven, CT 06510
Phone 203-776-7663
Fax 203-776-7667

180448



TITAN ROOFING, INC.

200 Tapley Street, Springfield, MA 01104-2827

Main office phone (413) 536-1624
Main office fax (413) 533-2560
Estimating fax (413) 533-1186

MINORITY BUSINESS ENTERPRISE
Commonwealth of Massachusetts
City & State of New York
Affirmative Action
Equal Opportunity Employer

SUB-TOTAL	\$13,271
15% OH&P	\$ 1,991
1.5% Bond Cost	\$ 229
TOTAL	\$15,491

Please call me if you have any questions. This price is valid for 14 days.

Sincerely,

Anthony Pazmino

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MINORITY BUSINESS ENTERPRISE
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Affirmative Action
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October 23, 2018

Hoffman + Riley Architects
Attn: John Riley
1735 Central Avenue
Albany NY 12205

RE: Albany International Airport - Install New Gutter at 55 Sicker Road

Dear Mr. Riley,

There is a section of existing gutter above the employee entrance door at 55 Sicker Road that should be removed and replaced. There is approximately 28 LF of gutter.

The material and fabrication of this material is added work and I've broken out the following additional costs:

Material

24 gauge kynar painted metal	1 sheet @ \$55/sheet	\$55
Misc. Fasteners & Caulking	1 LS @ \$10/LS	\$10

Labor

Measure and fabricate new section of gutter	¼ MD @ \$580/MD	\$145
	SUB-TOTAL	\$210
	15% OH&P	\$ 32
	1.5% Bond Cost	\$ 4
	TOTAL	\$246

Please call me if you have any questions.

Sincerely,


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March 6, 2019

Hoffman + Riley Architects
Attn: John Riley
1735 Central Avenue
Albany NY 12205

RE: Albany International Airport - Install Snow Guards at Building 112 Roof

Dear Mr. Riley,

The existing metal roof currently has snow guards on it that are scheduled to be removed. We recommend one row of snow guards be installed at the upper roof, and one row at the lower roof. Two rows will be required where the eave length is longer than 100'.

This layout will require the installation of 110 base plates and brackets installed over solid wood blocking fastened to the deck. These base plates will then be flashed in with TPO membrane. Once these are installed a flashed, a bracket is then bolted on and a snow rail and ice flags installed. See attached proposal from Alpine Snow Guards as well as their recommended layout.

This is all additional work and I've broken out the following additional costs:

Material

60 Mil TPO Membrane	1/2 Roll @ \$550/Roll	\$ 275
TPO Cleaner	6 gallons @ \$35/gallon	\$ 210
TPO Cut Edge Sealant	8 bottles @ \$15/bottle	\$ 120
Lull Rental	1 week @ \$1,000/week	\$1,000
1/2" Pressure Treated Plywood	2 sheets @ \$30/sheet	\$ 60
2 x 6 Pressure Treated Lumber	70 LF @ \$0.75/LF	\$ 53
Misc. Fasteners for wood blocking	1 LS @ \$100/LS	\$ 100
Snow guards and snow flags	1 LS @ \$3,534	\$3,534

Labor

Deliver, load, and layout snow guards	2 MD @ \$450/MD	\$900
Install Wood Blocking for snow guard bases	5 MD @ \$450/MD	\$2,250
Install base plate and flash in with TPO membrane	30 MD @ \$450/MD	\$13,500
Install snow guard rail and ice flags	4 MD @ \$580/MD	\$2,320

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3/14/19



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SUB-TOTAL	\$24,322
15% OH&P	\$ 3,648
1.5% Bond Cost	\$ 420
TOTAL	\$28,390

Please call me if you have any questions. This price is valid for 14 days.

Sincerely,

Anthony Pazmino

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AGENDA ITEM NO. 5.2

**Change Order #1: Authorization to award
Change Order #1 to Contract # 989-PC New
Parking Garage Pre Cast to Unistress Industries.**

AGENDA ITEM NO: 5.2
MEETING DATE: August 26, 2019

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

DEPARTMENT:

ACAA Approved
08-26-2019

Contact Person: *John LaClair, P.E. Airport Engineer*

PURPOSE OF REQUEST:

Change Order #1: *Authorization to award Change Order #1 to Contract # 989-PC
New Parking Garage Pre Cast to Unistress Industries.*

CONTRACT AMOUNT:

Base Amount:	\$10,400,000.00
Change Order #1:	<u>60,984.22*</u>
Total:	\$10,460,984.22

BUDGET INFORMATION:

Federal Airport Improvement Program
Anticipated in Current ALB Capital Plan : Yes J No NA
Funding Account No.: CPN 2261

FISCAL IMPACT – FUNDING

Federal N/A State 37% Airport 63% NA
Term of Funding: 2018-2020
Grant No.: N/A State PIN: 1A00.97

JUSTIFICATION:

Request for authorization of Change Order #1 for Contract 989-PC for New Parking Garage Precast Concrete of Pittsfield, Mass., in the amount of \$60,984.22 to address additional work required due to unforeseen site conditions. The Change Order includes the addition of roof drain fixtures, addition of thin brick facing in the SE corner, changes to the stair towers to accommodate the glazing, credit for the removal of Grade spandrels and the extension of the Contract Time by 21 calendar days (due to circumstances beyond their control) setting Final Completion at November 8, 2019.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES J NA

AGENDA ITEM NO: 5.2
MEETING DATE: August 26, 2019

PROCUREMENT DEPARTMENT APPROVAL:

Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved. YES J NO .

BACK-UP MATERIAL:

Please refer to attached Change Order backup information complied by Turner Construction.



Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address):
Albany County Airport Authority
Parking Garage: Sitework &
Foundations
737 Albany Shaker Road
Albany, New York 12211

CHANGE ORDER NUMBER: 001
INITIATION DATE: 08/20/2019

- OWNER
CONSTRUCTION MANAGER
ARCHITECT
CONTRACTOR
FIELD
OTHER

TO CONTRACTOR (Name and address): PROJECT NUMBERS: /989-PC
Unistress Industries CONTRACT DATE: 02/27/2019
550 Cheshire Road CONTRACT FOR: Precast Concrete
Pittsfield, MA 01202

THE CONTRACT IS CHANGED AS FOLLOWS:

- 1. [COR-002] Relocation and addition of shear walls, add precast diaphragms, and concrete washes on double tees [Add SO,00]
2. [COR-003] Add 16 Zurn Drain Frames [Add 56,673.97]
3. [COR-003] Add thin brick on south east comer of parking garage [Add \$10,632.25]
4. [COR-003] Delete precast Grade Spandrels along C [Credit 557,849.00]
5. [COR-004] Bulletin 01 Stair Tower Changes [Add 5105,000.00]
6. [COR-005] Reduction of Wall Panel At Grid 17 [Credit 53,473.00]
7. [COR-006] Milestone + Incentive Schedule Change from 10.18.19 to 11.08.19 [Add 50.00]

Table with 2 columns: Description and Amount. Rows include original contract sum, net change by authorized orders, and new contract sum including change order.

The Contract Time will be increased by twenty one (21 calander) days.
The date of Substantial Completion as of the date of this Change Order therefore is November 8, 2019.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Turner Construction Company CHA
CONSTRUCTION MANAGER (Firm name) ARCHITECT (Firm name)
1 Computer Drive South, Albany, New York 12205 III Winners Circle, Albany, New York 12205
ADDRESS ADDRESS

BY (Signature) Robert Wagner DATE: BY (Signature) Rich LaRose, AIA DATE:
(Typed name) (Typed name)

Unistress Industries Albany County Airport Authority
CONTRACTOR (Firm name) OWNER (Firm name)
550 Cheshire Road, Pittsfield, MA 01202 737 Albany Shaker Road, Albany, New York 12211
ADDRESS ADDRESS

AGENDA ITEM NO. 6

Authorization of Federal and State Grants

AGENDA ITEM NO. 7

**Emergency Procurement Approvals by CEO –
Informational Only**

Old Business

New Business

Executive Session

Attorney-Client Privilege Matters