



**Minutes of the Regular Meeting of the Albany County Airport Authority**

**ACAA Approved  
05/03/2021**

**March 15, 2021**

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, March 15, 2021 @ 11:30 a.m. in the 3<sup>rd</sup> Floor Conference Room of the main terminal located at the Albany International Airport via telephonic/Zoom by Chairman Samuel A. Fresina with the following present:

**MEMBERS PRESENT**

Samuel A. Fresina  
Kevin R. Hicks (via Zoom)  
Lyon M. Greenberg, M.D.  
Steven H. Heider  
Sari M. O'Connor  
Thomas A. Nardarcci  
John-Raphael Pichardo

**MEMBERS ABSENT**

**STAFF**

Philip F. Calderone, Esq.  
Christine C. Quinn  
Michael F. Zonsius  
Doug Myers  
Matthew J. Cannon  
Liz Charland  
Dwayne Lovely  
Steve Iachetta  
John LaClair  
Helen Chadderdon  
Kathy Greenwood

**ATTENDEES**

Fred Acunto, Airport Manager, AvPorts  
John DelBalso, Assistant Airport Manager, AvPorts  
Ray Casey, Airport Consultant  
Robert Heitz, Million Air  
Dave Cook, Airport Fire Chief  
Dennis Feeney, Majority Leader  
Perry Blanchard, IT Albany County  
George Penn, Albany County



**General:**

**1. Chairman's Remarks**

**2. Approval of Minutes**

Mr. Hicks moved to approve the minutes of the February 1, 2021 meeting.

The motion was adopted unanimously.

**3. Communications and Report of Chief Executive Officer**

Mr. Calderone presented the Communications and Report of the Chief Executive Officer for the month of March 2021.

Financial and Audit Items 14.1, 14.2, 14.3 & 14.4 for review/approval.

Dr. Greenberg, Chair of the Audit Committee, advised the Board that the Audit committee had met this morning prior to the regular Board meeting to review the Financial and Audit Items and recommended their acceptance and approval.

Mr. Fresina moved to "bundle" the approvals for the following items:

- 14.1 Comprehensive Annual Financial Report for the year-ended 2020 with draft auditor reports;**
- 14.2 Airlines Rates and Charges Settlement and Revenue Sharing Calculation Report for the year ended December 31, 2020 with draft consultant report;**
- 14.3 Annual Investment Report which includes a copy of the Cash Management and Investment Policy (the Policy) and explanation of the Policy and draft auditor report;**
- 14.4 Performance Measurement Report for 2020**
- 14.5 Financial Statements – Other Post Employment Benefit Trust**

The motion to "bundle" the approvals was adopted unanimously.

Dr. Greenberg moved to approve as a "bundle" the following items as recommended by the Audit Committee:

- 14.1 Comprehensive Annual Financial Report for the year-ended 2020 with draft auditor reports;**
- 14.2 Airlines Rates and Charges Settlement and Revenue Sharing Calculation Report for the year ended December 31, 2020 with draft consultant report;**
- 14.3 Annual Investment Report which includes a copy of the Cash Management and Investment Policy (the Policy) and explanation of the Policy and draft auditor report;**
- 14.4 Performance Measurement Report for 2020**



## **14.5 Financial Statements – Other Post Employment Benefit Trust**

The motion was adopted unanimously.

### **Management Reports:**

#### **4. 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**

#### **4. Project Development**

Mr. LaClair presented the Project Development report for the month of March 2021.

#### **6. Counsel**

Ms. Quinn presented Counsel's report for the month of March 2021.

#### **7. Concessions/Ambassador Program**

Ms. Chadderdon presented the Concessions/Ambassador Status Report for the month of March 2021.

#### **8. Public Affairs**

Mr. Myers presented the Public Affairs Report for the month of March 2021.

#### **9. Business & Economic Development**

Mr. Cannon presented the Business & Economic Development Report for the month of March 2021.

### **Action Items:**

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

##### **10.1 Issue Purchase Order for Purchase and Installation of a new Carpet for A-Concourse - Tabled**

Mr. Fresina moved to table the issuance of a Purchase Order for the Purchase and Installation of new carpet for A-Concourse. The motion was adopted unanimously.

##### **10.2 Construction Contract: Authorization to Award Construction Contract 20-1065-GC Runway 19 Obstruction Tree Removal to Terry Tree Service LLC.**

Mr. LaClair recommended authorization to award Contract 1065-GC for Runway 19 Obstruction Tree Removal to qualified low bidder Terry Tree Service, LLC. for \$397,070.00. He advised the contract scope includes selective tree topping, tree removal and site restoration including select plantings in the Safety Area of Runway 19 to maintain FAA published approach minimums. The award of this contract is contingent on FAA concurrence and upon low bidder's compliance with NYSDOL apprenticeship requirements. If the low bidder does not comply, the CEO has authority to award to the second lower bidder.

Ms. O'Connor moved to authorize to award of Contract 1065-GC for Runway 19 Obstruction Tree



Removal to low bidder Terry Tree Service, LLC. in the amount of \$397,070.00 with award of this contract contingent on FAA concurrence and upon low bidder's compliance with NYSDOL apprenticeship requirements and if the low bidder does not comply, the CEO has authority to award to the second lower bidder. The motion was adopted by majority with Mr. Hicks opposing.

**10.3 Heavy Equipment Contract: Authorization to Award Contract E-20-1071: Purchase of One 2021 Cab Forward Chassis with 18-Foot Front Mount Broom Including a Forced Air Blast Blower System;**

Mr. Iachetta recommended authorization to approve Contract E-20-1070 for the Purchase of One 2021 Cab Forward Chassis with 18-Foot Front Mount Broom including a Forced Air Blast Blower System Airport Carrier Vehicle with High-Speed Snow Blower to qualified low-bidder M-B Companies, Inc. in the amount of \$580,635 as recommended by Project Engineer, Chris Brubach, P.E. He advised this procurement is necessary to replace fleet #M40, a 2001 Oshkosh MB Broom, which is beyond functional utility. This equipment procurement is programmed with FAA as one of three units for FY 2021 Discretionary Airport Improvement Program funding with 90% FAA and 5% State and Airport share allocations respectively. Final Award is contingent on FAA Grant issuance.

Dr. Greenberg moved to Award Contract E-20-1071 for the purchase of one 2021 Cab Forward Chassis with 18-Foot Front Mount Broom Including a Forced Air Blast Blower System in the amount of \$580,635 contingent on FAA grant issuance. The motion was adopted unanimously.

**10.4 Lease Extension: One Year Lease Extension to AFCO AvPorts Management, LLC for Airport Management Services**

Ms. Quinn recommended a one-year extension to AFCO AvPorts Management, LLC's agreement for Airport Management Services. She advised that the current agreement with AFCO AvPorts Management expires on December 31, 2021 and as we prepared to release an RFQ for Airport Management Services it became clear that due to the ongoing pandemic it would be most beneficial for the Airport to extend our current agreement with AFCO AvPorts Management for one year. She advised the current pandemic has had an unprecedented impact on the aviation industry and a one-year extension will allow for necessary continuity and a more meaningful RFQ process.

Mr. Pichardo moved to authorize a One-Year Lease Extension to AFCO AvPorts Management, LLC for Airport Management Services. The motion was adopted unanimously.

**10.5 Elevator Equipment Contract: Authorization to Award Contract 21-1078: Furnish and Install Touchless Elevator Pushbutton Systems at Seventeen Airport Elevators; NYS Contract PS901AA**

Mr. Iachetta recommended authorization to award Contract 21-1078 to KONE, Inc. to furnish and install the Phantom touchless pushbutton sensor system at 17 Airport elevators under New York State Contract PS901AA in the amount of \$97,036.50 and 100% Airport/PFC funded. He advised that if approved, Contract 21-1078 will complete the conversion of all 19 Airport elevators to this state-of-the-art hygienic elevator technology. (Elevators #6 and #12 are included under separate Contracts.)

Mr. Nardacci moved to authorize the award of Contract No. 21-1078 to Kone, Inc. to furnish and install the Phantom touchless pushbutton sensor system at seventeen Airport elevators under New York State Contract PS901AA in the amount of \$97,036.50. The motion was adopted unanimously.



**10.6 Elevator Equipment Contract: Authorization to Award Contract 21-1063-EL: Concourse A Elevator #12 Modernization per KONE, Inc. Proposal dated 2/4/2021 under NYS Contract PS901AA**

Mr. Iachetta recommended authorization to award Contract 21-1063-EL to KONE, Inc. to remove a 1979 elevator deemed beyond functional utility and to furnish and install the new KONE, Inc. elevator system under New York State Contract PS901AA in the amount of \$200,058.68. He advised the scope of work includes cab, door, operator equipment, new infrared door sensors, pump and machine room equipment and new touchless pushbutton controls and new Wilsonart interior panels, LED lighting and burnished chrome handrails and manual button functions remain to meet all Building Code requirements. The contract will be 100% Airport funded.

Mr. Nardacci moved to authorize the award of Contract No. 21-1063-EL to KONE, Inc. to remove a 1979 elevator and install the new KONE, Inc. elevator system under New York State Contract PS901AA in the amount of \$200,058.68. The motion was adopted unanimously.

**10.7 Construction Contract: Authorization to Award Construction Contract S-20-1075FP Terminal Fire Alarm Replacement to Hewitt & Young Electric**

Mr. LaClair recommended authorization to award Contract S-20-1075-FP for Terminal Fire Alarm Replacement to qualified low bidder Hewitt & Young Electric for \$1,447,500.00 (PFC funded)/100% airport funded. He advised the contract scope includes complete replacement of the existing 25-year-old system with new upgradable equipment including sensors, detectors, monitors and controls in both the Airport Operations and ARFF control centers and complete removal of the existing system after the new system is in place and tested. The award of this contract is contingent on compliance with the M/WBE requirements.

Mr. Hicks moved to authorize the award of Contract S-20-1075-FP for Terminal Fire Alarm Replacement to qualified low bidder Hewitt & Young Electric for \$1,447,500.00 contingent on compliance with the M/WBE requirements. The motion was adopted unanimously.

**10.8 Amendment No. 4: Hangar Lease Agreement No. L-759: Hyannis Air Service, Inc. d/b/a Cape Air & Nantucket Airlines**

Ms. Quinn recommended authorization to enter into Amendment No. 4 to Hangar Lease Agreement No. L-759 with Hyannis Air Service, Inc. d/b/a Cape Air & Nantucket Airline. She advised the current Lease was effective July 1, 2011, went to holdover, month-to-month status December 31, 2017, it's term was extended to December 31, 2017 by Amendment 2, and its term was extended to March 31, 2020 by Amendment No. 3 and has been month-to-month since. This Amendment No. 4 extends the term of the lease to March 31, 2021 and gives Cape Air the option to extend the term of the lease one year from April 1, 2021 to March 31, 2022. The rent will be \$6,532.43 per month (\$78,389.16 annually).

Mr. Nardacci moved to authorize said Amendment No. 4 to Hangar Lease Agreement No. L-759: Hyannis Air Service, Inc. d/b/a Cape Air & Nantucket Airlines. The motion was adopted unanimously.

**10.9 Fifth Lease Extension to Lease No. L-479: 70 Sicker Road Bldg. No. 214 with Custom Auto Radio Distribution, Inc.**

Ms. Quinn recommended authorization for a fifth lease extension for Lease No. L-479, 70 Sicker Road, Bldg. No. 214 with Custom Auto Radio Distribution, Inc. She advised this is a one-year lease extension expiring December 31, 2021. The rent during 2021 will be \$3,131.78 per month (\$37,581.36 annually). Rent will increase annually by the existing Consumer Price Index for All Urban Consumers – Northeast, Not Seasonally Adjusted.



Ms. O'Connor moved to authorize said Fifth Lease Extension. The motion was adopted unanimously.

**10.10 Lease Agreement – Lease No. L-21-1080: 737 Albany Shaker Road – ACAA Building. No. 117 with Champlain Enterprises, LLC d/b/a CommutAir**

Ms. Quinn recommended approval of a lease with Champlain Enterprises, LLC d/b/a CommutAir. She advised the lease agreement will be for a three--year term from May 1, 2021 to April 30, 2024 and as a part of this lease agreement the Authority will provide up to \$20,000 in necessary repair costs. Rent will be \$46,356.36 per year (\$3,863.03 per month) plus utilities. The rent will increase 3% each year.

Dr. Greenberg moved to approved Lease No. L-21-1080 – 737 Albany-Shaker Road – ACAA Building No. 117 with Champlain Enterprises, LLC d/b/a CommutAir. The motion was adopted unanimously.

**11. Authorization of Change Orders**

**12. Authorization of Federal and State Grants**

**12.1 Grants: Authorization to Accept Airport Improvement Program Grant 3-36-001-xxx-2021; Coronavirus Response and Relief Supplemental Appropriations Act, 2021-General and Concessions;**

Mr. Iachetta recommended Acceptance of Federal Airport Improvement Grant No. 3-36-001-XXX-2021; Coronavirus Response and Relief Supplemental Appropriations Act, 2021 – General and Concessions for a total program amount of \$5,412,267. General-Personnel/Debt Relief Share \$5,091,757; Concessions Relief Share \$320,510.

Dr. Greenberg moved to authorize Acceptance of Federal AIP No. 3-36-001-XXX-2021; Coronavirus Response and Relief Supplemental Appropriations Act, 2021 – General and Concessions. The motion was adopted unanimously.

**13. Informational Only - None**

**14. Items 14.1, 14.2, 14.3, 14.4, 14.5, were presented and approved at the beginning of the meeting.**

**Old Business: None**

**New Business:**

**Executive Session - Attorney-Client Privilege Matters:**

There being no further business, the meeting was adjourned at 12:55 p.m.



**ALBANY COUNTY AIRPORT AUTHORITY**

**REGULAR MEETING**

**AGENDA**

**March 15, 2021**

**General:**

**Chairman's Remarks**

**Approval of Minutes**

**Regular Meeting – February 1, 2021**

**Communications and Report of Chief Executive Officer**

**Reports:**

**Chief Financial Officer**

- 5. Project Development**
- 6. Counsel**
- 7. Concessions/Ambassador Program**
- 8. Public Affairs**
- 9. Business & Economic Development**

**Action Items:**

- 10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
  - 10.1 Issue Purchase Order for Purchase and Installation of a new Carpet for A-Concourse**
  - 10.2 Construction Contract: Authorization to Award Construction Contract 20-1065-GC Runway 19 Obstruction Tree Removal to Terry Tree Service LLC.**



- 10.3 Heavy Equipment Contract: Authorization to Award Contract E- 20-1071: Purchase of One 2021 Cab Forward Chassis with 18-Foot Front Mount Broom Including a Forced Air Blast Blower System;**
- 10.4 Lease Extension: One Year Lease Extension to AFCO AvPorts Management, LLC for Airport Management Services**
- 10.5 Elevator Equipment Contract: Authorization to Award Contract 21-1078: Furnish and Install Touchless Elevator Pushbutton Systems at Seventeen Airport Elevators; NYS Contract PS901AA**
- 10.6 Elevator Equipment Contract: Authorization to Award Contract 21-1063-EL: Concourse A Elevator #12 Modernization per KONE, Inc. Proposal dated 2/4/2021 under NYS Contract PS901AA**
- 10.7 Construction Contract: Authorization to Award Construction Contract S-20-1075FP Terminal Fire Alarm Replacement to Hewitt & Young Electric**
- 10.8 Amendment No. 4: Hangar Lease Agreement No. L-759: Hyannis Air Service, Inc. d/b/a Cape Air & Nantucket Airlines**
- 10.9 Fifth Lease Extension to Lease No. L-479: 70 Sicker Road Bldg. No. 214 with Custom Auto Radio Distribution, Inc.**
- 10.10 Lease Agreement – Lease No. L-21-1080: 737 Albany Shaker Road – ACAA Building. No. 117 with Champlain Enterprises, LLC d/b/a CommutAir**
  
- 11. Authorization of Change Orders**  
None
  
- 12. Authorization of Federal and State Grants**
  - 12.1 Grants: Authorization to Accept Airport Improvement Program Grant 3-36-001-xxx-2021; Coronavirus Response and Relief Supplemental Appropriations Act, 2021-General and Concessions;**
  
- 13. Informational Only - None**
  
- 14.**
  - 14.1 Comprehensive Annual Financial Report for the year-ended 2020 with draft auditor reports;**
  - 14.2 Airlines Rates and Charges Settlement and Revenue Sharing Calculation Report for the year ended December 31, 2020 with draft consultant report;**





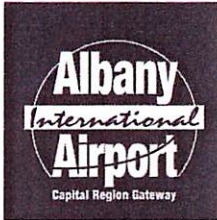
- 14.3 Annual Investment Report which includes a copy of the Cash Management and Investment Policy (the Policy) and explanation of the Policy and draft auditor report; and**
- 14.4 Performance Measurement Report for 2020**
- 14.5 Financial Statements – Other Post Employment Benefit Trust**

**Old Business:**

**New Business:**

**Executive Session - Attorney-Client Privilege Matters:**

**NOTICE**



ALBANY COUNTY AIRPORT AUTHORITY  
 ALBANY INTERNATIONAL AIRPORT  
 737 ALBANY SHAKER ROAD  
 MAIN TERMINAL - SUITE 300  
 ALBANY, NEW YORK 12211-1057

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

ALBANY COUNTY AIRPORT AUTHORITY  
 AUDIT COMMITTEE  
 MEETING NOTICE

*Posted -  
 Facebook  
 Website  
 Elevator Terminal  
 3-8-21 J. Hauld*

Notice is hereby given for the following Audit Committee meeting of the Albany County Airport Authority:

**The Albany County Airport Authority will hold an Audit Committee meeting on Monday, March 15, 2021 at 11:00 a.m.**

**Due to COVID-19 this will be a teleconference meeting.**

**Dial In Number +1-646-558-8656 US (New York)  
 Meeting ID: 965 1295 9828  
 Participate: Participate press # only.**

ALBANY COUNTY AIRPORT AUTHORITY  
 MEETING NOTICE

Notice is hereby given of the following regular meeting of the Albany County Airport Authority:

**The Albany County Airport Authority will hold its regularly scheduled meeting on Monday, March 15, 2021 at 11:30 a.m.**

**Due to COVID-19 this will be a teleconference meeting.**

**Dial In Number +1-646-558-8656 US (New York)  
 Meeting ID: 965 1295 9828  
 Participate: Participate press # only.**

**Liz Charland**

---

**From:** Liz Charland  
**Sent:** Monday, March 8, 2021 1:52 PM  
**To:** Bobbi Matthews; Chris Quinn; Doug Myers; Dwayne Lovely; Fred Acunto (facunto@albanyairport.com); Helen Chadderdon; Jenn Munger; John DelBalso; John LaClair; Katie Kane; Liz Charland; Margaret Herrmann; Matt Cannon; Michael Zonsius; Phil Calderone; Steve Iachetta  
**Subject:** Audit & Regular Meeting Notices for Monday March 15, 2021 starting at 11:00 a.m.  
**Importance:** High

**ALBANY COUNTY AIRPORT AUTHORITY**

**AUDIT COMMITTEE**

**MEETING NOTICE**

Notice is hereby given for the following Audit Committee meeting of the Albany County Airport Authority:

**The Albany County Airport Authority will hold an Audit Committee meeting on Monday, March 15, 2021 at 11:00 a.m.**

**Due to COVID-19 this will be a teleconference meeting.**

**Dial In Number +1-646-558-8656 US (New York)**

**Meeting ID: 965 1295 9828**

**Participate: Participate press # only.**

**ALBANY COUNTY AIRPORT AUTHORITY**

**MEETING NOTICE**

Notice is hereby given of the following regular meeting of the Albany County Airport Authority:

**The Albany County Airport Authority will hold its regularly scheduled meeting on Monday, March 15, 2021 at 11:30 a.m.**

**Due to COVID-19 this will be a teleconference meeting.**

**Dial In Number +1-646-558-8656 US (New York)**

**Meeting ID: 965 1295 9828**

**Participate: Participate press # only.**

**Liz Charland**

---

**From:** Liz Charland  
**Sent:** Monday, March 8, 2021 1:51 PM  
**To:** Saratogian Newspapers; The Colonie Spotlight; The Gazette; The Troy Record  
**Subject:** Please publish in the Community Section of your paper  
**Importance:** High

**ALBANY COUNTY AIRPORT AUTHORITY**

**AUDIT COMMITTEE**

**MEETING NOTICE**

Notice is hereby given for the following Audit Committee meeting of the Albany County Airport Authority:

**The Albany County Airport Authority will hold an Audit Committee meeting on Monday, March 15, 2021 at 11:00 a.m.**

**Due to COVID-19 this will be a teleconference meeting.**

**Dial In Number +1-646-558-8656 US (New York)**

**Meeting ID: 965 1295 9828**

**Participate: Participate press # only.**

**ALBANY COUNTY AIRPORT AUTHORITY**

**MEETING NOTICE**

Notice is hereby given of the following regular meeting of the Albany County Airport Authority:

**The Albany County Airport Authority will hold its regularly scheduled meeting on Monday, March 15, 2021 at 11:30 a.m.**

**Due to COVID-19 this will be a teleconference meeting.**

**Dial In Number +1-646-558-8656 US (New York)**

**Meeting ID: 965 1295 9828**

**Participate: Participate press # only.**

**Liz Charland**

Director of Administrative Services

Albany County Airport Authority

737 Albany Shaker Road | Albany, New York 12211-1057

[lcharland@albanyairport.com](mailto:lcharland@albanyairport.com)

**Liz Charland**

---

**From:** Liz Charland  
**Sent:** Monday, March 8, 2021 1:51 PM  
**To:** TU Legals  
**Subject:** Please publish one time ASAP - Thank you. Account Number 061026000

**ALBANY COUNTY AIRPORT AUTHORITY**

**AUDIT COMMITTEE**

**MEETING NOTICE**

Notice is hereby given for the following Audit Committee meeting of the Albany County Airport Authority:

**The Albany County Airport Authority will hold an Audit Committee meeting on Monday, March 15, 2021 at 11:00 a.m.**

**Due to COVID-19 this will be a teleconference meeting.**

**Dial In Number +1-646-558-8656 US (New York)**

**Meeting ID: 965 1295 9828**

**Participate: Participate press # only.**

**ALBANY COUNTY AIRPORT AUTHORITY**

**MEETING NOTICE**

Notice is hereby given of the following regular meeting of the Albany County Airport Authority:

**The Albany County Airport Authority will hold its regularly scheduled meeting on Monday, March 15, 2021 at 11:30 a.m.**

**Due to COVID-19 this will be a teleconference meeting.**

**Dial In Number +1-646-558-8656 US (New York)**

**Meeting ID: 965 1295 9828**

**Participate: Participate press # only.**

**Liz Charland**

---

**From:** Liz Charland  
**Sent:** Monday, March 8, 2021 1:50 PM  
**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; Lynne Lekakis Mass Transit Committee; Majority Leader Dennis Feeney; Mike DeMasi (Business Review); Mike DeSocio; Pam Allen; Pete Rea (prea@dot.state.ny.us); Spotlight News; WRGB News  
**Subject:** ACAA Audit Committee & Regular Meeting Notices - Monday March 15, 2021 Audit Meeting at 11:00 a.m. Regular Meeting at 11:30 a.m.  
**Importance:** High

**ALBANY COUNTY AIRPORT AUTHORITY**

**AUDIT COMMITTEE**

**MEETING NOTICE**

Notice is hereby given for the following Audit Committee meeting of the Albany County Airport Authority:

**The Albany County Airport Authority will hold an Audit Committee meeting on Monday, March 15, 2021 at 11:00 a.m.**

**Due to COVID-19 this will be a teleconference meeting.**

**Dial In Number +1-646-558-8656 US (New York)**

**Meeting ID: 965 1295 9828**

**Participate: Participate press # only.**

**ALBANY COUNTY AIRPORT AUTHORITY**

**MEETING NOTICE**

Notice is hereby given of the following regular meeting of the Albany County Airport Authority:

**The Albany County Airport Authority will hold its regularly scheduled meeting on Monday, March 15, 2021 at 11:30 a.m.**

**Due to COVID-19 this will be a teleconference meeting.**

**Dial In Number +1-646-558-8656 US (New York)**

**Meeting ID: 965 1295 9828**

**Participate: Participate press # only.**

**Liz Charland**

Director of Administrative Services

Albany County Airport Authority

737 Albany Shaker Road | Albany, New York 12211-1057

[lcharland@albanyairport.com](mailto:lcharland@albanyairport.com)

t: 518.242.2250

f: 518.242.2641



## Liz Charland

---

**From:** Liz Charland  
**Sent:** Monday, March 8, 2021 1:48 PM  
**To:** 'John-Raphael Pichardo'; 'John-Raphael Pichardo - IPAD'; 'Kevin R. Hicks, Sr. - IPAD'; 'Kevin R. Hicks, Sr. (Personal)'; 'Lyon Greenberg, MD'; 'Lyon Greenberg, MD - IPAD'; 'Samuel A. Fresina'; 'Samuel A. Fresina - IPAD'; 'Sari O'Connor'; Steve Heider; 'Steven H. Heider'; 'Thomas A. Nardacci'  
**Subject:** ACAA Regular Meeting Monday March 15, 2021 at 11:30 a.m.

Please advise whether or not you will be attending Monday's regular meeting in person.

Thank you.  
Liz

### ALBANY COUNTY AIRPORT AUTHORITY

#### MEETING NOTICE

Notice is hereby given of the following regular meeting of the Albany County Airport Authority:

**The Albany County Airport Authority will hold its regularly scheduled meeting on Monday, March 15, 2021 at 11:30 a.m.**

**Due to COVID-19 this will be a teleconference meeting.**

**Dial In Number +1-646-558-8656 US (New York)**

**Meeting ID: 965 1295 9828**

**Participate: Participate press # only.**

#### Liz Charland

Director of Administrative Services  
Albany County Airport Authority  
737 Albany Shaker Road | Albany, New York 12211-1057  
[lcharland@albanyairport.com](mailto:lcharland@albanyairport.com)

t: 518.242.2250  
f: 518.242.2641

**Liz Charland**

---

**From:** Liz Charland  
**Sent:** Monday, March 8, 2021 1:46 PM  
**To:** John-Raphael Pichardo; John-Raphael Pichardo - IPAD; Kevin R. Hicks, Sr. - IPAD; Kevin R. Hicks, Sr. (Personal); Lyon Greenberg, MD; Lyon Greenberg, MD - IPAD; Samuel A. Fresina; Samuel A. Fresina - IPAD; Sari O'Connor; Steve Heider; Steven H. Heider; Thomas A. Nardacci  
**Subject:** Audit Committee Meeting - Monday March 15, 2021 at 11:00 a.m.  
**Importance:** High

**Audit Committee Members:**

Lyon M. Greenberg, M.D., Chair Audit Committee  
Steven H. Heider, Audit Committee Member  
Thomas A. Nardacci, Audit Committee Member  
Samuel A. Fresina, Ex Officio

We are extending an invitation to the full Board to attend this meeting as the Auditors will be presenting the Annual Financial Report for the year ending December 31, 2020.

Please advise whether or not you will be attending in person.

Thank you.  
Liz

**ALBANY COUNTY AIRPORT AUTHORITY**

**AUDIT COMMITTEE**

**MEETING NOTICE**

Notice is hereby given for the following Audit Committee meeting of the Albany County Airport Authority:

**The Albany County Airport Authority will hold an Audit Committee meeting on Monday, March 15, 2021 at 11:00 a.m.**

**Due to COVID-19 this will be a teleconference meeting.**

**Dial In Number +1-646-558-8656 US (New York)**

**Meeting ID: 965 1295 9828**

**Participate: Participate press # only.**

# **AGENDA ITEM NO. 1**

## **Chairman's Remarks**

## **AGENDA ITEM NO. 2**

### **Approval of Minutes**



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

*R*

**Minutes of the Regular Meeting of the Albany County Airport Authority**

**ACAA Approved  
 03/15/2021**

**February 1, 2021**

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday, February 1, 2021 @ 11:30 a.m. in the 3<sup>rd</sup> Floor Conference Room of the main terminal located at the Albany International Airport via telephonic/Zoom by Chairman Samuel A. Fresina with the following present:

**MEMBERS PRESENT**

Samuel A. Fresina  
 Kevin R. Hicks  
 Lyon M. Greenberg, M.D.  
 Steven H. Heider  
 Sari M. O'Connor  
 Thomas A. Nardarcci  
 John-Raphael Pichardo

**MEMBERS ABSENT**

**STAFF**

Philip F. Calderone, Esq.  
 Christine C. Quinn  
 Michael F. Zonsius  
 Doug Myers  
 Matthew J. Cannon  
 Liz Charland  
 Dwayne Lovely  
 Steve Iachetta  
 John LaClair  
 Helen Chadderdon  
 Kathy Greenwood

**ATTENDEES**

Fred Acunto, Airport Manager, AvPorts  
 John DelBalso, Assistant Airport Manager, AvPorts  
 Ray Casey, Airport Consultant  
 Robert Heitz, Million Air  
 Dave Cook, Airport Fire Chief  
 Dennis Feeney, Majority Leader  
 John Wemble, IT Albany County

**General:**

**1. Chairman's Remarks**

**1.1 Election of Officers and Assignment of Committees**

Chair Fresina requested a motion to elect the following slate of 2021 Officers to the ACAA Board:

Chair Samuel A. Fresina (Appointed 01/05/2021 )  
Kevin R. Hicks, Sr., Vice-Chair (Elected 02/01/2021)  
Lyon M. Greenberg, M.D., Treasurer (Elected 10/07/2019)  
Steven H. Heider, Secretary (Elected 10/07/2019)

Mr. Hicks moved to approve the slate of officers. The motion was adopted unanimously.

Chair Fresina presented his Authority committee appointments to the Board.

Ms. O'Connor moved to seek concurrence of the Committee appointments for 2021. The motion was adopted unanimously.

**2. Approval of Minutes**

Mr. Hicks moved to approve the minutes of the December 16, 2020 meeting.

The motion was adopted unanimously.

**3. Communications and Report of Chief Executive Officer**

Mr. Calderone presented the Communications and Report of the Chief Executive Officer for the month of February 2021.

**Management Reports:**

**4. 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**

**5. Project Development**

**6. Counsel**

Ms. Quinn presented Counsel's report for the month of February 2021

**7. Concessions/Ambassador Program**

Ms. Chadderdon presented the Concessions/Ambassador Status Report for the month of February 2021.

**8. Public Affairs**

Mr. Myers presented the Public Affairs Report for the month of February 2021.

**9. Business & Economic Development**

Mr. Cannon presented the Business & Economic Development Report for the month of February 2021.

**Action Items:**

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

**10.1 Review of Guidelines: Review and Approval of Property Disposition Guidelines**

Ms. Quinn recommended the Authority adopt the Property Disposition Guidelines. She advised the Public Authorities Accountability Act (“Act”) provides that all public authorities review and approve comprehensive guidelines which provide for the disposition of its property. The Guidelines shall (1) detail the authority’s policy regarding the use, awarding, monitoring and reporting contracts for the disposal of property, and (2) designate a contracting officer responsible for compliance with and enforcement of the guidelines. She advised the Authority originally adopted the guidelines in 2006. She advised the proposed guidelines are in conformance with the Act, provide that the Authority: (a) maintain adequate inventory controls and accountability systems for all property under its control; (b) periodically inventory such property to determine which property shall be disposed of; (c) produce a written report of such property; and (d) transfer or dispose of such property as promptly as possible in accordance with the guidelines. Property is to generally be sold at fair market value and by bid. The Contracting Officer for the Authority shall be its General Counsel. Whenever property is disposed of by negotiation, an explanatory statement shall be prepared and transmitted to the NYS Comptroller, DOB, OGS and Legislature.

Mr. Nardacci moved to authorize the approval of the Property Disposition Guidelines. The motion was approved unanimously.

**10.2 Amendment No. 9 Extension of contract with Airport Rates and Charges Consultant through the completion of end of year service for the year ending December 31, 2021 at the attached fee schedule.**

Mr. Zonsius recommended Amendment No. 9 of the contract with our Airport Rates and Charges Consultant, LeighFisher, Inc., through the completion of end of year service for the year ending December 31, 2021.

Mr. Heider moved to authorize said Amendment No. 9 to the Airport Rates and Charges Consultant – LeighFisher, Inc. in the amount of \$60,000 through the completion of end of year service for the year ending December 31, 2021. The motion was adopted unanimously.

**10.3 Lease: Affirmation and authorization of Lease #20-1059-L, Transportation Security Administration (TSA) / General Services Administration (GSA) Lease (GS-02B-LNY00753), for Terminal Space.**

Mr. Casey recommended affirmation and authorization of Lease #20-1059-L, Transportation Security Administration (TSA) / General Services Administration (GSA) Lease (GS-02B-LNY00753), for Terminal Space. He stated the lease amounts are:

<b>Initial</b>	<b>Future Amendment with additional 359 sqft.</b>
Year 1: \$543,475.50 (\$61.50 per sqft)	Year 1: \$565,554
Year 2: \$543,475.50 (\$61.50 per sqft)	Year 2: \$565,554
Year 3: \$543,475.50 (\$61.50 per sqft)	Year 3: \$565,554
Year 4: \$543,475.50 (\$61.50 per sqft)	Year 4: \$565,554
Year 5: \$543,475.50 (\$61.50 per sqft)	Year 5: \$565,554
Year 6: \$623,008.50 (\$70.50 per sqft)	Year 6: \$648,318
Year 7: \$623,008.50 (\$70.50 per sqft)	Year 7: \$648,318
Year 8: \$623,008.50 (\$70.50 per sqft)	Year 8: \$648,318
Year 9: \$623,008.50 (\$70.50 per sqft)	Year 9: \$648,318
Year 10: \$623,008.50 (\$70.50 per sqft)	Year 10: \$648,318

Mr. Casey advised the TSA occupies 9,198 sqft of office space in the terminal building and their lease expired on July 31, 2020. A new lease was negotiated and subsequently approved by this Board at the July 20, 2020 Board Meeting. After Board approval, TSA leadership requested a ten-year lease as opposed to the negotiated five-year lease with one five-year extension. Also requested, an extension of the current lease to January 31, 2021.

A “revised” lease has been negotiated and prepared with a ten-year term. The rental rate was also revised to reflect the change in term and is revenue neutral in comparison with the lease approved in July 2020.

The lease rental area is 8,837 sqft, however, this area will be amended and increased 359 sqft. to total 9,196 sqft in a future lease amendment. The leased area initially did not include exclusive use areas (3 bathrooms and a hallway) and is not reflected in the renegotiated lease. Due to time constraints, GSA requested the execution of the lease with 8,837 square feet and an amendment will be subsequently prepared for approval.

The expiring lease rate is \$48.80 sqft and will increase to \$61.50 sqft for the first five-years and \$70.50 sqft for the second five-years.



Mr. Hicks moved to authorize Lease #20-1059-L, Transportation Security Administration (TSA) / General Services Administration (GSA) Lease (GS-02B-LNY00753), for Terminal Space in the amount of:

<b>Initial</b>	<b>Future Amendment with additional 359 sqft.</b>
Year 1: \$543,475.50 (\$61.50 per sqft)	Year 1: \$565,554
Year 2: \$543,475.50 (\$61.50 per sqft)	Year 2: \$565,554
Year 3: \$543,475.50 (\$61.50 per sqft)	Year 3: \$565,554
Year 4: \$543,475.50 (\$61.50 per sqft)	Year 4: \$565,554
Year 5: \$543,475.50 (\$61.50 per sqft)	Year 5: \$565,554
Year 6: \$623,008.50 (\$70.50 per sqft)	Year 6: \$648,318
Year 7: \$623,008.50 (\$70.50 per sqft)	Year 7: \$648,318
Year 8: \$623,008.50 (\$70.50 per sqft)	Year 8: \$648,318
Year 9: \$623,008.50 (\$70.50 per sqft)	Year 9: \$648,318
Year 10: \$623,008.50 (\$70.50 per sqft)	Year 10: \$648,318

The motion was adopted unanimously.

**10.4 Amendment #1 to Contract No. S-1039 Replacement of Passenger Boarding Bridge A3, A5, B10 & C1 to C & S Companies for Construction Inspection (CI).**

Mr. Iachetta recommended authorization to approve Amendment No. 1 in the amount of \$156,871 to Contract S-1039 for Construction Inspection Services for the Replacement of Passenger Boarding Bridge A3, A5, B10 & C1 project to C & S Companies. 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-E. 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. He further advised this project is 100% federally funded.

Ms. O'Connor moved to authorize Amendment No. 1 in the amount of \$156,871 to Contract No. S-1039 for Construction Inspection Services for the Replacement of Passenger Boarding Bridge A3, A5, B10 & C1 project to C & S Companies. The motion was adopted unanimously.

**11. Authorization of Change Orders**

**Old Business:** None

**New Business:**

**Executive Session - Attorney-Client Privilege Matters:**

**ES-1 – Employment history of a particular individual.**

There being no further business, the meeting was adjourned at 12:40 p.m.

**ALBANY COUNTY AIRPORT AUTHORITY**

**REGULAR MEETING**

**AGENDA**

**February 1, 2021**

**General:**

- 1. Chairman's Remarks**
  - 1.1 Election of Officers and Assignment of Committees**
- 2 Approval of Minutes**
  - Regular Meeting – December 16, 2020**
- 3. Communications and Report of Chief Executive Officer**

**Reports:**

- 4. Chief Financial Officer**
- 5. Project Development**
- 6. Counsel**
- 7. Concessions/Ambassador Program**
- 8. Public Affairs**
- 9. Business & Economic Development**

**Action Items:**

- 10. Authorization of Contracts/Leases/Contract Negotiations/Contract Amendments**
  - 10.1 Review of Guidelines: Review and Approval of Property Disposition Guidelines**
  - 10.2 Amendment No. 9 Extension of contract with Airport Rates and Charges Consultant through the completion of end of year service for the year ending December 31, 2021 at the attached fee schedule.**
  - 10.3 Lease: Affirmation and authorization of Lease #20-1059-L, Transportation Security Administration (TSA) / General Services Administration (GSA) Lease (GS-02B-LNY00753), for Terminal Space.**

**10.4 Amendment #1 to Contract No. S-1039 Replacement of Passenger Boarding Bridge A3, A5, B10 & C1 to C & S Companies for Construction Inspection (CI).**

**11. Authorization of Change Orders**

None

**12. Authorization of Federal and State Grants**

None

**13. Informational Only**

None

**Old Business:**

**New Business:**

**Executive Session - Attorney-Client Privilege Matters:**

## **AGENDA ITEM NO. 3**

### **Communications and Report of Chief Executive Officer**



ALBANY COUNTY AIRPORT AUTHORITY  
ALBANY INTERNATIONAL AIRPORT  
737 ALBANY SHAKER ROAD  
MAIN TERMINAL - SUITE 300  
ALBANY, NEW YORK 12211-1057

TEL: 518-242-2222  
ADMIN FAX: 518-242-2641  
FINANCE FAX: 518-242-2640  
SITE: [www.flyalbany.com](http://www.flyalbany.com)

**MEMO:** March 15, 2021  
**TO:** Albany County Airport Authority Board Members  
**FROM:** Philip F. Calderone, Esq., Chief Executive Officer

### **COVID-19 Impact on Airport**

- American Rescue Plan Act
- Coronavirus Task Force
- SUNY Upstate/Quadrant Bioscience COVID Testing
- COVID 19 Vaccination at Airport
- G.E. Digital Incubator Update

### **Master Plan Update**

- RAC & TAC Meetings
- Next Steps

### **Airport Operations/Finance**

- Airport Security Plan
- Audit & Annual Report

## **AGENDA ITEM NO. 4**

### **Financials**

# Monthly Report

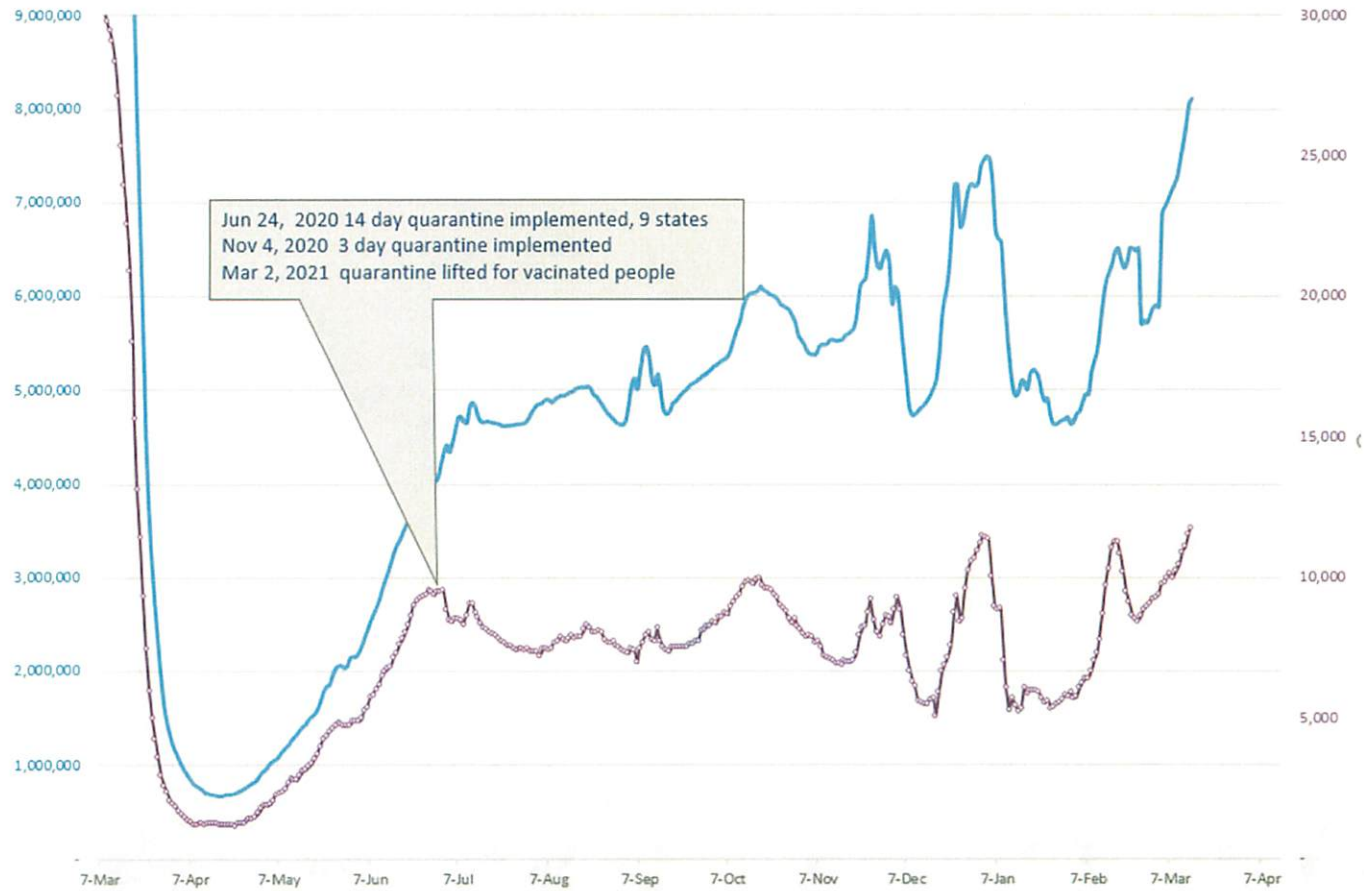
---



# Enplanements – Running Weekly Throughput since March 7

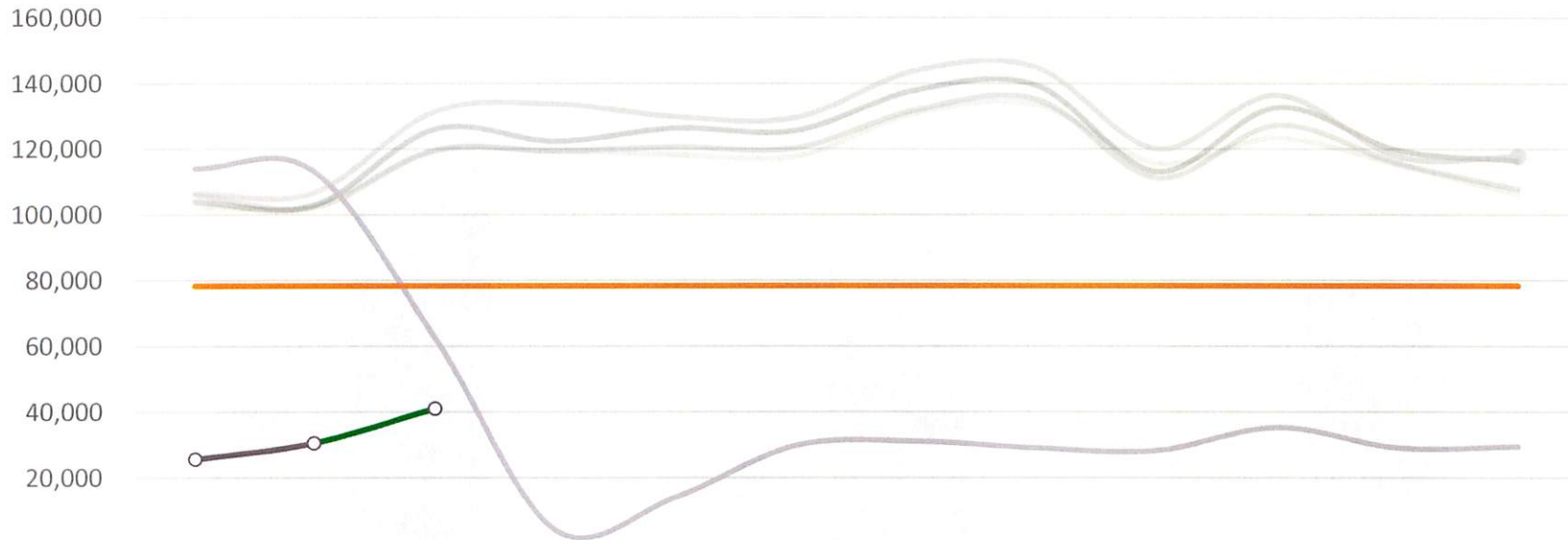


Running Seven (7) Day - Weekly - Throughput National vs. ALB





# Monthly Enplanements



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2016	102,325	103,214	119,403	119,362	118,293	117,743	130,930	133,612	115,752	123,374	115,220	106,206
2017	106,168	102,255	119,677	119,423	120,665	120,316	131,916	135,306	111,208	127,281	115,758	107,862
2018	104,011	102,852	126,052	122,342	126,345	125,618	137,983	139,520	113,139	132,723	119,639	116,482
2019	106,622	106,760	131,398	133,722	129,868	129,585	143,957	144,967	120,058	136,558	117,662	117,812
2020	114,119	113,232	62,622	4,147	13,968	29,752	31,092	29,022	28,257	35,274	29,089	29,455
2021	25,665	30,538	41,000									
Budget	78,333	78,333	78,333	78,333	78,333	78,333	78,333	78,333	78,333	78,333	78,333	78,333

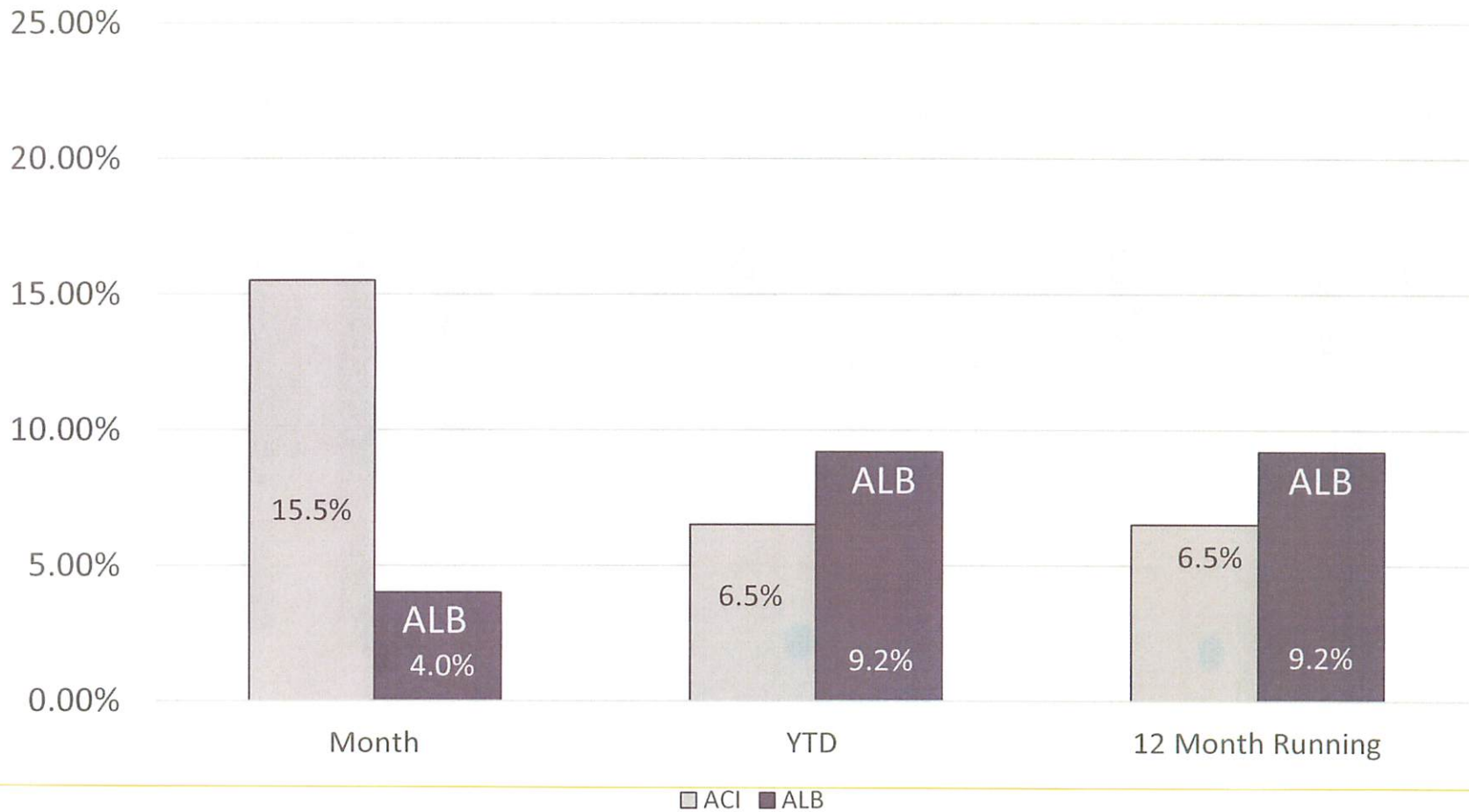
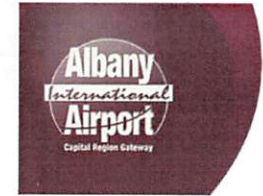
# Passenger Comparison – November

## Domestic North America vs ALB Passengers (Dec 2020)

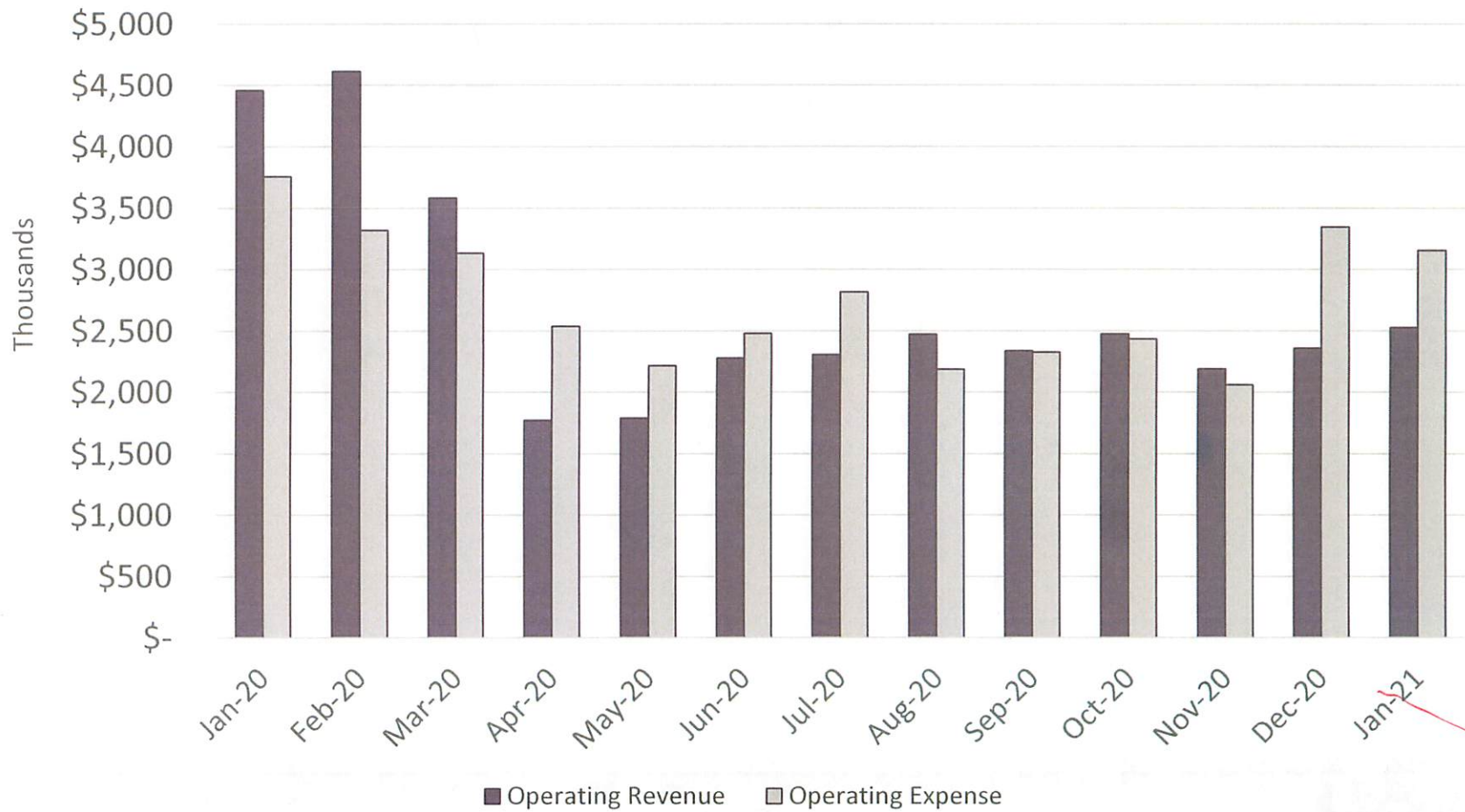


# Freight Comparison - November

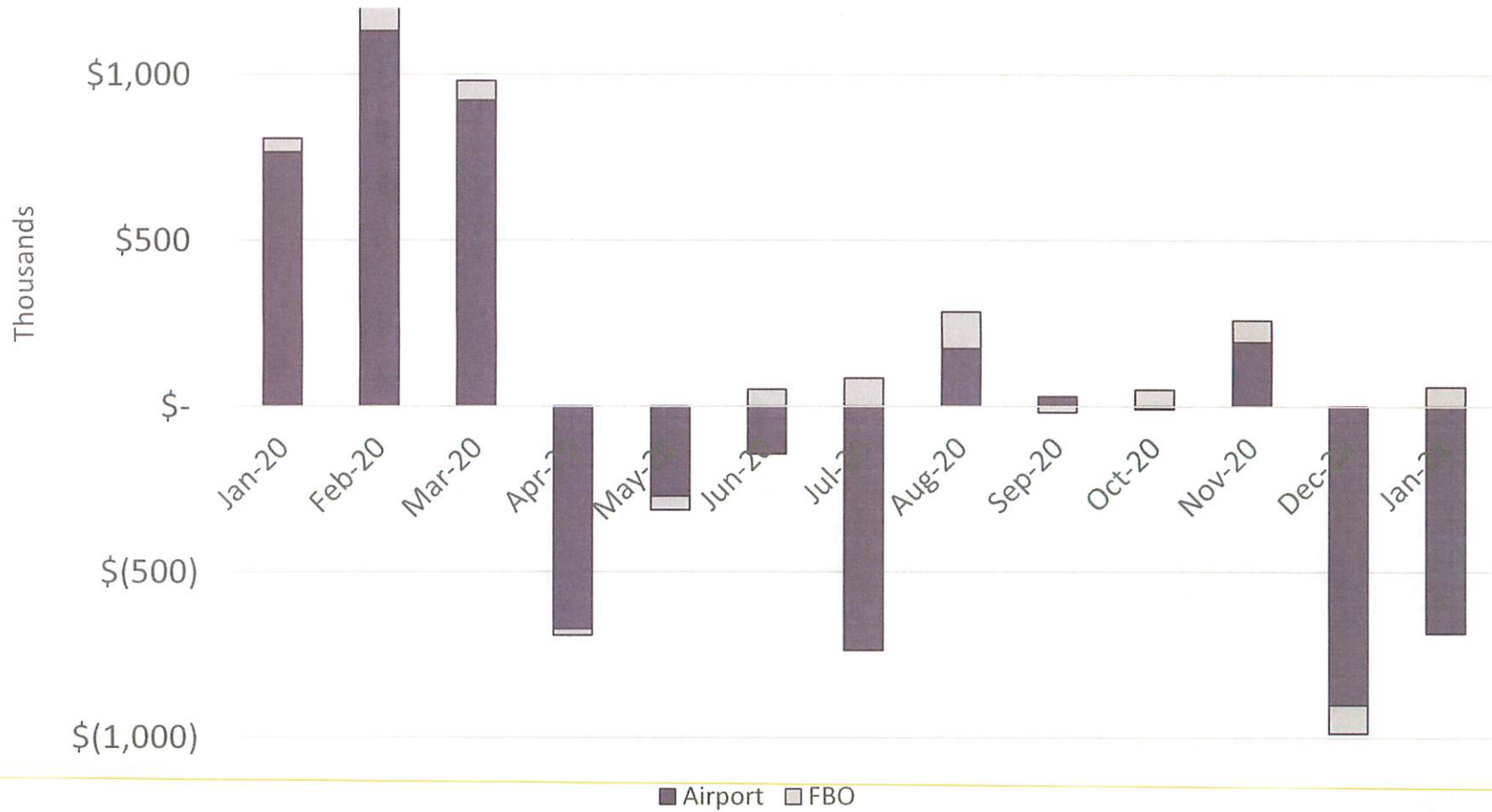
## Domestic North America vs ALB Freight (Dec 2020)



# Operating Revenue vs Operating Expense (including FBO)

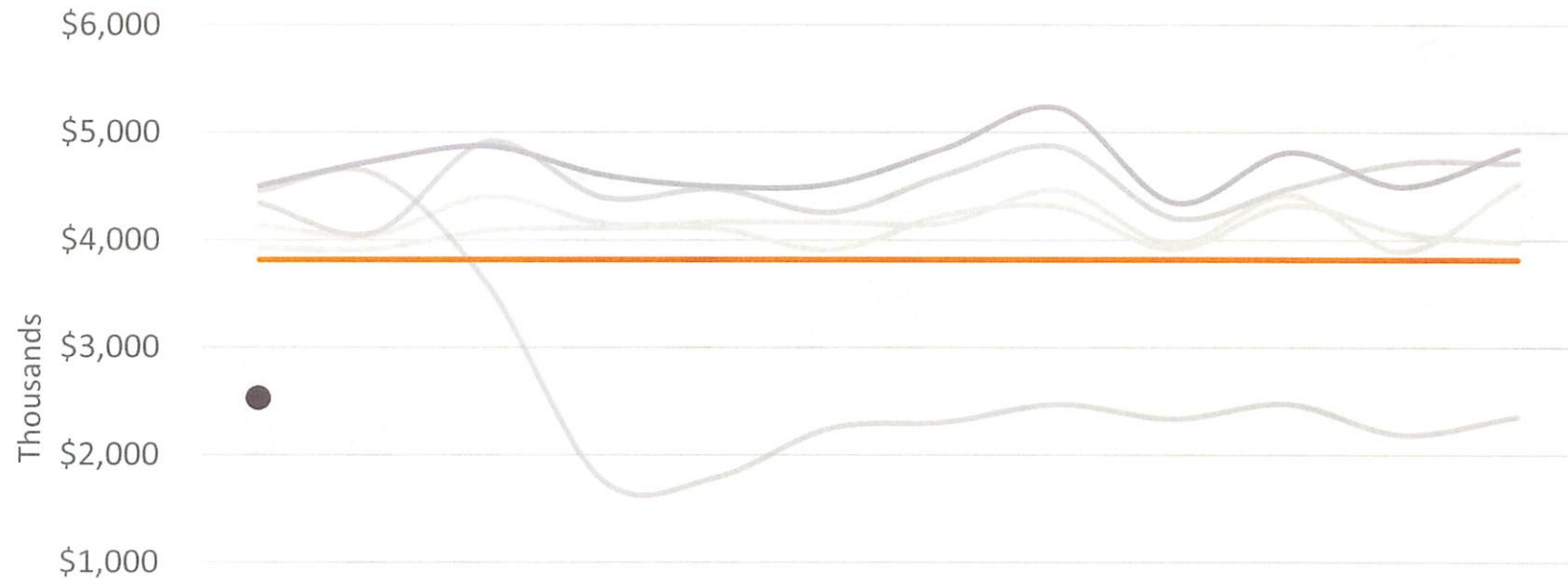


# OPERATING Net Profit, Airport and FBO





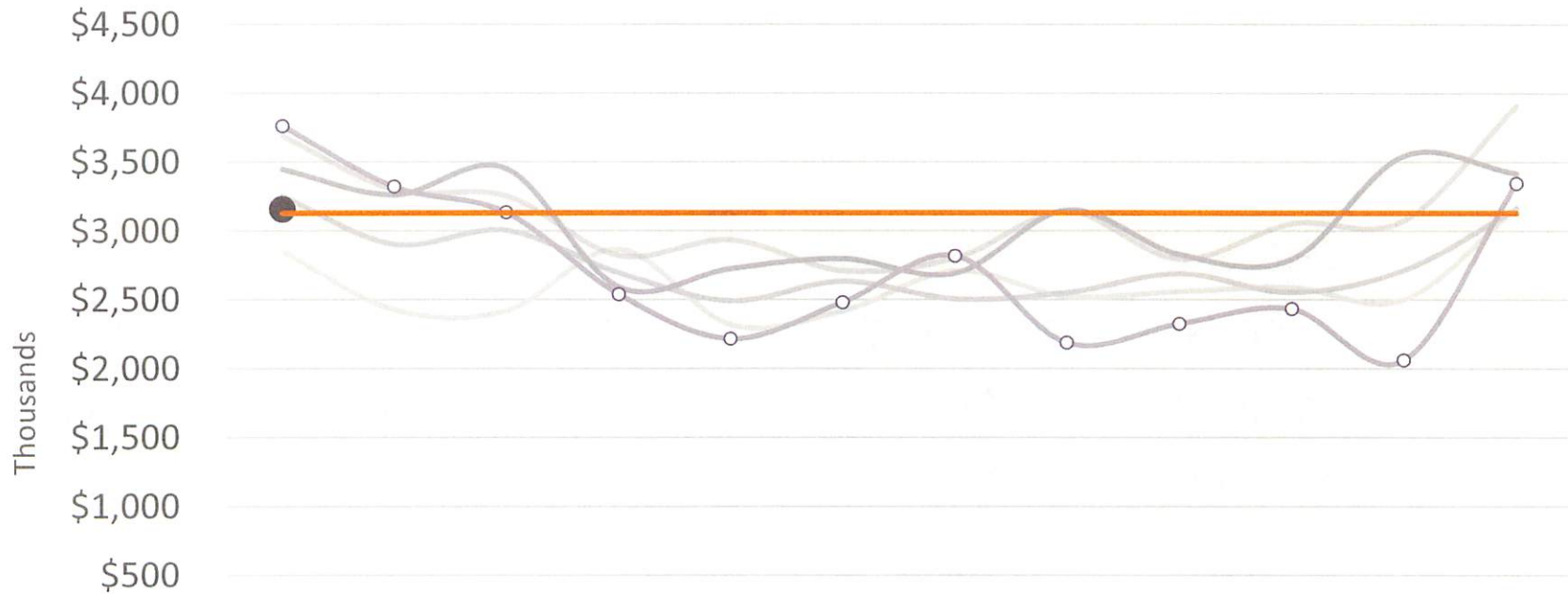
# Operating Revenue (including FBO)



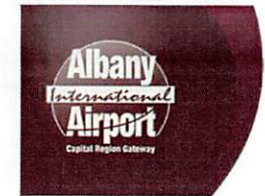
\$-	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2016	3,928,860	3,917,499	4,087,012	4,109,382	4,106,818	3,910,886	4,231,228	4,307,318	3,914,972	4,319,343	4,064,148	3,978,554
2017	4,135,262	4,046,736	4,407,251	4,154,501	4,167,155	4,164,833	4,159,376	4,462,139	3,960,352	4,418,382	3,892,433	4,521,852
2018	4,341,336	4,067,370	4,912,273	4,395,345	4,473,235	4,256,906	4,604,285	4,863,261	4,206,101	4,477,987	4,712,918	4,712,918
2019	4,502,220	4,732,146	4,868,289	4,603,032	4,496,366	4,518,483	4,850,750	5,223,544	4,345,347	4,811,613	4,494,835	4,843,995
2020	4,457,704	4,614,610	3,583,977	1,772,172	1,790,745	2,248,112	2,305,280	2,471,187	2,335,661	2,473,856	2,188,264	2,355,923
2021	2,527,316											
Budget	3,812,305	3,812,305	3,812,305	3,812,305	3,812,305	3,812,305	3,812,305	3,812,305	3,812,305	3,812,305	3,812,305	3,812,305



# Operating Expense (including FBO)



\$-	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2016	2,852,717	2,427,095	2,418,031	2,866,213	2,318,096	2,417,098	2,708,221	2,524,316	2,557,925	2,587,711	2,499,105	3,168,810
2017	3,251,894	2,903,201	3,004,037	2,694,039	2,491,006	2,631,640	2,505,195	2,550,098	2,688,234	2,552,571	2,712,782	3,163,109
2018	3,445,227	3,260,564	3,451,165	2,590,563	2,724,077	2,796,448	2,690,407	3,150,598	2,828,280	2,794,640	3,542,749	3,416,310
2019	3,687,922	3,297,104	3,254,095	2,821,328	2,935,808	2,710,040	2,801,912	3,141,724	2,794,858	3,054,094	3,074,811	3,906,218
2020	3,758,784	3,319,321	3,132,305	2,537,750	2,216,494	2,479,257	2,816,507	2,186,944	2,324,225	2,432,286	2,060,504	3,343,026
2021	3,154,583											
Budget	3,127,861	3,127,861	3,127,861	3,127,861	3,127,861	3,127,861	3,127,861	3,127,861	3,127,861	3,127,861	3,127,861	3,127,861



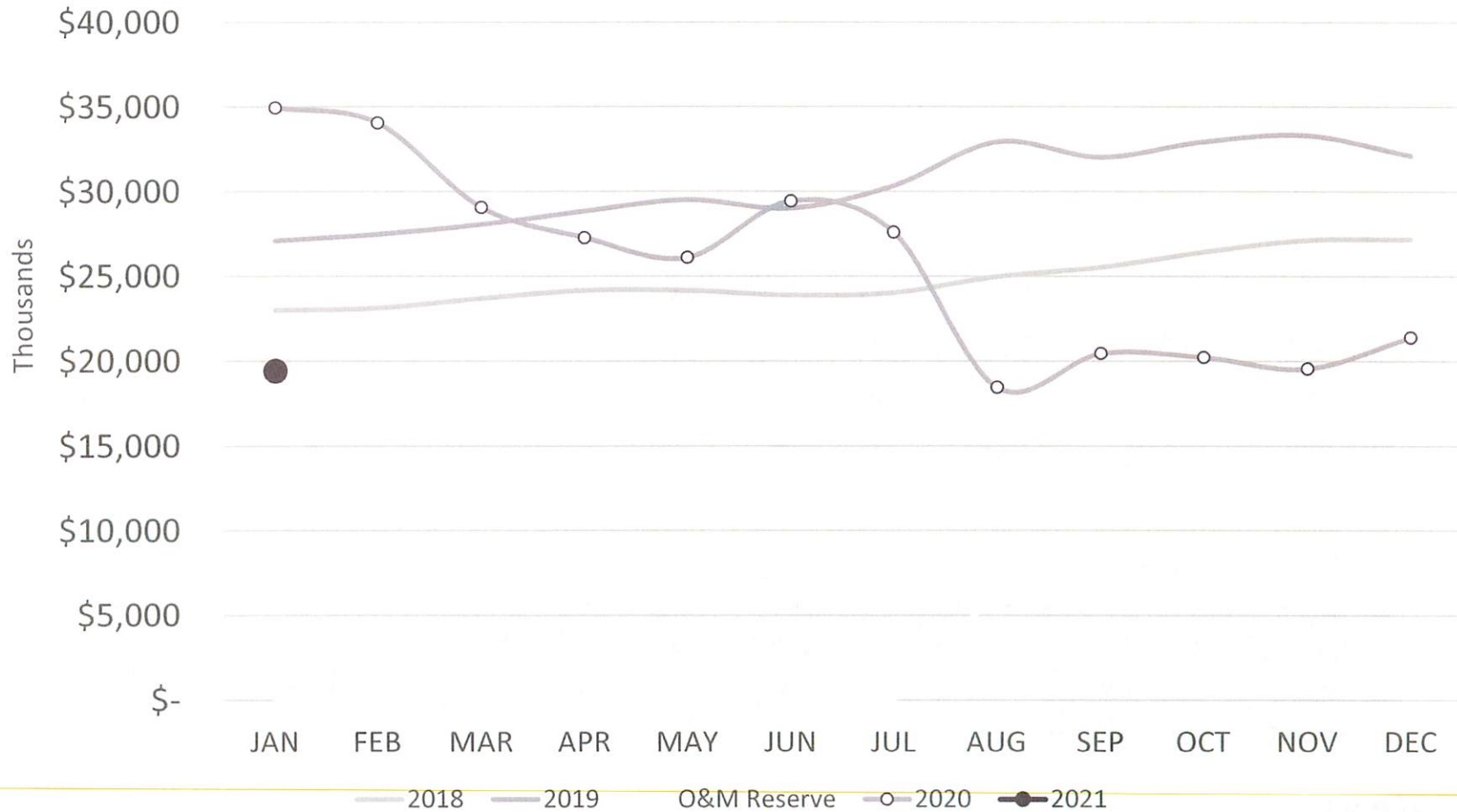
# Unrestricted and Restricted Funds

As of January 31 2020 & 2021

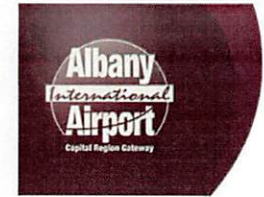
	2020	2021
Unrestricted	\$18,971,718	\$ 19,460,216
Restricted – Capital	33,294,975	15,346,917
Restricted - Reserves & Debt Service	29,151,276	15,536,450
	<u>\$81,417,969</u>	<u>\$50,343,583</u>



# Cash and Cash Equivalents - Operating



# Monthly Scheduled Passenger Airline Service



	Airlines	Non-Stop Destination Airports	Non-Stop Destination Cities	Non-Stop Scheduled Flights	Average Flights per Day	Monthly Seats Available	Monthly Landed Weight
Mar20	7	18	14	1,549	50.0	161,752	162,630K
Apr20	7	17	13	891	30.0	103,200	102,522K
May20	7	12	10	418	13.5	49,913	45,124K
Jun20	7	15	12	556	18.5	65,955	65,335K
Jul20	7	16	13	779	25.1	82,887	87,150K
Aug20	7	17	13	937	30.2	103,399	106,554K
Sep20	7	14	12	642	21.4	63,168	64,145K
Oct20	7	16	13	740	23.9	67,992	68,840K
Nov20	7	16	12	735	24.5	68,806	73,145K
Dec20	7	16	12	693	22.4	64,017	67,995K
Jan21	7	15	11	622	20.6	56,129	58,693K
Feb21	7	16	11	560	20.0	50,558	52,562K
Mar21	7	15	10	688	22.2	67,958	67,148K

**ALBANY COUNTY AIRPORT AUTHORITY**

**Monthly Financial Report**

**31 January 2021**

(dated 1 March 2021)

## Table of Contents

Transmittal Letter .....	1
Financial Report	
Statement of Net Position .....	4
Summary of Revenues, Expenses and Net Results .....	5
Schedule of Operating Revenues .....	6
FBO Summary of Revenues, Expenses and Net Results .....	7
Notes to Financial Statements .....	8
Schedule of Statistics .....	9
Schedule of Scheduled Passenger Airline Services .....	10



March 1, 2021

ACAA Members

**INTRODUCTION**

The January 2021 highs and lows in brief are as follows:

- ▲ FBO Operating Profit, \$58,390
- ▲ Cargo tonnage continues to grow.
- ▼ Pax traffic remains at 75.9% of 2020 levels

Enplanement, Operations and Landed Weight indices continue to be below comparable month, YTD, and the previous twelve-month amounts, as shown below:

	Current Year versus			
	2021 Budget	2021 Month	2021 YTD	2021 Prev. 12 Mo.
Enplanements	(67.2%)	(75.9%)	(75.9%)	(71.7%)
Cargo	15.7	11.7	11.7	9.3
Operations	(13.9)	(33.4)	(33.4)	(33.1)

	Month	
	Mar20	Mar21
Destination Airports	18	16
Scheduled Monthly Flight	1,549	560
Average Daily Flights	50.0	20.0
Pax Lift (Pax Seats)	161,752	50,558
Enplanements	62,622	

**FINANCIAL INFORMATION**

Cash Position – Unrestricted (Operating)

Despite continued unfavorable enplanement levels, the Airport continues to maintain a strong cash position. The Statements of Net Position provided on Page 4 reports unrestricted cash of \$19,460,216 and equates to approximately 7.30 months of operating reserves (Notes to Financial Statements #2, Page 8), this is a nominal change from the prior month.

Cash Position – Restricted

Restricted cash available for capital purposes is as follows:

Projects	\$ 4,856,884
Projects – PFC	9,139,220
Projects – Other	<u>1,350,853</u>
	\$15,346,957

Accounts Receivable

The Accounts Receivable balance is approximately 8.52 of average day total operating revenues.

Equity – YTD Earnings

The Summary of Revenues, Expenses and Net results is provided on Page 4. The Airport recorded a change in net position for the month and year-to-date shown as follows:

	Month	YTD
Airport Operating	(\$685,656)	(\$685,656)
FBO Profit	<u>58,390</u>	<u>58,390</u>
	( 627,266)	( 627,266)
Other Rev/Exp (d.ser.)	( 514,281)	( 514,278)
Capital Contributions	-	-
Airline Incnt. Payts.	-	-
	<u>( 514,281)</u>	<u>( 514,278)</u>
	<b>\$(1,141,544)</b>	<b>\$1,141,544</b>

Operating Revenues

The 2021 Operating Revenues do not include the following annual adjustments (generally reductions in revenue) that are recorded at each year end:

1. Airline Settlement - Landing, Terminal, Apron, Passenger Boarding Bridge; and,
2. Revenue Sharing (if any).

Monthly operating revenues were approximately \$1,895K and \$3,723K for 2021 and 2020, respectively, a difference of approximately \$1,828K. Most of this decrease is attributable to the following:

Parking Revenue	~\$1,146,553
Rental Cars	~ 171,755
Food & Beverage	~ 78,034
Retail	~ 38,300
Other	~ <u>393,702</u>
	~ \$1,828,344

YTD operating revenues were approximately \$1,895K and \$3,723K for 2021 and 2020, respectively, a difference of approximately \$1,828K. Most of this decrease is attributable to the following:

Parking Revenue	~\$1,146,553
Rental Cars	~ 171,755
Food & Beverage	~ 78,034
Retail	~ 38,300
Other	~ <u>393,702</u>
	~ \$1,828,344

Airport Operating Expenses

Monthly operating expenses were approximately \$2,580K and \$2,956K for 2021 and 2020, respectively. YTD operating expenses were also \$2,580K and \$2,956K for 2020 and 2019, respectively.

Non-Operating Revenue

Recorded in the month was \$0 of CARES Act funding, YTD CARES Act funding is \$0.

**AIRPORT OPERATING BUDGET**

Monthly operating revenues were unfavorable by approximately \$840K, again, due in large part to the decrease in parking revenue, rental car revenues and food & beverage sales. Monthly operating expenses compared to budget were favorable by \$425K.

YTD operating revenues were unfavorable by approximately \$840K, again, due in large part to the decrease in parking revenue, rental car revenues and food & beverage sales. YTD operating expense were favorable by approximately \$425K.

**MILLION AIR FBO OPERATIONS**

Revenues derived from the sale of JetA and AvGas fuels is the largest contributor of FBO revenue. Below is the decrease of the fuel sold in gallons as a result of decreased operations attributed to the COVID-19 pandemic.

	<u>Current Year versus</u>			
	<u>2021</u>	<u>2020</u>	<u>2020</u>	<u>2020</u>
	<u>Budget</u>	<u>Month</u>	<u>YTD</u>	<u>Prev.</u>
	<u>12 Mo.</u>			
JetA (gals)	(20.3%)	( 8.0%)	( 8.0%)	(27.5%)
AvGas (gals)	(62.2 )	(48.5 )	(48.5 )	( 9.5 )

FBO Summary of Revenues, Expenses and Net results are shown on Page 7.

The FBO had operating profits of \$58,390 and \$58,390, for the month and year-to-date, respectively.

**PASSENGER AIRLINE SCHEDULES**

Weekly Passenger Airline schedule flight changes over the past months are as follows:

	<u>Begin</u>	<u>+</u>	<u>-</u>	<u>End</u>
Mar20 (week #13-20)				354
Apr20 (week #17)				313
May20 (week #22)				98
Jun20 (week #26)	98	12	185	140
July20 (week #30)	140	50	7	183
Aug20 (week #34)	183	40	2	221
Sep20 (week #39)	221	4	78	147
Oct20 (week #44)	147	26	5	168
Nov20 (week #49)	168	32	27	173
Dec20 (week #53)	173	16	17	172
Jan21 (week #03-21)	172	-	30	142
Feb21 (week #08-21)	131	12	1	142
Mar21(week #12-21)	142	24	8	158

**PROJECTIONS**

Annual 2021 enplanement projections at the following dates are as follows:

Jan 2020 740,000

Annual 2022 enplanement projections at the following dates are as follows:

Jan 2020 1,200,000

**COMPARISON WITH NATIONAL**

Comparison of enplanement and cargo levels with the North American (NAM) amounts as provided by ACI-NA are as follows:

Enplanements

	<u>Month YOY%</u>		<u>YTD YOY%</u>		<u>12YE YOY%</u>	
	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>
Jun20	(78.1)	(77.0)	(53.7)	(54.2)	(24.8)	(25.3)
Jul20	(69.9)	(78.4)	(56.3)	(58.2)	(31.6)	(33.1)
Aug20	(66.7)	(80.0)	(57.7)	(61.2)	(37.8)	(41.0)
Sep20	(63.0)	(76.5)	(58.3)	(62.8)	(43.1)	(47.3)
Oct20	(60.7)	(74.2)	(58.6)	(64.0)	(48.6)	(54.1)
Nov20	(60.2)	(75.3)	(58.7)	(65.0)	(53.4)	(59.9)
Dec20		(75.0)		(65.8)		(65.8)

Cargo

	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>
Jun20	11.7	11.8	2.2	8.7	1.1	10.0
Jul20	12.7	15.1	3.5	9.7	1.6	10.8
Aug20	1.5	1.8	3.3	8.6	1.8	10.7
Sept20	16.0	23.1	4.7	10.2	3.7	12.5
Oct20	10.0	9.8	5.3	10.1	4.5	12.6
Nov20	10.1	5.6	5.7	10.0	5.6	12.7
Dec20		4.0		9.2		9.2

**Albany County Airport Authority**  
**Statements of Net Position**

	<u>Unaudited</u> <u>January 31, 2020</u>	<u>Unaudited</u> <u>January 31, 2021</u>
<b><u>ASSETS</u></b>		
<b>CURRENT ASSETS</b>		
Unrestricted Assets		
Cash and cash equivalents	\$18,971,718	\$19,460,216
Accounts receivable - net	1,143,513	1,067,326
Prepaid Expenses	471,449	499,006
Total Unrestricted Assets	20,586,680	21,026,548
Restricted Assets		
Operating and Renewal Reserves	16,301,639	7,103,640
CFC Funds	--	449,002
Capital Funds	14,642,831	4,856,844
PFC Funds	16,758,824	9,139,220
Revenue Bond Funds	12,849,637	8,432,810
FAA Restricted Funds	1,083,054	203,592
Concession Improvement Funds	810,266	698,259
Total Restricted Assets	62,446,251	30,883,367
Total Current Assets	83,032,931	51,909,915
<b>NON-CURRENT ASSETS</b>		
Bond Insurance Premiums	237,376	--
Capital Assets	278,569,089	283,206,922
Prepaid Expenses	225,103	225,103
Total Non-Current Assets	279,031,568	283,432,025
Total Assets	362,064,499	335,341,940
<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>		
Refunding	2,145,790	1,802,374
OPEB Expenses	621,658	504,922
Pension Expenses	541,970	1,046,330
Total Deferred Outflows of Resources	3,309,418	3,353,626
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	365,373,917	338,695,566
<b><u>LIABILITIES AND NET ASSETS</u></b>		
<b>CURRENT LIABILITIES</b>		
Payable from Unrestricted Assets	6,797,422	4,584,977
Payable from Restricted Assets	10,736,188	8,820,992
Total Current Liabilities	17,533,610	13,405,969
<b>NON-CURRENT LIABILITIES</b>		
Bonds and other debt obligations	96,671,580	77,033,440
Net OPEB liability	7,619,505	5,743,237
Net pension liability - proportionate share	343,610	1,132,630
Total Non-Current Liabilities	104,634,695	83,909,307
Total Liabilities	122,168,305	97,315,276
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>		
Concession Improvement Funds	688,371	642,199
OPEB expenses	48,217	1,552,848
Pension expenses	119,207	44,658
Total Deferred Inflows of Resources	855,795	2,239,705
<b><u>NET POSITION</u></b>		
Invested in Capital Assets, net of Related Debt	188,782,560	204,208,516
Restricted	46,397,912	25,131,457
Unrestricted	7,169,345	9,800,613
<b>Net Position</b>	242,349,817	239,140,586
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION</b>		
	\$ 365,373,917	\$ 338,695,567



**Albany County Airport Authority**  
**2021 Summary of Revenues, Expenses and Net Results**  
**For the one month ended January 31, 2021**

	Current Month			Year to Date		
	2021 Budget	2020 Actual	2021 Actual	2021 Budget	2020 Actual	2021 Actual
<b>AIRPORT</b>						
<b>OPERATING REVENUES</b>						
Airline	\$ 1,023,709	\$ 1,145,880	\$ 869,572	\$ 1,023,709	\$ 1,145,880	\$ 869,572
Non-Airline	1,711,938	2,577,511	1,025,475	1,711,938	2,577,511	1,025,475
<b>Total Revenues</b>	<b>2,735,647</b>	<b>3,723,391</b>	<b>1,895,047</b>	<b>2,735,647</b>	<b>3,723,391</b>	<b>1,895,047</b>
<b>OPERATING EXPENSES</b>						
Personal Services	809,192	861,858	816,832	809,192	861,858	816,832
Employee Benefits	435,396	445,237	415,705	435,396	445,237	415,705
Utilities & Communications	239,782	211,408	282,030	239,782	211,408	282,030
Purchased Services	910,180	961,773	760,902	910,180	961,773	760,902
Material & Supplies	480,190	381,752	190,258	480,190	381,752	190,258
Office	59,866	21,258	91,278	59,866	21,258	91,278
Administration	71,641	73,324	23,698	71,641	73,324	23,698
<b>Total Expenses</b>	<b>3,006,247</b>	<b>2,956,610</b>	<b>2,580,703</b>	<b>3,006,247</b>	<b>2,956,610</b>	<b>2,580,703</b>
<b>AIRPORT OPERATING RESULTS</b>	<b>(270,600)</b>	<b>766,781</b>	<b>(685,656)</b>	<b>(270,600)</b>	<b>766,781</b>	<b>(685,656)</b>
<b>FBO OPERATING RESULTS</b>	<b>38,832</b>	<b>40,711</b>	<b>58,390</b>	<b>38,832</b>	<b>40,711</b>	<b>58,390</b>
<b>TOTAL OPERATING RESULTS</b>	<b>(231,768)</b>	<b>807,492</b>	<b>(627,266)</b>	<b>(231,768)</b>	<b>807,492</b>	<b>(627,266)</b>
<b>OTHER REVENUES (EXPENSES)</b>						
Interest Earnings	58,408	76,617	8,198	58,408	76,617	8,201
Passenger Facility Charges	303,214	345,076	303,214	303,214	345,076	303,214
ACAA Debt Service	(844,234)	(1,086,794)	(844,234)	(844,234)	(1,086,794)	(844,234)
Line of Credit Interest	-	(15,097)	-	-	(15,097)	-
Non-Capital Equipment	(136,208)	(11,400)	(12,641)	(136,208)	(11,400)	(12,641)
Insurance Recoveries	-	-	-	-	-	-
Customer Facility Charges Income	-	30	-	-	30	-
Customer Facility Charges Expense	-	-	-	-	-	-
Grant Income	428,067	-	482	428,067	-	482
Improvement Charges	30,700	30,700	30,700	30,700	30,700	30,700
<b>Total Other Revenues(Expenses)</b>	<b>(160,053)</b>	<b>(660,868)</b>	<b>(514,281)</b>	<b>(160,053)</b>	<b>(660,868)</b>	<b>(514,278)</b>
<b>INCOME/(LOSS) BEFORE CAPITAL CONTRIBUTIONS</b>	<b>(391,821)</b>	<b>146,624</b>	<b>(1,141,547)</b>	<b>(391,821)</b>	<b>146,624</b>	<b>(1,141,544)</b>
<b>AIRLINE INCENTIVES</b>	<b>(33,333)</b>	<b>(73,891)</b>	<b>-</b>	<b>(33,333)</b>	<b>(73,891)</b>	<b>-</b>
<b>CAPITAL CONTRIBUTIONS</b>		<b>1,687,347</b>	<b>-</b>		<b>1,687,343</b>	<b>-</b>
<b>INCREASE IN NET POSITION</b>		<b>\$ 1,760,080</b>	<b>\$ (1,141,547)</b>		<b>1,760,076</b>	<b>(1,141,544)</b>
<b>NET POSITION, BEGINNING OF PERIOD</b>					<b>240,589,741</b>	<b>240,282,130</b>
<b>NET POSITION, END OF PERIOD</b>					<b>\$ 242,349,817</b>	<b>\$ 239,140,586</b>
<b>RECONCIATION TO AIRLINE FUNDS REMAINING:</b>						
<b>NET RESULTS BEFORE RESERVES</b>	(391,821)	146,624	(1,141,547)	(391,821)	146,624	(1,141,544)
Less: Capital Improvements	(275,000)	(275,511)	(275,000)	(275,000)	(275,511)	(275,000)
Less: Reserve Requirements	23,409	(36,323)	23,409	23,409	(36,323)	23,409
<b>NET RESULTS</b>	<b>(643,412)</b>	<b>(165,210)</b>	<b>(1,393,138)</b>	<b>(643,412)</b>	<b>(165,210)</b>	<b>(1,393,135)</b>
Revenue Sharing:						
Transfer to/from Airlines (50%)	(321,706)	(82,605)	(696,569)	(321,706)	(82,605)	(696,568)
Authority Share (50%)	(321,706)	(82,605)	(696,569)	(321,706)	(82,605)	(696,568)
Less: Airline Incentives	(33,333)	(73,891)	-	(33,333)	(73,891)	-
<b>Net Authority Share</b>	<b>\$ (355,039)</b>	<b>\$ (156,496)</b>	<b>\$ (696,569)</b>	<b>\$ (355,039)</b>	<b>\$ (156,496)</b>	<b>\$ (696,568)</b>

**Albany County Airport Authority**  
**Operating Revenues**  
**For the one month ended January 31, 2021**

	Current Month			Year to Date		
	2021 Budget	2020 Actual	2021 Actual	2021 Budget	2020 Actual	2021 Actual
<b>AIRLINE REVENUES</b>						
<b>COMMERCIAL</b>						
Landing Fees-Signatory	\$ 367,755	\$ 395,773	\$ 212,148	\$ 367,755	\$ 395,773	\$ 212,148
Landing Fees-Non-Signatory	18,990	-	-	18,990	-	-
Airline Apron Fees	63,186	61,107	63,055	63,186	61,107	63,055
Glycol Disposal Fee	30,025	47,451	60,002	30,025	47,451	60,002
<b>CARGO</b>						
Landing Fees-Signatory	53,171	57,821	59,692	53,171	57,821	59,692
Landing Fees-Non-Signatory	5,179	-	-	5,179	-	-
<b>TERMINAL</b>						
Loading Bridges	44,841	59,592	41,638	44,841	59,592	41,638
Space Rental	440,561	524,136	433,036	440,561	524,136	433,036
<b>TOTAL AIRLINE REVENUES</b>	<b>1,023,709</b>	<b>1,145,880</b>	<b>869,572</b>	<b>1,023,709</b>	<b>1,145,880</b>	<b>869,572</b>
<b>NON-AIRLINE REVENUES</b>						
<b>AIRFIELD</b>						
Tenant Maintenance	2,500	2,449	6,075	2,500	2,449	6,075
<b>Total Airfield</b>	<b>2,500</b>	<b>2,449</b>	<b>6,075</b>	<b>2,500</b>	<b>2,449</b>	<b>6,075</b>
<b>TERMINAL</b>						
Utility Reimbursement	2,000	1,777	1,702	2,000	1,777	1,702
Tenant Maintenance	1,713	9,399	-	1,713	9,399	-
Space Rent - Non Airline	61,407	58,624	59,360	61,407	58,624	59,360
Food & Beverage	37,600	95,886	17,852	37,600	95,886	17,852
Retail	33,683	66,669	28,369	33,683	66,669	28,369
Advertising	12,500	24,613	19,811	12,500	24,613	19,811
Payphones	-	80	-	-	80	-
ATM	2,515	2,778	2,620	2,515	2,778	2,620
Operating Permits	21,150	31,286	14,570	21,150	31,286	14,570
Vending Machines	1,746	2,589	1,208	1,746	2,589	1,208
Baggage Cart Rentals	735	1,074	331	735	1,074	331
<b>Total Terminal</b>	<b>175,049</b>	<b>294,773</b>	<b>145,823</b>	<b>175,049</b>	<b>294,773</b>	<b>145,823</b>
<b>GROUND TRANSPORTATION</b>						
Parking	851,246	1,390,677	244,124	851,246	1,390,677	244,124
Rental Cars	249,883	322,705	150,950	249,883	322,705	150,950
Access Fees	16,597	51,216	26,282	16,597	51,216	26,282
TNCs	14,583	31,542	6,109	14,583	31,542	6,109
Garage Space Rent	8,376	6,080	12,633	8,376	6,080	12,633
<b>Total Ground Transportation</b>	<b>1,140,686</b>	<b>1,802,220</b>	<b>440,099</b>	<b>1,140,686</b>	<b>1,802,220</b>	<b>440,099</b>
<b>OTHER AIRPORT</b>						
Telephone System - Tenants	4,334	8,900	4,265	4,334	8,900	4,265
Building Rental	9,377	30,989	7,338	9,377	30,989	7,338
Control Tower Rental	55,481	55,481	55,481	55,481	55,481	55,481
Air Cargo Facility	36,110	73,010	40,854	36,110	73,010	40,854
State Executive Hangar	103,924	103,924	103,924	103,924	103,924	103,924
T Hangars	10,102	10,721	9,754	10,102	10,721	9,754
Tie Downs	241	241	245	241	241	245
AV Gas Fuel Sales	4,213	2,596	3,577	4,213	2,596	3,577
Industrial Park	49,602	47,736	48,200	49,602	47,736	48,200
Land Rental	27,528	29,171	30,130	27,528	29,171	30,130
Eclipse Hangar	28,911	28,279	25,141	28,911	28,279	25,141
Hangar Rental	38,037	43,356	48,052	38,037	43,356	48,052
Internet and Cable Access	552	1,040	885	552	1,040	885
Fingerprinting	2,000	3,137	2,156	2,000	3,137	2,156
Tenant Maintenance	83	-	-	83	-	-
Purchasing Proposals	83	-	-	83	-	-
Ebay/Scrap/Equipment Sales	417	5	(694)	417	5	(694)
Utility Reimbursement	13,000	16,315	20,116	13,000	16,315	20,116
Taxes	3,042	18,128	14,016	3,042	18,128	14,016
Other	6,667	5,041	20,039	6,667	5,041	20,039
<b>Total Other Airport</b>	<b>393,703</b>	<b>478,069</b>	<b>433,478</b>	<b>393,703</b>	<b>478,069</b>	<b>433,478</b>
<b>TOTAL NON AIRLINE REVENUES</b>	<b>1,711,938</b>	<b>2,577,511</b>	<b>1,025,475</b>	<b>1,711,938</b>	<b>2,577,511</b>	<b>1,025,475</b>
<b>TOTAL REVENUES</b>	<b>\$ 2,735,647</b>	<b>\$ 3,723,391</b>	<b>\$ 1,895,047</b>	<b>\$ 2,735,647</b>	<b>\$ 3,723,391</b>	<b>\$ 1,895,047</b>

**Albany County Airport Authority**  
**FBO Results**  
**For the one month ended January 31, 2021**

	Current Month			Year to Date		
	2021 Budget	2020 Actual	2021 Actual	2021 Budget	2020 Actual	2021 Actual
<b>OPERATING REVENUES</b>						
Retail Fuel						
Jet A Fuel Sales	\$ 413,333	\$ 328,112	\$ 284,269	\$ 413,333	\$ 328,112	\$ 284,269
AvGas Fuel Sales	24,983	17,250	8,713	24,983	17,250	8,713
Commercial AvGas Fuel Sales	0	1,667	1,169	0	1,667	1,169
Auto & Diesel Fuel Sales	25,625	35,510	21,122	25,625	35,510	21,122
Retail Fuel Sales	463,941	382,538	315,273	463,941	382,538	315,273
Into Plane Fees	37,260	53,385	26,445	37,260	53,385	26,445
Fuel Farm Fees	32,170	53,354	23,728	32,170	53,354	23,728
General Aviation Landing Fees	13,458	17,004	13,113	13,458	17,004	13,113
Aircraft Parking Fees	12,336	13,033	9,846	12,336	13,033	9,846
Deicing Services	324,895	180,806	209,597	324,895	180,806	209,597
FBO Properties	27,481	33,204	29,462	27,481	33,204	29,462
FBO Services	5,629	9,172	4,806	5,629	9,172	4,806
<b>TOTAL REVENUES</b>	<b>917,169</b>	<b>742,496</b>	<b>632,269</b>	<b>917,169</b>	<b>742,496</b>	<b>632,269</b>
<b>COST OF SALES</b>						
Fuel Costs - Jet A	225,833	184,700	136,427	225,833	184,700	136,427
Fuel Discounts - Jet A	22,112	22,522	17,829	22,112	22,522	17,829
Fuel Costs - AvGas	27,510	11,528	5,654	27,510	11,528	5,654
Fuel Discounts - AvGas	370	301	202	370	301	202
Fuel Costs - Commercial AvGas	0	1,469	999	0	1,469	999
Fuel Costs - Auto & Diesel	13,861	26,008	13,946	13,861	26,008	13,946
Total Fuel Costs	289,686	246,528	175,059	289,686	246,528	175,059
Deicing Costs - Type I & IV	237,325	101,052	129,555	237,325	101,052	129,555
Catering, Oil & Other	375	0	0	375	0	0
Total Cost of Sales	527,386	347,579	304,614	527,386	347,579	304,614
Net Operating	389,783	394,917	327,656	389,783	394,917	327,656
<b>OPERATING EXPENSES</b>						
Personal Services						
Salaries	109,762	89,292	107,551	109,762	89,292	107,551
Overtime	16,288	18,073	10,207	16,288	18,073	10,207
Total Personal Services	126,050	107,364	117,759	126,050	107,364	117,759
Employee Benefits	40,761	42,485	40,804	40,761	42,485	40,804
Utilities & Communications	6,573	8,809	9,821	6,573	8,809	9,821
Purchased Services	127,037	149,624	71,658	127,037	149,624	71,658
Materials & Supplies						
Buildings	6,342	5,993	2,280	6,342	5,993	2,280
Grounds	3,167	2,581	0	3,167	2,581	0
Vehicles	27,138	24,891	19,645	27,138	24,891	19,645
Total Materials & Supplies	36,646	33,465	21,924	36,646	33,465	21,924
Administrative Expenses	13,884	12,458	7,300	13,884	12,458	7,300
Non-Capital Equipment	0	0	0	0	0	0
<b>TOTAL EXPENSES</b>	<b>350,951</b>	<b>354,206</b>	<b>269,266</b>	<b>350,951</b>	<b>354,206</b>	<b>269,266</b>
<b>FBO Net Operating Results</b>	<b>\$ 38,832</b>	<b>\$ 40,711</b>	<b>\$ 58,390</b>	<b>\$ 38,832</b>	<b>\$ 40,711</b>	<b>\$ 58,390</b>

## Notes to Financial Statements

### 1. Accounting Basis

This financial information is presented for the purposes of comparing budget to actual results and for indicating generally how revenues and expenses have compared to budgeted revenues and expenses through on a monthly basis. The financial information presented herewith is prepared on the Albany County Airport Authority's budgetary basis of accounting.

This report includes preliminary operating and performance statistics, and financial forecasts based upon the budgetary basis of accounting estimates that involve uncertainties that could result in actual financial results differing materially from preliminary estimates.

### 2. Cash Reserves

2021 Operating Budget - Airport	\$29,813,717
2021 Operating Budget – FBO	7,720,611
2021 Debt Service	10,130,800
2021 Debt Service Paid by PFCs	( 3,638,568)
	\$44,026,560

Monthly Cash Outflow (\$44,026,560/12)  
\$3,668,880

Months Operating Reserves Unrestricted  
\$19,460,216/\$3,668,880 ~ 5.30 months

Months Operating Reserves Restricted  
\$6,600,000/\$3,234,979 ~ 2.00 months

(\$38,819,754 FY20Budg/12 = \$3,234,979)

	Unrest.	Restr	
Apr 20			7.10
May 20			6.90
Jun 20			7.70
Jul 20			7.25
Aug20	4.85	2.0	6.85
Sep20	5.37	2.0	7.37
Oct20	5.31	2.0	7.31
Nov20	5.14	2.0	7.14
Dec20	5.63	2.0	7.63
Jan21	5.30	2.0	7.30

### 3. Accounts Receivable

The amount of accounts receivables, shown as days of average annual (2021 Budget) daily revenues, is as follows:

$$\$45,747,662 / 365 = \$125,336$$

$$\$1,067,326 / \$125,336 = 8.52$$

Apr 20	10.91
May 20	17.76
Jun 20	7.45
Jul 20	8.99
Aug 20	10.04
Sep 20	4.52
Oct20	4.65
Nov20	4.46
Dec20	3.75
Jan21	8.52

**Albany International Airport**  
**For the one month ended January 31, 2021**

	Current Month			Year to Date			12 Month Running	
	Budget	2020	2021	Budget	2020	2021	2020	2021
<b>Statistics</b>								
<b>Total Enplanements</b>	78,333	106,622	25,665	78,333	106,622	25,665	1,526,466	431,575
	-67.2%		-75.9%			-75.9%		-71.7%
<b>Operations</b>								
<i>Passenger</i>	1,799	2,778	1,306	1,799	2,778	1,306	36,346	18,132
<i>Cargo</i>	185	278	226	185	278	226	3,674	3,122
<i>Charter, Corporate &amp; Diversions</i>	185	203	236	185	203	236	3,708	2,223
<i>General Aviation</i>	1,122	1,003	809	1,122	1,003	809	14,167	14,030
<i>Military</i>	303	384	239	303	384	239	3,161	3,342
	3,593	4,646	3,094	3,593	4,646	3,094	61,056	40,849
	-13.9%		-33.4%			-33.4%		-33.1%
<b>Landed Weight</b>	94,318	127,915	52,104	94,318	127,915	52,104	5,196,132	3,445,980
<b>Cargo/Mail &amp; Express</b>	1,585	1,641	1,833	1,585	1,641	1,833	20,176	22,050
	15.7%		11.7%			11.7%		9.3%
<b>Jet A Gallons</b>	83,333	72,189	66,418	83,333	72,189	66,418	1,205,933	873,841
	-20.3%		-8.0%			-8.0%		-27.5%
<b>AvGas Gallons</b>	5,007	3,672	1,891	5,007	3,672	1,891	66,927	60,587
	-62.2%		-48.5%			-48.5%		-9.5%
<b>Deicing Consortium</b>	24,214	10,858	14,668	24,214	10,858	14,668	81,465	56,918
<b>Deicing sprayed/retail</b>	14,250	10,218	11,419	14,250	10,218	11,419	93,606	52,364
Parking Revenue	\$ 851,246	\$ 1,390,677	\$ 244,124	\$ 851,246	\$ 1,390,677	\$ 244,124	\$ 21,847,697	\$ 4,327,838
Revenue per enplanement	\$ 10.87	\$ 13.04	\$ 9.51	\$ 10.87	\$ 13.04	\$ 9.51	\$ 14.31	\$ 10.03
Transactions		49,102	12,184		49,102	12,184	644,900	208,447
Average transaction		\$ 28.32	\$ 20.04		\$ 28.32	\$ 20.04	\$ 33.88	\$ 20.76
<b>Concession Sales</b>								
Rental Cars		\$ 2,949,653	\$ 1,347,735		\$ 2,949,653	\$ 1,347,735	\$ 54,180,122	\$ 23,113,811
Revenue per enplanement		\$ 27.66	\$ 52.51		\$ 27.66	\$ 52.51	\$ 35.49	\$ 53.56
Food and Beverage		\$ 913,372	\$ 103,412		\$ 913,372	\$ 103,412	\$ 9,845,139	\$ 2,306,427
Revenue per enplanement		\$ 8.57	\$ 4.03		\$ 8.57	\$ 4.03	\$ 6.45	\$ 5.34
Retail		\$ 281,209	\$ 84,884		\$ 281,209	\$ 84,884	\$ 4,452,461	\$ 1,446,656
Revenue per enplanement		\$ 2.64	\$ 3.31		\$ 2.64	\$ 3.31	\$ 2.92	\$ 3.35

## SCHEDULED AIRLINE PASSENGER SERVICE

Monthly Scheduled Flights are as follows:

	Airlines	Non-Stop Destination Airports	Non-Stop Destination Cities <sup>(1)</sup>	Scheduled Flights	Average Flights per Day	Monthly Seats Available	Monthly Landed Weight (lbs.)	Enplane.
Jan2020	7	17	13	1,391	44.9	141,803	147,829,062	114,119
Feb20	7	16	12	1,374	47.4	141,833	147,219,632	113,232
Mar20	7	18	14	1,549	50.0	161,752	162,630,904	62,622
Apr20	7	17	13	891	30.0	103,200	102,522,032	4,147
May20	7	12	10	418	13.5	45,913	45,124,706	13,968
Jun20	7	15	12	556	18.5	65,955	65,335,083	29,752
Jul20	7	16	13	779	25.1	82,887	87,150,492	31,092
Aug20	7	17	13	937	30.2	103,399	106,554,438	29,022
Sep20	7	14	12	642	21.4	63,168	64,144,804	28,257
Oct20	7	16	13	740	23.9	67,992	68,410,190	35,274
Nov20	7	16	12	735	24.5	68,806	73,145,608	29,089
Dec20	7	16	12	693	22.4	64,017	67,995,130	29,455
Jan21	7	15	11	622	20.6	56,129	58,693,922	
Feb21	7	16	11	560	20.0	50,558	52,562,092	
Mar21	7	15	10	688	22.2	67,958	67,148,188	

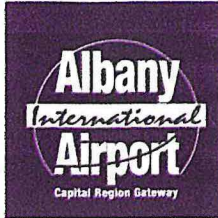
<sup>(1)</sup> Five (5) cities may be served by two (2) airports; Chicago (ORD/MDW), Orlando (MCO/SFB), Tampa (TPA/PIE/PGD), and Washington DC (DCA/IAD).

Weekly schedule flight changes are as follows:

			Week		Week		Year-To-Date (net)			Week	
			#08-21	+	(-)	#12-21	#03-21	+	(-)	#12-21	#13-20
1	ATL	Atlanta, GA	7	5	-	12	7	5	-	12	20
2	BDL	Hartford, CT	1	-	(1)	-	-	1	(1)	-	-
3	BWI	Baltimore, MD	14	13	-	27	14	13	-	27	28
4	MDW	Chicago-Midway	7	-	(1)	6	6	1	(1)	6	12
5	ORD	Chicago-O'Hare	15	-	(2)	13	14	1	(2)	13	46
6	CLT	Charlotte, NC	18	3	-	21	18	3	-	21	28
7	DEN	Denver, CO	-	-	-	-	-	-	-	-	6
8	DTW	Detroit, MI	20	-	-	20	19	1	-	20	25
9	FLL	Fort Lauderdale, FL	-	-	-	-	1	-	(1)	-	14
10	RSW	Fort Myers, FL	-	-	-	-	-	-	-	-	5
11	MSP	Minneapolis, MN	-	-	-	-	-	-	-	-	6
11	MYR	Myrtle Beach, SC	-	-	-	-	-	-	-	-	-
12	EWR	Newark, NJ	7	-	-	7	7	-	-	7	27
13	MCO	Orlando, FL	10	1	-	11	10	1	-	11	24
14	SFB	Orlando/Sanford, FL	3	-	(1)	2	-	3	(1)	3	3
15	PHL	Philadelphia, PA	16	-	-	16	13	3	-	16	42
16	PGD	Tampa/Punta Gorda, FL	2	-	-	2	2	-	-	2	2
17	TPA	Tampa, FL	1	-	-	1	1	-	-	1	10
18	PIE	Tampa/St. Pete, FL	4	-	(2)	2	2	2	(2)	2	2
19	DCA	Washington DC-Reagan	5	-	(1)	4	5	-	(1)	4	33
20	IAD	Washington DC-Dulles	<u>12</u>	<u>2</u>	<u>-</u>	<u>14</u>	<u>12</u>	<u>2</u>	<u>-</u>	<u>14</u>	<u>21</u>
			<b>142</b>	<b>24</b>	<b>(8)</b>	<b>158</b>	<b>131</b>	<b>36</b>	<b>(9)</b>	<b>158</b>	<b>354</b>

## **AGENDA ITEM NO. 5**

### **Project Development**



ALBANY COUNTY AIRPORT AUTHORITY  
ALBANY INTERNATIONAL AIRPORT  
737 ALBANY SHAKER ROAD  
MAIN TERMINAL - SUITE 300  
ALBANY, NEW YORK 12211-1057

TEL: 518-242-2222  
ADMIN FAX: 518-242-2641  
FINANCE FAX: 518-242-2640  
SITE: [www.flyalbany.com](http://www.flyalbany.com)

pc

## PROJECT STATUS REPORT

March 15, 2021

### I. AIRSIDE IMPROVEMENTS

#### A) Runway 19 Obstruction Tree Removal (Contract No. 20-1065-GC)

The FAA cited groups of trees in the Runway 19 Safety Area that had grown high enough to be listed as obstructions, which would reduce the aircraft approach minimums. To maintain the existing approaches at 34 to 1 ratio, it was determined that there would need to be selective tree topping and tree removal in the Runway Protection Zone (RPZ) of Runway 19. The award of this project is an action item on today's agenda.

#### B) Taxiway A Pavement Rehabilitation design (Contract S-1064)

The RFP selection committee contracted McFarland Johnson as the design firm for this project. The project includes milling and resurfacing of the entire Taxiway A and complete reconstruction of the south end of Taxiway A. The design engineers completed site investigation work including soil borings and cores and have produced the 90% drawings for review and will complete the 100% FAA required documents later this month. This project will be advertised for bid in late March and bid in late April.

#### C) Replacement of Boarding Bridges A3, A5, B10, & C1 (Contract Nos. 1039- GC & E)

The Board approved the low bids for both 1039-GC and 1039-E to AERO Bridge at June's Board meeting. AERO Bridge worked with C & S Companies to provide approved shop drawings to the fabricator. AERO Bridge submitted a schedule showing the installation starting in the beginning of May 2021 with work scheduled to be completed by September 2021. ACAA and AvPorts will work with the affected airlines to accommodate the installations.



## **II. LANDSIDE IMPROVEMENTS**

### **A) Main Terminal Alarm Replacement (Contract No. 20-1075-FP)**

Contract 20-1075-FP is for the Main Terminal Alarm Replacement. The project has been advertised and bid. This project is to replace the existing alarm system, which is beyond its 20-year working life. The project will replace the existing equipment with the latest in fire and smoke detection technology, which can be upgraded to extend its working life. The award of this contract is an action item on today's Board Agenda.

### **B) Air Traffic Control Tower (Contract 1013-SW, M, E, R & EL)**

The FAA has requested some upgrades to their facility. Sage Engineering is completed the design for the elevator replacement (1013-EL) and the project was bid. The FAA is still restricting access to their facility due to the COVID-19, so the project was not awarded since no contractors are being allowed into the facility. The project will be rebid when the facility is accessible again. The roof replacement (1013-R) for the facility will also be bid when the FAA COVID-19 restrictions are removed.

### **C) MDF (Main Distribution Frame) Room Fire Protection**

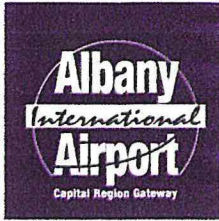
Condor Fire Sprinkler was the low bidder for this project and the Board approved their contract. The work includes the installation of a new dry fire protection system in the MDF room where all the Airport computer, telephone and security system are routed. This project will replace the existing sprinkler system that currently serves as fire protection, eliminating the possibility system failure due to sprinklers going off. Condor has ordered the equipment and will begin installation as soon as it is delivered.

### **D) New Terminal Concessions**

The Hudson Valley Wine Bar was closed on January 2, 2020. Construction work was progressing, but was halted due to COVID-19. The vendor, HMS Host, took delivery of the new equipment for the venue in May 2020. HMS has had their contractor resume work on the space on December 7, 2020. The space is being converted to the Beer Union and is going to feature craft beers. The venue passed the NYS Health Department inspection and HMS plans to have this venue opened in March 2021.

**AGENDA ITEM NO. 6**

**Counsel**



ALBANY COUNTY AIRPORT AUTHORITY  
ALBANY INTERNATIONAL AIRPORT  
737 ALBANY SHAKER ROAD  
MAIN TERMINAL - SUITE 300  
ALBANY, NEW YORK 12211-1057

TEL: 518-242-2222  
ADMIN FAX: 518-242-2641  
FINANCE FAX: 518-242-2640  
SITE: [www.flyalbany.com](http://www.flyalbany.com)

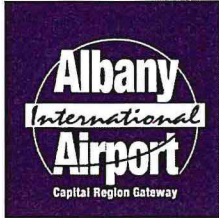
*pc*

**MEMO:** March 15, 2021  
**TO:** Albany County Airport Authority Board Members  
**FROM:** Christine C. Quinn, Esq., Authority Counsel

- COVID-19 Update

**AGENDA ITEM NO. 7**

**Concessions/Ambassador Program**



ALBANY COUNTY AIRPORT AUTHORITY  
 ALBANY INTERNATIONAL AIRPORT  
 737 ALBANY SHAKER ROAD  
 MAIN TERMINAL - SUITE 300  
 ALBANY, NEW YORK 12211-1057

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

12

March 15, 2021

**Marketing, Concessions & Ambassador Program**

Minority Percentages in the Concession's Workforce

Date	HMS Host	OHM	Paradies	Dunkin Donuts
Feb 2020	26/60=43.3%	50/63=79.3%	13/25= 52%	5/11=45.45%
Mar 2020	0/4=0%	2/4=50%	2/10=20%	3/5=60%
April 2020	0/1=0%	0	1/8=12.5%	3/5=60%
May 2020	0/1=0%	0	2/9=22%	4/6=66.6%
June 2020	0/6=0%	17/21=81%	2/9=22%	4/6=66.6%
July 2020	0/6=0%	15/17=88%	2/9=22%	3/5=60%
Aug 2020	0/6=0%	15/17=88%	3/10=30%	3/6=50%
Sept 2020	0/6=0%	9/11=82%	5/11=45%	3/6=50%
Oct 2020	1/6=17%	10/12=83%	5/10=50%	3/6=50%
Nov 2020	1/6=17%	14/16= 88%	6/12=50%	3/5=60%
Dec 2020	1/6 =17%	13/17=76%	6/12= 50%	2/5=40%
Jan 2021	1/6=17%	12/19=63%	6/12=50%	1/4=25%
Feb 2021	2/9=22%	17/23=74%	5/10=50%	2/5=40%

**Concessions**

**HMSHost**

- Adirondack Lodge – closed
- Silks of Saratoga – Open (10:00 a.m. – 6:00 p.m.)
- Starbucks – Open 5 days/week (Closed Tuesdays and Saturdays)
- The Local – closed
- Burger King - closed
- Hudson Valley Beer Union – Planning to open in March
- Dunkin Donuts – Open (4:00 a.m. – 6:00 p.m.)

**OHM**

- Empire Deli – closed
- Wolfgang Puck Pizza - closed
- Chick fil A – Open (5:00 a.m. – 5:00 p.m.) Monday - Saturday

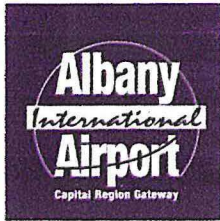
**Paradies**

- Gift/News on A – intermittent hours through last departure on A
- Gift News on B – intermittent hours through last departure on B
- Gift/News on C – open 4:30 am through to the last departure on C



## **AGENDA ITEM NO. 8**

**Public Affairs**



ALBANY COUNTY AIRPORT AUTHORITY  
 ALBANY INTERNATIONAL AIRPORT  
 737 ALBANY SHAKER ROAD  
 MAIN TERMINAL - SUITE 300  
 ALBANY, NEW YORK 12211-1057

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

*Handwritten initials*

**Public Affairs Report  
 March, 2021**

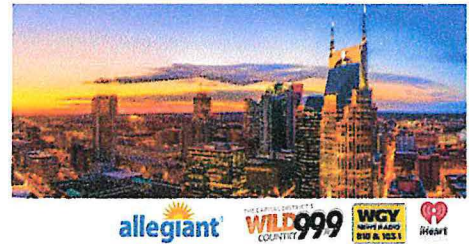
**Times Union**

Times Union reporter Eric Anderson was a guest at the recent Regional Advisory Committee meeting held at Million Air. Later that week, Mr. Anderson met with Airport and AvPorts staff to discuss future plans for the airport. The interview was followed by a 45-minute tour of the airport. The result was a full page Sunday February 14, article featuring an in-depth interview with Airport CEO Phil Calderone.



**Allegiant Air**

On February 9, Allegiant Air announced it would begin seasonal service between Albany and Nashville on May 14, 2021. We have been working with Allegiant, Nashville Convention Corporation and IHeart Radio to promote the new service. The result will be radio contests on WILD 99.9 FM, and WGY-810 AM. Winners will received round-trip airfare to Nashville, hotel accommodations and venue passes.



**STORM**

While snow storms present a considerable “clean-up” task for the Airport’s Snow Team, they also present an opportunity to show case employees at work during extreme conditions. On occasion, such as the last major storm, Public Affairs provided our regional media outlets with action photos of Airport crews at work.





## **MILITARY COURTESY ROOM**

The Eastern Contractors Association lead by Todd Helfrich presented a significant donation to the Military Courtesy Room during a March 3, 2021 event. The donation was accepted by John McKenna III in honor of his son John McKenna IV. The Military Courtesy Room is named in honor of Captain John McKenna IV of Clifton Park who was killed while serving with the U.S Marines in Fallujah, Iraq in 2006. The Military Courtesy Room, located on the third floor of the terminal, remains closed due to the COVID-19 pandemic. The reopening is scheduled for mid April, 2021.



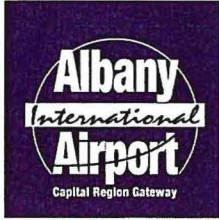
Times Union Photo

## **MEDIA**

The local media have been kept up-to-date on Airport actions during the pandemic via news releases, advisories, personal and phone interviews.

## **AGENDA ITEM NO. 9**

### **Economic Development**



ALBANY COUNTY AIRPORT AUTHORITY  
ALBANY INTERNATIONAL AIRPORT  
737 ALBANY SHAKER ROAD  
MAIN TERMINAL - SUITE 300  
ALBANY, NEW YORK 12211-1057

TEL: 518-242-2222  
ADMIN FAX: 518-242-2641  
FINANCE FAX: 518-242-2640  
SITE: [www.flyalbany.com](http://www.flyalbany.com)

**MEMO:** March 15, 2021

**TO:** Albany County Airport Authority Board Members

**FROM:** Matthew J. Cannon, Director of Development & Government Affairs

- Air Service Development
- Government Affairs
- Rebranding and Website Design

**AGENDA ITEM NO. 10**

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

**AGENDA ITEM NO. 10.1**

**Issue Purchase Order for Purchase and Installation of  
a new Carpet for A-Concourse**

AGENDA ITEM NO: 10.1  
MEETING DATE: March 15, 2021

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:**

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

ACAA Tabled  
03/15/2021

**PURPOSE OF REQUEST:**

*Issue Purchase Order for Purchase and Installation of a new Carpet for A-Concourse.*

**CONTRACT AMOUNT:**

Total Contract Amount: \$79,854.00

**BUDGET INFORMATION:**

Federal Airport Improvement Program

Anticipated in Current ALB Capital Plan : Yes J No \_\_\_ NA

Funding Account No.: CPN 83000-20-0000

**FISCAL IMPACT – FUNDING**

Federal N/A State N/A Airport 100% NA \_\_\_\_\_

Term of Funding: 2021-2022

Grant No. :N/A State PIN: N/A

**JUSTIFICATION:**

*Request is made to approve the purchase and installation of carpet for the second level of the A-Concourse (79 building) to match the new carpet installed throughout the second floor of the Terminal as part of the Terminal Renovation project completed in 2020. The material will be purchased and installed under State contract pricing by Flooring Environment, which is a WBE business.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

**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 NO \_\_\_\_\_.*

AGENDA ITEM NO: 10.1  
MEETING DATE: March 15, 2021

**BACK-UP MATERIAL:**

*Please refer to attached Quotation from Flooring Environment.*

# FLOORING Environment

200 Fillpoint Drive  
 Mechanicville, NY 12118  
 Ph: 518.383.5510 Fax:518.383.4740  
 Woman-Owned Business Enterprise

# Proposal

Attn: KEVIN HEHIR  
From: JOE TESSITORE  
Estimator: \_\_\_\_\_  
Admin: \_\_\_\_\_  
Revision #: \_\_\_\_\_  
Date: 3/2/2021 Bid Due Date: 3/2/2021  
Plan Date: \_\_\_\_\_ Addendum : \_\_\_\_\_

To  
 ALBANY COUNTY AIRPORT AUTHORITY  
 MAIN TERMINAL - SUITE 300  
 737 ALBANY SHAKER ROAD  
 ALBANY, NY 12211057  
 Phone: \_\_\_\_\_

Project  
 A CONCOURSE RENOVATIONS  
 737 ALBANY SHAKER ROAD  
 ALBANY, NY 12211

## PROPOSAL TO

			Quantity	Unit Price	Line Total
1	REMOVE EXISTING CARPET REMOVE EXISTING CARPET TILE ON NYS CONTRACT PC67778. FLOORING ENVIRONMENT, INC. N/A	N/A /N/A	1,470.00	SY 3.900	5,733.00
2	CARPET DISPOSAL CARPET TILE DISPOSAL ON NYS CONTRACT PC67778. FLOORING ENVIRONMENT, INC. N/A	N	1,470.00	SY 0.960	1,411.00
3	C-1 CARPET SUPPLIED PATCRAFT CARPET TILE SUPPLIED ON NYS CONTRACT PC67778. PATCRAFT COMMERCIAL CARPETS ETCHED TILE	UNDERLING LAYER / 00480	1,503.06	SY 37.005	55,621.00
4	FREIGHT CHARGES FLOORING ENVIRONMENT, INC. N/A	N/A /N/A	1,503.06	SY 1.333	2,004.00
5	ADHESIVE SUPPLIED PATCRAFT ADHESIVE SUPPLIED ON NYS CONTRACT PC67778. PATCRAFT COMMERCIAL CARPETS ADHESIVE 5000---STANDARD TILE ADHESIVE (4-GALLON)	NA	15.00	EA 96.000	1,440.00
6	LABOR TO INSTALL CARPET TILE LABOR TO INSTALL CARPET TILE ON NYS CONTRACT PC67778. FLOORING ENVIRONMENT, INC. N/A	N/A /N/A	1,503.60	SY 9.075	13,645.00

**TOTAL (THESE LINE ITEMS TAX EXEMPT) \$79,854.00**

### INCLUDES MINOR FLOOR PREPARATION. EXCLUDES MOVING FURNITURE OR FIXTURES.

Flooring Environment furnishes all materials, supplies, tools, equipment and project management necessary to complete the scope of work described in this proposal. Installation labor for this scope will be subcontracted out and may be subcontracted to a non-WBE installer.

Unless specifically included in this proposal: excludes floor preparation, leveling or repair; removal of existing flooring or adhesive, buffing, waxing or floor protection, moving or lifting furniture. Excludes labor premiums for evening or weekend work. Flooring Environment is not responsible for any claims that might result from product delivery date changes beyond their control. This proposal is valid for forty-five (45) days. Full payment is due ten (10) days from receipt of invoice unless otherwise specified.

**WARRANTY DOES NOT INCLUDE ANY MOISTURE RELATED SUBFLOOR FAILURES**



A CONCOURSE RENOVATIONS  
Flooring Environment

ALBANY COUNTY AIRPORT  
ALBANY COUNTY AIRPORT AUTHORITY

Page 2 of 2

Signed: \_\_\_\_\_  
JOE TESSITORE

Proposal Total:       \$79,854.00      

Signed: \_\_\_\_\_

Proposed Installation Start Date: \_\_\_\_\_

**AGENDA ITEM NO. 10.2**

**Construction Contract: Authorization to Award  
Construction Contract 20-1065-GC Runway 19  
Obstruction Tree Removal to Terry Tree Service LLC**

AGENDA ITEM NO: 10.2  
MEETING DATE: March 15, 2021

**ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION**

**DEPARTMENT:** *Planning and Engineering*

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

ACAA Approved  
03/15/2021 contingent upon low bidder's compliance with NYSDOL apprenticeship requirements. If low bidder doesn't comply, CEO has authority to award to the second low bidder.

**PURPOSE OF REQUEST:**

**Construction Contract:** *Authorization to Award Construction Contract 20-1065-GC Runway 19 Obstruction Tree Removal to Terry Tree Service LLC.*

**CONTRACT AMOUNT:**

**Base Amount** *\$397,070.00*

**BUDGET INFORMATION:**

**Anticipated in Current ALB Capital Plan:** Yes ✓ No     NA  
**Funding Account No.:** CPN 2001

**AWARD CONDITIONS MET:**

*Apprenticeship* ✓ *DBE* 4.08% *MWBE* N/A

*Service Disable Veteran Owned Business (SDVOB)* N/A

**FISCAL IMPACT - FUNDING (Dollars or Percentages)**

**Federal** 90% **State** 5% **Airport** 5%  
**Term of Funding:** 2021-2022  
**Grant No.:** *N/A* **STATE PIN:** N/A

**JUSTIFICATION:**

*Request to award Contract 1065-GC for Runway 19 Obstruction Tree Removal to qualified low bidder Terry Tree Service, LLC. of Rochester, NY for \$397,070.00. The contract scope includes selective tree topping, tree removal and site restoration including select plantings in the Safety Area of Runway 19 to maintain FAA published approach minimums. The award of this contract is contingent on FAA concurrence.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

AGENDA ITEM NO: 10.2  
MEETING DATE: March 15, 2021

**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 20-1065-GC Bid Offering and Engineer's Certified Bid Tab..*



**CERTIFIED BID TABULATION**

ALBANY INTERNATIONAL AIRPORT RUNWAY 01-19 OBSTRUCTION TREE REMOVALS, PHASE 6 FAA AIP PROJECT NO. 3-36-0001___-21 NYS DOT PROJECT NO. 1A00.____ ACAA NO. 20-1065-GC					ENGINEER'S OPINION OF CONSTRUCTION COST C&S ENGINEERS, INC. 499 COL. EILEEN COLLINS BOULEVARD SYRACUSE, NY 13212		TERRY TREE SERVICE, LLC 755 Jefferson Road Suite 200 Rochester, NY 14624 Attn: Timothy Pope phone: 585-235-1125		PETER DOWNES & SON, INC. 80 Airport Road West Milford, NY 07480 Attn: Peter Downes phone: 201-240-0975		JOHN ANDERSON CONSTRUCTION, INC. Warren, PA 16365 Attn: F. Michael Richards phone: 585-485-0032	
ITEM NO.	FAA SPEC	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	C-102-1	COMPLIANCE WITH TEMPORARY AIR AND WATER POLLUTION, SOIL EROSION AND SILTATION CONTROL	1	LS	\$30,000.00	\$30,000.00	\$105,000.00	\$105,000.00	\$25,000.00	\$25,000.00	\$10,592.00	\$10,592.00
2	C-102-2	TEMPORARY COMPOST FILTER SOCK, 12-INCH DIAMETER	1,000	LF	\$8.00	\$8,000.00	\$15.50	\$15,500.00	\$6.50	\$6,500.00	\$5.60	\$5,600.00
3	C-102-3	STABILIZED CONSTRUCTION ENTRANCE	3	EACH	\$12,000.00	\$36,000.00	\$6,000.00	\$18,000.00	\$3,500.00	\$10,500.00	\$5,500.00	\$16,500.00
4	C-105-1	MOBILIZATION (4% MAXIMUM)	1	LS	\$24,000.00	\$24,000.00	\$15,250.00	\$15,250.00	\$11,500.00	\$11,500.00	\$15,000.00	\$15,000.00
5	C-106-1	SAFETY, SECURITY AND MAINTENANCE OF TRAFFIC	1	LS	\$60,000.00	\$60,000.00	\$8,000.00	\$8,000.00	\$20,000.00	\$20,000.00	\$29,592.00	\$29,592.00
6	C-107-1	PROJECT SURVEY AND STAKEOUT	1	LS	\$30,000.00	\$30,000.00	\$33,500.00	\$33,500.00	\$18,000.00	\$18,000.00	\$29,000.00	\$29,000.00
7	P-151-1	TREE CLEARING	11.0	ACRE	\$18,000.00	\$198,000.00	\$6,250.00	\$68,750.00	\$10,250.00	\$112,750.00	\$13,120.00	\$144,320.00
8	P-151-2	SELECTIVE TREE CLEARING	5.5	ACRE	\$15,000.00	\$82,500.00	\$6,250.00	\$34,375.00	\$10,000.00	\$55,000.00	\$13,120.00	\$72,160.00
9	P-151-3	TREE TOPPING/ CROWN REDUCTION	5.1	ACRE	\$25,000.00	\$127,500.00	\$14,450.00	\$73,695.00	\$22,500.00	\$114,750.00	\$14,050.00	\$71,655.00
10	P-140-1	LANDSCAPE MITIGATION	1	LS	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
<b>TOTAL BID</b>						<b>\$621,000.00</b>		<b>\$397,070.00</b>		<b>\$399,000.00</b>		<b>\$419,419.00</b>
PERCENT DIFFERENCE FROM ENGINEERS ESTIMATE:								-36.1%		-35.7%		-32.5%
BID SECURITY:								5% BID BOND		5% BID BOND		\$45,000 Check
<i>NO BIDDERS ERRORS IDENTIFIED</i>												

C&S ENGINEERS, INC.

I CERTIFY THAT THIS IS A TRUE AND CORRECT TABULATION OF BIDS RECEIVED MARCH 4, 2021 AT 2:00PM.

C&S JOB NUMBER: Q23.010.001

SIGNED:

DATE: 05-Mar-21



**C&S Companies**  
 499 Col. Eileen Collins Blvd.  
 Syracuse, NY 13212  
 p: (315) 455-2000  
 f: (315) 455-9667  
 www.cscos.com

March 8, 2021

Mr. Stephen Iachetta  
 Albany County Airport Authority  
 Albany International Airport  
 Main Terminal Suite 300  
 737 Albany Shaker Road  
 Albany, New York 12212-1057

Re: Runway 01-19 Obstruction Tree Removals, Phase 6 Project  
 Albany International Airport  
 Recommendation of Award Letter  
 Contract #20-1065-GC

File: Q23.010.001

Dear Mr. Iachetta:

Three bids for the above referenced project were received on or prior to March 4, 2021 at 2:00 pm. The bids were opened and tabulated by the Albany County Airport Authority (ACAA) purchasing department. The low bidder is as follows:

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
Terry Tree Service, LLC 755 Jefferson Road, Suite 200 Rochester, New York 14624 Attn: Timothy Pope Phone: 585-235-1125	\$397,070.00

The low bid was reviewed by C&S Engineers, Inc. and found to be in order. For a complete breakdown of the bid amounts and the remaining bidders, please refer to the attached certified bid tabulation.

C&S performed a search of the General Services Administration’s “System for Award Management (SAM)” website for Terry Tree Service and determined that they have an active registration with no exclusions. We have verified that the low bidder is not on the NYSDOL List of Debarred Contractors. Terry Tree Service status is listed as active on the NYS Department of State Division of Corporations Entity Information database. Print outs of these website confirmations are attached.

Terry Tree Service is not a certified DBE firm. It is our understanding that the ACAA will request the bidder’s DBE plan, which must be reviewed and approved prior to entering a contract.

March 8, 2021

Page 2

The low bid submitted is 36.1% below the Engineer's Opinion of Construction Cost for the project but is considered reasonable based on the other bids received. The low bid submitted is in-line with the next highest bids, all very competitive bids, presumably based on current market conditions.

The following follow-up information was requested by ACAA, and their responses follow:

1. Commitment to a tentative start date of April 1<sup>st</sup>. {Commitment made by Heather Kennard, March 8<sup>th</sup> email}
2. Provide financial statements as stated in bid document. {Provided, not included in this package}
3. Project organizational chart and resumes of key individuals for this project. {Provided}
4. List of projects completed by those key staff. {Provided}
5. References for the projects completed by the key staff proposed for this project. {Provided}

Terry Tree Service is deemed qualified for this work based on the information submitted, and the fact that they have completed similar types of tree removal projects. Based on our review of information submitted, are past experience with this contractor on airport projects, we recommend award of the Contract in the amount of \$397,070.00 for the project to Terry Tree Service, LLC in accordance with the conditions of award stipulated in the bid and contingent upon Federal Aviation Administration concurrence.

The Federal Aviation Administration is expected to issue a grant to the ACAA for the project subject to available funds. By copy of this letter, ACAA is requesting FAA concurrence of award.

If you have any questions or need additional information, please do not hesitate to contact me.

Very truly yours,

C&S ENGINEERS, INC.



Christopher D. Brubach, P.E.  
Principal Engineer

Enclosures



**CERTIFIED BID TABULATION**

ALBANY INTERNATIONAL AIRPORT RUNWAY 01-19 OBSTRUCTION TREE REMOVALS, PHASE 6 FAA AIP PROJECT NO. 3-36-0001___-21 NYS DOT PROJECT NO. 1A00.____ ACAA NO. 20-1065-GC					ENGINEER'S OPINION OF CONSTRUCTION COST C&S ENGINEERS, INC. 499 COL. EILEEN COLLINS BOULEVARD SYRACUSE, NY 13212		TERRY TREE SERVICE, LLC 755 Jefferson Road Suite 200 Rochester, NY 14624 Attn: Timothy Pope phone: 585-235-1125		PETER DOWNES & SON, INC. 80 Airport Road West Milford, NY 07480 Attn: Peter Downes phone: 201-240-0975		JOHN ANDERSON CONSTRUCTION, INC. Warren, PA 16365 Attn: F. Michael Richards phone: 585-485-0032	
ITEM NO.	FAA SPEC	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	C-102-1	COMPLIANCE WITH TEMPORARY AIR AND WATER POLLUTION, SOIL EROSION AND SILTATION CONTROL	1	LS	\$30,000.00	\$30,000.00	\$105,000.00	\$105,000.00	\$25,000.00	\$25,000.00	\$10,592.00	\$10,592.00
2	C-102-2	TEMPORARY COMPOST FILTER SOCK, 12-INCH DIAMETER	1,000	LF	\$8.00	\$8,000.00	\$15.50	\$15,500.00	\$6.50	\$6,500.00	\$5.60	\$5,600.00
3	C-102-3	STABILIZED CONSTRUCTION ENTRANCE	3	EACH	\$12,000.00	\$36,000.00	\$6,000.00	\$18,000.00	\$3,500.00	\$10,500.00	\$5,500.00	\$16,500.00
4	C-105-1	MOBILIZATION (4% MAXIMUM)	1	LS	\$24,000.00	\$24,000.00	\$15,250.00	\$15,250.00	\$11,500.00	\$11,500.00	\$15,000.00	\$15,000.00
5	C-106-1	SAFETY, SECURITY AND MAINTENANCE OF TRAFFIC	1	LS	\$60,000.00	\$60,000.00	\$8,000.00	\$8,000.00	\$20,000.00	\$20,000.00	\$29,592.00	\$29,592.00
6	C-107-1	PROJECT SURVEY AND STAKEOUT	1	LS	\$30,000.00	\$30,000.00	\$33,500.00	\$33,500.00	\$18,000.00	\$18,000.00	\$29,000.00	\$29,000.00
7	P-151-1	TREE CLEARING	11.0	ACRE	\$18,000.00	\$198,000.00	\$6,250.00	\$68,750.00	\$10,250.00	\$112,750.00	\$13,120.00	\$144,320.00
8	P-151-2	SELECTIVE TREE CLEARING	5.5	ACRE	\$15,000.00	\$82,500.00	\$6,250.00	\$34,375.00	\$10,000.00	\$55,000.00	\$13,120.00	\$72,160.00
9	P-151-3	TREE TOPPING/ CROWN REDUCTION	5.1	ACRE	\$25,000.00	\$127,500.00	\$14,450.00	\$73,695.00	\$22,500.00	\$114,750.00	\$14,050.00	\$71,655.00
10	P-140-1	LANDSCAPE MITIGATION	1	LS	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
<b>TOTAL BID</b>						<b>\$621,000.00</b>		<b>\$397,070.00</b>		<b>\$399,000.00</b>		<b>\$419,419.00</b>
PERCENT DIFFERENCE FROM ENGINEERS ESTIMATE:								-36.1%		-35.7%		-32.5%
BID SECURITY:								5% BID BOND		5% BID BOND		\$45,000 Check
<i>NO BIDDERS ERRORS IDENTIFIED</i>												

C&S ENGINEERS, INC.

I CERTIFY THAT THIS IS A TRUE AND CORRECT TABULATION OF BIDS RECEIVED MARCH 4, 2021 AT 2:00PM.

C&S JOB NUMBER: Q23.010.001

SIGNED:

DATE: 05-Mar-21





A NEW WAY TO SIGN IN - If you already have a SAM account, use your SAM email for login.gov.

Log In

Login.gov FAQs

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 03/13/2021 from 8:00 AM to 1:00 PM.

Due to internal CAGE maintenance, CAGE will be unavailable on Sunday March 7, 2021 @ 7:00 AM - 01:30 PM (ET).

Entity Dashboard

Terry Tree Service, LLC
DUNS: 836754150 CAGE Code: 07TN8
Status: Active
Expiration Date: 11/12/2021
Purpose of Registration: All Awards
755 Jefferson Rd Suite 200
Rochester, NY, 14623-3233 ,
UNITED STATES

- Entity Overview
Entity Registration
Core Data
Assertions
Reps & Certs
POCs
Exclusions
Active Exclusions
Inactive Exclusions
Excluded Family Members

RETURN TO SEARCH

Entity Overview

Entity Registration Summary

Name: Terry Tree Service, LLC
Business Type: Business or Organization
Last Updated By: Natalie Pope
Registration Status: Active
Activation Date: 11/12/2020
Expiration Date: 11/12/2021

Exclusion Summary

Active Exclusion Records? No



IBM-P-20210209-1148
WWW1

- Search Records Disclaimers FAPIIS.gov
Data Access Accessibility GSA.gov/IAE
Check Status Privacy Policy GSA.gov
About USA.gov
Help

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

# NYS Department of State

## Division of Corporations

### Entity Information

The information contained in this database is current through March 4, 2021.

---

Selected Entity Name: TERRY TREE SERVICE, LLC

Selected Entity Status Information

**Current Entity Name:** TERRY TREE SERVICE, LLC

**DOS ID #:** 1965581

**Initial DOS Filing Date:** OCTOBER 18, 1995

**County:** MONROE

**Jurisdiction:** NEW YORK

**Entity Type:** DOMESTIC LIMITED LIABILITY COMPANY

**Current Entity Status:** ACTIVE

Selected Entity Address Information

**DOS Process (Address to which DOS will mail process if accepted on behalf of the entity)**

TERRY TREE SERVICE, LLC  
755 JEFFERSON ROAD, SUITE 200  
ROCHESTER, NEW YORK, 14623

**Registered Agent**

NONE

This office does not require or maintain information regarding the names and addresses of members or managers of nonprofessional limited liability companies. Professional limited liability companies must include the name(s) and address(es) of the original members, however this

information is not recorded and only available by  
[viewing the certificate.](#)

**\*Stock Information**

# of Shares	Type of Stock	\$ Value per Share
No Information Available		

\*Stock information is applicable to domestic business corporations.

**Name History**

Filing Date	Name Type	Entity Name
OCT 18, 1995	Actual	TERRY TREE SERVICE, LLC

A **Fictitious** name must be used when the **Actual** name of a foreign entity is unavailable for use in New York State. The entity must use the fictitious name when conducting its activities or business in New York State.

NOTE: New York State does not issue organizational identification numbers.

[Search Results](#) [New Search](#)

[Services/Programs](#) | [Privacy Policy](#) | [Accessibility Policy](#) | [Disclaimer](#) | [Return to DOS](#)  
[Homepage](#) | [Contact Us](#)

**IRONWOOD HEAVY HIGHWAY LLC/TERRY TREE SERVICE LLC  
CEO/FOUNDER**

**Timothy J. Pope**

tpope@ironwoodhh.com/tpope@terrytree.com  
585-235-1125 (o)

**Core Competencies / Primary Roles**

*Managing Business Operations for a \$30 Million Organization Encompassing Four Companies  
Negotiating Multi-Million Dollar Contracts with Government, Utilities & Private Entities.  
Managing Multi-Million Dollar Land Clearing and Disaster Recovery Projects across the US  
Collaborating with Utilities, Municipal Governments, State Agencies, and the  
Army Corps of Engineers on Major Projects  
Directing Day-to-Day Activities of 70 Team Members  
Directing Company's Compliance with FAR and VAR Regulations  
Providing Executive Leadership to the Senior Management Team  
Early Career Experience Operating Heavy Equipment and Providing Frontline Supervision*

**Relevant Project Experience**

Co-founded Ironwood Heavy Highway, LLC in 2003. Awarded #2 fastest growing company in Rochester, New York in 2007, the #1 fastest growing company in 2013, and #3 fastest growing company in 2020.

Chief Operating Officer for multiple land clearing projects related to construction of new transmission lines in New York State and Maine.

Managed over 65% of land clearing projects in New York State for Turbine Wind Farm development.

Directed up to 500 employees and associated heavy equipment while simultaneously managing multiple hurricane relief projects across the Southeast US:

Hurricane Sandy Relief Operations  
Hurricane Irene NYS-NYC & Norfolk Va.  
Katrina Relief Projects - Zone A & Zone B  
Hurricane Fran Relief Projects  
Tuscaloosa Alabama EF5 Tornado  
Joplin Missouri EF5 Tornado Relief

National Grid Lockport-Mortimer clearing & matting  
CMP MPRP Transmission clearing and matting  
NYSEG Ithaca Transmission clearing & matting.  
NYSEG Chenango ROW clearing and matting

Developed reporting methods and procedures to efficiently document progress of hurricane relief projects and comply with Army Corps of Engineers and FEMA requirements.

Negotiated contract to perform 50% of City of Buffalo snowstorm recovery projects in October 2006.

**Employment History**

2003 – Present	Ironwood Heavy Highway, LLC, Rochester, NY	Vice President / Founder
1995 – Present	Terry Tree Service, LLC, Rochester, NY	Vice President / Founder
2006 – Present	Eagle Veteran Construction Services, LLC, Rochester, NY	COO/Founder
1989 – 1995	Lewis Tree Service, Rochester, NY	Manager

**Education**

Attended State University of New York at Canton, Canton, NY

**Affiliations**

Member of Association of General Contractors (AGC) voting member American National Standards (ANSI) Z133  
Committee on Arboricultural Safety Operations

**IRONWOOD HEAVY HIGHWAY LLC/TERRY TREE SERVICE LLC  
VICE PRESIDENT: CLEARING OPERATIONS**

**Jon Cates**

jcates@ironwoodhh.com  
585-629-0660 (C)

WORK EXPERIENCE

**IRONWOOD HEAVY HIGHWAY, LLC**

2020 TO PRESENT- *Vice President – Clearing Operations*

- *Drive the company safety culture*
- *Oversee project contract executions of vegetation management division, land clearing division and residential/municipal clearing division.*
- *Participate in project preparation and review for all major projects*

**IRONWOOD HEAVY HIGHWAY, LLC**

2017 TO 2020- *Division Manager – Vegetation Management*

- *Drive the company safety culture*
  - *Manage Division including equipment, personnel, training, and customer relations*
  - *Budget Tracking*
  - *Training fiscal responsibility to my direct reports*
  - *Provided operational guidance using my experience*

**WRIGHT TREE SERVICE, INC.**

2015 TO 2017- *PROJECT MANAGER SUPERVISOR*

- *Drive the company safety culture*
- *Working as the direct report for Division 80 GFs & PM*
- *Manage/Oversee the operations in the division including equipment, personnel, training, and customer relations*
- *Control operation cost for the division*
- *Train General Foreman and PM on fiscal responsibility*
- *Provide General Foreman with operational guidance using my experience*

**WRIGHT TREE SERVICE, INC.**

2012 TO 2015- *PROJECT MANAGER – AUSTIN ENERGY*

- *Drive the company safety culture in AE project*
- *Responsible for 5 direct reports (GF)*
- *Responsible for all work planning and tree work operations*
- *Provide cost estimates for capital jobs & execute the plan*
- *Work with sister companies, TST and SEC, to further develop of improves processes*

**CERTIFICATIONS**

- *ISA Certified Arborist MW-5004AU*
- *OSHA 30 Hour*

**IRONWOOD HEAVY HIGHWAYLLC/TERRY TREE SERVICE LLC  
DIRECTOR OF SAFETY**

**Phil M. Moran, CUSP**

pmoran@terrytree.com  
585-236-7902 (C)

**CORE COMPETENCIES / PRIMARY ROLES**

*Lead a team of Safety Specialists and devise Risk Control and Risk Management Systems  
Observe and Document Crew Safety Compliance in accordance with Ironwood Heavy Highway and Customer Requirements,  
Hiring and Orientation Instructor. Observation and Assessment of Site-Specific Hazards / Ensuring OSHA, DEC, and  
Customer Compliance. Underground Utility / Trenching and Excavation Competent Person. Conduct annual, quarterly, and  
other Safety Training sessions with all crews and divisions.  
Trainer and Instructor Heavy Equipment Operation. Incident Investigation and Review.  
Handle all Injury, Vehicle and Equipment Damage and Personal Liability Claims.*

**RECENT RELEVANT PROJECTS - EXPERIENCE**

- Chenango Transmission Project 2012, Project Safety Coordinator
- Distribution Trimming Contracts, NYSEG, RG&E, National Grid – Safety Coordinator
- Transmission Utility Contracts NYSEG, RGE, National Grid – Safety Coordinator
- Spill Containment Project IUSA (39 SS's)
- First Energy Coal Generation plant clearing West Virginia
- Hurricane Irma Safety Superintendent
- Buffalo Super Snowstorm 2014
- Lockport New York Ice Storm 2012
- Plattsburgh Snowstorm New York
- National Grid Lockport – Mortimer Project 2011-2013, Equipment Operator / Crew Foreman
- Field Safety Coordinator on all Substation Civil Construction Projects. 2013-present
  - Eelpot Substation NYSEG
  - Stephentown SS, National Grid
  - SS 122 Rebuild RG&E
  - Beebe SS demolition RG&E
  - Avangrid SS Spill Containment

Worked in conjunction with various crews on Multiple Article 7, Projects with heightened environmental compliance and safety requirements within the state of New York with zero recorded non-compliance events.

- Underground utility experience working with: Electric, Communications, Water, Gas, Petroleum, Storm water, Sanitary Sewer, Irrigation, Steam. Gather Field Data, Data Input and Tabulate charts recording risk for Safety Management Assessment.
- Oversaw safety compliance on several geographical placed FEMA events from Highlands county Florida to Buffalo Erie County New York.

**EMPLOYMENT HISTORY**

2021 – Present	Terry Tree Service & Ironwood Heavy Highway LLC	Director of Safety
2012 – 2021	Terry Tree Service & Ironwood Heavy Highway LLC	Field Safety Superintendent
2011 – 2012	Ironwood Heavy Highway LLC	Equipment Operator/ Crew Foreman
2010 – 2011	Liberty Underground Inc.	Operator / Underground Electric Emergency Crew
2007 – 2010	Kircher Construction Inc.	Operator / Site Crew Foreman

**EDUCATION**

Monroe Community College, Associates in Business Administration (ABA), 2008

**CERTIFICATES AND TRAINING**

Certified Utility Safety Professional (CUSP)  
OSHA 500 Trainer Safety Certification /Construction  
OSHA 40 HAZWOPER  
EHAP Trainer / Instructor  
Utility Line Clearance certified  
First Aid – CPR Certified Instructor (American Red Cross and National Safety Council)  
NYS DEC Erosion and Sediment Control Certified  
Specialized Equipment Operator Certified  
Certified Flagger Training Instructor (ATSSA)  
Director of all Company Safety Training Programs

**IRONWOOD HEAVY HIGHWAY LLC/TERRY TREE SERVICE LLC  
DIVISION MANAGER: ACCESS & ENVIRONMENTAL; LAND CLEARING**

**Alec Hulchanski**

ahulchanski@ironwoodhh.com

585-435-6183 (C)

**EDUCATION**

SUNY College of Environmental Science & Forestry Syracuse,  
NY

MAY 2016

B.S. Environmental Resources Engineering

**WORK EXPERIENCE**

**IRONWOOD HEAVY HIGHWAY, LLC; Rochester, NY- APRIL 2020 TO PRESENT- *Division Manager***

- *Responsible for all divisional operations*
- *Perform project estimates in collaboration with estimate team*
- *In collaboration with General Foreperson, prepare and communicate schedule and daily activity tasks*
- *Communicate weekly schedule with Customers*
- *Review current work for exceptional specification completeness*
- *Identify and track cost and profit in association with invoicing*

**IRONWOOD HEAVY HIGHWAY, LLC; Rochester, NY- MARCH 2018 TO APRIL 2020- *Environmental Manager***

- *Oversee daily operations of transmission and distribution projects, ensuring compliance with Project requirements and Federal, State, and Local environmental regulations.*
- *Assist in estimating quantities and generating proposals for new pipeline and transmission-line ROW projects.*
- *Develop project – specific environmental management plans utilizing skills obtained during 4-hour DEC endorsed Erosion and Sediment Control Training and EnviroCert International CPESC-IT Training.*

**VANASSE HANGEN BRUSTLIN, INC.; Bedford, NH – July 2016 TO FEBRUARY 2018- *Environmental Compliance Specialist***

- *Monitor active construction projects, ensuring compliance with Federal and State environmental regulations. Additionally, attend scheduled construction meetings and on-site walk-throughs as the primary VHB representative, communicating environmental issues and concerns with all necessary personnel.*
- *Conduct regularly scheduled and weather-dependent erosion and sediment control inspections of active construction sites and submit inspection reports/action item logs in order to avoid water quality violations and non-compliance with project-specific permit conditions.*
- *Draft Stormwater Pollution Prevention Plans (SWPPPs) and submit Notice of Intent (NOIs) as required by the U.S. Army Corps of Engineers to begin construction of large- and small- scale utility projects.*

**CERTIFICATIONS**

- *Engineer in Training*
- *Certified Professional in Erosion and Sediment Control – In Training*
- *OSHA 10-Hour*

**IRONWOOD HEAVY HIGHWAY LLC/TERRY TREE SERVICE LLC  
SUPERINTENDENT**

**John DiStefano**

**jdistefano@ironwoodhh.com  
585-944-4005 (C)**

**CORE COMPETENCIES / PRIMARY ROLES**

*Creating Cost Estimates / Developing Project Budgets Managing and Training Field Crews with All Company Safety Policies  
Compliance with All Regulatory Environmental Regulations Directing Subcontractors Work Schedules and Compliance with Company Policies Managing the Efficient Operation and Maintenance of Project Equipment*

**RELEVANT PROJECT EXPERIENCE**

- Coordinated land clearing crews for major transmission line project in Ithaca, New York for Iberdrola NYSEG Company. Supervised introduction of new land clearing equipment on this project.
- Managed Flat Rock, Chateaugay and numerous other wind farmland clearing projects.
- Directed multiple subcontractors simultaneously for Buffalo (NY) Snowstorm Recovery Projects (2006).
- Assisted in several Project Manager roles related to initial Hurricane Katrina relief projects.
- Senior heavy construction land clearing equipment operator.
- Senior tree cutter and power line tree trimmer.

**EMPLOYMENT HISTORY**

2005 – Present	Ironwood Heavy Highway, LLC, Rochester, NY	Const. Mgr/Super.
2001 – 2005	Terry Tree Service, LLC, Rochester, NY	Const. Mgr/Super.
1985 – 2001	Lewis Tree Service	General Foreman

**EDUCATION**

SUNY Morrisville – Forestry School



Contract Director

CEO  
Tim Pope

Upper Management

Vice President of  
Land Clearing  
Jon Cates

Director of Safety  
Phil Moran

Operations

Land Clearing  
Division Manager  
Alec Hulchanski

Project Management

Field  
Superintendent  
John DiStefano

Field Supervision

Foreperson "A"

Foreperson "B"

Field Safety  
Manager  
Tom Orr

Field Safety  
Manager  
Mark Major

## Experience:

### **Project Name: Cassadaga Wind Farm**

Owner/Contractor Worked For: RWE Renewables

Contact Name: Randy Buntjer

Phone number or email address: 509-406-1275

Start/Complete Date: 2019-2020

Location: Lockport, NY to Rochester, NY

Key Personnel: Tim Pope, John Distefano

This 250 AC wind farm project included vegetation clearing and mowing, timber matting, environmental controls, and restoration. With the organization and support of the team, we were able to complete the project under budget and ahead of schedule while assisting the Owner in environmental compliance.



**Project Name: RARP**

Owner/Contractor Worked For: RG&E

Contact Name: Beto Nava

Phone number or email address: 585-500-5550

Start/Complete Date: 2018-2019

Location: Rochester, NY

Key Personnel: Tim Pope, Alec Hulchanski, John Distefano

Our scope of work included 200 AC of upland and wetland clearing, extensive timber matting, environmental controls, and restoration. Crews completed this extensive Article VII Project with zero non-compliance issues.



**Project Name: Lake Placid Airport Clearing**

Owner/Contractor Worked For: Town of North Elba through C&S Engineering

Contact Name: Doug Bauer

Phone number or email address:

[dbauer@cscos.com](mailto:dbauer@cscos.com)

Start/Complete Date: 2019-2020

Location: Lake Placid, NY

Key Personnel: Tim Pope, Jon Cates, John Distefano

This project included obstruction removal among roughly 15 AC adjacent to the Lake Placid airport, along with extensive landscape plantings, and environmental controls. Terry Tree Service, LLC was also responsible for coordination of complete site survey/stakeout.



## **AGENDA ITEM NO. 10.3**

**Heavy Equipment Contract: Authorization to Award  
Contract E-20-1071: Purchase of One 2021 Cab  
Forward Chassis with 18-Foot Front Mount Broom  
Including a Forced Air Blast Blower System;**

AGENDA ITEM NO: 10.3  
MEETING DATE: March 15, 2021

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
03/15/2021

**DEPARTMENT:** *Planning and Engineering*

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

**PURPOSE OF REQUEST:**

Heavy Equipment Contract: *Authorization to Award Contract E-20-1071: Purchase of One 2021 Cab Forward Chassis with 18-Foot Front Mount Broom Including a Forced Air Blast Blower System;*

**CONTRACT AMOUNT:** \$580,635

**BUDGET INFORMATION:**

Anticipated in Current ALB Capital Plan: Yes J No \_\_\_ NA  
Funding Account No.: 00390-90-2004

**FISCAL IMPACT - FUNDING (Dollars or Percentages)**

Federal 90% State 5% Airport/PFC 5%  
Term of Funding: 2021-2023  
Grant No.: 3-36-0001- -2021; STATE PIN: 1A00. <pending>

**JUSTIFICATION:**

*Authorization is requested to award Contract E-20-1070 Purchase of One 2021 Cab Forward Chassis with 18-Foot Front Mount Broom Including a Forced Air Blast Blower System Airport Carrier Vehicle with High-Speed Snow Blower to qualified low-bidder M-B Companies, Inc. in the amount of \$580,635 as recommended by Project Engineer, Chris Brubach, P.E. in the March 1, 2021 correspondence attached. The bid follows extensive advertising of the Notice to Bidders. This procurement is necessary to replace fleet #M40, a 2001 Oshkosh MB Broom which is beyond functional utility. This equipment procurement is programmed with FAA as one of three units for FY 2021 Discretionary Airport Improvement Program funding with 90% FAA and 5% State and Airport share allocations respectively. Final Award is contingent on FAA Grant issuance.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

**FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL:** YES J NA \_\_\_\_\_

AGENDA ITEM NO: 10.3  
MEETING DATE: March 15, 2021

**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 Certified Bid Table, Engineer's letter of recommendation for award, Notice to Bidders and FAA Categorical Exclusion Approval.*

## CONTRACT #E-20-1071

### Cab Forward Chasis with 18 Foot Front Mount Broom Including a Forced Air Blast Blower System

Company Name	MB Companies	Beyer Bros.	Kodiak America
Minimum Specs and Standards Met	YES	YES	YES
Make/Model		Oshkosh HB2923	
Base Bid Price	\$570,313.00	\$668,203.76	\$571,000.00
Shipping/Delivery Cost	\$10,322.00	\$9,169.00	\$16,000.00
Total Equipment Price Including Delivery	\$580,635.00	\$677,372.76	\$587,000.00
Bid Acknowledgement	X	X	X
Offerer Disclosure	X	X	X
Non-Collusion	X	X	X
References	X	X	X

I, Bobbi Matthews, certify that this bid tabulation is a true copy of the prices submitted by each bidder for the commodity shown above.

Albany Airport Authority Purchasing Department

  
 Bobbi Matthews  
 Purchasing Agent

Sworn to before me this 26<sup>th</sup> day of February 2021.

  
 Notary Public

JENNIFER A. MUNGER  
 Notary Public, State of New York  
 No. 01MU6246332  
 Qualified in Schenectady County  
 Commission Expires Aug. 08, 2023



**C&S Companies**  
 499 Col. Eileen Collins Blvd.  
 Syracuse, NY 13212  
 p: (315) 455-2000  
 f: (315) 455-9667  
 www.cscos.com

March 1, 2021

Mr. Stephen Iachetta  
 Albany County Airport Authority  
 Albany International Airport  
 Main Terminal Suite 300  
 737 Albany Shaker Road  
 Albany, New York 12212-1057

Re: Snow Removal Equipment Procurement  
 Albany International Airport  
 Recommendation of Award Letter  
 Contract #E-20-1071\_Broom

File: Q23.006.002

Dear Mr. Iachetta:

Three bids for the above referenced project were received on or prior to February 25, 2021 at 2:00 pm. The bids were opened and tabulated by the Albany County Airport Authority (ACAA) purchasing department. The low bidder is as follows:

<u>CONTRACTOR</u>	<u>BID AMOUNT</u>
M-B Companies, Inc. 201 MB Lane Chilton, WI 53014 Attn: Doug Blada, CEO Phone: 920-898-1005	\$580,635.00

The low bid was reviewed by C&S Engineers, Inc. and found to be in order. For a complete breakdown of the bid amounts and the remaining bidders, please refer to the bid tabulation prepared by ACAA.

The low bid submitted is in-line with the next highest bids and is considered reasonable. A review of M-B bid reveals the following:

- No exceptions or deviations were listed, the machine is in full compliance with the technical specifications.
- Standard warranty meets the minimum requirements
- Buy American type III waiver paperwork is included and M-B is pending approval on the FAA's Buy American website. The final assembly form is missing and should be requested from M-B. 93.4% of the machines parts cost is produced from US materials and final assembly is done in the USA.



March 1, 2021

Page 2

- Approximately 50 machines were delivered in 2020, many to large hub airports.
- DBE due diligence was completed, although no DBE participation has been found.

The Federal Aviation Administration is expected to issue a grant to the ACAA for the equipment subject to available funds.

Based on our review of information submitted, we recommend award of the Contract in the amount of \$580,635.00 for one 18-foot front mounted broom to M-B Companies, Inc. in accordance with the conditions of award stipulated in the bid and contingent upon Federal Aviation Administration concurrence.

By copy of this letter, ACAA is requesting FAA concurrence of award.

If you have any questions or need additional information, please do not hesitate to contact me.

Very truly yours,

C&S ENGINEERS, INC.



Christopher D. Brubach, P.E.  
Principal Engineer

Enclosures

## ALBANY COUNTY AIRPORT AUTHORITY

### INVITATION FOR BID

Sealed bids are hereby requested by the Albany County Airport Authority for **Contract No. E-20-1071 for the Purchase of one (1) 2021 Cab Forward Chassis with 18 Foot Front Mount Broom Including a Forced Air Blast Blower System for use at Albany International Airport.** DOCUMENTS MAY BE OBTAINED beginning at 10:00 AM on **February 4, 2021**, from Bid Net Direct by visiting [www.bidnetdirect.com//albany-county-airport-authority](http://www.bidnetdirect.com//albany-county-airport-authority) or AT THE ALBANY COUNTY AIRPORT AUTHORITY PURCHASING OFFICE for a non-refundable fee of \$20.00. No bid shall be considered unless the organization making the bid has first obtained a copy of the IFB. In accordance with State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between the Airport Authority and an Offerer/bidder during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit offers by this solicitation through final award and approval of the Procurement 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 Bobbi Matthews, Purchasing Agent. 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 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 is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found by request to the designated staff and the New York State Office of General Services Advisory Council on Procurement Lobbying Web site at: <https://www.ogs.ny.gov/acpl/> . Only those bids in the hands of the ALBANY COUNTY AIRPORT AUTHORITY, PURCHASING OFFICE, MAIN TERMINAL, THIRD FLOOR, ALBANY, NEW YORK 12211 available to read at **2:00 P.M. (EST) February 25, 2021**, shall be considered. Bids shall be verbally acknowledged at such time in the Albany County Airport Authority Conference Room, Main Terminal, Third Floor, Albany, New York. This acknowledgment will be recorded and available upon request to the Airport Authority Purchasing Department. Proposer may listen via telephonic mean. Instructions will be distributed to bidders. DBE RESPONSES ARE ENCOURAGED.



## FEDERAL AVIATION ADMINISTRATION

**EASTERN REGION**  
AIRPORTS DIVISION

### CATEGORICAL EXCLUSION FORM

Airport: Albany International Airport (ALB)

Project: Purchase Replacement Snow Removal Equipment: (1) one Loader with plow, (1) one 18' Broom, and (1) One High Speed Blower.

FAA has determined that the listed project qualifies for a categorical exclusion under FAA Order 1050.1F, paragraph:

- 5-6.1h. Approval of an airport's sponsor request to impose Passenger facility Charges or approval to impose and use Passenger Facility Charges for planning studies.
- 5-6.1m FAA administrative actions associated with transfer of ownership or operation of an existing airport, for acquisition or long-term lease as long as the transfer is limited to ownership, right of possession, and/or operating responsibility.
- 5-6.1n Issuance of grants to prepare noise exposure maps and noise compatibility programs.
- 5-6.1o Issuance of planning grants which do not imply a project commitment, such as airport planning grants and grants to states participating in the state block grant program
- 5-6.3h Acquisition of equipment required by rule or regulation for the safety or security of personnel and property on the airport or snow removal equipment.

Madelyn Terese Sheehan  
Digitally signed by  
Madelyn Terese Sheehan  
Date: 2020.10.28 11:59:53  
-04'00'

Signature of Responsible FAA Official

Date

**AGENDA ITEM NO. 10.4**

**Lease Extension: One Year Lease Extension to  
AFCO AvPorts Management, LLC for Airport  
Management Services**

AGENDA ITEM NO: 10.4  
MEETING DATE: March 15, 2021

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
03/15/2021

**DEPARTMENT:**      *Legal Department*

Contact Person:    *Christine C. Quinn, Authority Counsel*

**PURPOSE OF REQUEST:**

Lease Extension:    *One Year Lease Extension to AFCO AvPorts Management, LLC for Airport Management Services*

**CONTRACT AMOUNT:**

*\$425,000.00*

**BUDGET INFORMATION:**

Anticipated in Current Budget: Yes ✓ No     NA    

**FISCAL IMPACT - FUNDING (Dollars or Percentages)**

Federal                          State                          Airport                          NA   ✓    
Funding Source: *Airport Operating Budget*

**JUSTIFICATION:**

*The current agreement with AFCO AvPorts Management expires on December 31, 2021. As we prepared to release an RFQ for Airport Management Services, it became clear that due to the ongoing pandemic it would be most beneficial for the airport to extend our current agreement with AFCO AvPorts Management for one year. The current pandemic has had an unprecedented impact on the aviation industry. A one year extension will allow for necessary continuity and a more meaningful RFQ process.*

**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:** *None*

**AGENDA ITEM NO. 10.5**

**Elevator Equipment Contract: Authorization to  
Award Contract 21-1078: Furnish and Install  
Touchless Elevator Pushbutton Systems at Seventeen  
Airport Elevators; NYS Contract PS901AA**

AGENDA ITEM NO: 10.5  
MEETING DATE: March 15, 2021

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
03/15/2021

**DEPARTMENT:** *Planning and Engineering*

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

**PURPOSE OF REQUEST:** *Elevator Equipment Contract: Authorization to Award Contract 21-1078: Furnish and Install Touchless Elevator Pushbutton Systems at Seventeen Airport Elevators; NYS Contract PS901AA*

**CONTRACT AMOUNT:** \$97,036.50

**BUDGET INFORMATION:**

Anticipated in Current ALB Capital Plan: Yes\_\_ No ✓ NA  
Funding Account No.: 83000-71-0000

**FISCAL IMPACT - FUNDING (Dollars or Percentages)**

Federal 0% State 0% Airport/PFC 100%  
Term of Funding: 2021-2023

**JUSTIFICATION:**

*Authorization is requested to award Contract 21-1078 to KONE, Inc. of Albany to furnish and install the Phantom touchless pushbutton sensor system at seventeen Airport elevators under New York State Contract PS901AA, extended through April 19, 2023. If approved, Contract 21-1078 will complete the conversion of all nineteen Airport elevators to this state-of-the-art hygienic elevator technology. (Elevators #6 and #12 are included under separate Contracts.) The system monitors the area .5" above the button and detects only finger-like objects while rejecting others to reduce false activation; Manual button functions remain to meet all Building Code requirements.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

**FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL:** YES ✓ NA \_\_\_\_\_

**PROCUREMENT DEPARTMENT APPROVAL:**

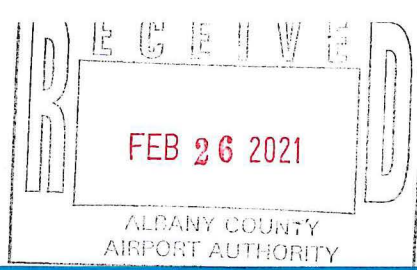
*Procurement complies with Authority Procurement Guidelines and Chief Financial Officer has approved.* YES ✓ NA \_\_\_\_\_

**BACK-UP MATERIAL:**

*Please refer to the attached KONE, Inc. Touchless Button System Proposal dated February 26, 2021.*

# KONE Care™

PEOPLE FLOW REPAIR AND UPGRADE PROPOSAL





February 26, 2021

ALBANY COUNTY AIRPORT AUTHORITY  
737 ALBANY SHAKER ROAD  
ALBANY, NEW YORK 12211-1000

Attn: Steve Iachetta

Re: Albany County Airport Authority – Touchless Button System

Dear Steve,

The safety, performance and reliability of your vertical transportation equipment are important to us. We understand the value of the equipment to your building and know that the following areas are important to you:

- Passenger and employee safety
- Code compliance
- Performance and reliability
- Accessibility
- Aesthetics
- Eco-efficiency



Therefore, based on our detailed equipment evaluation, we thank you for the opportunity to submit the following proposal to you which will help improve your equipment in one or more of the above areas. Our trained service technicians will follow proven performance procedures to perform the recommended work in a safe, professional manner designed specifically for each piece of equipment.

Upon your approval, please sign and return the following proposal to our local Branch Office for processing.

Should you have any questions regarding this agreement, or if we can be of any further assistance, please contact me at 518-229-0069.

Sincerely,

Andrew N. DiNovo  
Sr. Sales Executive  
KONE Inc.

February 26, 2021

Albany County Airport Authority  
737 Albany Shaker Road  
Albany, New York 12211-1000

ATTN: Steve Iachetta

KONE Inc.  
25 Post Road  
Albany, New York 12205  
Tel 518.542.4685  
Fax 518.464.0014  
www.kone.us  
Andrew.dinovo@kone.com

Re: Albany County Airport Authority – Touchless Button System  
All Elevators

## Description of Work

We propose to furnish and install the labor, materials, tools and supervision to perform the following work on the All Elevators located at Albany International Airport.

KONE will furnish and install the Phantom touchless pushbutton sensor system on the following elevators located at the Albany Airport:

- #1 Parking Garage – (1) COP, (2) Hall Stations
- #2 Parking Garage – (1) COP, (5) Hall Stations
- #3 Parking Garage – (1) COP, (0) Hall Stations
- #4 Parking Garage – (1) COP, (5) Hall Stations
- #5 Parking Garage – (1) COP, (0) Hall Stations
- #6 Lobby Elevator – Included in Cab Interior proposal
- #7 Loading Dock – (2) COP, (2) Hall Stations – **SIDA Car**
- #8 Maintenance Elevator – (2) COP, (3) Hall Stations – **SIDA Car**
- #9 B Concourse – (2) COP, (2) Hall Stations
- #10 B Wing – (2) COP, (3) Hall Stations – **SIDA Car**
- #11 C Concourse (Southwest Airlines) – (1) COP, (2) Hall Stations – **SIDA Car**
- #12 A Wing – Included in modernization project
- #13 Control Tower – (1) COP, (5) Hall Stations
- #14 Admin Bldg. – (1) COP, (2) Hall Stations
- #15 Millionaire Bldg. – (1) COP, (2) Hall Stations
- #16 NYS Police – (1) COP, (2) Hall Station, (1) interface
- #17 South Garage Pedestrian Bridge – (1) COP, (3) Hall Stations
- #18 South Parking Garage – (1) COP, (5) Hall Stations
- #19 South Parking Garage – (1) COP, (0) Hall Stations

Total: (21) COP, (46) Hall Stations, Signage

The PHANTOM Touchless Sensor allows any elevator pushbutton to become touchless. Monitoring the area 0.5" above the pushbuttons, PHANTOM detects finger like objects and activate the button, while rejecting other objects reducing false activations. To use, the passenger simply brings their finger in proximity of the button to activate the call. Manual button functions remain to meet all code requirements.

Material: Aluminum with plastic end caps.

Mounting: Surface mounted, two screws from behind.

Wiring: Terminal block with wiring for a common wire and one signal wire per floor. COP Interface board 3X3.

Cleaning: Wipe down with a damp cloth and mild soap

Material: \$45,206.90

Labor: \$51,829.60 (\$381.10 Team Special Billing Rate x 8 ST hrs. per elevator x 17 elevators)

### Price

Our total price to perform the above-mentioned work amounts to: \$97,036.50, ~~plus applicable taxes.~~

Our price includes applicable labor, material and permit fees. This proposal is not binding on KONE until approved by an authorized KONE representative. Pricing is subject to KONE's attached Terms and Conditions for tendered repairs and, by signing below, Purchaser hereby agrees to these Terms and Conditions. Price is valid for 60 days from the date of this proposal.

*The agreed delivery times for the project may need to be extended because of delays caused by measures undertaken to stop the spreading of the Coronavirus (2019-nCoV) epidemic, such as mandatory holiday extensions and transportation restrictions imposed by authorities in China and other countries, and the availability of personnel, logistics providers and supply chains, due to the epidemic.*

### Down Payment

~~The above quoted price is based on a fifty percent (50%) down payment, due before the order will be processed. No material will be ordered and work shall not commence until applicable down payment is received. The attached invoice will serve as a receipt for the down payment provided.~~

ACCEPTANCE: The foregoing Agreement is hereby signed and accepted in duplicate on behalf of Albany County Airport Authority

Respectfully submitted by,  
KONE Inc.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Andrew N. DiNovo  
Sr. Sales Executive

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Approved By) Authorized Representative

\_\_\_\_\_  
(Print Title)

\_\_\_\_\_  
Title



Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### TERMS AND CONDITIONS

This proposal is subject to the following terms and conditions, all of which are hereby agreed to:

KONE shall submit a progress billing in advance for the value of material delivered and/or labor to be performed during the forthcoming month, less the down payment at the time of proposal acceptance. A final invoice shall be issued by KONE upon completion of the work and shall include all remaining balances due. Purchaser agrees to pay the amount of any tax imposed by any existing law, or by any law enacted after the date of this Agreement, based upon the transfer, use, ownership or possession of the equipment involved in the services rendered herein. KONE reserves the right to discontinue our work at anytime until we have assurance, satisfactory to us, that payments will be made as agreed. Upon completion of the work, KONE may require Purchaser to sign the Uniform Final Acceptance form, which form is attached hereto and incorporated herein by reference. Final payment shall become due and payable upon completion of the work described in this Agreement. Failure to pay any sum due to KONE within thirty (30) days of the invoice will be a material breach. A delinquent payment charge calculated at the rate of 1½ % per month, or if such rate is usurious then at the maximum rate under applicable law, shall be applied to the delinquent payments. In the event of default on the payment provisions herein, Purchaser agrees to pay, in addition to any defaulted amount, all attorney fees, collection cost or court costs in connection therewith. The machinery, implements and apparatus furnished hereunder remain KONE's personal property and KONE retains title thereto until final payment is made, with right to retake possession of the same at the cost of the Purchaser if default is made in any of the payments, irrespective of the manner of attachment to the realty, the acceptance of notes, or the sale, mortgage or lease of the premises.

The states requiring notice prior to filing a lien, this notice requirement is hereby complied with.

KONE shall not be liable for damage or delay caused directly or indirectly by accidents, embargoes, strikes, lockouts, work interruption or other labor dispute, fire, theft, floods, or any cause beyond KONE's control. Regardless of the type of delay, KONE shall not be liable for any indirect, consequential, or special damages including but not limited to fines, penalties, loss of profits, goodwill, business or loss of use of equipment or property.

Purchaser agrees to provide safe access to the equipment and machine room areas. Should conditions develop beyond KONE's control, making the building or premises in which KONE's personnel are working unsafe, KONE reserves the right to discontinue work until such unsafe conditions are corrected. Should damage occur to KONE's material or work on the premises, by fire, theft or otherwise, Purchaser shall compensate us therefore.

Any asbestos removal necessitated by work described in this Proposal will be the Purchaser's responsibility. Purchaser shall provide documentation that the asbestos has been abated from the KONE work area and air clearance reports shall be made available upon request. Purchaser is responsible for all costs of oil disposal should it be determined that oil from Purchaser's equipment is contaminated.

KONE undertakes to perform this work in conformity with the usual applied codes and standards, however, no guarantee can be made that all code violations or defects have been found. This work is not intended as a guarantee against failure or malfunction of equipment at any future time.

It is agreed and understood that KONE is not responsible for damages, either to the vertical transportation equipment or to the building, or for any personal injury or death, arising from or resulting from any code required safety tests performed on this equipment.

Nothing in this agreement shall be construed to mean that KONE assumes any liability of any nature whatsoever arising out of, relating to or in any way connected with the use or operation of the equipment described above. Purchaser shall be solely responsible for the use, repair and maintenance of the equipment and for taking such steps including but not limited to providing attendant personnel, warning signs and other controls necessary to ensure the safety of the user or safe operation of the equipment.

Neither KONE nor its affiliates, subsidiaries or divisions shall be responsible or liable for any damages, claims, suits, expenses and payments on account of or resulting from any injury, death or damage to property arising or resulting from the misuse, abuse or neglect of the equipment herein named or any other device covered by this contract.

Purchaser shall at all times and at Purchaser's own cost, maintain a commercial general liability policy covering bodily injury and property damage with the limits of liability Purchasers customarily carry (naming KONE as additional insured) arising out of the services provided under this Authorization and/or the ownership, maintenance, use or operation of the equipment described herein.

It is agreed and understood that Purchaser is solely responsible for ongoing maintenance and care of the equipment described above. IT IS EXPRESSLY UNDERSTOOD, IN CONSIDERATION OF OUR PERFORMANCE OF THIS WORK THAT PURCHASER ASSUMES ALL LIABILITY FOR THE USE, MAINTENANCE OR OPERATION OF THE EQUIPMENT DESCRIBED ABOVE AND FOR ANY INJURY, INCLUDING DEATH, TO ANY PERSON OR PERSONS AND FOR DAMAGE TO PROPERTY OR LOSS OF USE THEREOF, ON ACCOUNT OF OR RESULTING FROM THE PERFORMANCE OF THE WORK TO BE DONE HEREIN, AND AGREES TO THE EXTENT PERMITTED BY LAW TO DEFEND, INDEMNIFY AND HOLD HARMLESS KONE, ITS OFFICERS, DIRECTORS AND EMPLOYEES FROM ALL DAMAGES, CLAIMS, SUITS, EXPENSES AND PAYMENTS ON ACCOUNT OF OR RESULTING FROM ANY SUCH INJURY, DEATH OR DAMAGE TO PROPERTY, EXCEPT THAT RESULTING FROM THE SOLE NEGLIGENCE OF KONE INC. Purchaser hereby waives any and all rights of recovery, arising as a matter of law or otherwise, which Purchaser might now or hereafter have against KONE Inc.

KONE warrants the materials and workmanship of the equipment for 90 days after completion. Purchaser's remedy is limited to repair or replacement of a defective part, in KONE's sole discretion. The warranty is limited to the replacement or repair of the part itself, and excludes labor. In no event shall KONE be responsible for damage due to normal wear and tear, vandalism, abuse, misuse, neglect, work or repairs or modifications by others, or any other cause beyond the control of KONE. KONE disclaims any other warranty of any kind, either expressed or implied, including without limitation the implied warranties of merchantability or fitness for a particular purpose, or noninfringement.

Unless otherwise agreed, it is understood that the work shall be performed during regular working hours of regular working days of the elevator trade. If overtime work is mutually agreed upon and performed, the additional price, at KONE's usual rates for such work, shall be added to the contract price herein named.

It is expressly understood and agreed all prior agreements written or verbal regarding the subject matter herein are void and the acceptance of this Agreement shall constitute the contract for the material and work specified in this Agreement. Any changes to this Agreement must be made in writing and signed by both parties.

The terms and conditions set forth herein shall constitute the complete agreement for any work performed, AND shall prevail over and supersede any terms and conditions contained in any documents provided by the Purchaser.

The Purchaser does hereby agree the exclusive venue for any dispute between the parties shall be in the county of Albany, New York..

**AGENDA ITEM NO. 10.6**

**Authorization to Award Contract 21-1063-EL:  
Concourse A Elevator #12 Modernization  
per KONE, Inc. Proposal dated 2/4/2021  
under NYS Contract PS901AA**

AGENDA ITEM NO: 10.6  
MEETING DATE: March 15, 2021

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
03/15/2021

**DEPARTMENT:** *Planning and Engineering*

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

**PURPOSE OF REQUEST:**

Elevator Equipment Contract: *Authorization to Award Contract 21-1063-EL:  
Concourse A Elevator #12 Modernization per KONE,  
Inc. Proposal dated 2/4/2021 under NYS Contract  
PS901AA*

**CONTRACT AMOUNT:** *\$200,058.68*

**BUDGET INFORMATION:**

Anticipated in Current ALB Capital Plan: Yes J No     NA  
Funding Account No.: 00390-50-2008

**FISCAL IMPACT - FUNDING (Dollars or Percentages)**

Federal 0% State 0% Airport/PFC 100%  
Term of Funding: 2021-2023  
Grant No.:     STATE PIN:    

**JUSTIFICATION:**

*Authorization is requested to award Contract 21-1063-EL to KONE, Inc. of Albany to remove a 1979 elevator deemed beyond functional utility and furnish and install the new KONE, Inc. elevator system defined in the attached Proposal dated 2/4/2021 under New York State Contract PS901AA, extended through April 19, 2023. The Proposal work scope includes cab, door, operator equipment, new infrared door sensors, pump and machine room equipment and new touchless pushbutton controls and new Wilsonart interior panels, LED lighting and burnished chrome handrails. Manual button functions remain to meet all Building Code requirements. If approved, the proposed schedule for improvements would run from early May to mid July 2021.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

AGENDA ITEM NO: 10.6  
MEETING DATE: March 15, 2021

**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 KONE, Inc. Proposal dated 2/4/2021 with Appendices 1-4 comprising 23-pages.*



Dedicated to People Flow™



# KONE MODERNIZATION PROPOSAL

Proposal:  
Proposal Date:

Elevator 12 - Gate A  
02/04/2021



Ms. Bobbi Matthews  
Albany County Airport Authority  
737 Albany Shaker Road  
Albany, New York 12211

02/04/2021

**KONE Inc.**  
Elevators & Escalators

25 Post Road  
Albany, NY, 12205  
Mobile +1 15185424685  
Work +15184640002  
andrew.dinovo@kone.com  
www.kone.us

Dear Bobbi Matthews,

We are pleased to enclose, for your review and consideration, KONE's proposal to modernize your equipment located at the following address for the amount of **\$203,658.68** (excl. tax):

Albany International Airport

737 Albany Shaker Road  
Albany, New York 12211

- This proposal is based on 2021 installation.
- This proposal is valid for (30) days.
- Anticipated downtime: 11 weeks per unit for modernization + 1 week for inspection.
- KONE is a partner with the NYS OGS Group 71004, Award #22913, Contract #: PS901AA and has been extended thru April 19, 2023.
- KONE and Phantom touchless pushbutton system to be included and installed during this modernization.

Please know that we are available to assist you in coordinating the work by others as further described in our "Bid Attachment B". Should you have any questions or require additional information, please feel free to contact me directly.

We look forward to hearing from you and working together on this project.

Yours sincerely,



## Table of Contents

1.	Why KONE?	4
2.	Ensuring your project success	5
	Project Overview	5
	Site Cornerstones	5
3.	Your solution	6
	Solution details	10
	Elevator 43533279 / Solution 1	10
4.	Commercial Offer	14
	Pricing	14
	Additional Options for your Consideration	15
5.	Tender Approval	16

Appendix 1: KONE 24/7 Connected Services

Appendix 2: Clarifications

Appendix 3: Bid Attachment "A" / KONE Inc. General Terms and Conditions (Modernization)

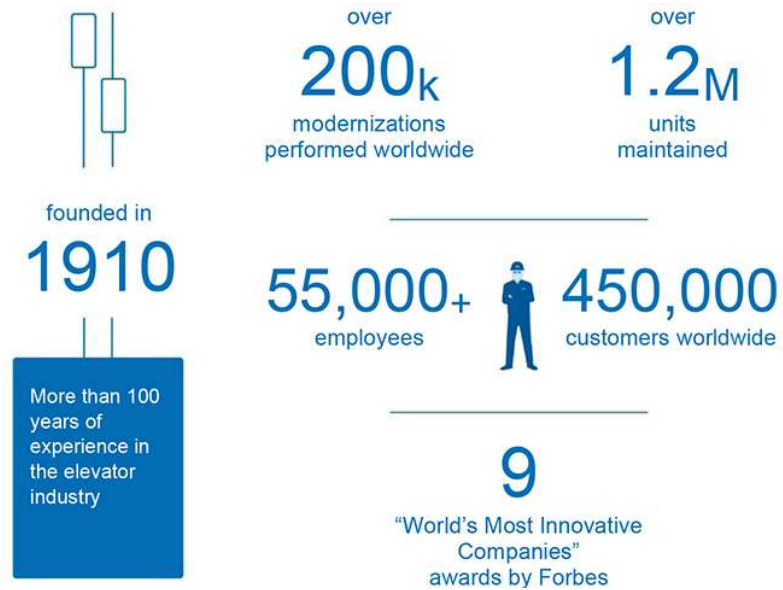
Appendix 4: Bid Attachment "B" / Site Requirements & Work by Other Trades

## 1. Why KONE?

### KONE in brief

KONE is a global leader in the elevator and escalator industry. Our mission is to make cities better places to live.

Our versatile product portfolio features a wide range of innovative products including elevators, escalators, autowalks, monitoring, access and destination control systems.



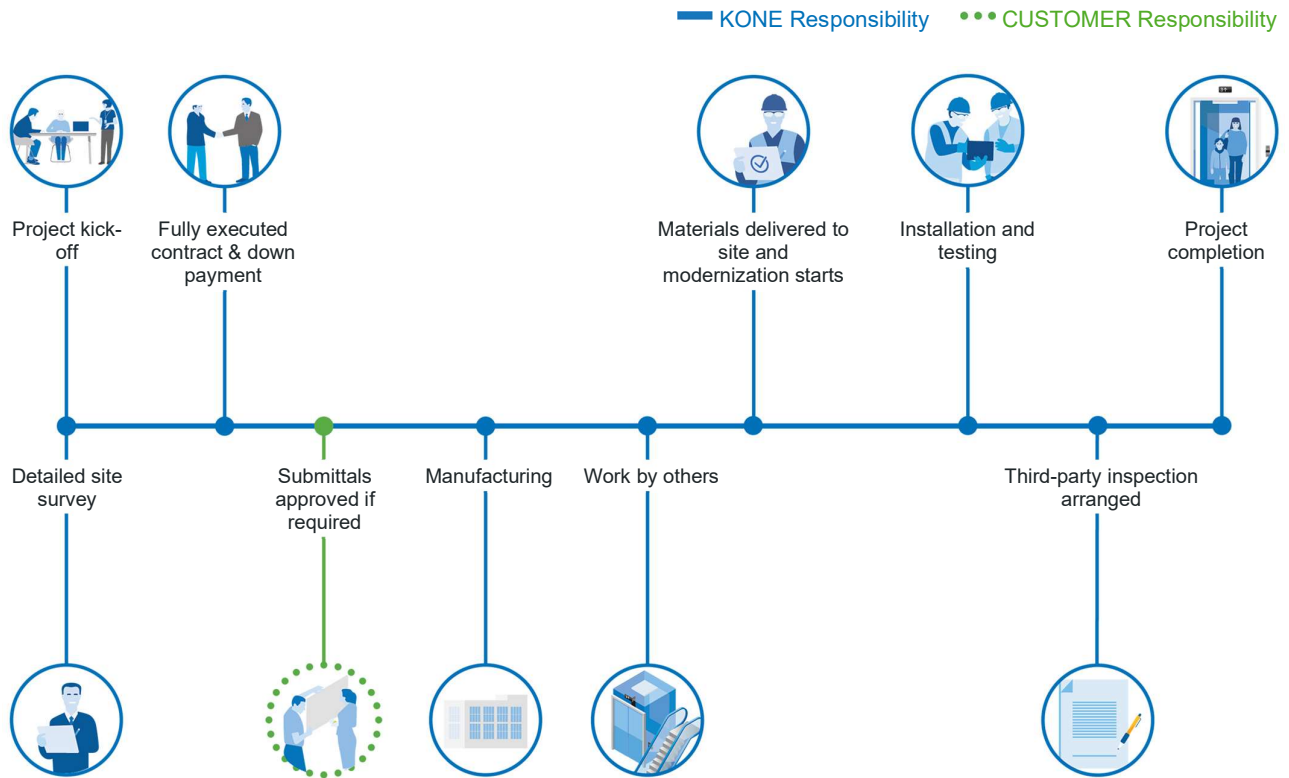
### Value for your project

KONE helps you to reduce operational costs, increase end-user satisfaction and value of your building by providing accessible and safe equipment through a professional and trouble-free modernization project.

- ✓ Increased user satisfaction/minimal disturbance to end-users
- ✓ Improved eco-efficiency, reduced energy consumption
- ✓ Improved safety according to latest standards

## 2. Ensuring your project success

### Project Overview



### Site Cornerstones

By ensuring that these cornerstones are in place you can ensure that your modernization project stays on schedule and that KONE technicians can perform their work quickly, safely, and with minimum disruption to building operations.

#### 1 Site preparation requirements before materials arrive

- Loading and storage area of suitable size for materials, waste and waste storage, and tools
- Safe access route for new materials and materials being removed
- Access permissions and cards or other access devices for KONE technicians

#### 2 Other works as agreed in the project plan, if not managed by KONE

- Please refer to Appendix 4: Bid Attachment “B” / Site Requirements & Work by Other Trades

### 3. Your solution

Equipment #	43533279 /
Address	737 Albany Shaker Rd, 12211, Albany
Rated load	4000 lbs
Rated speed	100 fpm
Travel height	32 ft 0 in
Number of floors	2 floors / 2 front openings / 0 rear opening

#### Doors

##### Door Panel(s)

New door panel(s) shall be provided where applicable. New door(s) shall be UL fire rated 1 1/2 hour.

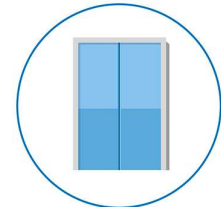
##### ReNova Door Equipment

A closed loop permanent magnet PWM high-performance door operator shall be provided to open and close the car and hoistway doors simultaneously. Door movement shall be cushioned at both limits of travel. An electric contact shall be provided on the car at each car entrance to prevent the operation of the elevator unless the car door is closed. The door operator shall be arranged so that, in case of interruption or failure of electric power, the doors can be readily opened by hand from within the car, in accordance with applicable code.

Emergency devices and keys for opening doors from the landing shall be provided as required by the local code. Doors shall open automatically when the car has arrived at or is leveling at the respective landings. Door shall close after a predetermined time interval or immediately upon pressing of a car button. A door open button shall be provided in the car. Momentary pressing of this button shall reopen the doors and reset the time interval. Door hangers and tracks shall be provided for each car door. Tracks shall be contoured to match the hanger sheaves. The hangers shall be designed for power operation with provisions for vertical and lateral adjustment. Hanger sheaves shall have polyurethane tires and pre-lubricated sealed-for-life bearings.

##### Curtain of Light

The elevator car shall be equipped with an electronic protective device extending the full height of the car. When activated, this sensor shall prevent the doors from closing or cause them to stop and reopen if they are in the process of closing. The doors shall remain open as long as the flow of traffic continues and shall close shortly after the last person passes through the door opening.

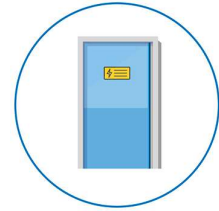


## Electrification

---

### KCM831

KONE KCM831 is a modular modernization solution for elevator control and electrical systems, based on the latest in control technology. This replaces outdated technology such as relays and older electronic systems, improving the levels of performance, reliability, safety and energy efficiency of your elevator. The modular structure of KONE KCM831 is designed to correctly interface with many types of existing elevator components, thus ensuring a swift, trouble-free installation for the building users.

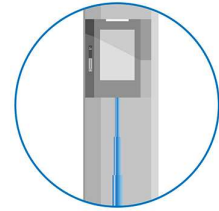


A new microprocessor-based control system shall be provided to perform the functions of safe elevator motion. Included shall be all of the hardware required to connect, transfer and interrupt power, and to protect the motor against overloading. Each controller cabinet containing memory equipment shall be properly shielded from line pollution. The microcomputer system shall be designed to accept reprogramming with minimum system down time. All high voltage (110V or above) contact points inside the controller cabinet shall be protected from accidental contact in a situation where the controller doors are open. The microprocessor-based control system shall utilize on-board diagnostics for servicing, troubleshooting, and adjusting without requiring the use of an outside service tool.

## Hydraulic equipment

### Power unit

A hydraulic power unit, especially designed and manufactured for this service, will be furnished. The motor and pump will be submersed under the oil inside the tank in order to provide for sound isolation. A muffler, designed to reduce pulsation and noise which may be present in the flow of hydraulic oil, will be provided in the oil line at the top of the pump.



Control valves, including safety check valve, up direction valve with high pressure relief including up leveling and soft stop features, lowering valve including down leveling and manual leveling feature, will be mounted in a compact unit assembly. A valve, designed to shut off the flow of oil between the cylinder and the Power Unit, will be provided in the oil line in the machine room. Automatic two-way leveling will be provided to automatically stop and maintain the car approximately level with the landing, regardless of change in load.

An up traveling car will automatically descend to the lower terminal landing if the hydraulic system does not have a sufficient reservoir of oil. Power operated car and hoistway doors will automatically open at the lowest terminal landing permitting passenger egress. The doors will then automatically close and all control buttons, except the Door Open Button in the car operating panel, will be made ineffective.

### Jack Unit

The elevator will be raised to a convenient point in the hoistway and then secured. The piston will be disconnected and lowered until it rests on the cylinder head and all oil from the hydraulic line and tank will be drained from the system. The existing piston and cylinder will then be removed.

This proposal includes a basic hole clean-out. Re-drilling or removal and disposal of soils are not included. Pricing is based on encountering soil free from rock, boulders, building construction members, sand, water, quicksand, underground caves or any other obstructions or unusual conditions. If the cylinder hole collapses, or if the hole is not fully and properly cased or should such obstructions and unusual conditions exist during excavation, KONE's Contract price will be adjusted according to the amount of additional labor and material required at our usual applied rates. An accurately ground and polished hydraulic plunger specifically designed for this project will be provided. The bottom will be fitted with a positive stop designed to prevent the plunger from leaving the cylinder. The top of the plunger will be fastened to the car platen plate.

The hydraulic cylinder will be machined from steel pipe with a heavy steel dished bulkhead welded at the lower end. The cylinder will be connected to the oil line. A safety bulkhead is provided in the cylinder. The safety bulkhead is designed to safely lower the car in the event of failure of the bottom cylinder dome. A packing gland with guide bearing, wiper ring and packing especially designed for hydraulic elevator service will be mounted at the top of the cylinder along with an oil collector ring and drain hole. The cylinder will be set plumb in the cylinder hole and backfilled with existing sand. Provisions will be made to patch the concrete pit floor.

Once the unit is securely fastened, the entire system will be filled with new hydraulic oil. A full load capacity test will be performed in accordance with the governing code to ensure proper operation. An Auxiliary casing made from Poly Vinyl Chloride (PVC) will be furnished to provide corrosion protection for the cylinder, and to act as an oil containment casing in the event of a cylinder leak. The casing will be a minimum schedule 40 wall thickness and will extend through the top of the pit floor. It will be provided with an inspection port as required by code.

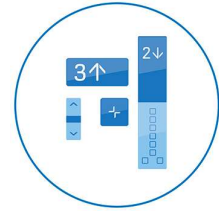


## Fixtures

---

### ReVive 500/600 Signalization

New KONE car & hall signalization shall be provided. Phantom touchless pushbutton system will be installed.



## Solution details

### Elevator 43533279 / Solution 1

#### Doors

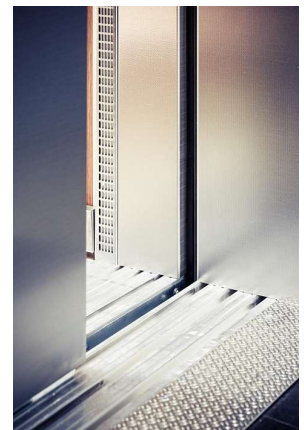
Product name	Door Panel(s)
Car panel finishing material	New car door panel(s) shall be provided where applicable. New door(s) shall be UL fire rated 1 ½ hour. Finish will be #4 stainless steel.
Door type	Two speed side opening.



Product name	ReNova Door Equipment
NEMA rating (HW)	Hoistway rating is NEMA 1.
Door type	Two speed side opening.

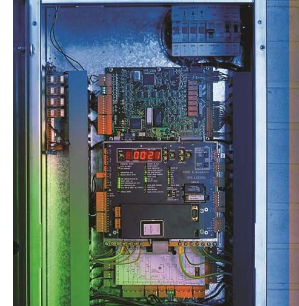


Product name	Curtain of Light
Code year	2016
NEMA rating (HW)	Hoistway rating is NEMA 1.
Type of curtain of light	This curtain of light is an electronic sensing device that operates across the car entrance. When activated, the curtain of light will prevent the doors from closing or cause them to stop and reopen if they are in the process of closing. The doors will remain open as long as the flow of traffic continues and will close shortly after the last person passes through the door opening. A 2-D type will be provided.



## Electrification

Product name	KCM831
Elevator group size	Simplex
Code year	2016
NEMA rating (HW)	Hoistway rating is NEMA 1.
NEMA rating (MR)	Machine room rating is NEMA 1.
Power supply voltage [v]	208
Type of power unit	Submersible
Machine room duct	KONE will remove all existing wiring, conduit and duct from the machine room. New conduit and duct properly sized and constructed for the job requirements will be installed (in accordance with applicable codes).
New motor size (hp)	40
Motor Starts per Hour	80 Standard
Type of curtain of light	This curtain of light is an electronic sensing device that operates across the car entrance. When activated, the curtain of light will prevent the doors from closing or cause them to stop and reopen if they are in the process of closing. The doors will remain open as long as the flow of traffic continues and will close shortly after the last person passes through the door opening. A 2-D type will be provided.
Qty of COPs	1
Qty of hall call lockout switches	0
Qty of priority service switches	0
Qty FPO Hall Stations	0
Medical service	Medical service (i.e. Code Blue) provisions have been included.
Hoistway duct	KONE will remove all existing wiring, conduit and duct from the hoistway. New conduit and duct properly sized and constructed for the job requirements will be installed (in accordance with applicable codes).



## Hydraulic equipment

Product name	Power unit
Type of power unit	Submersible
New motor size (hp)	40
Motor Starts per Hour	80 Standard
Control Valve OEM	Maxton
Field Pipe Length (in)	240
Field Pipe Size	2"
Jack location	Inground
Jack type	Single Stage
Load class	Passenger

Qty Jacks per Car 1

**Product name Jack Unit**

Type of power unit	Submersible
Cylinder Size	8.625
Jack location	Inground
Jack type	Single Stage
Load class	Passenger
Number of Jack sections	3
PVC Size	10
Qty Jacks per Car	1
Type of Cylinder Joint	Thread & Weld (Std)
Type of PVC Casing	An Auxiliary casing made from Poly Vinyl Chloride (PVC) will be furnished to provide corrosion protection for the cylinder, and to act as an oil containment casing in the event of a cylinder leak. The casing will be a minimum schedule 40 wall thickness and will extend through the top of the pit floor. It will be provided with an inspection port as required by code.

**Fixtures**

**Product name ReVive 500/600 Signalization**

Elevator group size	Simplex
Code year	2016
NEMA rating (HW)	Hoistway rating is NEMA 1.
Car fixture display color	The Car Operating Panel will incorporate an amber car position indicator, showing car position in the hoistway with single or dual numeral and/or letter floor designations along with an arrow corresponding to the direction of car travel.
Car fixture material	Car fixture material finish will be #4 stainless steel.
Car fixture mounting	Car fixtures will be a surface mount design style.
Car position indicator type	Dot Matrix
Qty of COPs	1
Hall fixture display color	Amber
Hall fixture material	Hall fixture material finish will be #4 stainless steel.
Hall fixture mounting	Hall fixtures will be a surface mount design style.
Qty of hall call lockout switches	0
Qty of priority service switches	0
Qty of new hall lanterns	0
Qty of hall stations (4.4" x 9.8")	0
Qty of hall stations (6.6" X 12.9")	0





Qty of hall stations (6.6" X 25")	2
Qty of new hall lantern/position indicator combos	0
Qty of car direction lanterns	1
Qty of lobby/fire panels	0
Fire keyswitch type	FEO-K1 National Code
Jamb braille	New code compliant elevator jamb braille will be provided.
Medical service	Medical service (i.e. Code Blue) provisions have been included.
Num of opposed rear openings	0
Qty of car call lockouts	0
Qty of hoistway access switches	2
Kone will install the Phantom Touchless pushbutton system	1 – COP (Car Operating System) 2 – Hall Stations



## 4. Commercial Offer

**Project notes** This proposal includes a \$10,000.00 cab interior allowance which includes new side panels and rear wall and modular ceiling with LED lights. Material storage will be within agreed upon Gate A area.

**Handover date** Mutually agreeable project schedule will be determined at time of proposal acceptance. Current delivery lead time is **10 weeks** from order receipt, deposit and approval of drawings. The agreed delivery times for the project may need to be extended because of delays caused by measures undertaken to stop the spreading of the Coronavirus (2019-nCoV) epidemic, such as mandatory holiday extensions and transportation restrictions imposed by authorities in China and other countries, and the availability of personnel, logistics providers and supply chains, due to the epidemic.

**Downtime period** Approximately 11 weeks per unit

**Warranty/maintenance** Our Proposal includes 0 months of KONE standard maintenance with KONE 24/7 Connected Services, including regular time callback service.

Under no circumstances shall indicators or predictions from KONE 24/7 Connected Services be cause for immediate services. They shall be addressed upon the next scheduled maintenance visit, or otherwise at the sole discretion of KONE. The remote monitoring devices are provided to the Customer as part of the Services. Customer gives KONE the right to utilize 24/7 Connected Services to collect, export and use data generated by the use and operation of the equipment. Customer has no ownership or proprietary rights to such data, nor the device or software that monitors, analyzes, translates, reports or compiles such data. KONE 24/7 Connected Services, including any data collected, the device(s) to perform the service, and any software related thereto shall be the exclusive property of KONE. KONE MAKES NO WARRANTY THAT SERVICES WILL BE UNINTERRUPTED OR ERROR-FREE. KONE IS NOT LIABLE FOR ANY DAMAGES RELATING TO LACK OF NETWORK COVERAGE AT THE SITE OF THE EQUIPMENT, DUE TO TAMPERING WITH THE REMOTE MONITORING DEVICE, INTEROPERABILITY, SERVICE DEFECTS, SERVICE LEVELS, DELAYS, SERVICE ERRORS, INTERRUPTIONS OR ANY OTHER REASON OUTSIDE OF KONE'S REASONABLE CONTROL. KONE DISCLAIMS ANY LIABILITY FOR DAMAGES OR INJURIES (INCLUDING DEATH) ARISING FROM OR IN CONNECTION WITH THE OPERATION OR USE OF THE SERVICES SET FORTH HEREIN.

The Product Warranty is specified in Bid Attachment A. Installation by KONE of any parts covered under the Product Warranty on parts will only occur while KONE maintains an active maintenance contract. The Product Warranty and Warranty Maintenance commences on the date of acceptance set forth in the Uniform Final Acceptance Form. For long-term reliability, a continuing maintenance agreement is necessary. This Proposal is conditioned upon KONE receiving a ten (10) year KONE Extended Warranty maintenance contract from ownership prior to the date of acceptance set forth in the Uniform Final Acceptance Form.

## Pricing

Equipment	Fixtures	Doors	Electrification	Hydraulic equipment	Misc.	Price (\$)
Elevator: Solution 1	•	•	•	•	•	\$203,658.68



**Total Sales Price, net excluding TAX**      **\$ 200,058.68**

### **Additional Options for your Consideration**

<b>Alternates</b>	<b>Price excl. tax</b>
Without Cab Interior Allowance	\$190,058.68
With 1-year maintenance warranty & interior allowance	\$203,658.68

Proposal pricing is based on the scope of work as defined herein. Any additional work required will be performed only upon purchaser's approval of a mutually agreeable change proposal. Any other deficiencies revealed in the progress of the work will be promptly reported to the purchaser with recommendations and cost for corrective action.



## 5. Tender Approval

### **KONE**

Andrew DiNovo  
25 Post Road  
Albany, NY, 12205  
andrew.dinovo@kone.com

### **Owner/Representative**

Bobbi Matthews  
ALBANY COUNTY AIRPORT AUTHORITY  
Albany International Airport  
Albany, New York, 12211

Submitted by:

Andrew DiNovo  
Sales Executive  
02/04/2021

We accept the offer constituted by this proposal (total sales price of \$200,058.68) and agree to the conditions contained therein.

### **Approved by Customer**

---

\_\_\_\_\_  
Printed name:  
Title:  
Company name:  
Date:



## Appendix 1: KONE 24/7 Connected Services

### KONE 24/7 Connected Services – improved safety, full transparency, and peace of mind



In addition to a quality modernization project, we would be excited to discuss KONE 24/7 Connected Services with you and the continuing benefits KONE could bring to your business. KONE is leading the industry with KONE 24/7 Connected Services using the latest intelligent elevator technology allowing us to predict issues and take action before a shutdown occurs. Predictive maintenance allows fewer shutdowns, less call-outs, and improved up-time of equipment - all leading to a better user experience!



Read more at  
[kone.us/connected](https://kone.us/connected)

## Appendix 2: Clarifications

1. Contract terms between KONE Inc. and Purchaser shall be based on our Proposal and Attachments "A" and "B".
2. All new elevator equipment provided shall meet applicable ASME A17.1 code requirements. Any provisions of codes applicable to out-of-scope items shall be the Purchaser's responsibility. Cost of any future code changes adopted prior to permitting and completion are excluded.
3. Existing cab and entrance dimensions, which may not meet current ADA or stretcher access rules, will be retained as is.
4. Our proposal includes inspections and testing as required by the AHJ. However, any re-testing required due to other trades' failures to complete their work or tests in a timely manner will be billed at our regular billing rates.
5. The ASME code limits changes to the empty car weight + capacity of each elevator to 5% of the originally installed value. If past or proposed changes result in a change to the weight or system pressure (for hydraulic) greater than 5% above the original design values, the cost of any engineering and of any required modifications to the elevator system or structure shall be extra to this proposal scope and pricing. If this situation is discovered during the engineering process, KONE will notify purchaser and recommend an alternate design or other changes.
6. In order to provide best pricing, proposal excludes any extra demobilizations and remobilizations. If we must demobilize from the jobsite for any reason outside our control, we shall be compensated at our regular billing rates.
7. Proposal pricing is based on the scope of work as defined herein. Any additional work required will be performed only upon Purchaser's approval of a mutually agreeable change proposal. Any other deficiencies revealed in the progress of the work will be promptly reported to purchaser with recommendations and cost for corrective action.
8. Asbestos: Notwithstanding anything contained to the contrary within this bid or contract, KONE's work shall not include any abatement or disturbance of asbestos containing material (ACM) or presumed asbestos containing materials (PACM). Any work in a regulated area as defined by Section 1910 or 1926 of the Federal OSHA regulations is excluded from KONE's scope of work without an applicable change order to reflect the additional costs and time. In accordance with OSHA requirements, the Customer shall inform KONE and its employees who will perform work activities in areas which contain ACM and/ or PACM of the presence and location of ACM and/or PACM in such areas which may be contacted during work before entering the area. Other than as expressly disclosed in writing, Customer warrants that KONE's work area at all times meets applicable OSHA permissible exposure limits (PELs). KONE shall have the right to discontinue its work in any location where suspected ACM or PACM is encountered or disturbed. Any asbestos removal or abatement, or delays caused by such, required in order for KONE to perform its work shall be the Customer's sole responsibility and expense. After any removal or abatement, customer shall provide documentation that the asbestos has been abated from the KONE work area and air clearance reports shall be made available upon request prior to the start of KONE's work.
9. Purchaser shall provide any security, escort or other building service support personnel required during demolition, installation, testing, and inspections.
10. For hydraulic elevators, we can assume no responsibility for unusual conditions such as hole cave in and complete hydraulic cylinder assembly embedded in concrete. The excavation of the hole to accommodate the new hydraulic cylinder assembly is based on encountering soil free of rocks, boulders, building construction members, sand, water, quicksand, underground caves and/or any other obstructions or unusual conditions. Should such obstructions or unusual conditions be encountered, additional time above or beyond the working days estimated to complete this project may be required. We will proceed with this portion of the project on a time and material basis, based on our normal billing rates.
11. Proposed solution is subject to a complete engineering review by KONE engineering team to confirm feasibility of products proposed. Additional charges may apply for work not included, but required to meet system requirements. Additional charges for this work (if applicable) shall be mutually agreed upon.

## Appendix 3: Bid Attachment “A” / KONE Inc. General Terms and Conditions (Modernization)

### 1. APPLICATION OF THESE TERMS

The parties agree to be bound by the terms and conditions contained in the Bid Letter, this Bid Attachment A and Bid Attachment B, including the documents incorporated herein by reference (collectively, the “Proposal”).

### 2. SPECIAL PURCHASING REQUIREMENTS

This Proposal is made without regard to compliance with any special sourcing and/or manufacturing requirements including, but not limited to, Buy America, Buy American, U.S. Steel, FAR clauses, minority / disadvantaged supplier requirements or similar federal and/or state procurement laws. Should such requirements be applicable to this Project, KONE reserves the right to modify and/or withdraw its Proposal.

### 3. PROPOSAL CONDITIONS

The Proposal shall be open for acceptance within the period stated in the Bid Letter or, when no period is stated, for a period of 30 days from the date of the Bid Letter. Prior to commencing manufacture of the equipment described in the Bid Letter (“Equipment”), KONE must have (i) a fully executed contract; (ii) a schedule acceptable to KONE identifying the Equipment installation start date, or alternatively, KONE’s letter specifying the ship date (“Ship Date Letter”) signed by Customer, which, as applicable, is incorporated by reference herein; (iii) the first payment in Section 4 herein; and (iv) fully approved KONE layouts.

### 4. PAYMENT TERMS

Payment of the total Price is due within 30 days from invoice date, based on benchmarks as follows:

- 30% of the Price for engineering, site management, and overhead, billable and due upon execution of this Proposal or receipt of the subcontract;
- 50% of the Price for material and shipping, billable and due upon delivery of material to the jobsite or KONE Distribution Center;
- 20% of the Price for Equipment installation, billable and due at the billing cycle following the start of installation.

KONE reserves the right to delay, suspend, or stop the work, including manufacturing, delivery, installation and/or Equipment turnover, for non-payment, without liability to KONE or being held in default. Simple interest at 1.5% per month shall be charged on amounts not paid when due. Payments to KONE are not contingent on any third-party payments to Customer. Customer shall reimburse KONE for all costs of collection, including courts costs and reasonable attorneys’ fees. Prior to turnover, KONE must be paid in full, less 10% maximum retention, the Price including all change orders. Retention shall be due and payable within 30 days of execution of the Uniform Final Acceptance or Equipment turnover, whichever occurs first. If certified payroll reporting is required, KONE will submit the requested reporting in the format of the U.S. Department of Labor form WH 347 & WH 348. The Price does not include Textura or any other special billing requirements, which can be added via change order at a rate of 0.3% of the Price.

### 5. INSTALLATION

Customer shall be responsible for procurement and cost of all permits, except permits related to installation of the Equipment. Where KONE’s scope of work or other responsibilities include the obligation to utilize materials and/or finishes resembling or identical to those pre-existing in the building, KONE shall use reasonable efforts to procure such materials and Customer acknowledges and accepts that the materials and/or finishes reasonably available may not be in all respects identical to those pre-existing in the building. This Proposal is conditioned upon KONE using its standard installation method. The installation of the Equipment shall start after Customer has completed all work set forth in Bid Attachment B and any other documents describing site requirements (“Site Requirements”), all of which are incorporated by reference herein. Within two (2) weeks prior to the scheduled delivery date for KONE’s materials, KONE shall conduct a standard visual site survey to verify that the Site Requirements are complete and notify Customer if there are outstanding deficiencies preventing KONE from beginning installation. KONE’s site survey may include, but is not limited to, inspection of site access, working and safety conditions on site, wear and tear of any existing structures or surfaces, and planning of any dismantling or removal of existing equipment, components and materials, where applicable. KONE shall not be deemed to have surveyed any hidden structures, latent defects, subsurface conditions, or other non-visible matters, including but not limited to searching for hazardous substances and/or materials, which shall be subject to Section 16. If KONE’s site survey reveals any deficiencies, KONE shall be entitled to delay the start of installation and Customer shall be responsible for all additional costs incurred by KONE, including without limitation, costs associated with: labor reallocation, re-directing materials to and storage in a KONE Distribution Center, additional labor for double handling of materials, and additional trucking, freight and insurance. Once the Site Requirements are completed, the start of installation shall be subject to the availability of labor and the delivery of material, if applicable.

KONE’s work shall be performed during regular union working hours of regular working days, Monday to Friday, statutory holidays excluded. If overtime is mutually agreed upon and performed, the additional costs for such work shall be added to the Price at KONE’s standard overtime rates. If the installation cannot be performed in an uninterrupted manner for any reason beyond KONE’s control, Customer shall store the Equipment at Customer’s cost and compensate KONE for any costs caused by such delay including, but not limited to, double handling of Equipment and demobilization.

KONE shall not be required to perform overtime or any Customer directed change to its work (“Extra Work”) without an executed change order. No action by KONE, including but not limited to, performing Extra Work without an executed change order, shall be a waiver of KONE’s right to seek payment for Extra Work performed. KONE shall be entitled to an extension of time and an equitable adjustment in the Price, including but not limited to, any increased costs of labor, including overtime, resulting from any change of schedule, re-direction of KONE personnel to another work area, acceleration, or out of sequence work.



KONE shall take reasonable methods to protect its work-in-place while KONE is actively on site and until execution of a KONE Uniform Final Acceptance, which is incorporated by reference herein. Should damage occur to KONE property, material or work-in-place by fire, water, theft or vandalism, Customer shall compensate KONE for said damages. Additionally, the Customer is solely responsible for ensuring that the equipment maintenance contractor, if not KONE, does not disturb, delay or interfere with KONE's work. KONE shall abide by Customer's safety policies and procedures to the extent such policies and procedures are not in conflict with KONE's Safety Policy. Testing and/or security features of Equipment must be completed before Equipment turnover. KONE is not responsible for damages, either to Equipment or the building, or for any personal injury or death, arising out of or resulting from any code required safety tests performed on Equipment or hoistway access granted by Customer to other trades.

#### **6. TEMPORARY USE**

Temporary use of certain types of Equipment may be permitted, provided the use period allows adequate time for Equipment restoration for final turnover and Customer executes KONE's Temporary Use Agreement. Temporary use shall be invoiced separately and subject to payment terms in Section 4 herein. At the end of temporary use, Customer shall return the Equipment to KONE in "like new" condition.

#### **7. HAZARDOUS MATERIALS**

KONE's work shall not include any abatement or disturbance of asbestos containing material ("ACM"), presumed asbestos containing materials ("PACM"), or other hazardous materials (i.e. lead, PCBs) (collectively "HazMat"). KONE shall have the right to discontinue its work in any location where suspected HazMat is encountered or disturbed. Any HazMat removal or abatement, or delays caused by such, required in order for KONE to perform its work shall be Customer's sole responsibility and expense. Should any HazMat abatement occur within the shaft or machine room, Customer shall execute KONE's Hoistway or Pit Access Request. If any HazMat is known to be present on site before the start of work, HazMat removal or abatement shall be completed prior to KONE scheduling installation and delivering material.

#### **8. TITLE AND RISK TO EQUIPMENT**

Title to and ownership of all Equipment intended for incorporation in KONE's work, whether installed or stored on or off site, shall remain with KONE until final payment is made and, in the case of suspension or termination for non-payment, the parties agree that KONE may retake possession and remove any or all of KONE's works, Equipment or apparatus without material damage to the property and irrespective of the manner in which the same is attached or affixed. Risk of loss in KONE's work and Equipment passes to Customer upon delivery to the site or off-site storage.

Any tools, devices, or other equipment that KONE uses to perform its work or monitor the Equipment remains the sole property of KONE. If this Proposal terminates or expires for any reason, Customer will give KONE access to the premises to remove such tools, devices or equipment at KONE's expense.

#### **9. TURNOVER**

Prior to turnover, KONE must receive a final punch list. Upon turnover, KONE requires a signed Uniform Final Acceptance. KONE shall provide its standard electronic O&M manuals with CD-ROMs in electronic format, if applicable, upon execution of

the Uniform Final Acceptance. Standard KONE samples shall be provided upon request. No mock-ups or video training are included in the Price.

#### **10. DELAY**

KONE shall not be liable for any loss, damage, claim, or delay due to any cause beyond KONE's control, including, but not limited to, acts of domestic or foreign government (including a change in law), strikes, lockouts, work interruption or other labor disturbance, delays caused by others, fire, explosion, theft, floods, inclement weather, riot, civil commotion, war, malicious mischief, infectious diseases, epidemic, pandemic, quarantine, border or port of entry and exit restrictions or acts of God. In the event of such delays, KONE shall be entitled to an extension in time equal to the length of such delay affecting KONE and an equitable adjustment in the Price. Customer shall compensate KONE for labor and material cost escalations resulting from Project delays not caused by KONE, which extend completion of KONE's work beyond the end of the current calendar year. Customer is on notice that IUEC labor rates increase annually.

#### **11. LIMITED WARRANTY**

For one (1) year after the acceptance date set forth in the signed Uniform Final Acceptance, date of Equipment turnover, or date of Customer's use of Equipment (unless such use is pursuant to the Temporary Use Agreement), whichever occurs first, KONE warrants Equipment against defect in workmanship and material. The warranty excludes remedy for damage or defect caused by abuse, misuse, vandalism, neglect; repairs, alteration or modifications not executed by KONE; improper or insufficient maintenance, improper operation, characteristics of the building such as electrical power or security features, natural or other catastrophe such as flood, fire, or storm, or normal wear and tear and normal usage. The warranty excludes training or instruction in the proper operation or maintenance of Equipment. Specific noise ratings and energy efficiencies cannot be guaranteed due to different building characteristics and ambient noise levels. Customer's remedy is limited to repair or replacement of a defective part, in KONE's sole discretion, and excludes labor.

#### **12. INDEMNIFICATION**

KONE shall only indemnify and hold Customer harmless for claims, damages, losses or expenses, but excluding loss of use ("Claims") due to bodily injury, including death, or tangible property damage (other than the Project or KONE's work itself) to the extent caused by KONE's negligent acts or omissions. KONE shall not indemnify Customer for any other Claims. Customer agrees to indemnify and hold KONE harmless from any Claim for bodily injury, including death, or tangible property damage in connection with the use or operation of the Equipment. Each party shall defend itself in the event of a Claim.

#### **13. INTELLECTUAL PROPERTY**

KONE shall retain title and ownership of all intellectual property rights relating (directly or indirectly) to the Equipment provided by KONE, including but not limited to software or firmware (whether in the form of source code, object code or other), drawings, technical documentation, or other technical information delivered under the Proposal. KONE grants Customer a non-exclusive and non-transferable license and right to use the software and firmware in connection with the use and maintenance of the Equipment. Customer shall not use any drawings, technical documentation or other technical information supplied by or on behalf of KONE for any purposes other than those directly related to the Proposal or



to the use and maintenance of the Equipment. Customer shall not in any form copy, modify or reverse engineer the software, or give access to the software for such use to any third party without KONE's prior written consent. KONE shall not provide any information such as KONE's internal manuals, manufacturing drawings, source codes, or other proprietary and confidential information, all of which are excluded from the Proposal.

#### **14. INSURANCE**

In lieu of any Customer insurance requirements, KONE shall provide its standard certificate of insurance, which shall be deemed to satisfy all insurance requirements for this Project. KONE shall not provide loss runs, insurance rate information, copies of its insurance policies or any other information which KONE considers confidential. KONE shall not provide coverage for professional (E&O) liability, pollution liability, data privacy/security, or no-fault medical payments. If the Project is covered by a Wrap Up Insurance Program, KONE agrees to participate provided there is no cost to KONE, no reduction in the Price, and subject to KONE's review of the proposed program. The insurance requirements contained in the wrap up insurance program's manual shall govern as the only insurance requirements for this Project. In the event that the wrap up insurance program is terminated before completion of KONE's Work, KONE will provide its standard insurance certificates which shall satisfy the insurance requirements for this Project. This shall apply to the project specific Wrap Up Insurance Program's Manual and any applicable enrollment documents. If KONE's primary limits are sufficient to satisfy insurance coverage requirements, excess/umbrella liability will not be required or if excess/umbrella is required, KONE's excess coverage does not follow form although typically provides broader coverage than KONE's primary policies. The excess coverage is not AM Best Rated nor licensed to do business within the jurisdiction although the carrier has strong Standard & Poor's and Moody's financial ratings that may be evidenced upon request.

#### **15. LIMITATION OF LIABILITY**

In no event shall either party be liable to the other party for any consequential, special, punitive, exemplary, liquidated, incidental, or indirect damages (including, but not limited to, loss of profits or revenue, loss of goodwill, loss of use, increase in financing costs) (collectively, "Consequential Damages") that arise out of or relate to this Proposal even if such party has been advised of the possibility of such Consequential Damages. The limitation set forth in this section shall apply whether the claim is based on contract, tort or other theory.

#### **16. CONCEALED OR UNKNOWN CONDITIONS**

If during the course of its work, KONE encounters conditions at the site that are subsurface, differ materially from what is represented in the contract documents, or otherwise concealed physical conditions, KONE shall be entitled to an extension of time and additional costs for the performance of its work, which shall not be subject to any payment conditions or contingencies.

#### **17. TECHNICAL SURVEY**

KONE's Price and obligations under this Proposal are subject to a technical survey to be performed on Customer's existing units within 90-days of the effective contract start date. If a safety hazard or code violation is identified during KONE's technical survey, Customer shall immediately remove the unit from service

until repairs are performed. KONE is not obligated to perform tests, correct outstanding violations or deficiencies that were not addressed by the prior service provider and/or the owner, or make related necessary repairs or component replacements on the unit. If additional work is necessary, KONE shall provide a separate proposal or recommendation for such work. Customer agrees to indemnify, defend, and hold KONE harmless for any claims arising out of Customer's failure to comply with KONE's recommendations and proposal, and any obligation on the part of KONE to indemnify or defend Customer with regard to such claim shall be null and void. If Customer does not immediately approve KONE's proposal or recommendation, KONE reserves the right to terminate this Proposal/contract without penalty.

#### **18. TERMINATION**

If a party materially breaches this Proposal, the other party shall provide written notice of the breach and a reasonable time to cure the breach, but in no event less than 30 days. If the breaching party fails to cure the breach within the specified time period, the non-breaching party may terminate the Proposal upon 15 days written notice to the other party. If KONE notifies Customer of a material breach pursuant to this paragraph, KONE may temporarily suspend its work without liability.

#### **19. GOVERNING LAW AND DISPUTE RESOLUTION**

The parties agree that this Proposal shall be governed by the laws of the state where the Project is located, and venue for disputes shall be located in that state. KONE does not agree to participate in arbitration proceedings.

#### **20. PRICE ADJUSTMENT**

KONE shall be entitled to an equitable adjustment in the Price, including but not limited to, any increased costs of materials, resulting from any change in law (by legislation, executive order, treaty or other similar means), or a change in law that imposes tariffs on raw materials or finished goods.

#### **21. MISCELLANEOUS**

This Proposal, including the documents incorporated herein by reference, constitutes the entire agreement of the parties and supersedes all prior negotiations, understandings, and representations whether written or oral in relation to the subject matter hereof. Where a conflict or ambiguity exists between this Proposal and any other contract document (including but not limited to, Customer's drawings and specifications), the terms and conditions of this Proposal shall control. This Proposal may be amended only in writing by the duly authorized representative of both parties. This Proposal may be executed in one or more counterparts. Each counterpart shall be considered an original and all of the counterparts shall constitute a single agreement binding all the parties as if all had signed a single document. For purposes of executing this Proposal, a document signed by electronic means is to be treated as an original document. The failure of either party to insist upon performance or strict performance of any of the terms or conditions of this Proposal shall not be deemed a waiver of any rights or remedies that such party may have or a waiver of any subsequent breach or default under this Proposal. Neither party may assign or transfer the benefit or burden of this Proposal without prior written consent of the other party.

## Appendix 4: Bid Attachment “B” / Site Requirements & Work by Other Trades

The work described below is a summary of work to be performed by others (“Work by Other Trades”) that may be required in conjunction with the elevator modernization performed by KONE (the “Work”). Purchaser shall provide any and all building electrical, structural and mechanical system upgrades required for code compliance, life safety, and proper equipment installation and operation. The Authorities Having Jurisdiction (AHJ) may require additional remedial or preparatory work. All required remedial or preparatory work shall be performed by properly licensed trade contractors in compliance with applicable codes and based on a schedule of performance that allows for uninterrupted progress of the Work. Under no circumstances shall KONE be responsible for any cost associated with the performance of remedial work by others. Purchaser shall provide the following unless specifically included in KONE’s Work:

### 1. ELECTRICAL

- A properly rated three phase fused disconnect switch, externally operable and lockable in the open position, located as required by code. Accommodate any increases in motor size or feeder loads.
- A dedicated 110 VAC fused disconnect switch, externally operable and lockable in the open position adjacent to the machine room door for cab lighting and ventilation, located as required by code.
- Shunt-trip disconnect if fire sprinklers are present in machine room or hoistway.
- GFI 120 VAC convenience outlets in machine room and pit.
- Separate outlet in the pit area if a sump pump is installed.
- Telephone line service brought to the elevator machine room for emergency communication device.
- Any required RF shielding of TV or radio transmitters, antennae and/or wave-guides.
- Conduit with pull boxes from each elevator bank to any remote fire control or communication panels specified.
- Provide a separate 15-amp, 115 VAC fused service with ground (powered by building emergency power system, when available) for KONE 24/7 Emergency Communications, when specified. Must include the means to disconnect each service and lock-off in the “open” position (NFPA 70 article 620.22 and 620.53 or CEC article 38.22 and 38.53).

If required by building code: standby/emergency power, sufficiently sized to provide power of permanent characteristics to each elevator’s disconnect, simultaneously, upon loss of regular power, including feeders, transfer switches and auxiliary contact signal outputs to elevator controllers.

### 2. MACHINE ROOM

- A code-compliant machine room. Provide or maintain fire rating as required by building code.
- Fire-rated door for access into the machine room. Door shall be self-closing and self-locking, operable from inside the room without the use of a key.
- Independent ventilation or an air conditioning system for the elevator machine room, to assure temperature is maintained between 65 degrees and 95 degrees Fahrenheit.
- Fire extinguisher inside machine room.
- Minimum clear machine room height of 7’-0”.
- Suitable lighting that provides a minimum of 19 ftc at floor.
- Removal of any non-elevator related equipment and materials from within the machine room and proper disposal of oil and other hazardous or non-hazardous substances and materials.

### 3. HOISTWAY

- A code-compliant hoistway, constructed in accordance with KONE’s requirements and specifications. Provide or maintain fire rating as required by building code.
- Patching of all holes in hoistway walls with fire rated material.
- Beveling all ledges within hoistway measuring over 4”.
- Removal of any non-elevator related equipment and materials from within the hoistway and proper disposal of oil and other hazardous or non-hazardous substances and materials.
- A guarded light fixture and light switch in pit. Switch must be located 42” above the lowest landing floor level.
- A means of displacing water located in the pit and containing and disposing of oil, chemicals, and other substances in compliance with environmental laws and regulations (KONE assumes no responsibility for discharge of oil, chemicals, and other substances into storm water systems, sanitary sewer systems, retention ponds, etc.). Elevator hoistway ventilation to the outside atmosphere as required by building code.

### 4. FIRE SERVICE

- Fire alarm smoke detectors with wiring and relays in the machine room terminating at elevator controller.
- Fire alarm initiating devices must be located in front of each elevator entrance as well as in the machine room and at the top of the hoistway.
- Where sprinklers exist in the machine room and/or hoistway, a fire alarm initiating device within 12” of each sprinkler head.

## 5. ACCESS INTEGRATION/SECURITY

- Our proposal includes KONE logic and provisions for the specified Touchscreen(s), Keypad Destination Operating Panel(s), Monitoring System(s) and Multi-Media Equipment.
- Card Readers and/or any additional required hardware & software for proper functionality of access control/security system(s) shall be furnished and installed by others.
- Any required software to ensure proper communication between KONE control system(s) and building system(s) shall be the responsibility of others.
- A designated 115V 15A circuit is required at each of the remote monitoring stations.
- KONE recommends a minimum 100 Mbit/s Ethernet for each of the following application(s): Integrated Touchscreen/Keypad Destination Operating Panels, Monitoring System, Multi-Media Equipment, and Card Readers.

## 6. COUNTERWEIGHTING

- Pricing is based upon the existing car to counterweight weight ratio being consistent with elevator industry standards. This is defined as the counterweight weight being equal to the empty car weight plus 40%. The actual assemblies will be weighed during the modernization process. If modifications are required to correct the existing weight balance, these modifications will be provided at additional cost.

## 7. RK1 FUSES AND CIRCUIT BREAKERS

- Fuses are to be current limiting class RK1 or equivalent. Circuit breakers are to have current limiting characteristics equivalent to RK1 fuses. Provisions of these fuses are the responsibility of others, not KONE.

## 8. GENERAL

- Access to the building to perform the Work and for deliveries with dry, protected storage adjacent to the hoistway.
- Cutting of existing walls, floors and finishes, together with all repairs made necessary by such cutting or changes, e.g. cutting of lobby walls for flush hall fixtures and removal of encroaching lobby features such as wall-mounted ashtrays. Removal, replacement, and/or repair of any mirrors, millwork, plaster, stone or other special hall finishes.
- All work of other trades must be complete and ready at time of first elevator inspection, or elevator will not be released for operation by the AHJ. If the AHJ does allow temporary operation under a Temporary Operating Inspection (TOI), any associated costs shall be Purchaser's responsibility.
- Our tender is based on suitable site conditions, material and tooling storage space, and bathroom access being available on site.
- Safe working environment must be provided and supported by provision for adequate entrance protection, means of hoisting, hoistway dividing screens, and protection of floors walls and doors etc.
- Emergency evacuation procedures to be clearly defined where required. Subject to site survey and actions agreed.
- Any portion of the Work that is subject to the permissions of local authorities beyond the elevator permits must be identified to KONE. Responsibility for permits to be agreed. Permits and appropriate signage indicating any changes to pedestrian access routes for building users must be in place prior to start of the Work.
- Elevator installation methods requires the integrity of the existing Safety Gear and Overspeed protection devices, and are therefore subject to verification of suitability prior to commencement of the work. Any remedial work required or alternative solution is not included in this tender.

**AGENDA ITEM NO. 10.7**

**Construction Contract: Authorization to Award  
Construction Contract S-20-1075FP Terminal Fire  
Alarm Replacement to Hewitt & Young Electric**



AGENDA ITEM NO: 10.7  
MEETING DATE: March 15, 2021

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
03/15/2021

**DEPARTMENT:** *Planning and Engineering*

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

**PURPOSE OF REQUEST:**

Construction Contract: *Authorization to Award Construction Contract S-20-1075FP  
Terminal Fire Alarm Replacement to Hewitt & Young Electric*

**CONTRACT AMOUNT:**

Base Amount *\$1,447,500.00*

**BUDGET INFORMATION:**

Anticipated in Current ALB Capital Plan: Yes ✓ No     NA  
Funding Account No.: CPN 2002

**AWARD CONDITIONS:**

Apprenticeship Y DBE N/A MWBE Y

Service Disable Veteran Owned Business (SDVOB) N/A

**FISCAL IMPACT - FUNDING (Dollars or Percentages)**

Federal 0% State 0% Airport 100%  
Term of Funding: 2021-2022  
Grant No.: N/A STATE PIN: N/A

**JUSTIFICATION:**

*Request to award Contract S-20-1075-FP for Terminal Fire Alarm Replacement to qualified low bidder Hewitt & Young Electric of Rochester, NY for \$1,447,500.00 (PFC funded). The contract scope includes complete replacement of the existing 25-year-old system with new upgradable equipment including sensors, detectors, monitors and controls in both the Airport Operations and ARFF control centers. Complete removal of the existing system after the new system is in place and tested. The award of this contract is contingent on compliance with the M/WBE requirements.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

AGENDA ITEM NO: 10.7  
MEETING DATE: March 15, 2021

**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 20-1075-FP Bid Table and Bid Offering.*

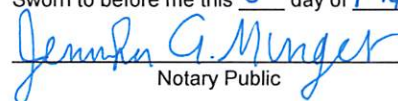
**CONTRACT #20-1075-FP**  
**Terminal Fire Alarm Replacement**

Company Name	Hewitt Young Electric LLC	LaCorte Companies, Inc.	McBain Electric	Schenectady Hardware & Electric Co., Inc.	Kasselman Electric Co., Inc.	DLC Electric
Addendum #1	X	X	X	X	X	X
Addendum #2	X	X	X	X	X	X
Addendum #3		X	X	X	X	X
Addendum #4		X	X	X	X	X
Lump Sum Bid	\$1,447,500.00	\$2,208,884.00	\$2,116,429.00	\$3,484,000.00	\$2,149,942.00	\$2,142,000.00
Bid Bond	5%	5%	5%	5%	5%	5%
Board of Directors	X	X	X	X	X	Not Applicable
Non-Collusion	X	X	X	X	X	X
Qualification Questionnaire	X	X	X	X	X	X
Acknowledgment	X	X	X	X	X	X

I, Bobbi Matthews, 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

  
 Bobbi Matthews  
 Purchasing Agent

Sworn to before me this 5<sup>th</sup> day of March 2021.  
  
 Notary Public

JENNIFER A. MUNGER  
 Notary Public, State of New York  
 No. 01MU6246332  
 Qualified in Schenectady County  
 Commission Expires Aug. 08, 2023

ALBANY COUNTY AIRPORT AUTHORITY  
INVITATION FOR BID

Sealed bids are hereby requested by the Albany County Airport Authority for **Contract No. 20-1075 FP for Terminal Fire Alarm Replacement at Albany International Airport**. This project includes the complete installation of a new fire alarm system throughout the entire Airport Terminal building and the removal of the existing system. Bid DOCUMENTS MAY BE OBTAINED beginning at **10:00 AM on January 21, 2021**, from Bid Net Direct by visiting [www.bidnetdirect.com/albany-county-airport-authority](http://www.bidnetdirect.com/albany-county-airport-authority) or AT THE ALBANY COUNTY AIRPORT AUTHORITY PURCHASING OFFICE for a non-refundable fee of \$75.00. In accordance with Article 15A of the Executive Law, this project includes a combined Minority Owned Business Enterprise Participation and Woman Owned Business Enterprise Participation goal of thirty percent (30%) combined. A participation goal of (0%) zero percent for Service Disabled Veterans is requested for this project. No bid shall be considered unless the organization making the bid has first obtained a copy of the IFB. In accordance with State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between the Airport Authority and an Offerer/bidder during the procurement process. An Offerer/bidder is restricted from making contacts from the earliest notice of intent to solicit offers by this solicitation through final award and approval of the Procurement 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 Bobbi Matthews, Purchasing Agent. 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 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 is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found by request to the designated staff and the New York State Office of General Services Advisory Council on Procurement Lobbying Web site at: <https://www.ogs.ny.gov/acpl/> . A non-mandatory pre-bid meeting will be held on **February 9, 2021 at 11:00 A.M.** in the Albany County Airport Authority Conference Room, located in the Main Terminal, Third Floor at Albany International Airport. All interested parties **MUST** pre-register for this meeting by emailing the Airport Purchasing Agent at [bmatthews@albanyairport.com](mailto:bmatthews@albanyairport.com) or call 518-242-2213. In order to comply with social distancing, the Authority may schedule a second pre-bid meeting. Only those bids in the hands of the ALBANY COUNTY AIRPORT AUTHORITY, PURCHASING OFFICE, MAIN TERMINAL, THIRD FLOOR, ALBANY, NEW YORK 12211 at **2:00 P.M. (EST) February 25, 2021**, shall be considered. Bids shall be opened and read at such time. Bidders may listen via telephonic mean. Instructions will be distributed to bidders. This opening will be recorded and available upon request to the Airport Authority Purchasing Department. MWBE/SDVOB RESPONSES ARE ENCOURAGED.

**AGENDA ITEM NO. 10.8**

**Lease Amendment: Amendment No. 4: Hangar Lease  
Agreement No. L-759: Hyannis Air Service, Inc. d/b/a  
Cape Air & Nantucket Airlines**

AGENDA ITEM NO: 10.8  
MEETING DATE: March 15, 2021

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
03/15/2021

**DEPARTMENT:** *Legal Department*

Contact Person: *Christine C. Quinn, Authority Counsel*

**PURPOSE OF REQUEST:**

Lease Amendment: *Amendment No. 4: Hangar Lease Agreement No. L-759:  
Hyannis Air Service, Inc. d/b/a Cape Air & Nantucket  
Airlines*

**CONTRACT AMOUNT:**

Rent: *\$78,389.16/year (\$6,532.43/month)*

**BUDGET INFORMATION:**

Anticipated in Current Budget: Yes  No  NA

**FISCAL IMPACT - FUNDING (Dollars or Percentages)**

Federal  State  Airport  NA

**JUSTIFICATION:**

*Hyannis Air Service, Inc. d/b/a Cape Air & Nantucket Airlines has been a tenant of Building No. 201 (Bluebird Hangar) for several years. The current Lease was effective July 1, 2011, went to holdover, month-to-month status December 31, 2017, it's term was extended to December 31, 2017 by Amendment 2, and its term most recently extended to March 31, 2020 and has been month-to-month since. This Amendment also extends the term of the lease to March 31, 2021 and gives Cape Air the option to extend the term of the lease one year from April 1, 2021 to March 31, 2022. Authorization is requested to enter into attached Amendment No. 4.*

**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:**

1) *Lease Amendment No. 4*

**LEASE AMENDMENT NO. 4  
HANGAR LEASE AGREEMENT BETWEEN  
ALBANY COUNTY AIRPORT AUTHORITY  
AND  
HYANNIS AIR SERVICE, INC. d/b/a CAPE AIR & NANTUCKET AIRLINES  
AT THE ALBANY INTERNATIONAL AIRPORT  
CONTRACT NO. L-759**

**THIS LEASE AMENDMENT** is made and entered into effective the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by and between the **ALBANY COUNTY AIRPORT AUTHORITY** (the "Authority"), and **HYANNIS AIR SERVICE, INC. d/b/a Cape Air & Nantucket Airlines** (the "OPERATOR"), organized and existing under the laws of the Commonwealth of Massachusetts, licensed to do business in the State of New York, having an office at 660 Barnstable Road, Hyannis, Massachusetts 02601.

**WHEREAS**, the Authority and Operator have entered into a Hangar Lease Agreement ("Lease") effective July 1, 2011 known as Contract No. L-759 for the lease of space at Building 201 (a/k/a Bluebird Hangar) at the Albany International Airport; and

**WHEREAS**, the Lease was amended by Lease Amendment No. 1, effective the fifth day of November 2012;

**WHEREAS**, the Lease was amended by Lease Amendment No. 2, effective the first day of May 2017;

**WHEREAS**, the Lease was amended by Lease Amendment No. 3, effective the 18<sup>th</sup> day of October 2018;

**WHEREAS**, the Authority and the Operator desire to revise the Lease to extend the Term of the Lease.

**NOW THEREFORE**, be it resolved by the parties that the Lease is amended, effective April 1, 2020 as follows:

1. The Term of the Lease is extended until March 31, 2021.
2. Operator shall have the right to extend the Term of the Lease for one additional year, from April 1, 2021 until March 31, 2022 by giving the Authority written notice of its intention to do so.
3. The balance of the terms of the Lease shall remain in full force and effect. All capitalized terms herein, not otherwise defined, shall have the meanings ascribed to them in the Lease.
4. The Operator and Authority agree the delivery by facsimile or by electronic transmission in portable document format (PDF) of an executed original of this Lease Amendment is as effective as delivery of an originally executed License or Proposed Lease.

IN WITNESS WHEREOF, the parties hereto have caused this Lease Amendment to be executed the day and year first above written.

ALBANY COUNTY AIRPORT AUTHORITY

\_\_\_\_\_  
Samuel A. Fresina, Chairman

HYANNIS AIR SERVICE, d/b/a Cape Air & Nantucket Airlines

\_\_\_\_\_  
By:  
Title:

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

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me personally came and appeared Samuel A. Fresina, 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; that he 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 March 15, 2021; and that he signed his name thereto by like authorization.

\_\_\_\_\_  
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 HYANNIS AIR SERVICE, INC. d/b/a Cape Air & Nantucket Airlines, 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



**AGENDA ITEM NO. 10.9**

**Lease Extension: Fifth Lease Extension to Lease  
No. L-479: 70 Sicker Road  
Bldg. No. 214 with Custom Auto  
Radio Distribution, Inc.**

AGENDA ITEM NO: 10.9  
MEETING DATE: March 15, 2021

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

**DEPARTMENT:** *Legal Department*

Contact Person: *Christine C. Quinn, Authority Counsel*

ACAA Approved  
03/15/2021

**PURPOSE OF REQUEST:**

Lease Extension: *Fifth Lease Extension to Lease No. L-479: 70 Sicker Road  
Bldg. No. 214 with Custom Auto Radio Distribution, Inc.*

**CONTRACT AMOUNT:**

*N/A*

**BUDGET INFORMATION:**

Anticipated in Current Budget: Yes ✓ No     NA    

**FISCAL IMPACT - FUNDING (Dollars or Percentages)**

Federal     State     Airport     NA ✓  
Funding Source: *Airport Operating Budget*

**JUSTIFICATION:**

*Custom Auto Radio Distribution, Inc. has been a tenant since 2001. This is a one year lease extension, until December 31, 2021, for the warehouse building at 70 Sicker Road at the Airport Industrial Park. The rent during 2021 will be \$3,131.78 per month (\$37,581.36/year). Rent will increase annually by the existing Consumer Price Index for All Urban Consumers – Northeast, Not Seasonally Adjusted.*

**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 see attached Lease Extension.*

**FIFTH  
LEASE EXTENSION  
OF  
LEASE AGREEMENT  
ACAA Bldg. No. 214  
Contract No. - L-497  
Until December 31, 2021**

**BETWEEN THE**

**ALBANY COUNTY AIRPORT AUTHORITY**

**AND**

**CUSTOM AUTO RADIO DISTRIBUTION, INC.**

THIS LEASE EXTENSION is made and entered into effective the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the ALBANY COUNTY AIRPORT AUTHORITY (the “Authority”), and CUSTOM AUTO RADIO DISTRIBUTION, INC., (the “Tenant”).

**WHEREAS** the Authority and the Tenant entered into a Lease Agreement effective the 1<sup>st</sup> day of August, 2001 which expired December 31, 2005; a three year Lease Extension was entered into December 22, 2005 and will expire December 31, 2008; another three year Lease Extension was entered into extending the term until December 31, 2011; another three year Lease Extension was entered into extending the term until December 31, 2014; another two year Lease Extension was entered into extending the term until December 31, 2018; and

**WHEREAS** the Lease Agreement is in a holdover status pursuant to Article III of the Lease Agreement; and

**WHEREAS** the Authority and the Tenant are desirous of entering into this fifth extension of the Lease Agreement;

**NOW THEREFORE**, be it resolved by the parties that:

1. Date of Termination. The Date of Termination of this Lease Agreement is hereby extended until December 31, 2021.

2. Rent. Tenant agrees, commencing January 1, 2021, to pay \$3,131.78 monthly (\$37,581.36/year) until December 31, 2021. The rent for each subsequent 12 month period shall be adjusted annually, on January 1 of each year (the “Rent Adjustment Date”) beginning January 1, 2021. The annual adjustment will be based upon the increase, if any, in the CPI Index. There shall be no adjustment for

any decrease in the CPI Index. The CPI Index is the Consumer Price Index - for All Urban Consumers - Northeast, Not Seasonally Adjusted (the CPI Index), as reported by the United States Department of Commerce. The CPI Index adjustment is computed by multiplying the rental rate then in effect by the percentage increase, if any, in the CPI Index during the 12 months ended 3 months immediately preceding the Rent Adjustment Date. The CPI Index adjustment is then added to the rental rate last in effect to arrive at the new adjusted rental rate to become effective on the Rent Adjustment Date. Each rental adjustment is cumulative and added to any prior rental adjustments.

3. Marc Marholin, by executing below, agrees to extend the term of the Personal Guaranty of Tenant's performance pursuant to the Lease Agreement, to the terms of this fifth lease extension.

4. All other terms of the lease shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereby have caused this Lease Extension to be executed the day and year first above written.

**ALBANY COUNTY AIRPORT AUTHORITY**

\_\_\_\_\_  
Samuel A. Fresina, Chairman

**CUSTOM AUTO RADIO DISTRIBUTION,  
INC.**

\_\_\_\_\_  
By: Title:

MARC MARHOLIN, Individually  
as to Personal Guaranty

\_\_\_\_\_

STATE OF )  
 )ss.:  
COUNTY OF )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came and appeared **SAMUEL A. FRESINA**, 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; that he 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 **March 15, 2021**; and that he signed his name thereto by like authorization.

\_\_\_\_\_  
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 **CUSTOM AUTO RADIO DISTRIBUTION, INC.**, 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

STATE OF )  
 )ss.:  
COUNTY OF )

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally came \_\_\_\_\_, to me personally known, who being duly sworn, did depose and say that he/she resides in \_\_\_\_\_ County, and which executed the within Instrument and that he/she signed his/her name thereto by like order.

\_\_\_\_\_  
Notary Public

**AGENDA ITEM NO. 10.10**

**Lease Agreement – Lease No. L-21-1080: 737  
Albany Shaker Road – ACAA Building.  
No. 117 with Champlain Enterprises,  
LLC d/b/a CommutAir**

AGENDA ITEM NO: 10.10  
MEETING DATE: March 15, 2021

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
03/15/2021

**DEPARTMENT:** *Legal Department*

Contact Person: *Christine C. Quinn, Authority Counsel*

**PURPOSE OF REQUEST:**

Lease Agreement: *Lease Agreement – Lease No. L-21-1080: 737 Albany Shaker Road – ACAA Building. No. 117 with Champlain Enterprises, LLC d/b/a CommutAir*

**CONTRACT AMOUNT:**

Rent: *\$46,356.36/year (\$3,863.03/month)*

**BUDGET INFORMATION:**

Anticipated in Current Budget: Yes ✓ No     NA    

**FISCAL IMPACT - FUNDING (Dollars or Percentages)**

Federal     State     Airport     NA ✓

**JUSTIFICATION:**

*CommutAir is requesting to occupy 737 Albany Shaker Road, ACAA Building No. 117 effective May 1, 2021. The lease agreement will be for a three year term from May 1, 2021 to April 30, 2024. As a part of this lease agreement the Authority will provide up to \$20,000 in necessary repair costs. Rent is \$46,356.36 per year (\$3,863.03 per month) plus utilities. The rent will increase 3% each year.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

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

**BACK-UP MATERIAL:** *None*

**AGENDA ITEM NO. 11**

**Authorization of Change Orders**



**AGENDA ITEM NO. 12**

**Authorization of Federal and State Grants**

## **AGENDA ITEM NO. 12.1**

**Grants: Authorization to Accept Airport Improvement Program Grant 3-36-001-xxx-2021; Coronavirus Response and Relief Supplemental Appropriations Act, 2021-General and Concessions;**

AGENDA ITEM NO: 12.1  
MEETING DATE: March 15, 2021

ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION

ACAA Approved  
03/15/2021

**DEPARTMENT:** *Planning and Engineering*

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

**PURPOSE OF REQUEST:**

Grants: *Authorization to Accept Airport Improvement Program Grant 3-36-001-xxx-2021; Coronavirus Response and Relief Supplemental Appropriations Act, 2021-General and Concessions;*

**CONTRACT AMOUNT:** *\$5,091,757 General-Personnel/ Debt Relief  
\$320,510 Concessions Relief  
\$5,412,267 Total CRRSA 2021 Program*

**BUDGET INFORMATION:**

Anticipated in Current ALB Capital Plan: Yes \_\_\_ No  NA  
Funding Account No.: 71300-71-0000

**FISCAL IMPACT - FUNDING (Dollars or Percentages)**

Federal 100% State 0% Airport/PFC 0%  
Term of Funding: 2021-2023  
Grant No.: 3-36-0001- -2021; STATE PIN: \_\_\_\_\_

**JUSTIFICATION:**

*Authorization is requested to accept \$5,091,757 under the Airport Improvement Program in Coronavirus Response and Relief Supplemental Appropriations Act, 2021-General funding as announced by the US Secretary of Transportation. The funds are allocated for Airport reimbursement of costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the Airport and debt service payments. A separate CRRSA grant is anticipated as a subsequent allocation in the amount of \$320,510 to provide relief from rent and minimum annual guarantees to on-airport parking, on-airport car rental and in-terminal airport concessions. The combined CRRSA 2021-AIP allocation is \$5,412,267. Three additional 2021 Airport Improvement Program Capital project grants are programmed with FAA pending competitive bidding and Board review.*

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

*Recommend approval.*

AGENDA ITEM NO: 12.1  
MEETING DATE: March 15, 2021

**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 \_\_\_\_\_ NA J*

**BACK-UP MATERIAL:**

*Please refer to the attached CEO executed Application for Federal Assistance SF-424. (Receipt of the USDOT-FAA Grant Agreement is anticipated before the meeting.*

**Application for Federal Assistance SF-424**

\*1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

\*2. Type of Application

- New  
 Continuation  
 Revision

\* If Revision, select appropriate letter(s):

\*Other (Specify)  
Primary Airport Sponsor

\*3. Date Received:

4. Applicant Identifier:

**ALB**

5a. Federal Entity Identifier:

**3-36-0001**

\*5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name: **Albany County Airport Authority**

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

**14-1768979**

\*c. Organizational DUNS:

**145716990000**

**d. Address:**

\*Street 1: Albany International Airport-Main Terminal Suite 300

Street 2: 737 Albany Shaker Raod

\*City: Albany

County: Albany

\*State: New York

Province: \_\_\_\_\_

\*Country: USA

\*Zip / Postal Code: 12211-1057

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: \_\_\_\_\_

\*First Name: Philip

Middle Name: F.

\*Last Name: Calderone

Suffix: Esq.

Title: **Chief Executive Officer**

Organizational Affiliation:

**Albany County Airport Authority**

\*Telephone Number: **518-242-2222**

Fax Number: **518-242-2641**

\*Email: **pcalderone@albanyairport.com**

**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

Primary Airport Sponsor

**\*10. Name of Federal Agency:**

USDOT-FAA

**11. Catalog of Federal Domestic Assistance Number:**

20.106 \_\_\_\_\_

CFDA Title:

Airport Improvement Program

**\*12. Funding Opportunity Number:**

\_\_\_\_\_

\*Title:

\_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

ALB is the sole scheduled-service Airport in the Upper Hudson River/lower Lake Champlain Valley Region serving as the gateway to New York's Capital, Albany County and fifteen surrounding counties.

**\*15. Descriptive Title of Applicant's Project:**

Costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments.

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**  
\*a. Applicant: NY20 \*b. Program/Project: NY20

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**  
\*a. Start Date: 12-27-2020 \*b. End Date: 9-30-2023

**18. Estimated Funding (\$):**

*a. Federal	5,091,757
*b. Applicant	0
*c. State	0
*d. Local	0
*e. Other	0
*f. Program Income	0
*g. TOTAL	5,091,757

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**  
 a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_.  
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.  
 c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment.)**  
 Yes  No  
If "Yes", provide explanation and attach  
\_\_\_\_\_

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)  
 \*\* I AGREE  
\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: \_\_\_\_\_ \*First Name: Philip \_\_\_\_\_  
Middle Name: F. \_\_\_\_\_  
\*Last Name: Calderone \_\_\_\_\_  
Suffix: Esq. \_\_\_\_\_

\*Title: Chief Executive Officer

\*Telephone Number: 518-242-2222 Fax Number: 518-242-2641

\* Email: pcalderone@albanyairport.com

\*Signature of Authorized Representative:  \*Date Signed: 2/22/2021

**Application for Federal Assistance SF-424**

\*1. Type of Submission:

- Preapplication  
 Application  
 Changed/Corrected Application

\*2. Type of Application

- New  
 Continuation  
 Revision

\* If Revision, select appropriate letter(s):

\*Other (Specify)  
Primary Airport Sponsor

\*3. Date Received:

4. Applicant Identifier:

**ALB**

5a. Federal Entity Identifier:

**3-36-0001**

\*5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\*a. Legal Name: **Albany County Airport Authority**

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

**14-1768979**

\*c. Organizational DUNS:

**145716990000**

**d. Address:**

\*Street 1: Albany International Airport-Main Terminal Suite 300

Street 2: 737 Albany Shaker Road

\*City: Albany

County: Albany

\*State: New York

Province: \_\_\_\_\_

\*Country: USA

\*Zip / Postal Code 12211-1057

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: \_\_\_\_\_

\*First Name: Philip

Middle Name: F.

\*Last Name: Calderone

Suffix: Esq.

Title: **Chief Executive Officer**

Organizational Affiliation:

**Albany County Airport Authority**

\*Telephone Number: **518-242-2222**

Fax Number: **518-242-2641**

\*Email: **pcalderone@albanyairport.com**



**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

Primary Airport Sponsor

**\*10. Name of Federal Agency:**

USDOT-FAA

**11. Catalog of Federal Domestic Assistance Number:**

20.106 \_\_\_\_\_

CFDA Title:

Airport Improvement Program

**\*12. Funding Opportunity Number:**

\_\_\_\_\_

\*Title:

\_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

ALB is the sole scheduled-service Airport in the Upper Hudson River/lower Lake Champlain Valley Region serving as the gateway to New York's Capital, Albany County and fifteen surrounding counties.

**\*15. Descriptive Title of Applicant's Project:**

To provide relief from rent and minimum annual guarantees to on-airport parking, on-airport car rental, and in-terminal airport concessions.

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\*a. Applicant: NY20

\*b. Program/Project: NY20

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date: 12-27-2020

\*b. End Date: 9-30-2023

**18. Estimated Funding (\$):**

*a. Federal	320,510
*b. Applicant	0
*c. State	0
*d. Local	0
*e. Other	0
*f. Program Income	0
*g. TOTAL	320,510

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_.
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

**\*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: \_\_\_\_\_ \*First Name: Philip \_\_\_\_\_  
Middle Name: F. \_\_\_\_\_  
\*Last Name: Calderone \_\_\_\_\_  
Suffix: Esq. \_\_\_\_\_

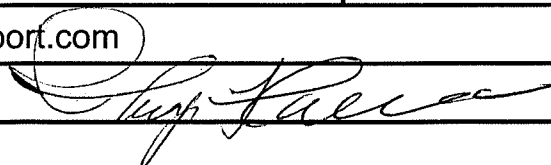
\*Title: Chief Executive Officer

\*Telephone Number: 518-242-2222

Fax Number: 518-242-2641

\* Email: pcalderone@albanyairport.com

\*Signature of Authorized Representative:



\*Date Signed: 2/22/2021

**AGENDA ITEM NO. 13**

**Emergency Procurement Approvals by CEO –  
Informational Only**

**AGENDA ITEM NO. 14.1**

**Comprehensive Annual Financial Report for the year-ended 2020 with draft auditor reports;**

**AGENDA ITEM NO: 14.1**  
**MEETING DATE: March 15, 2021**

**ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION**

**ACAA Approved  
03/15/2021**

**DEPARTMENT: Finance**

Contact Person: *Audit Committee*  
*Michael F. Zonsius, Chief Financial Officer*

**PURPOSE OF REQUEST:**

Review and acceptance of the Authority's:

- Twenty-third Comprehensive Annual Financial Report as of and for the year ended December 31, 2020 (with the draft audit and compliance reports of Marvin and Company, P.C., certified public accountants);
- The Authority's 2020 Rates and Charges Settlement Report to the Signatory Airlines and Signatory Cargo Carriers with draft Consultant Report;
- The Authority's Annual Investment Report in accordance with its Cash Management and Investment Policy and Section 2925 of the Public Authorities Law (with draft audit compliance report of Marvin and Company, P.C., certified public accountants);
- The Annual review and approval of the Cash Management and Investment Policy in accordance with Section 2925 of the Public Authorities Law;
- Review of mission statement and performance measures and acceptance of measurement report for 2020 required by Section 2800 of the Public Authorities Law; and
- Financial Statements for 2020 for the Other Post Employment Benefit Trust

**BACKUP MATERIALS:**

- Comprehensive Annual Financial Report for the year-ended 2020 with draft auditor reports;
- Airlines Rates and Charges Settlement and Revenue Sharing Calculation Report for the year ended December 31, 2020 with draft consultant report;
- Annual Investment Report which includes a copy of the Cash Management and Investment Policy (the Policy) and explanation of the Policy and draft auditor report;
- Performance Measurement Report for 2020; and
- Financial Statements – Other Post Employment Benefit Trust

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

The Audit Committee reviewed the above documents at their March 15, 2021 meeting and recommend approval by the Board.



# Albany County Airport Authority

*A component unit of the County of Albany,  
located in the Town of Colonie, New York*

[FlyAlbany.com](http://FlyAlbany.com)

**Comprehensive Annual Financial Report**  
For the years ended December 31, 2020 and 2019

# Albany County Airport Authority

As of January 1, 2021

## Authority Board Members



**Samuel A. Fresina**  
Chair

Term Expires: December 31, 2024



**Kevin R. Hicks, Sr.**  
Vice-Chair

Term Expires: December 31, 2024



**Lyon M. Greenberg, MD**  
Treasurer

Term Expires: December 31, 2021



**Steven H. Heider**  
Member

Term Expires: December 31, 2021

**Thomas A. Nardacci**  
Member

Term Expires: December 31, 2024



**Sari O'Connor**  
Member

Term Expires: December 31, 2024



**John-Raphael Pichardo**  
Member

Term Expires: December 31, 2023

## Authority Board Members

As of December 31, 2020

Rev. Kenneth J. Doyle      Anthony Gorman  
Samuel A. Fresina      Lyon M. Greenberg, MD      Steven H. Heider  
Kevin R. Hicks, Sr.      Sari O'Connor

## Authority Management

Philip F. Calderone, Esq.  
Michael F. Zonsius, CPA  
Christine C. Quinn, Esq.

Chief Executive Officer  
Chief Financial Officer  
Authority Counsel



ALBANY COUNTY AIRPORT AUTHORITY  
COMPREHENSIVE ANNUAL FINANCIAL REPORT

Years Ended December 31, 2020 and 2019

Prepared by the  
Finance Department

Michael F. Zonsius,  
CPA Chief Financial Officer

Margaret Herrmann  
Chief Accountant

A Component Unit of the County of Albany  
Town of Colonie, New York

[www.albanyairport.com](http://www.albanyairport.com)

CUSIP #012123XXX





Additional information relating to the Airport Authority is available at the Airport's website:  
[www.flyalbany.com](http://www.flyalbany.com)

If you would like any further information, contact the Chief Financial Officer at (518) 242-2204 or at Albany County Airport Authority, 737 Albany Shaker Rd, Main Terminal, Suite 300, Albany, NY 12211

# TABLE OF CONTENTS

PAGE(S)

## I. INTRODUCTORY SECTION

Albany County Airport Authority: Members and Principal Officers	Inside Front Cover
Chairman's Message	1
Letter of Transmittal	2
Organizational Chart	11
Certificate of Achievement for Excellence in Financial Reporting	12

## II. FINANCIAL SECTION

Independent Auditor's Report	16
Management's Discussion and Analysis	19
Financial Statements:	
Comparative Statements of Net Position	28
Comparative Statements of Revenues, Expenses and Changes in Net Position	30
Comparative Statements of Cash Flows	31
OPEB Trust Statements of Fiduciary Fund Net Position	32
OPEB Statements of Changes in Fiduciary Fund Net Position	33
Notes to Financial Statements	35
Required Supplementary Information:	
Schedule for the Authority's Proportionate Share of Net Pension Liability	62
Schedule for the Authority's Contributions	62
Schedule of Changes in the Airport's Net OPEB Liability and Related Ratios	63
Actuarially Determined Contribution – Deficiency / (Excess)	64
OPEB Actuarial Methods and Assumptions	65
Other Supplemental Information:	
Schedule of Debt Service Requirements to Maturity	68
Schedule of Governmental Payments and Services	69
Insurance Schedule	70
Independent Accountant's Report on Applying Agreed- Upon Procedures-Customer Facility Charges	71
Statement of Revenues, Expenses and Changes in Net Position-Customer Facility Charges	72

## III. STATISTICAL SECTION

Total Annual Revenues, Expenses and Changes in Net Position	74
Changes in Cash and Cash Equivalents	76

Principal Revenue Sources and Cost per Enplaned Passenger	78
Ratios of Outstanding Debt	80
Revenue Bond Debt Service Coverage	82
Population in the Air Trade Area	84
Major Employers in Air Trade Area	85
Colleges and Universities in the Air Trade Area	86
Airport Information	87
Enplaned Passengers	88
Airline Landed Weights	90
Aircraft Operations	92
Airlines Serving the Albany International Airport	95
Scheduled Jet Airline Service	96
Primary Origination and Destination Passenger Markets	97

#### IV. COMPLIANCE SECTION

Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	100
Schedule of Expenditures of Federal and New York State Department of Transportation Financial Assistance and Notes thereto	102
Independent Auditor's Report on Compliance for each Major Federal Program and on Internal Control over Compliance Required by the Uniform Guidance	104
Independent Auditor's Report on Compliance for the New York State Department of Transportation Financial Assistance Program and Report on Internal Control Over Compliance Required by New York State Codification of Rules and Regulations	106
Schedule of Findings and Questioned Costs	108
Independent Auditor's Report on Compliance for the Passenger Facility Charge Program and Report on Internal Control over Compliance Required by the Federal Aviation Administration	110
Schedule of Passenger Facility Charges Collected and Expended And Notes thereto	112
Passenger Facility Charge Program Schedule of Findings And Questioned Costs	113
Biographies of the Members of the Albany County Airport Authority	114
Biographies of the Albany County Airport Authority Senior Staff	117

# Introduction



DRAFT



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

TELEPHONE: 518-242-2222  
ADMIN FAX: 518-242-2641  
FINANCE FAX: 518-242-2640  
SITE: [www.albanyairport.com](http://www.albanyairport.com)

## Chairman's Message

March 15, 2021

It goes without saying, we are truly experiencing unprecedented times. First and foremost we extend our thoughts to everyone affected by COVID-19 and our gratitude to first responders and airport workers both here and worldwide.

As always, our primary responsibility is the safety and health of our passengers, airport users, and airport employees. As the pandemic started to take hold, we implemented an Airport COVID-19 Task Force to deliver accurate and timely information on the spread of the virus and to provide measures that would allow the mitigation and spread of the virus within the Airport. These measures worked effectively and as the year came to a welcomed close, the Airport implemented low-cost COVID-19 saliva-base testing to all travelers and Staff. As a result of these and other measures, the airport received the Global Biorisk Advisory Council's (GBAC) full GBAC SAR Accreditation and the Airport Health Accreditation (AHA) from the Airports Council International (ACI) World. As this is being written, vaccinations are being done throughout the country, and it is our hope that this will bring an end to this crisis.

The pandemic caused unimaginable reductions in the number of domestic airline passengers that went from 841 million in 2019, to an estimated 358 million in 2020. This decrease, 483 million (57.4 percent), brought passenger levels back to those last experienced in 2004. Not all too dissimilar results were experienced by this Airport, as enplanement levels also declined, from 1.518 million in 2019 to approximately 520 thousand in 2020, a decrease of 65.7 percent. As vaccinations increase and we transition to a "new" normal, we expect passenger levels to trend upward above 2020 levels but still well below those experienced in 2019.

The year, however, was not without its successes. In addition to the notoriety and world acclaim from our rapid COVID response and achievements mentioned above, the airport opened its new \$43.8 million 1,000 space parking garage, completed \$11.6 in terminal improvements and constructed an airport gateway sign welcoming visitors to the Capital Region. These projects were made possible with a \$22.1 million grant funded by Governor Andrew Cuomo. The Airport also teamed with GE Research & Development and GE Aviation and was designated a digital incubator for post COVID technology.

The close of 2020 marked the completion of the fifth and final year of the current five-year Airport Use and Lease Agreement and Common Cargo Carrier Airfield Use Agreement. This agreement was renegotiated for a one-year term with options that may extend up to five years ensuring the Airport's most important aviation business relationships are soundly in place for years to come.

In 2021, the Airport Authority will undertake a Master Plan process, the first in nearly 20 years, and will continue to both operate and improve Airport facilities and operations, in accordance with its adopted budget and capital plans. In the coming year, under the leadership of our Chief Executive Officer, Philip Calderone, the Airport Authority will continue our mission to provide travelers with outstanding service in full recognition that our success as an airport is dependent on the skills and dedication of all the employees at Albany International Airport.

Samuel A. Fresina  
Chairman



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

TELEPHONE: 518-242-2222  
ADMIN FAX: 518-242-2641  
FINANCE FAX: 518-242-2640  
SITE: [www.albanyairport.com](http://www.albanyairport.com)

March 15, 2021

## **TO THE MEMBERS OF THE AUTHORITY:**

The Comprehensive Annual Financial Report (CAFR) of the Albany County Airport Authority (Authority) for the fiscal year ended December 31, 2020 is hereby submitted to the Authority Board and all others interested in the financial condition of Albany International Airport (Airport). This report is published in accordance with the requirements of the State of New York (State) enabling legislation creating the Authority, Article 9, Section 2800 of the Public Authorities Law, and the master bond resolution covering the issuance of indebtedness by the Authority. Pursuant to those requirements, this Comprehensive Annual Financial Report of the Authority has been prepared in accordance with general accepted accounting principles (GAAP) in the United States of America. This report consists of four sections: Introductory, Financial, Statistical, and Compliance. The basic financial statements included in the Financial Section have been audited by Marvin and Company, P.C.

This report is management's representations concerning the financial position and changes in net financial position of the Authority. Consequently, management assumes full responsibility for the completeness and reliability of all the information presented in this report. To provide a reasonable basis for making these representations, management of the Authority has established a comprehensive internal control framework that has been designed to both protect the Authority's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the Authority's financial statements in conformity with GAAP. Because the cost of internal controls should not exceed anticipated benefits, the Authority's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatement. As management, we assert that, to the best of our knowledge and belief, this report is complete and reliable in all material respects.

This introductory letter of transmittal should be read in conjunction with Management's Discussion and Analysis (MD&A) which provides an introduction, overview and analysis of the basic financial statements for 2020 and 2019. The MD&A is located immediately following the report of the independent auditor in the Financial Section. The MD&A is required supplementary information to the basic financial statements, but is not a part of the basic financial statements and was not audited.

## **INDEPENDENT REVIEW**

### *FINANCIAL AUDIT*

The goal of an independent audit is to provide reasonable assurance that the basic financial statements of the Authority for the year ended December 31, 2020 and 2019 are free of material misstatement. The independent audit involves examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and any significant estimates made by management and evaluating the overall financial statement presentation. The independent auditor concludes, based upon their audit, that there is a reasonable basis for rendering an unmodified ("clean")

opinion and that the Authority's financial statements for the year ended December 31, 2020 and December 31, 2019 are presented in conformity with GAAP. The independent auditor's report is the first component of the Financial Section.

### *UNIFORM GUIDANCE AUDIT*

The independent audit of the financial statements is part of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards commonly called the "Uniform Guidance", relative to financial funds received from the U.S. Government, the New York State Department of Transportation Draft Part 43 of the Codification of Rules and Regulations, relative to State transportation funds received, and also, in conformity with the provisions of the Passenger Facility Charge Audit Guide for Public Agencies. The standards governing these provisions require the independent auditor to report on the fair presentation of the financial statements and on the Authority's internal controls and compliance with legal requirements, with special emphasis on internal controls and legal requirements involving the administration of federal and state grant awards. The independent auditor's reports are included in the Compliance Section.

As a recipient of federal and state financial assistance, the Authority also is responsible for ensuring that an adequate internal control structure is in place to ensure compliance with applicable laws and regulations related to those programs. As part of the Authority's Uniform Guidance audit, tests were made to determine the adequacy of the internal control structure, including that portion related to federal assistance awards, as well as to determine that the Authority has complied with applicable laws and regulations. The results of the Authority's audit under the Federal Uniform Guidance for the year ended December 31, 2020 provided no instances of material weaknesses in the internal control structure and no instances of noncompliance that are required to be reported under Government Auditing Standards.

### **THE AUTHORITY**

The Albany County Airport Authority (Authority) is a body corporate and politic constituting a public benefit corporation established and existing pursuant to the Albany County Airport Authority Act, Title 32 of Article 8, as amended, of the State of New York Public Authorities Law (Act). The State created the Authority in 1993 in order to promote the strengthening and improvement of the Airport and to facilitate the financing and construction of the initial Terminal Improvement Project (TIP), other subsequent capital improvement plans and gave the Authority the power to operate, maintain and improve the Airport.

The County of Albany (County) and the Authority entered into a permanent Airport Lease Agreement dated December 5, 1995, which became effective May 16, 1996 following approval by the Federal Aviation Administration (FAA) of the United States Department of Transportation for the transfer of the sponsorship of the Airport from the County to the Authority. Under the Lease Agreement the County leases to the Authority the Airport, including all lands, buildings, improvements, structures, easements, rights of access, and all other privileges and appurtenances pertaining to the Airport. On November 5, 2018, the termination date of the lease was extended from May 16, 2036 to December 31, 2049.

The Act creating the Authority set forth the following for its creation:

**GOALS**– To provide adequate, safe, secure and efficient aviation and transportation facilities at a reasonable cost to the people.

**OBJECTIVES** – (1) To promote safe, secure, efficient and economic air transportation by preserving and enhancing Airport capacity; (2) to acquire, construct, reconstruct, continue, develop, equip, expand, improve, maintain, finance and operate aviation and other related facilities and services;



(3) to stimulate and promote economic development, trade and tourism; (4) to form an integral part of a safe and effective nationwide system of Airports to meet the present and future needs of civil aeronautics and national defense and to assume inclusion of the Authority's facilities in state, national and international programs for air transportation and for airway capital improvements; and (5) to ensure that aviation facilities shall provide for the protection and enhancement of the natural resources and the quality of the environment of the state and the capital district area.

## THE REPORTING ENTITY

The Authority is composed of seven members with four members appointed by the majority leader of the Albany County Legislature and three members by the Albany County Executive, all with approval of the Albany County Legislature. The Authority members are appointed for a term of four years or until a successor is appointed, except that any person appointed to fill a vacancy is appointed to serve only the unexpired term.

Mr. Samuel A. Fresina became the Chair in 2021. Phillip F. Calderone, Esq., Chief Executive Officer is responsible for planning and directing the management of all operations at the Airport including its capital improvement programs. Michael F. Zonsius, CPA, Chief Financial Officer, is responsible for financial planning, budgeting, operating and capital accounting procedures and controls, debt management, and all Authority financial policies and procedures.

The Authority has engaged the services of AFCO AvPorts Management LLC, (d/b/a AvPorts) to manage the daily operations of the Airport and REW Investments, Inc. (d/b/a Million Air-Albany) to manage the daily operations of the Fixed Base Operations (FBO). An Organizational Chart is included in this Introductory Section.

Based on the County's responsibility for the appointment of Authority members and their approval of all Airport capital improvement programs and for the issuance of certain debt, the Authority is defined as a component unit of the County under the criteria established by the Governmental Accounting Standards Board (GASB). The Authority has one component unit created in 2009 – the Albany County Airport Authority OPEB Trust – which is reported as a fiduciary component unit.

## PROFILE OF ALBANY INTERNATIONAL AIRPORT

Albany International Airport is the gateway to the New York State Greater Capital Region. The Airport, located on approximately a 1,165 acre site in the Town of Colonie, is the primary provider of commercial air transportation to the Albany area, including the northeast-central region of the State, southern Vermont and western Massachusetts. The Airport, located seven miles from downtown City of Albany, is accessible via U.S. Interstate 87, 88 and 90 highways. The Airport is strategically located at the center of New York's Capital Region and represents the heart of the burgeoning Hudson Valley Corridor known as "Tech Valley."

The Airport is defined by the FAA as a small air traffic hub, an Airport which handles between 0.05 percent and 0.249 percent of the enplaned passengers by U.S. air carriers nationwide. Based on the latest FAA data available, in 2019 the Airport ranked 82nd in total enplanements and 107th in total cargo landed weight. The Airport also ranked 247th in total aircraft operations in 2019.

The Airport has two primary runways, 1/19 and 10/28. The Airport services commercial, cargo, general aviation and military operations with a 24-hour operating air traffic control tower, U.S. Customs and Border

Protections support services, and general aviation FBO facilities. Additional Airport data information is included in the Statistical Section of this report.

## **AIRPORT ECONOMICS AND DEMOGRAPHICS**

The Airport's 13 county primary air-trade service area for drawing passengers, located in New York State, southern Vermont and western Massachusetts, is home within a 75-mile radius to approximately 1.38 million people and many businesses. Albany's secondary air-trade service area extends in a 150-mile radius from the Airport deeper into New England and upstate New York and adds an additional population of approximately 1.75 million for a combined total population approximating 3.13 million in the combined areas.

The Airport's primary air trade area is at the core of the State Capital of the Nation's 4th largest state by population with more than fifty-thousand state employees and the "Tech Valley," an ongoing high-technology development program. High tech development continues in the region. The College of Nanoscale Science and Engineering at the SUNY Polytechnic Institute campus in Albany continues to expand its nanotechnology research and development programs. This nanotechnology center is located within a few miles of the Airport and is the first college in the world dedicated to research, development, education, and deployment in the disciplines of nanoscience, nanoengineering, nanobioscience, and nanoeconomics. With over \$16 billion in public and private investments, CNSE's Albany NanoTech Complex has attracted over 250 global corporate partners - and is the most advanced research complex at any university in the world. Nearby Rensselaer Polytechnic Institute is home to the Center for Biotechnology and Interdisciplinary Studies. This technology research center ranks among the world's most advanced research. Computer chip manufacturer GlobalFoundries built a major chip fab plant 20 miles north of the Airport that became operational in 2012. The combination of technology businesses and comparatively low unemployment rates position Albany for continued growth in airline activities and passenger usage of the airport.

The Airport's air-trade service area is also the home to world-class summer and winter vacation and recreation attractions that draw individuals and families from across the nation and from around the globe. The Adirondack, Berkshire, Catskill and Green Mountains, Lake George, the Hudson River Valley, and the Mohawk River - Erie Canal corridor offers a cornucopia of excellent entertainment and recreation venues. Features such as the Baseball Hall of Fame in Cooperstown, the Olympic Village in Lake George, the 130-year-old Saratoga Thoroughbred Race Track, and the Tanglewood and Saratoga Performing Arts Centers highlight this region. This area is also home for numerous major colleges, universities and hospitals, the largest of which are set forth in the Statistical Section of this report.

## **AIRLINE ECONOMICS**

The airlines have endured major financial impacts resulting from a series of events beginning in 2001 that have caused business and leisure passengers to reassess their use of commercial air travel or to elect to use other means of transportation. In 2008, the airlines were especially impacted by high jet fuel prices, forcing a reduction in capacity and reducing the number of flights throughout the system. During the latter part of 2008 the recession reduced the level of travelers and weakened the airlines financial stability.

In 2020, the COVID-19 pandemic took hold and devastated the airline industry with an estimated decrease of approximately \$57.0 billion in airline passenger revenue according to International Civil Aviation Organization (ICAO). Airlines responded to the pandemic by reducing fleet sizes, work forces, and airline seat capacity. Monthly non-stop scheduled flights at the airport decreased from 1,391 in January 2020, to

693 in December and seat capacity declined from 141,803 to 64,017 over the same period. Cargo tonnage fared better in 2020, increasing 10.0 percent versus the 5.7 percent domestic national level.

Some of the potential factors that can impact the airlines and therefore the number of flights and enplanements at this Airport are: the availability and costs of aviation fuel and other necessary supplies; changes in demand; national and international disasters and hostilities; service and fare competition; mergers; high fixed costs; high capital requirements; the cost and availability of financing; technological changes; the cost and availability of employees; strikes and employee disruptions; the maintenance and replacement requirements of aircraft; the availability of routes and slots at various airports; litigation liability; regulation by the federal government; environmental risks and regulations; noise abatement concerns; federal and state bankruptcy and insolvency laws; acts of terrorism; world health concerns such as the COVID-19 pandemic; availability of satisfactory travel substitution such as video conference; and other risks.

## **AUTHORITY'S FINANCIAL RESOURCES**

The information presented in the Financial Section is best understood when it is considered from the broader perspective of the specific environment within which the Airport operates. The Authority's and Airport's profile, its goals and objectives, the Airport's economic and demographics and the Authority's financial resources are all components of the Airport's financial health and its ability to meet its financial obligations and service commitments.

### *FINANCIAL CONTROLS*

The Authority prepares an annual operating budget on the modified accrual basis of accounting. This basis differs from full accrual basis of accounting in that certain expenses are included on a cash basis. These include an expenditure classification for the principal portion of long-term debt obligations, the local share for certain capital projects, and the lack of depreciation expense. All other major revenues and expenses are included in the budget on the accrual basis. The Authority adopts an annual operating budgetary basis of accounting to facilitate calculation of the rates and charges billed to the airlines. A separate capital improvement program budget is prepared for capital projects given their multi-year nature.

The Authority and the Airlines extended the five-year agreement that began January 1, 2016 with basically the same rates and charges model. After the initial one-year term in 2021, there are two one-year options and one two-year option extensions. The Agreement includes a majority-in-interest (MII) provision that allows for airline disapproval of capital projects, subject to a number of exceptions, if they would add to airline rates and charges. The MII disapproval occurs if a project is disapproved by more than 50% of the signatory airlines representing not less than 50 percent of the maximum gross landed weight of all signatory airlines during the most recent six months or Airlines representing more than 50% of the total signatory terminal rentals for the most recent six months for projects in the Terminal. The Authority must also notify the Signatory Airlines of any project in excess of \$1,000,000, net of any state and federal grants, in the Airfield or Terminal.

The Agreement with the signatory airlines incorporates a hybrid method for calculating airline rates and charges which applies a residual rate making methodology for the airfield and a compensatory methodology for the terminal. The Agreement provides for the signatory passenger airlines to receive 50% of the Airport's net revenues, as defined in Agreement. The Authority also has the ability under the Agreement to adjust airline rates and charges at any time throughout the year to ensure adherence to all financial covenants in its bond resolutions. No such adjustments were required during 2020 or in any prior year.

## OPERATING FINANCIAL PLANNING

As part of preparing its operating budget, each year the Authority prepares a multi-year projection of revenues and expenses for airline activities covering the next five years in accordance with the current Airline Use and Lease Agreement, and beyond assuming that the Agreement remains substantially unchanged. The budget projections for 2021 assumed enplanements would be 940,000 due to the lasting effects of the COVID-19 pandemic. If the budget assumptions and activity projections prove to be reasonable, the projected airline cost per enplanement, net of revenue sharing, should approximate \$11.51, excluding FBO costs per enplaned passengers, and debt service coverage should be 1.47 (Net Revenues to Net Debt Service calculated under the provisions of the Master Bond Resolution). Certain assumptions are used in determining the projected activity levels and the related projected revenues and expenditures at this Airport and accordingly, subsequent actual results in any one year, or for the entire period, could differ substantially from those projected. Details for these projections are included in the Authority's adopted \$47.7 million 2021 Operating Budget (including debt service), which is on the Authority's web site.

## CAPITAL FINANCIAL PLANNING

The current \$180 million 2020-2024 capital improvement program was approved by the Authority and County in 2019. The budget consists of: \$48 million in airfield improvements, \$63 million in terminal improvements, \$57 million in landside improvements and \$12 million in vehicle and equipment purchases.

All the projects included in the five-year program are designed to meet the objectives as set forth in the Airport's 2020-2024 Capital Plan. All projects have or will be subject to a Federal Environmental Assessment (FEA) pursuant to the National Environmental Policy Act of 1969 (NEPA), as amended, and a New York State Environmental Impact Statement (EIS) under the New York State Environmental Review Act (SEQR). Specific airfield related projects eligible for Federal or State funding support will also be subject to Federal Aviation Administration and New York State Department of Transportation review and approval.

The total effect any capital program will have on future operating budgets are evaluated at the time a specific project is authorized by the Authority to be started unless a project is mandated for safety or health purposes. All capital projects completed in 2020, or scheduled for completion in 2021, have their projected additional operating costs and related revenues incorporated into the Authority's 2021 Operating Budget.

The following three Federal Aviation Administration Airport Improvement Program (AIP) Grants were awarded in 2020:

### Capital Grants

AIP141-20	Airport Master Plan	\$ 751,154
AIP142-20	Passenger Boarding Bridge Renovation	<u>3,489,700</u>
		4,240,854

### Operating Grants

AIP143-20	Coronavirus Aid, Relief, and Economic, Security (CARES)	<u>15,277,876</u>
		\$15,277,876

In 2020, the Federal Aviation Administration approved the collection of approximately \$8.1 million of Passenger Facility Charges for eight airport projects. The expiration date for the collection of PFCs is now extended to March 1, 2023.

## *FISCAL CAPACITY*

The Authority has the ongoing ability and willingness, as needed, to raise revenues, incur debt, control expenses and meet its financial obligations as they become due. In adopting its 2021 Annual Budget, the Authority projected 940,000 enplanements, a 579,000 decrease from 2019. The Authority has set its rates and charges for 2021 under the Airline Use and Lease Agreement to meet all projected obligations. For 2021, signatory landing fees have been set at \$4.06 per 1,000 pounds, compared to \$3.05 budgeted in 2020; apron fees at \$1.50 per square foot, compared to \$1.35 budgeted in 2020; and the terminal rental rate at \$73.79 per square foot, compared to \$84.97 budgeted in 2020.

As of December 31, 2020, the Authority had \$21.4 million in unrestricted funds available. The Authority also had \$6.6 million in restricted operating and maintenance reserves that is more than sufficient to meet two months of operating expenditures and \$500,000 in an equipment repair & replacement reserve fund. In addition, the Authority had \$7.3 million in debt service reserve funds, plus \$9.3 million in Passenger Facility Funds on-hand, that when combined, exceeds the total annual debt service principal and estimated interest payments of \$10.1 million due in 2021. The Authority does not anticipate experiencing any cash flow deficiencies during 2021 requiring short-term cash flow financing or increases during the year to the rates and charges billed to the Airlines

## *DEBT CAPACITY*

The Albany County Airport Authority Act sets the Authority's debt limit at \$285 million. At December 31, 2020, there is approximately \$75.9 million of debt outstanding issued directly by the Authority to be reduced by \$6.5 million of principal payments during 2021. Debt service coverage was 1.30 for 2020 and is projected to be 1.53 for 2021 based on the adopted budget. Currently the Authority's entire debt portfolio is fixed rate debt.

## **AUTHORITY'S INITIATIVES**

The Airport moved forward with various activities during 2020 to enhance and maintain the services provided to the airlines, the traveling public, and other uses of the Airport. These initiatives include:

- The Authority continued to aggressively pursue the air service opportunities to Airlines and promoted underserved markets.
- Received FAA approval for an \$8.1 million PFC Application.
- Opened a five level, 1,000 parking space garage
- Constructed a Gateway sign welcoming visitors to the Capital Region.
- Initiated the first Master Plan in over twenty years.
- The Authority continued to control costs and maintained reasonable rates and charges for an airport that provides a high level of services to its airlines including jet bridge maintenance, all janitorial services, waste removal and utilities.
- Completed over in \$14 million in terminal upgrades and improvements.
- Established a Coronavirus Task Force that initiated and monitored a myriad of protocols, and improvements to safeguard the traveling public and employees during the COVID-19 pandemic.

## AWARDS

### *FINANCIAL REPORTING*

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Authority for its comprehensive annual financial report (CAFR) for the fiscal year ended December 31, 2019. This was the twenty-fifth consecutive year that the Authority has achieved this prestigious award. In order to receive this award a government unit must publish an easily readable and efficiently organized CAFR. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that this 2020 CAFR continues to meet the Certificate of Achievement Program's requirements and will be submitting it to the GFOA to determine its eligibility for a certificate.

### *DISTINGUISHED BUDGET PRESENTATION*

The Government Finance Officers Association of the United States and Canada (GFOA) also has presented an award of Distinguished Presentation to the Authority for its annual budget for 2020. In order to qualify for this award, a governmental unit must publish a budget document judged proficient in several categories including as a policy document, as an operations guide, as a financial plan, and as a communications device. The 2021 budget has been submitted to the GFOA to determine its eligibility for an award.

## ACKNOWLEDGMENTS

It is the strong continuing commitment of the Authority Board to the highest standards of financial reporting, disclosure and professionalism that the preparation of this report has been accomplished and for that we extend our sincere appreciation. We also give credit for the dedication, service and performance by all the employees of the Authority, AvPorts and Million Air-Albany in cooperation with all the employees of the airlines and other tenants located at the Airport for serving all the travelers, users and visitors to the Airport.

The preparation of this report on a timely and efficient basis is achieved by the professionalism, efficiency and dedicated services contributed by the entire staff of the Finance Department under the guidance of Margaret Herrmann, Chief Accountant. We wish to express our appreciation for their continuing efforts for maintaining the highest standards of professionalism in managing the financial operations of the Authority in a progressive and responsible manner. It is recognized and a source of pride to the Authority. We also express our specific appreciation to all members of the Finance Department who contributed to assembling and formatting the data included in this report.

## CERTIFICATION

The following sections of this report include the basic financial statements of Authority for the fiscal year ended December 31, 2020 including the Independent Auditor's Report on the basic financial statements. The Auditor's Report provides an unmodified opinion. Based on our knowledge, the information provided in the basic financial statements is accurate, correct and does not contain any untrue statement of material fact; does not omit any material fact which, if omitted, would cause the basic financial statements to be misleading in light of the circumstances under which such statements are made; and fairly presents in all material respects the financial condition and results of operations of the Authority as of, and for, the periods presented in the basic financial statements.

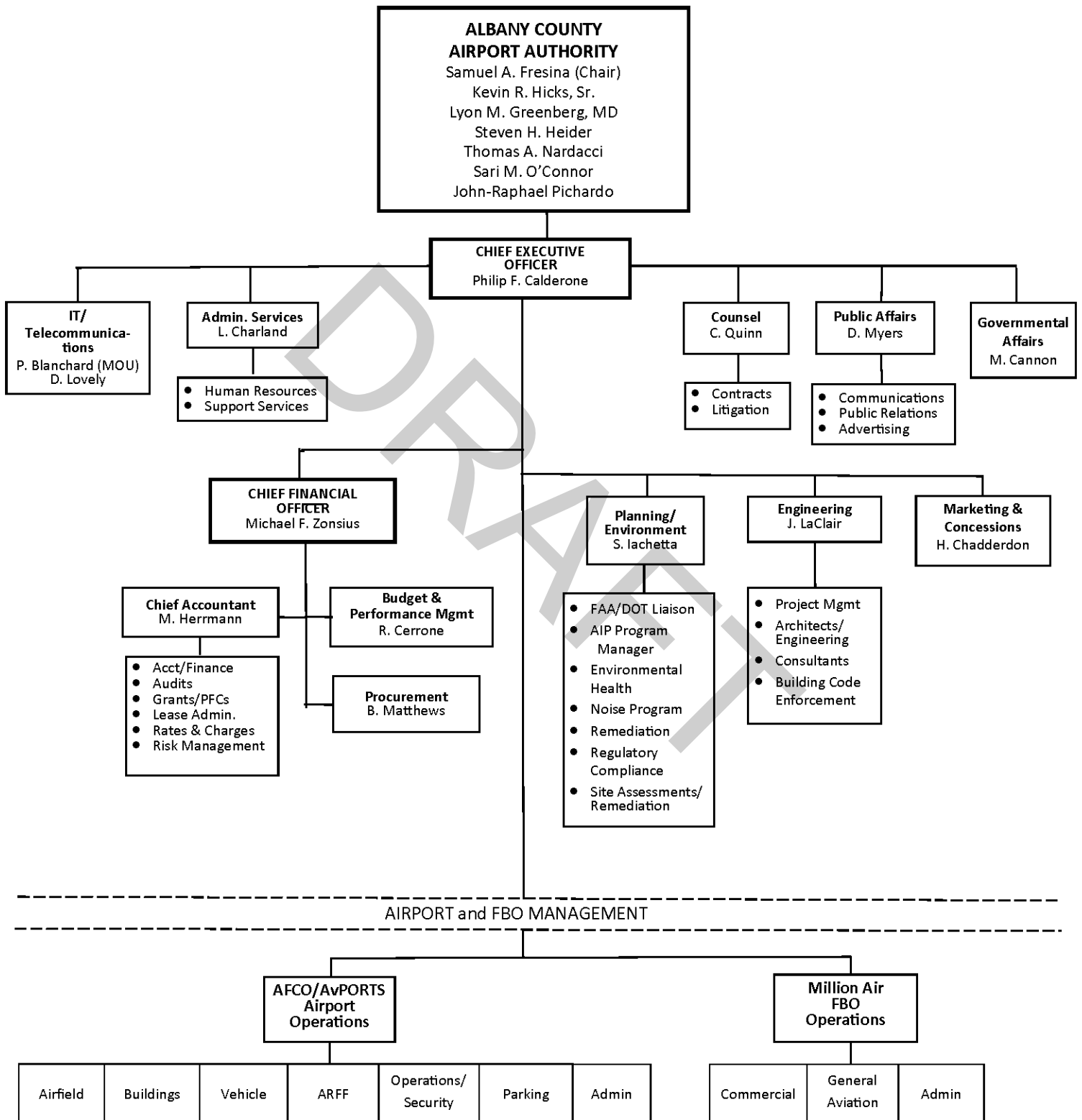
Respectfully submitted:

Phillip F. Calderone, Esq.  
Chief Executive Officer

Michael F. Zonsius  
Chief Financial Officer

DRAFT

## ALBANY INTERNATIONAL AIRPORT ORGANIZATIONAL CHART







Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

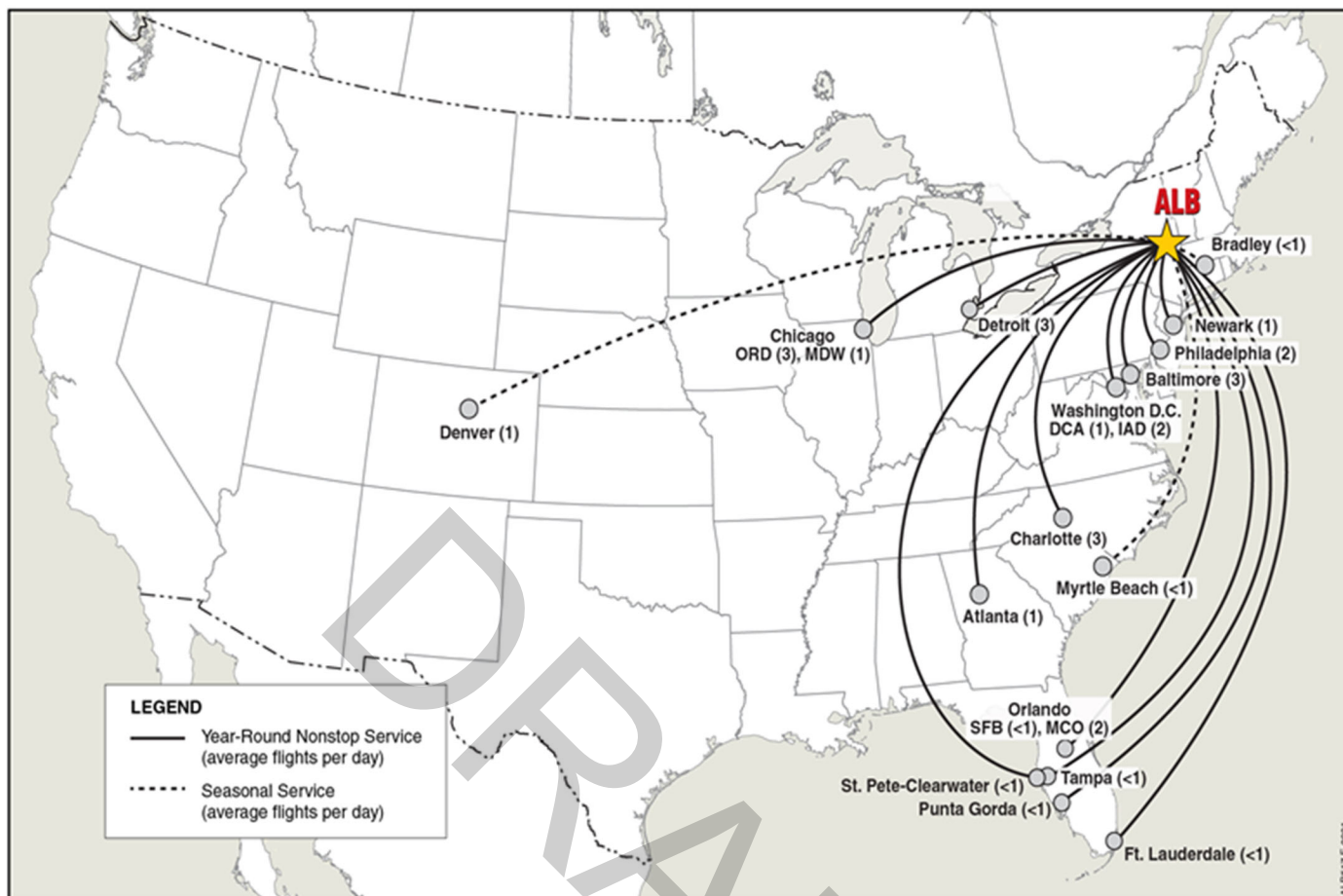
**Albany County Airport Authority  
New York**

For its Comprehensive Annual  
Financial Report  
For the Fiscal Year Ended

December 31, 2019

*Christopher P. Morrill*

Executive Director/CEO



16 non-stop destinations are served from Albany

Source: OAG Aviation Worldwide Ltd, OAG Analyzer database, accessed March 1, 2021

This page intentionally left blank

DRAFT

Financial

DRAFT

## INDEPENDENT AUDITOR'S REPORT

To the Members  
Albany County Airport Authority

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the business-type activities and fiduciary funds of the Albany County Airport Authority (the Authority), a component unit of the County of Albany, New York, as of and for the years ended December 31, 2020 and 2019, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the comptroller general of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and fiduciary funds of the Albany County Airport Authority as of December 31, 2020 and 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedule of changes in net OPEB liability and related ratios, schedule of actuarially determined contribution – deficiency/(excess), schedule of OPEB actuarial methods and assumptions, schedules of proportionate share of net pension liability (asset) and schedule of authority contributions on pages 19 through 35, 78 through 82 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audits were conducted for the purpose of forming opinions on the financial statements that collectively comprise the Albany County Airport Authority's basic financial statements. The introductory section on pages 1 through 14, the schedules of debt service requirements to maturity and of governmental payments and services on pages 84 and 85, the customer facility charges statement on page 88, the statistical section on pages 90 through 113, and the biographies of the Authority's members and senior staff on pages 127 through 130 are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The accompanying Schedule of Expenditures of Federal and New York State Department of Transportation Financial Assistance for the year ended December 31, 2020, is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and by the New York State Department of Transportation *Preliminary Draft Part 43 of the New York State Codification of Rules and Regulations* and are also not a required part of the basic financial statements. The accompanying Schedule of Passenger Facility Charges Collected and Expended for the year ended December 31, 2020, is presented for purposes of additional analysis as specified in the *Passenger Facility Charge Audit Guide for Public Agencies*, issued by the Federal Aviation Administration, and is also not a required part of the basic financial statements.

The schedule of debt service requirements to maturity, the schedule of government payments and services, the Schedule of Expenditures of Federal and New York State Department of Transportation Financial Assistance, and the Schedule of Passenger Facility Charges Collected and Expended are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

The introductory section, the statistical section and biographies have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated March \_\_, 2021 on our consideration of the Albany County Airport Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Albany County Airport Authority's internal control over financial reporting and compliance.

Latham, NY  
March \_\_, 2021

## MANAGEMENT'S DISCUSSION AND ANALYSIS

This Management's Discussion and Analysis (MD&A) of the Albany County Airport Authority (the Authority) provides an introduction of the basic financial statements for the year ended December 31, 2020 with selected comparative information for the years ended December 31, 2019 and December 31, 2018. Management prepared this unaudited MD&A, which should be read in conjunction with the financial statements, and the notes thereto, which follow in this section.

### Overview of the Financial Statements

The Authority is a business-type activity and the Authority's basic financial statements include: the *Statements of Net Position*, the *Statements of Revenues, Expenses and Changes in Net Position* and the *Statements of Cash Flows*. The financial statements are prepared in accordance with accounting principles generally accepted in the United States of America as promulgated by the Governmental Accounting Standards Board (GASB). Also included are the *Statements of Fiduciary Fund Net Position*; and the *Statements of Changes in Fiduciary Fund Net Position* for the Authority's Fiduciary Fund which also has a December 31st year end.

The *Statements of Net Position* depict the Authority's financial position at December 31, 2020 and December 31, 2019, the end of the Authority's previous fiscal year. The Statements report all assets, deferred outflows of resources, liabilities, deferred inflows of resources and net position. Net position is displayed in three components: net investment in capital assets, restricted (distinguished between major categories of restrictions) and unrestricted.

The *Statements of Revenues, Expenses and Changes in Net Position* report total operating revenues, operating expenses, non-operating income and expenses, capital contributions and the changes in net position during the year ended December 31, 2020 and 2019. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of the cash flows.

The *Statements of Cash Flows* present information showing how the Authority's cash and cash equivalents position changed during the year ended December 31, 2020 and 2019. The Statements classify cash receipts and cash payments by Operating Activities, Noncapital Financing Activities, Investing Activities, and Capital and Related Financing Activities.

The *Statements of Fiduciary Fund Net Position* is a snapshot of account balances of the Authority's fiduciary fund at December 31, 2020 and December 31, 2019. It indicates the assets available for future payments for retiree benefits and any current liabilities that are owed at this time.

The *Statements of Changes in Fiduciary Fund Net Position*, on the other hand, provides a view of current period additions to and deductions from the net position held in the Trust during the year ended December 31, 2020 and 2019.

### Airport Activities

In 2020, the COVID-19 pandemic had a devastating impact on the Authority as almost all revenue drivers, save cargo tonnage, drastically decreased. The Authority's primary revenue driver, enplanements, plummeted by 998,970, or 65.8%. This is a historical level that has not been seen since 1970. Operations, a landing or takeoff, decreased, as airlines reduced scheduled flights to mirror the decrease in enplanement levels. Cargo tonnage increased 198,576 lbs. or 9.9%, largely from the increase of online ordering.

The following shows the major airport indicators during the past three years:



	2020	2019	2018
Enplanements	520,029	1,518,969	1,466,706
Operations	42,679	60,748	64,603
Cargo (tons)	21,858	20,009	18,896

Regular scheduled daily passenger flights, on average, departing from Albany decreased from approximately 45 in December 2019 to 22 in December 2020. Published available seats for 2020 decreased by 727,4255 or 39.7% and the passenger load factor decreased to 46% in 2020 from 83% in 2019. The published available seats and the yearly load factors for the last three years are below:

	2020	2019	2018
Total Available Seats	1,106,565	1,833,990	1,751,837
Passenger Load Factor	46%	83%	84%

As of December 31, 2020, two regularly scheduled express mail and various special cargo carriers serve the Airport.

## Financial Highlights

### SUMMARY OF REVENUES, EXPENSES AND CHANGES IN NET POSITION

The changes in net position over time may serve as a useful indicator of changes in the Authority's financial position. A summary of the Authority's change in net position for the year ended December 31 is below:

	2020	2019	2018
Operating revenues	\$ 30,819,324	\$ 51,843,391	\$ 50,829,368
Operating expenses	(33,191,277)	(39,535,764)	(37,350,127)
Revenues in excess of expenses before depreciation	(2,371,953)	12,307,627	13,479,241
Depreciation	(17,465,299)	(15,344,151)	(15,335,569)
Loss before non-operating income and expenses	(19,837,252)	(3,036,524)	(1,856,328)
Non-operating income and (expenses), net	9,600,443	3,914,070	2,439,125
Income/(loss) before capital contributions	(10,236,809)	877,546	582,797
Capital contributions, special and extraordinary item	10,850,904	25,142,535	4,467,862
Net position			
Increase / (decrease) in net position	614,095	26,020,081	5,050,659
Total net position, beginning of year	240,589,741	214,569,660	216,300,740
Cumulative change in accounting principle	-	-	(6,781,739)
Total net position, end of year	\$ 241,203,836	\$ 240,589,741	\$ 214,569,660

### OPERATING REVENUE AND NON-OPERATING REVENUE

Total revenue are a combination of Operating and Non-Operating Revenue. Operating revenue is generated from the day-to-day activities of the airport, landing fees, parking fees, terminal rent, property rent. Non-operating revenue is revenue that is ancillary or a by-product of operating the airport, e.g. interest revenue. It may also be grant revenue that reimburses an operating expense or Passenger Facility Charges that are used for approved capital expenditures.

	2020	2019	2018
Operating Revenues			
Airfield	\$ 5,071,172	\$ 6,207,119	\$ 6,588,133
Terminal	5,657,600	5,178,553	5,538,045
Ground Transportation	5,719,989	16,906,909	15,721,089
Concessions	3,749,264	8,496,949	8,262,260
Fixed Based Operations	6,307,406	10,426,891	10,427,353
Other	4,313,893	4,626,970	4,292,488
	<u>30,819,324</u>	<u>51,843,391</u>	<u>50,829,368</u>
Non-Operating Income			
Passenger facility charges	1,858,876	6,194,834	5,638,922
Customer facility charges	50	757,428	-
Grant Income	11,053,631	150,480	300,997
Improvement Chargers	368,400	368,400	368,400
Insurance Recoveries	-	8,704	170,896
Interest Income	309,776	1,403,088	488,263
	<u>13,590,733</u>	<u>8,882,934</u>	<u>6,967,478</u>
Total	<u>\$ 44,410,057</u>	<u>\$ 60,726,325</u>	<u>\$ 57,796,846</u>
<i>Percentage of Increase/(decrease)</i>	<i>-26.9%</i>	<i>5.1%</i>	<i>7.1%</i>

## Operating Revenue

Total operating revenue decreased to \$44,410,057 from \$60,726,325 the prior year, a difference of \$(16,316,268), or (26.9)%. The preponderance of operating revenue is driven by enplanement levels, and due to the COVID19, both have been reduced drastically.

Airfield revenue decreased to \$5,071,172 from \$6,207,119 the prior year, a difference of \$(1,135,947), or (18.30)%. Airfield revenue includes: passenger and cargo landing fees, apron fees and glycol disposal fees. Under the Signatory Airline Use and Lease Agreement (ULA), the airfield is a "residual cost center" requiring signatory airlines to pay the residual cost after all airfield and certain non-airfield revenues allocable to the airfield have been applied which includes interest income and PFCs applicable to airfield related debt service. Accordingly, airfield revenues are sensitive to airfield cost, interest earnings, PFCs revenues applied to airfield debt service, and the amount of airfield debt service.

Terminal revenue increased to \$5,657,600 from \$5,178,553 the prior year, a difference of \$479,047, or 9.3%. Terminal revenue includes: airline and non-airline lease revenue and passenger boarding bridge fees. The terminal revenue is sensitive to the amount of rented space and terminal operating costs used to determine the annual rental rate.

Ground transportation revenue decreased to \$5,719,989 from \$16,906,909 the prior year, a difference of \$(11,186,920), or (66.2)%. Ground transportation revenue includes: parking revenue, taxi/hotel access fees, and transportation network charges (Lyft/Uber). Ground transportation revenue is sensitive to enplanement activity and the number of parking transactions (vehicles parked) decreased to 245,365 from 642,667 in the prior year. The Airport directly manages all on-airport parking operations which includes at December 31, 2020 consisted of 181 short-term garage/surface, 2,912 long-term garage, 1,880 long-term surface, and 2,763 remote shuttle served parking spaces. As a result of the pandemic, the remote shuttle served parking spaces were closed in May and remained closed throughout the year.

Concession revenue decreased to \$3,749,264 from \$8,496,949 the prior year, a difference of \$(4,747,685), or (55.9)%. Concession revenue is driven by enplanement activity which was decimated in in 2020. As a result of the pandemic, eight of nine food & beverage locations were closed in April 2020, and two reopened in late June.

Despite the reduction in enplanement levels, gross sales per enplanement levels remained stable as shown below:

	2020	2019	2020
Gross Sales:			
Food & Beverage	\$ 2,983,654	\$ 9,643,935	\$ 8,504,756
Retail	1,642,981	4,458,143	4,016,301
	\$ 4,626,635	\$ 14,102,078	\$ 12,521,057
Enplanements	520,029	1,518,969	1,466,706
Sales per Enplanement	\$ 8.90	\$ 9.28	\$ 8.54

Fixed Based Operator revenue decreased to \$6,307,406 from \$10,426,891 the prior year, a difference of \$(4,119,485) or (39.5)%. The Authority manages the daily operations of its FBO through REW Investments, Inc. (d/b/a Million Air). A summary of the operating revenue drivers, e.g. the gallons of Jet A and Aviation Gasoline sold, gallons of glycol sold and sprayed and the Jet A transferred to the commercial and cargo airlines, is as follows for 2020, 2019 and 2018:

	2020	2019	2018
Retail Gallons Sold:			
Jet A	879,612	1,217,080	1,158,694
AvGas	62,368	65,993	51,534
Glycol - Consortium	54,214	87,349	109,710
Glycol - Sprayed	51,163	99,455	98,418
Jet A Fuel Airline Into-Plane Gallons	11,600,443	22,022,122	21,013,458

Other revenue decreased to \$4,313,893 from \$4,626,970 the prior year, a difference of \$(313,077), or (6.8)%. Other revenue remains relatively the same from year to year and includes fixed lease rent from land, hangars, t-hangars, and buildings. The pandemic did not have as drastic effect on Other revenue as it is fixed and is independent of a variable driver.

### Non-Operating Income

Total Non-Operating Income increased to \$13,590,733 from \$8,882,934 the prior year, a difference of \$4,707,799. This increase is largely attributable to a \$10,903,151 increase in Grant Income derived from Coronavirus and Relief Act (CARES Act) funding. This increase in grant funding, however, is offset by reductions in PFC revenue due to declining enplanement levels and interest revenue as a result of lower interest rates.

### OPERATING EXPENSES AND NON-OPERATING EXPENSES HIGHLIGHTS

Total expenses are also a made up of Operating and Non-Operating components and depreciation. Operating expenses include those expenses necessary to operate the airport on a day-today- basis and include personnel salary and benefits, contract services, and materials and supplies. Non-operating expenses also include expenses that are ancillary or a by-product of operating the airport and predominantly include interest expense. Depreciation is the annual expense of the cost of a capital asset allocated over its annual useful life.

	2020	2019	2018
Operating Expenses			
Personnel services	\$ 10,439,278	\$ 11,178,562	\$ 10,749,751
Employee benefits	5,386,371	5,803,103	5,269,613
Utilities & communications	1,766,255	1,957,730	2,203,014
Purchased services	5,052,660	6,700,471	6,421,597
Material & supplies	8,201,952	10,700,625	10,744,507
Administration	1,843,001	2,826,322	1,547,235
Non-capital equipment	452,338	368,951	414,411
	<u>33,141,855</u>	<u>39,535,764</u>	<u>37,350,128</u>
Depreciation	17,465,299	15,344,151	15,335,569
Non-Operating Expenses			
Insured expenses	-	-	170,896
Customer facility charges	-	302,039	-
Interest	3,699,761	4,369,737	3,898,788
Bond issuance costs	249,796	237,068	390,361
Amortization of Bond insurance premiums	40,733	60,020	68,308
	<u>3,990,290</u>	<u>\$ 4,968,864</u>	<u>\$ 4,528,353</u>
Total	<u>\$ 54,597,444</u>	<u>\$ 59,848,779</u>	<u>\$ 57,214,050</u>
Percentage of Increase	-8.8%	4.6%	8.5%

### Operating Expenses

Total operating expenses decreased to \$33,141,855 from \$39,535,764 the prior year, a difference of \$(6,393,909), or (16.2)%. As shown below are the categories that comprise total operating expenses, of which combined, personnel services and employee benefits, comprise 43.0%.

Combined, Personnel Services and Employee Benefits expense decreased to \$15,825,649 from \$16,981,665 the prior year, a difference of \$(1,156,016) or (6.8)%. This decrease was due the delay of hiring vacant positions until activity increases and a reduction in overtime based on reduced activity.

Utility and communication expense decreased to \$1,766,255 from \$1,957,730 the prior year, a difference of \$(191,475) or (9.8)%. Energy cost savings measures were implemented and calibrated to the reduced activity levels. These measures include reducing lighting in unused parking lots, powering down lighting in low activity terminal areas and utilizing energy efficient escalators.

Purchased service expense decreased to \$5,052,660 from \$6,700,471 the prior year, a difference of \$(1,647,811) or (24.6)%. Expenses within this category were reduced due to reductions in contractual services.

Materials and supplies expense decreased to \$8,201,952 from \$10,700,625 the prior year, a difference of \$(2,498,673) or (23.4)%. Less snow events in 2020 reduced the amount of snow removal commodities and reduced aircraft operations due to COVID19 reduced the amount of fuel purchased.

Administration expense decreased to \$1,843,001 from \$2,826,322 the prior year, a difference of \$(983,321) or (34.8)%.

Non-Capital equipment expense increased to \$452,338 from \$368,951 the prior year, a difference of \$83,387 or 22.6%.

## Financial Position Summary

The Statements of Net Position depict the Authority's financial position as of one point in time – December 31 – and reflects the residual difference between all assets, deferred outflows of resources, liabilities and deferred inflows of resources of the Authority. Net position represents the residual interest in the Authority's assets after deducting liabilities. The Authority's net position was \$240.3 million at December 31, 2020, a \$(0.3) million increase from December 31, 2019.

A condensed summary of the Authority's total net position at December 31, 2020 and December 31, 2019 and 2018 is set forth below:

	2020	2019	2018
<b>ASSETS</b>			
Capital assets	\$ 282,944,467	\$ 280,990,137	\$ 237,254,042
Other assets	54,340,680	83,389,548	84,771,609
<b>Total Assets</b>	<b>337,285,147</b>	<b>364,379,685</b>	<b>322,025,651</b>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
	3,353,626	3,309,417	3,849,411
<b>LIABILITIES</b>			
Current (payable from unrestricted assets)	6,071,668	8,441,109	7,117,842
Current (payable from restricted assets)	8,179,556	20,608,481	9,320,889
Noncurrent liabilities	83,867,470	97,200,925	93,450,771
<b>Total Liabilities</b>	<b>98,118,694</b>	<b>126,250,515</b>	<b>109,889,502</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>			
	2,237,950	848,846	1,415,901
<b>NET POSITION</b>			
Net investment in capital assets	204,476,085	189,798,618	170,718,128
Restricted	24,351,663	30,532,217	26,650,235
Unrestricted	11,454,381	20,258,906	17,201,296
<b>Net Position</b>	<b>\$ 240,282,129</b>	<b>\$ 240,589,741</b>	<b>\$ 214,569,659</b>

Net position is comprised of three components as follows:

*Investment in capital assets* (e.g., land, buildings, improvements, and equipment), less the related indebtedness outstanding used to acquire those capital assets, represents the largest portion of the Authority's net position (85.1% at December 31, 2020). The Authority uses these capital assets to provide services to the airlines, passengers and to service providers and users located at the Airport; consequently, these assets are not available for future spending. Although the Authority's net investment in capital assets is net of related debt, the resources required to repay this debt annually are paid from operations, since it is unlikely that the capital assets will be liquidated to pay liabilities.

*Restricted net position* (10.1% at December 31, 2020), principally representing bond reserves and PFC funds, are restricted as to use pursuant to bond resolutions and Federal regulations. The restricted component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets.

*Unrestricted net position* totaling \$11.5 million (4.8% at December 31, 2020) are available to meet any of the Authority's ongoing obligations. The unrestricted component of net position is the net amount of the assets, deferred outflows of resources, liabilities and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

## Airline Signatory Rates and Charges

The Authority and airlines entered into a Use and Lease Agreement (“Agreement”) effective January 1, 2016 for five years, with an option for a five-year renewal, which establishes how the airlines that signed the Agreement will be assessed annual rates and charges for their use of the Airport. In the Agreement, signatory airlines have the option to designate some or all of their affiliate carriers as signatory airlines. The five-year renewal option was renegotiated and the Authority and airlines agreed to a one-year period ending December 31, 2021, with two one-year options and one two-year option.

## Cash Management Policies and Cash Flow Activities

Cash equivalents represent cash-on-hand, bank deposits and liquid investments with a maturity of three months or less. The following shows a summary of the major sources and uses of cash and cash equivalents for 2020, 2019 and 2018:

	2020	2019	2018
Cash flows from (used):			
Operating activities	\$ (3,944,429)	\$ 13,913,726	\$ 14,976,866
Noncapital financing activities	11,053,631	150,480	300,997
Investing activities	401,850	14,220,061	(11,661,475)
Capital and related financing activities	(29,004,458)	(25,476,487)	14,753,369
Net increase/(decrease) in cash	(21,493,406)	2,807,780	18,369,757
Beginning of period	69,083,145	66,275,365	47,905,608
End of period	<u>\$ 47,589,739</u>	<u>\$ 69,083,145</u>	<u>\$ 66,275,365</u>

The Authority’s available cash and cash equivalents decreased during 2020 by \$21,493,408. Cash and cash equivalents as of December 31, 2020, 2019 and 2018 are composed of:

	2020	2019	2018
Funds available for unrestricted operations:	21,399,156	24,996,252	\$ 20,760,846
Funds restricted for:			
Operating and renewal reserves	7,102,131	6,844,994	6,409,274
CFC funds	448,906	447,971	-
Capital projects	1,163,703	6,538,342	23,375,582
PFCs available for debt service payments	9,294,517	15,660,918	13,558,608
Revenue bond reserves	7,279,664	12,831,704	252,565
Other restrictions	901,660	1,762,964	1,918,490
	<u>\$ 47,589,737</u>	<u>\$ 69,083,145</u>	<u>\$ 66,275,365</u>

## Capital Activities

The Authority capitalized \$74.0 million in projects in 2020. This amount includes, \$43.8 million for the parking garage, \$11.7 million for terminal improvements, and \$7.4 million for Rwy 1/19 pavement and lighting renovations.

## Debt Administration

The total Authority principal debt outstanding at December 31, 2020 for General Airport Revenue Bonds (GARB) was \$75,945,000 as compared to \$99,097,341 as of December 31, 2019. The aggregate par amount of bonds and bank loans issued by the Authority and outstanding as of December 31, 2020 and 2019 is summarized in the following table:

	Issued	Outstanding at 12-31-19	Outstanding at 12-31-20
Authority Revenue Bonds and Other Debt			
Series 2010A Refunding	\$ 109,855,000	\$ 49,665,000	\$ -
Series 2017A & B Refunding	14,395,000	10,975,000	9,920,000
Series 2018A & B GARB	22,590,000	22,295,000	21,935,000
Series 2019A GARB	9,620,000	9,620,000	9,480,000
Series 2020A & B Refunding	34,610,000	-	34,610,000
Bank Line of Credit	10,000,000	6,542,341	-
Total Authority Debt Obligations	\$ 201,070,000	\$ 99,097,341	\$ 75,945,000

At December 31, 2020 the Authority maintained debt service reserve funds in the amount of \$7.3 million and Passenger Facility Charge Funds in the amount of \$9.3 million, both of which are restricted to repayment of debt. Thus, the Authority's direct obligations outstanding, net of funds restricted for the repayment of debt, was \$59.3 million in aggregate par amount of bonds outstanding.

Under the Authority's master bond resolution adopted in 1997, it is required to maintain an operating reserve equal to two months operating expenses. At December 31, 2020 the reserve requirement was \$6.6 million and for which the Authority had \$6.6 million on hand. The Authority also had \$15.8 million in its airport Development Fund which can be used to restore a deficiency in any other fund and it had a repair and replacement reserve fund of \$500,000. Also provided for in the bond resolution for each bond issue, the Authority maintains debt service reserve funds. As of December 31, 2020 the debt service reserve funds totaled \$7.3 million.

## Other Long-Term Debt

Under generally accepted accounting principles, the term "debt" includes bonds, notes, loans, leases and other obligations including the net unfunded obligations for employee benefits. During 2018, the Authority adopted Governmental Accounting Standards Board Statement Number 75 - *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions* (GASB 75). GASB 75 required the Authority to report its actuarially estimated net unfunded liability for retiree health insurance (OPEB) as a liability on the Statement of Net Position for 2018. The Authority restated its January 1, 2018 Net Position by decreasing it by \$6,781,739 and reported a net unfunded liability for OPEB of \$6,621,984 at December 31, 2018. (See Note 13). As of December 31, 2020 and 2019 the Authority reported \$5,723,485 and \$7,599,110 respectively as its share of the unfunded OPEB liability. The Authority also reported \$1,110,544 and \$320,236 at December 31, 2020 and 2019 respectively for its proportionate share of the unfunded liability for employee pensions (See Note 12). For additional information about the Authority's long term debt, see "Note 8 – Long-Term Indebtedness" in the Notes to the Financial Statements.

## Line of Credit

On December 31, 2018 the Authority obtained a \$10 million Bank Line of Credit (LOC) to provide contingent and temporary financing of grants receivable from the State under the \$22,131,900 Upstate Airport Development & Revitalization Project funding agreement with the State. The State grant funds are paid on a reimbursement basis. As of December 31, 2020 the line was credit was closed.

## Credit Ratings and Bond Insurance

The Authority's underlying credit ratings are: Moody's Investors Service "A3" and Standard and Poor's "A-".

Fitch Ratings has withdrawn its insured rating of all bonds insured by AGMC effective February 25, 2010. Moody's lowered their rating of AGMC from "A3" to "A2" on January 17, 2013. Standard and Poor's upgraded their enhanced rating of AGMC from "AA-" to "AA" on March 18, 2014. On June 14, 2018, Standard and Poor's raised the Authority's underlying credit rating from "A-" to "A". On January 23, 2018 AGMC received a rating of AA+ from Kroll Bond Rating Agency. Standard and Poor's assigned an "A" rating on October 25, 2019 and Moody's assigned an "A3" rating on October 29, 2019. Standard and Pooors lower their rating from "A" to A-" due to the material negative impact of the COVID19 pandemic on traffic levels.

## Financial Statements

The Authority's financial statements are prepared on an accrual basis of accounting in accordance with generally accepted accounting principles promulgated by the Governmental Accounting Standards Board (GASB). The Authority operates as a single enterprise fund with revenues recognized when earned, not when received. Expenses are recognized when incurred, not when they are paid. Capital assets are capitalized and (except land) are depreciated over their estimated useful lives. Certain funds are reported as restricted based upon constraints placed on their use by contributors, grantors and debt covenants. See the Notes to the Financial Statements for a summary of the Authority's significant accounting policies.

## Request for Information

The Authority's basic financial statements are designed to provide detailed information on the Authority's operations and to the Authority's Board, management, investors, creditors, customers and all others with an interest in the Authority's financial affairs and to demonstrate the Authority's accountability for the assets it controls and the funds it receives and expends. Questions concerning any of the information provided in this report or any request for additional information should be addressed to the Chief Financial Officer by e-mail: [mzonsius@albanyairport.com](mailto:mzonsius@albanyairport.com) or in writing to, Albany County Airport Authority, Terminal Building, Third Floor, Albany, NY 12211-1057.

Respectfully submitted,

Michael F. Zonsius  
Chief Financial Officer



Albany County Airport Authority  
Statements of Net Position  
As of December 31, 2020 and December 31, 2019

	<u>December 31, 2020</u>	<u>December 31, 2019</u>
<b>CURRENT ASSETS</b>		
Unrestricted Assets:		
Cash and cash equivalents	\$ 21,399,156	\$ 16,301,205
Accounts receivable - net	1,777,557	2,357,771
Due from County of Albany	-	200,115
Prepaid expenses	946,847	990,905
Total Unrestricted Assets	<u>24,123,560</u>	<u>19,849,996</u>
Restricted Assets:		
Operating and Replacement Reserves:		
Cash and cash equivalents	7,102,131	15,532,623
CFC Funds:		
Cash and cash equivalents	448,906	455,389
Capital Funds:		
Cash and cash equivalents	1,163,703	6,538,342
Grant funds receivable	3,889,906	10,082,878
Passenger Facility Charge Funds:		
Cash and cash equivalents	9,294,517	15,660,918
Passenger Facility Charges receivable	136,633	674,734
Revenue Bond Funds:		
Cash and cash equivalents	7,279,664	12,831,704
FAA Restricted Funds:		
Cash and cash equivalents	203,549	1,081,542
Concession Improvement Funds:		
Cash and cash equivalents	698,111	681,422
Total Restricted Assets	<u>30,217,120</u>	<u>63,539,552</u>
Total Current Assets	<u>54,340,680</u>	<u>83,389,548</u>
<b>NON-CURRENT ASSETS</b>		
Bond Insurance Premiums	-	240,770
Prepaid expenses	225,103	240,538
Capital Assets:		
Land and easements	48,201,828	48,201,828
Buildings, improvements and equipment, net of depreciation	232,317,878	176,859,050
Construction in progress	2,199,658	55,447,951
Total Capital Assets	<u>282,719,364</u>	<u>280,508,829</u>
Total Non-Current Assets	<u>282,944,467</u>	<u>280,990,137</u>
Total Assets	<u>337,285,147</u>	<u>364,379,685</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>		
Refunding	1,802,374	2,145,789
OPEB Expenses	504,922	621,658
Pension Expenses	1,046,330	541,970
Total Deferred Outflows of Resources	<u>3,353,626</u>	<u>3,309,417</u>

The accompanying notes are an integral part of these financial statements

Albany County Airport Authority  
Statements of Net Position  
As of December 31, 2020 and December 31, 2019

	<u>December 31, 2020</u>	<u>December 31, 2019</u>
<b><u>LIABILITIES AND NET POSITION</u></b>		
<b>CURRENT LIABILITIES</b>		
Payable from Unrestricted Assets:		
Accounts payable	583,134	459,059
Accrued expenses	5,488,534	7,982,050
Total Payable from Unrestricted Assets	<u>6,071,668</u>	<u>8,441,109</u>
Payable from Restricted Assets:		
Construction contracts payable	894,874	3,866,952
Construction contract retainages	720,944	2,637,118
Bank line of credit payable	-	6,542,341
Accrued interest payable	113,738	172,070
Current maturities of long - term debt	6,450,000	7,390,000
Total Payable from Restricted Assets	<u>8,179,556</u>	<u>20,608,481</u>
Total Current Liabilities	<u>14,251,224</u>	<u>29,049,590</u>
<b>NON-CURRENT LIABILITIES</b>		
Bonds and other debt obligations	77,033,441	89,281,579
Net OPEB liability	5,723,485	7,599,110
Net pension liability - proportionate share	1,110,544	320,236
Total Non-Current Liabilities	<u>83,867,470</u>	<u>97,200,925</u>
Total Liabilities	<u>98,118,694</u>	<u>126,250,515</u>
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>		
Concession Improvement funds	640,444	681,422
OPEB expenses	1,552,848	48,217
Pension expenses	44,658	119,207
Total Deferred Inflows of Resources	<u>2,237,950</u>	<u>848,846</u>
<b><u>NET POSITION</u></b>		
Net investment in capital assets	204,476,085	189,798,618
Restricted:		
Bond reserve funds	7,165,926	12,659,634
Passenger facility charge funds	9,431,150	16,335,652
Other restricted funds	7,754,587	1,536,931
Total Restricted	<u>24,351,663</u>	<u>30,532,217</u>
Unrestricted	<u>11,454,381</u>	<u>20,258,906</u>
Net Position	<u>\$ 240,282,129</u>	<u>\$ 240,589,741</u>

The accompanying notes are an integral part of these financial statements

Albany County Airport Authority  
 Statements of Revenues, Expenses and Changes in Net Position  
 For the Year Ended December 31, 2020 and December 31, 2019

	December 31, 2020	December 31, 2019
Operating Revenues		
Airfield	\$ 5,071,172	\$ 6,207,119
Fixed Based Operations	6,307,406	10,426,891
Terminal	5,657,600	5,178,553
Concessions	3,749,264	8,496,949
Ground transportation	5,719,989	16,906,909
Other revenue	4,313,893	4,626,970
Total Operating Revenues	<u>30,819,324</u>	<u>51,843,391</u>
Operating Expenses		
Personal Services	10,439,280	11,178,561
Employee Benefits	5,434,828	5,803,102
Utilities & Communications	1,766,255	1,957,732
Purchased Services	5,052,662	6,700,471
Materials & Supplies	8,923,259	11,107,421
Administrative Expenses	1,122,655	2,419,525
Non-Capital Equipment	452,338	368,952
Total Operating Expenses	<u>33,191,277</u>	<u>39,535,764</u>
Revenues (expenses) in excess of expenses before depreciation	(2,371,953)	12,307,627
Depreciation	17,465,299	15,344,151
Loss Before Non-Operating Income and Expenses	<u>(19,837,252)</u>	<u>(3,036,524)</u>
Non-Operating Income and (Expenses)		
Passenger facility charges	1,858,876	6,194,834
Grant income	11,053,631	150,480
Improvement charges	368,400	368,400
Interest income	309,776	1,403,088
Customer facility charges	50	757,428
Customer facility charges	-	(302,039)
Insurance recoveries	-	8,704
Interest expense	(3,699,761)	(4,369,737)
Bond issuance expense	(249,796)	(237,068)
Amortization of bond insurance premiums	(40,733)	(60,020)
Total Non-Operating Income and (Expenses)	<u>9,600,443</u>	<u>3,914,070</u>
Income/(loss) before Capital Contributions	(10,236,809)	877,546
Capital Contributions		
Capital Contributions	10,850,904	25,142,535
Special Item - cost of permanently impaired assets	(921,707)	-
Total Capital Contributions, Special and Extraordinary Items	<u>9,929,197</u>	<u>25,142,535</u>
Net Position		
Increase/(decrease) in Net Position	(307,612)	26,020,081
Net Position, Beginning of Year	<u>240,589,741</u>	<u>214,569,660</u>
Net Position, End of Year	<u>\$ 240,282,129</u>	<u>\$ 240,589,741</u>

The accompanying notes are an integral part of these financial statements

Albany County Airport Authority  
Statements of Cash Flows  
For the Year Ended December 31, 2020 and December 31, 2019

	<u>December 31, 2020</u>	<u>December 30, 2019</u>
Cash Flows From Operating Activities		
Cash received from providing services	\$ 33,479,937	\$ 51,691,849
Cash paid to suppliers	(36,037,289)	(36,461,993)
Cash paid to employees	(1,387,077)	(1,316,130)
Net Cash Provided/(Used) By Operating Activities	<u>(3,944,429)</u>	<u>13,913,726</u>
Cash Flows From Noncapital Financing Activities		
Grant income	11,053,631	150,480
Net Cash Provided By Noncapital Financing Activities	<u>11,053,631</u>	<u>150,480</u>
Cash Flows From Investing Activities		
Purchase of Investments	-	12,524,389
Interest received	309,775	1,404,897
Interest on passenger facility charges	92,075	290,775
Net Cash Provided by Investing Activities	<u>401,850</u>	<u>14,220,061</u>
Cash Flows From Capital and Related Financing Activities		
Purchase of property and equipment	(25,488,688)	(53,630,854)
Principal payments made on bonds and notes payable	(7,390,000)	(7,554,000)
Proceeds from issuance of bonds	(5,500,594)	10,556,850
Interest paid	(3,759,085)	(4,341,280)
Concession improvement funds	(40,978)	(177,676)
Customer facility charges	50	455,389
Improvement charges	368,400	368,400
Insurance recoveries	-	8,704
Bank line of credit	(6,542,341)	6,542,341
Capital grants	17,043,877	16,720,643
Passenger facility charges	2,304,901	5,574,996
Net Cash Used By Capital and Related Financing Activities	<u>(29,004,458)</u>	<u>(25,476,487)</u>
Net Increase/(decrease) in cash and cash equivalents	(21,493,406)	2,807,780
Cash and cash equivalents, beginning of year	69,083,145	66,275,365
Cash and cash equivalents, end of year	<u>\$ 47,589,739</u>	<u>\$ 69,083,145</u>
Reconciliation of Operating Income to Net Cash Provided By Operating Activities:		
Loss before non-operating income and expenses	\$ (19,837,251)	\$ (3,036,524)
Adjustments to reconcile loss from operations to net cash provided by operating activities:		
Depreciation	17,465,299	15,344,151
Decrease/(Increase) in assets:		
Accounts receivable	580,214	(151,542)
Due from County of Albany	200,115	48,609
Prepaid expenses	59,494	(23,797)
Deferred OPEB expenses	(254,258)	374,121
Deferred pension expenses	213,919	35,440
Increase/(decrease) in liabilities:		
Accounts payable and accrued expenses	(2,371,961)	1,323,268
Net Cash Provided/(Used) By Operating Activities	<u>\$ (3,944,429)</u>	<u>\$ 13,913,726</u>
Noncash Capital and Related Financing Activities:		
Capital Assets and related receivables	\$ 6,192,973	\$ (8,421,892)
Total Noncash Capital and Related Financing Activities	<u>\$ 6,192,973</u>	<u>\$ (8,421,892)</u>

The accompanying notes are an integral part of these financial statements

Albany County Airport Authority OPEB Trust  
 Statements of OPEB Fund Net Position  
 As of December 31, 2020 and December 31, 2019

	<u>December 31, 2020</u>	<u>December 31, 2019</u>
<u>ASSETS</u>		
Cash and cash equivalents	\$ 2,681,769	\$ 2,429,013
Total Assets	2,681,769	2,429,013
 <u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Total Deferred Outflows of Resources	-	-
 <u>LIABILITIES</u>		
Total Liabilities	-	-
 <u>DEFERRED INFLOWS OF RESOURCES</u>		
Total Deferred Inflows of Resources	-	-
 <u>NET POSITION</u>		
Net Position - Restricted for OPEB	\$ 2,681,769	\$ 2,429,013

The accompanying notes are an integral part of these financial statements

Albany County Airport Authority OPEB Trust  
 Statements of Changes in OPEB Fund Net Position  
 For the Year Ended December 31, 2020 and December 31, 2019

	<u>December 31, 2020</u>	<u>December 31, 2019</u>
Additions to Net Position Attributed to:		
Contributions		
Employer	\$ 240,109	\$ 163,719
Interest Income	12,647	44,608
Total Additions	<u>252,756</u>	<u>208,327</u>
Deductions from Net Position Attributed to:		
Retirement benefits	-	-
Administrative expenses	-	-
Total Deductions	<u>-</u>	<u>-</u>
Increase in Net Position	<u>252,756</u>	<u>208,327</u>
Net Position - Restricted for OPEB, Beginning of Year	<u>2,429,013</u>	<u>2,220,686</u>
Net Position - Restricted for OPEB, End of Year	<u>\$ 2,681,769</u>	<u>\$ 2,429,013</u>

The accompanying notes are an integral part of these financial statements

This page intentionally left blank

DRAFT

# ALBANY COUNTY AIRPORT AUTHORITY

## Notes to Financial Statements

December 31, 2020 and December 31, 2019

### NOTE 1 - Organization and Reporting Entity

#### Organization

The Albany County Airport Authority (Authority), a body corporate and politic, constituting a public benefit corporation, was established by the State of New York (State) August 4, 1993, pursuant to the provisions of Chapter 686 of the Laws of 1993 as set forth in Title 32 of the State's Public Authorities Law. As a public benefit corporation, the Authority is independent, distinct from, and not an agent of the State or any other of the State's political subdivisions, including the County of Albany (County).

The Authority consists of seven members, four appointed by the majority leader of the County Legislature and three by the County Executive, who jointly designate one of the seven members as chairperson, and all with approval of the County Legislature. The Authority members serve for a term of four years or until their successor is appointed, except that any person appointed to fill a vacancy will be appointed to serve only the unexpired term. Members of the Authority are eligible for reappointment.

On March 15, 1994, the Authority and the County entered into an Interim Agreement whereby the County granted, and the Authority accepted, sole possession, use, occupancy and management of the Albany International Airport (Airport), including all rights, interest, powers, privileges and other benefits in each and every contract relating to the maintenance, operation, leasing, management or construction of the Airport, and all other rights, privileges or entitlement necessary to continue to use, operate and develop the Airport.

The Authority and the County entered into a permanent Airport Lease Agreement, dated December 5, 1995, which upon its approval by the Federal Aviation Administration (FAA) became effective on 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 Federal, State and local laws. On November 5, 2018 the term of the Lease was extended through December 31, 2049.

Pursuant to the State enabling Legislation, the Authority may not undertake any capital project (see Note 15), other than the redevelopment project described in the enabling legislation, known as the Terminal Improvement Program, unless the project has first been approved by the County as part of a five-year Capital Improvement Program. For these purposes, the term "capital project" is defined as the construction, reconstruction or acquisition of airport or aviation facilities.

Prior to March 15, 1994, the Airport operated as a fund of the County. As of March 15, 1994 the County transferred the use of all assets and substantially all liabilities of the County's Airport Enterprise Fund to the Authority. These assets and liabilities were recorded by the Authority at a Net Asset value equal to \$46,824,500.



The Authority is not subject to Federal, State or local income, property or sales taxes, except for property taxes due on properties acquired by the Authority until they are removed from the tax rolls as of the next assessment date. However, the Authority may agree to make certain payments in lieu of taxes for real property owned or used by the Authority for purposes other than public aviation purposes and under other limited circumstances.

The Authority has contracted with AFCO AvPorts Management LLC, (d/b/a Avports), to manage the daily operations of the airport under a three year term expiring December 31, 2021. The Authority has also contracted with REW Investments, Inc., (d/b/a Million Air), to manage the fixed based operations of the airport under a three year term expiring August 31, 2022. Both agreements are renewable with the approval of both parties.

### **Reporting Entity**

The Authority meets the criteria set forth in generally accepted accounting principles as promulgated by the Governmental Accounting Standards Board (GASB) for inclusion as a component unit within the County's basic financial statements based on the County's responsibility for the appointment of the Authority members, and their approval of capital programs and certain debt issuances. As such, the Authority is included in the County's basic financial statements. The accompanying financial statements present the financial position and the changes in net position and cash flows of the Authority only. The Authority is not involved in any joint ventures.

The Authority has established a written, single employer, defined benefit plan to provide healthcare benefits to eligible former employees and/or their qualifying dependents. The Authority also established a legally separate trust known as the Albany County Airport Authority OPEB Trust to receive and manage contributions from the Authority to fund its obligations for retiree health care benefits under the written plan. The Albany County Airport Authority OPEB Trust is included in the Authority's financial statements as a separate Fiduciary Fund of the Authority under accounting principles promulgated by GASB.

### **NOTE 2 - Summary of Significant Accounting Policies**

#### **Basis of Accounting**

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles (GAAP) for state and local governments. GASB is the accepted standard-setting body for establishing governmental accounting and financial reporting principles for state and local governments in the United States of America.

The Authority's operations are presented as a single enterprise fund. Enterprise funds distinguish operating revenues and expenses from non-operating items in accordance with the flow of economic resources measurement focus and the accrual basis of accounting. All assets, liabilities, net position, revenues, and expenses are accounted for through a single enterprise fund with revenues recorded when earned and expenses recorded at the time liabilities are incurred.

Revenues from airlines, FBO operations, concessions, property rentals, operating permits, and parking fees are reported as operating revenues. All expenses related to operating the Airport are reported as expenses. Passenger facility charges, noncapital grants, capital improvement charges, interest and investment income are reported as non-operating income. Interest expense, financing costs and grant expenses are reported as non-operating expenses. Capital contributions, special and extraordinary items are reported separately after non-operating revenues and non-operating expenses.

## Cash, Cash Equivalents and Investments

The deposit and investment of Authority monies is governed by provisions in its enabling legislation and by a Cash Management and Investment Policy adopted by the Authority on September 13, 1994 and last amended on July 23, 2018. The policy allows the Authority to use any depository bank that is a State or Federally chartered commercial bank that can meet the Authority's requirements for cash vault services, is a member of the National Automated Clearing House Association (NACHA), and is able to act as an Originating Depository Financial Institution (ODFI) for direct deposit of payments. Additionally, the bank must have a minimum long term credit rating of "A" without regard to subcategories from at least one of the Nationally Recognized Statistical Rating Organizations (NRSRO) and no rating below investment grade from any other NRSRO.

Monies not needed for immediate expenditure may be invested in (1) United States Treasury obligations with maturities of seven years or less, (2) obligations backed by the United States Government full faith and credit, (3) New York State, New York State agency or New York State subdivisions (cities, towns, villages, counties) obligations with, (4) certificates of deposit fully collateralized from a bank or trust company in New York State, (5) notes, bonds, debentures, mortgages and other evidences of indebtedness of certain agencies sponsored by the United States government provided at the time of investment such agency or its obligations are rated and the agency receives, or its obligations receive, the highest rating of all independent rating agencies that rate such agency or its obligations, and (6) repurchase agreements using United States Treasury obligations with maturities of seven years or less. Investments are stated at fair value or amortized cost.

For purposes of the statement of cash flows, the Authority considers all highly liquid investments (including restricted assets) with an original maturity of three months or less when purchased to be cash equivalents. Cash equivalents, which are stated at cost, consist of certificates of deposit, and treasury notes. Investments are reported at fair value.

Note 3 sets forth information about the use of federal depository insurance (FDIC) and collateralization to insure the Authority's deposits.

## Receivables

Receivables are reported at their gross value when earned and are reduced by the estimated portion that is expected to be uncollectible. The allowance for uncollectible amounts is based on collection history, aviation industry trends and current information regarding the credit worthiness of the tenants and others doing business with the Authority. When continued collection activity results in receipt of amounts previously written off, revenue is recognized for the amount collected.

## Restricted Assets

Restricted assets consist of monies and other resources which are restricted legally as described below:

*Capital Funds* - These assets represent capital debt proceeds and grant funds that are restricted for designated capital projects and cannot be expended for any other item.

*Passenger Facility Charges Funds* - These assets represent Passenger Facility Charges (PFC) collections based on an approved FAA application to "Impose" such charges on enplaned passengers at the Airport. These funds are restricted for designated capital projects and any debt incurred to finance the construction of those projects. The Authority recognizes and reports as other income PFCs earned when all conditions

have been met that entitles the Authority to retain the PFCs. PFCs received prior to this time are reported as restricted net position.

*Customer Facility Charges* - These assets represent Customer Facility Charges (CFC) collections based on approved Amendment No. 1 to Rental Car Concession Agreements. These funds are restricted for designated capital projects related to the reallocation of Rental Car Company terminal counters and offices, and costs of relocating and reallocating the parking garage spaces. The Authority recognizes and reports as other income CFCs earned when all conditions have been met that entitles the Authority to retain the CFCs.

*Revenue Bond Funds* - These assets represent Series 2017, 2018, 2019 and 2020 general airport revenue bond (GARB) proceeds held in Bond Reserve Accounts. Bond reserve accounts for the Series 2017, Series 2018, Series 2019 and Series 2020 Bonds equal 125% of the average annual debt service due on bonds at the time of issuance.

*FAA Restricted Funds* - These assets represent proceeds from the disposition of property acquired with capital grants from the Federal Aviation Administration through the Airport Improvement Program and the Airport Noise Compatibility Grants under FAR150 or a combination of both. These Airport funds were generated through the disposition of properties acquired with Federal and State aid and interest earnings thereon. The use of such revenues is restricted to Airport Improvement Program eligible project costs contingent upon FAA concurrence.

*Concession Improvement Funds* - These assets represent 1% of gross revenues of all food and beverage and retail concessions held in escrow to potentially fund the planning, developing, construction, remodeling, renovating or replacing of any of the concessionaires' leased areas during the term of the concession agreement. Use of the funds during the term of the lease is subject to the Authority's sole approval. Funds remaining at the end of a concession agreement are retained by the Authority.

## Capital Assets

Capital assets include land, improvements to land, easements, buildings, building improvements, vehicles, equipment and all other tangible assets that are used in operations and have useful lives extending beyond a single reporting period. Capital Assets assumed by the Authority on March 15, 1994 are carried at historical cost, net of accumulated depreciation. Acquisitions of new assets costing \$50,000 or more are recorded at cost.

Maintenance and repairs are expensed as incurred. When depreciable assets are disposed of, the related costs and accumulated depreciation are removed from the respective accounts and any gain or loss on disposition is credited or charged to an expense. Capital Assets are written off when fully depreciated unless clearly identified as still being in use. Capital Assets are written-down due to impairment if circumstances indicate a significant or unexpected decline in an assets service utility has occurred. Impaired Capital assets are written down using an approach that best reflects the decline in service utility. Assets to be disposed of and assets held for sale are reported at the lower of carrying value or fair value less costs to dispose of.

Depreciation of capital assets is computed using the straight-line method at various rates considered adequate to allocate costs over the estimated useful lives of such assets. The estimated lives by general classification are as follows:

	<u>Years</u>
Buildings and improvements	5-30
Vehicles, machinery and equipment	5-15

### Capitalization of Interest

Interest costs incurred during the construction period for capital assets acquired with debt was capitalized in certain years prior to 2018. After 2007 the Authority did not incur or pay any interest that was eligible for capitalization.

### Bond Issue Costs, Original Issue Discount and Deferred Loss on Bond Refundings

Bond insurance (an issuance cost) is deferred and amortized over the life of the respective issue on an effective interest method. Original issue discounts and deferred loss on refundings on long-term indebtedness are amortized using the effective interest method over the life of the debt to which it relates. Interest on capital appreciation debt is accreted using the effective interest method.

### Capital Contributions

Certain expenditures for Airport capital assets are significantly funded through the Airport Improvement Program (AIP) of the Federal Aviation Administration (FAA), with certain matching funds provided by the State and the Authority, or from various State allocations or grant programs. Capital funding provided under government grants is considered earned as the related allowable expenditures are incurred.

Grants for capital asset acquisition, facility development and rehabilitation and eligible long-term planning studies are reported in the *Statements of Revenues, Expenses and Changes in Net Position*, after non-operating income and expenses, as capital contributions.

### Revenue Recognition

*Airfield Landing Fee Charges* - Landing fees are principally generated from scheduled airlines, cargo carriers and non-scheduled commercial aviation and are based on the gross landed weight of the aircraft. The estimated landing fee structure is determined annually pursuant to an agreement between the Authority and the signatory airlines based on the adopted operating budget of the Authority and is adjusted at year end for the actual landed weight of all aircraft. Landing fees are recognized as revenue when the related facilities are utilized.

*FBO, Terminal Rents, Concessions and Ground Transportation* - FBO revenues are generated from commercial and general aviation users, rental and concession fees are generated from airlines, parking lots, food and beverage, retail, rental cars, advertising and other commercial tenants. Leases are for terms from one to ten years and generally require rentals based on the volume of business, with specific minimum annual rental payments required. Rental revenue is recognized over the life of the respective leases and concession revenue is recognized based on reported concessionaire revenue.

*Other* - All other types of revenues are recognized when earned.

## Special Items and Extraordinary Items

*Special Items* - Special items are significant transactions or other events within the control of management that are either unusual in nature or infrequent in occurrence. The Authority did not have any special items in 2020. During 2020, the Authority began a capital project that resulted in the early retirement of \$921.7 thousand in assets determined to be permanently impaired.

## Passenger Facility Charges

Passenger Facility Charges (PFC) at the rate of \$3 per enplaned passenger have been levied by the Airport since March 1, 1994 under an FAA approved application to impose \$40,726,364 with collection thereof estimated to be complete in the year 2005. During 1996, the Authority received approval to increase the amount of PFC collections to \$116,888,308 extending the estimated collection period through the year 2022. In 2009, the Authority received approval to change the PFC collection from \$3.00 per passenger to \$4.50 per passenger, with a current estimated collection period through 2020. In 2020, PFC Application 20-04 in the amount of \$8,142,737, was approved extending the collection date to March 1, 2023. Through December 31, 2020, the Authority has collected PFCs including interest earnings thereon totaling \$112,534,899.

PFC funds, along with related interest earnings, are recorded as restricted net position until they are applied against future debt service payments under an FAA approved Application to Use. PFC receipts are recognized and recorded as non-operating revenues in the year they are collected.

The Authority previously expended \$11.2 million of PFCs on projects funded on a pay-as-you-go basis. During 2020, the Authority expended \$4.6 million of PFCs on eligible projects. The Authority also covenanted in the Resolution authorizing the Series 2010A and Series 2020 Refunding Bonds to apply future PFC collections to pay a portion of the debt service related to the FAA approved projects included in the Applications. Pursuant to the Resolution, PFCs collected and deposited in a segregated account, together with the interest earned thereon, are applied towards the subsequent debt service payments reducing the amount of debt to be funded from net operating revenue. Through December 31, 2020, the Authority has applied \$96.1 million of PFC's towards the payment of debt service.

## Compensated Absences

Employees accrue vacation in varying amounts based on length of service. Employees can accumulate up to 300 hours, or 37.5 days of vacation time. Unused vacation time can be liquidated for cash upon separation, retirement or death.

Sick leave is earned by regular, full-time employees at the rate of one day per month. Employees can accumulate up to 1,320 hours or 165 days of sick leave. Any sick leave hours unused at the time of an employee's retirement can be applied as additional service credit in calculating retirement benefits in the New York State Employees' Retirement System. It is the policy of the Authority not to pay accumulated sick leave to employees who terminate prior to retirement.

The liability for compensated absences earned through year-end, but not yet taken, is accrued by charging the expense for the change in the liability from the prior year.

## Pension Plans

The Authority applies GASB Statement No. 68, Accounting and Financial Reporting for Pensions (GASB 68) to recognize the net pension asset (liability), deferred outflows and deferred inflows of resources,

pension expense (revenue), and information about and changes in the fiduciary net position on the same basis as reported by the cost-sharing, multiple employer, defined benefit pension plan. The Authority also applies GASB Statement No. 71, Pension Transition for Contributions Made Subsequent to the Measurement Date (GASB 71) to report additional deferred outflows. The Authority's participation in the plans are mandated by State law and includes the New York State and Local Employees' Retirement System (ERS) and the New York State Voluntary Defined Contribution (NYS VDC) plan (the Systems). The Systems recognize benefit payments when due and payable in accordance with benefit terms; investment assets are reported at fair value. More information on pension activity for the Systems is included in Note 12.

## Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, through subsequent events, actual results could differ from those estimated. Some estimates, such as the liability for Net Pension (Note 12) and Other Post-Employment Benefits (OPEB) (Note 13) have the potential to vary more significantly over time than other estimates.

## Adoption of New Accounting Standards

During 2020, the Authority adopted Governmental Accounting Standards Board Statement No. 95 – *Postponement of the Effective Dates of Certain Authoritative Guidance* for standards not already implemented. This Statement, issued in May 2020, extends the implementation dates of previously issued standards. The provisions of this Statement are effective immediately upon issuance, which is the fiscal year ending December 31, 2020 for the Authority. This Statement had no material effect on the financial statements of the Authority.

During 2019, the Authority adopted Governmental Accounting Standards Board Statement No. 83 – *Certain Asset Retirement Obligations*. This Statement, issued in November 2016, addresses accounting and financial reporting for certain asset retirement obligations (AROs). An ARO is a legally enforceable liability associated with the retirement of a tangible capital asset. The provisions of this Statement are effective for financial statements for fiscal years beginning after June 15, 2018, which is the fiscal year beginning January 1, 2019 for the Authority. This Statement had no material effect on the financial statements of the Authority.

During 2019 the Authority adopted Governmental Accounting Standards Board Statement No. 84 – *Fiduciary Activities*, effective for the fiscal year ended December 31, 2019. This standard establishes criteria for identifying and reporting fiduciary activities of all state and local governments. The statement requires the presentation of a Statement of Changes in Fiduciary Net Position in addition to a Statement of Fiduciary Net Position for all fiduciary funds. The adoption of this accounting standard did not have a significant effect on the Authority's financial statements.

During 2019 the Authority adopted Governmental Accounting Standards Board Statement No. 90 – *Accounting and Financial Reporting for Majority Equity Interests*, effective for the fiscal year ended December 31, 2019. This standard improves the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. The adoption of this accounting standard did not have a significant effect on the Authority's financial statements.

During 2019, the Authority adopted Governmental Accounting Standards Board Statement No. 91 – *Conduit Debt Obligations*. The primary objectives of this Statement are to provide a single method of reporting

conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. The provisions of this Statement are effective for financial statements for fiscal years beginning after December 15, 2020. This Statement had no material effect on the financial statements of the Authority.

During 2019, the Authority Adopted Governmental Accounting Standards Board Statement No. 92 – *Omnibus 2020*. The primary objectives of this Statement are to enhance comparability in accounting and financial reporting to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation of GASB standards. The provisions of this Statement are effective for financial statements for fiscal years beginning after June 15, 2020. This Statement had no material effect on the financial statements of the Authority.

### **Future Governmental Accounting Standards Board Statements To Be Implemented**

In June 2017, the Governmental Accounting Standards Board issued GASB Statement No. 87 - *Leases*, which improves accounting and financial reporting for leases by governments. This statement requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. The Authority is currently evaluating the impact this standard will have on the financial statements when adopted. The provisions of this statement are effective for the Authority's financial statements for the year ending December 31, 2022.

In March 2020, the Government Accounting Standards Board issued GASB Statemen No. 93, *Replacement of Interbank Offered Rates*, which addresses the accounting and financial reporting implications that result from a replacement of an interbank offered rate. This statement is effective for reporting periods ending after December 31, 2021. The Authority is currently evaluating the impact this standard will have on the financial statements when adopted.

In March 2020, the Government Accounting Standards Board issued GASB Statemen No. 94, *Public-Private and Public-Public Partnerships and Availability Payment Arrangements*, which addresses financial reporting issues related to public-private and public-public partnership arrangements. This statement is effective for reporting periods ending after June 15, 2022. The Authority is currently evaluating the impact this standard will have on the financial statements when adopted.

In May 2020, the Government Accounting Standards Board issued GASB Statemen No. 96, *Subscription-Based Information Technology Arrangements*, which provides guidance on the accounting and financial reporting for subscription-based information technology arrangements for government end users. This statement is effective for reporting periods ending after June 15, 2022. The Authority is currently evaluating the impact this standard will have on the financial statements when adopted.

In June 2020, the Government Accounting Standards Board issued GASB Statemen No. 97, *Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plans*, which increases consistency and comparability related to the reporting of fiduciary component units, mitigates costs associated with reporting certain pension and OPEB plans, and enhances the relevance, consistency and comparability of IRC Section 457 plans. This statement is effective for reporting periods ending after June 15, 2021. The Authority is currently evaluating the impact this standard will have on the financial statements when adopted.

**NOTE 3 - Cash, Cash Equivalents and Investments**

Cash, cash equivalents and investments of the Authority at December 31 consist of the following:

	Book Balance		Bank Balance
	2020	2019	2020
Cash and Cash Equivalents			
Cash on hand	\$ 13,726	\$ 10,409	
Cash in bank accounts	47,576,013	69,072,736	\$ 50,226,933
Total Cash and Cash Equivalents	<u>\$ 47,589,739</u>	<u>\$ 69,083,145</u>	

The Authority's deposits were secured by insurance from the Federal Depository Insurance Corporation (FDIC) covering \$500,000 on December 31, 2020 and December 31, 2019 plus \$51,803,006 and \$79,112,836 of pledged collateral held by a third party trustee bank at December 31, 2020 and 2019, respectively. The FDIC bank insurance program Permanent Rule provides up to \$250,000 in coverage for the Authority's Savings Accounts and up to \$250,000 for the Authority's Demand Accounts. Collective balances in excess of these amounts are collateralized at 102% of the prior day closing bank balance.

**NOTE 4 - Receivables**

Accounts receivable is recorded net of allowances for probable uncollectible accounts.

	As of	As of
	12-31-20	12-31-19
Airlines	\$ 1,308,926	\$ 1,274,822
Concessions	313,557	78,995
Other	155,073	1,183,954
Sub-Total	1,777,556	2,537,771
Less Allowances	-	-
Net Accounts Receivable	<u>\$ 1,777,556</u>	<u>\$ 2,537,771</u>

**NOTE 5 – FAA Restricted Funds**

The Authority holds funds derived from the disposition of property acquired with grants received from the Federal Aviation Administration (FAA). These funds are restricted for use and limited to capital expenditures approved by the FAA. The following table presents the amounts and changes in such funds:

	2020	2019
Airport Noise Compatibility Grants (FAR150)		
Opening Balance	\$ 202,304	\$ 198,096
Interest Received during the year	1,245	4,208
Ending Balance	<u>\$ 203,549</u>	<u>\$ 202,304</u>
Airport Improvement Program Grants		
Opening Balance	\$ 879,238	\$ 861,296
Funds Disbursed	(882,755)	-
Interest Received during the year	3,517	17,942
Ending Balance	<u>\$ -</u>	<u>\$ 879,238</u>
Total	<u>\$ 203,549</u>	<u>\$ 1,081,542</u>



**NOTE 6 - Due from County of Albany**

The net amount from the county consists of the following:

	As of 12-31-20	As of 12-31-19
Reimbursement of expenses due (to) from County	\$ (24,683)	\$ 200,115
	<u>\$ (24,683)</u>	<u>\$ 200,115</u>

The County provides certain services to the Authority including sheriff officers for public safety, code enforcement inspections, sewer district charges, and salt for the winter roadways. The total expenditures incurred by the Authority during the years ended December 31, 2020 and 2019 for these services totaled \$1,871,976 and \$2,509,680, respectively.

**NOTE 7 - Capital Assets**

Capital Assets balances and activity for the years ended December 31, 2019 and 2020 were as follows:

	Total 12-31-18	Additions	Deletions	Total 12-31-19	Additions	Deletions	Total 12-31-20
Capital Assets that are not depreciated:							
Land and Easements	\$ 48,102,683	\$ 99,145	\$ -	\$ 48,201,828	\$ -	\$ -	\$ 48,201,828
Construction in Progress	5,729,954	49,717,997	-	55,447,951	20,597,535	(73,845,828)	2,199,658
Total	<u>53,832,637</u>	<u>49,817,142</u>	<u>-</u>	<u>103,649,779</u>	<u>20,597,535</u>	<u>-</u>	<u>50,401,486</u>
Capital Assets that are depreciated:							
Buildings	204,084,042	-	-	204,084,042	43,800,784	-	247,884,826
Improvements, other than buildings	235,704,252	8,646,466	-	244,350,718	25,848,552	(1,921,201)	268,278,069
Machinery and Equipment	14,644,695	135,330	-	14,780,025	4,333,458	-	19,113,483
Sub-total	<u>454,432,989</u>	<u>8,781,796</u>	<u>-</u>	<u>463,214,785</u>	<u>73,982,794</u>	<u>(1,921,201)</u>	<u>535,276,378</u>
Less accumulated depreciation:							
Buildings	(129,571,665)	(6,610,589)	-	(136,182,254)	(7,705,608)	-	(143,887,862)
Improvements	(129,201,020)	(8,240,643)	-	(137,441,663)	(9,443,730)	999,494	(145,885,899)
Machinery and Equipment	(12,238,899)	(492,919)	-	(12,731,818)	(452,921)	-	(13,184,739)
Sub-total	<u>(271,011,584)</u>	<u>(15,344,151)</u>	<u>-</u>	<u>(286,355,735)</u>	<u>(17,602,259)</u>	<u>999,494</u>	<u>(302,958,500)</u>
Total depreciable Capital Assets, net	183,421,405	(6,562,355)	-	176,859,050	56,380,529	(921,707)	232,317,878
Total Capital Assets, Net	<u>\$ 237,254,042</u>	<u>\$ 43,254,787</u>	<u>\$ -</u>	<u>\$ 280,508,829</u>	<u>\$ 76,978,064</u>	<u>\$ (921,707)</u>	<u>\$ 282,719,364</u>

In 2020, certain assets with a net book value in the amount of \$921,707 were written off as they are no longer in service.

**NOTE 8 - Long-Term Indebtedness**

A summary of the changes in the Authority's long-term indebtedness outstanding during 2019 and 2020 were as follows:

	Outstanding at 12-31-18	Additions	Deletions	Outstanding at 12-31-19	Additions	Deletions	Outstanding at 12-31-20
Authority Revenue Bonds/Debt Obligations							
Bonds Payable							
Series 1999 NYS EFC	\$ 699,000	\$ -	\$ (699,000)	\$ -	\$ -	\$ -	\$ -
Series 2010A Refunding	55,220,000	-	(5,555,000)	49,665,000	-	(49,665,000)	-
Series 2017A & B Refunding	11,980,000	-	(1,005,000)	10,975,000	-	(1,055,000)	9,920,000
Series 2018A & B GARB	22,590,000	-	(295,000)	22,295,000	-	(360,000)	21,935,000
Series 2019A GARB	-	9,620,000	-	9,620,000	-	(140,000)	9,480,000
Series 2020A & B Refunding	-	-	-	-	34,610,000	-	34,610,000
Total Bonds Payable	<u>90,489,000</u>	<u>9,620,000</u>	<u>(7,554,000)</u>	<u>92,555,000</u>	<u>34,610,000</u>	<u>(51,220,000)</u>	<u>75,945,000</u>
Unamortized Premiums	3,741,495	1,193,529	(818,446)	4,116,578	4,876,297	(1,454,434)	7,538,441
Total Long-term Indebtedness	<u>\$ 94,230,495</u>	<u>\$ 10,813,529</u>	<u>\$ (8,372,446)</u>	<u>\$ 96,671,578</u>	<u>\$ 39,486,297</u>	<u>\$ (52,674,434)</u>	<u>\$ 83,483,441</u>

## Authority Outstanding Debt Issues

*Series 2010A General Airport Revenue Refunding Bonds* - In August of 2010, the Authority issued \$105,745,000 (non AMT) of General Airport Revenue Refunding Bonds to refund the Series 1998B Airport Revenue Bonds, the Series 2000B Airport Revenue Bonds, and the Series 2008A Airport Revenue Bonds. The Facilities financed with Series 2010A included portions of the terminal, the New York State Police Aviation Facility, the FAA Control Tower, parking facilities and other Airport improvements. Lease agreements with the State of New York and the Federal Aviation Administration provide revenue to support a portion of the debt service and remain in effect through 2030 and 2019 respectively. Coupon interest rates range from 4.000% to 4.500% and are due semi-annually on June 15<sup>th</sup> and December 15<sup>th</sup>. The Series 2010A General Airport Revenue Refunding Bonds were refunded in 2020.

*Series 2017A General Airport Revenue Refunding Bonds* - In March of 2017, the Authority closed on the sale of two General Airport Revenue Refunding Bond (non AMT) issues totaling \$7,795,000 to refund the Series 2003A Airport Revenue Bonds and Series 2006A. Coupon interest rates range from 3.125% to 5.000% and are due semi-annually on June 15<sup>th</sup> and December 15<sup>th</sup>. These bonds will mature on December 31, 2033. As of December 31, 2020 and 2019, the principal outstanding was \$6,390,000 and \$6,975,000 respectively. The amount of the unamortized premium as of December 31, 2020 and 2019 was \$461,605 and \$616,230, respectively. The amount of the deferred loss as of December 31, 2020 and 2019 was \$117,494 and \$147,469 respectively.

*Series 2017B General Airport Revenue Refunding Bonds* - In March of 2017, The Authority issued \$6,600,000 (AMT) of Series 2017B General Airport Revenue Refunding Bonds to refund the Series 2006B Airport Revenue Bonds and Series 2006C. Coupon interest rates range from 3.250% to 5.000% and are due semi-annually on June 15<sup>th</sup> and December 15<sup>th</sup>. These bonds will mature on December 31, 2035. As of December 31, 2020 and 2019, the principal outstanding was \$3,530,000 and \$4,000,000 respectively. The amount of the unamortized premium as of December 31, 2020 and 2019 was \$116,588 and \$165,399, respectively. The amount of the deferred loss as of December 31, 2020 and 2019 was \$105,474 and \$121,048 respectively.

*Series 2018A General Airport Revenue Bonds* - In November of 2018, the Authority issued \$14,770,000 (non AMT) of Series 2018A General Airport Revenue Bonds to fund a portion of the cost of the Upstate Airport Development & Revitalization Project at the Airport and other projects in the Authority's 2015-2019 capital plan. Coupon interest rates are 5.000% and are due semi-annually on June 15<sup>th</sup> and December 15<sup>th</sup>. These bonds will mature on December 31, 2048. As of December 31, 2020 and 2019, the principal outstanding was \$14,770,000 and \$14,770,000 respectively. The amount of the unamortized premium as of December 31, 2020 and 2019 was \$1,190,667 and \$1,316,659, respectively.

*Series 2018B General Airport Revenue Bonds* - In November of 2018, The Authority issued \$7,820,000 (AMT) of Series 2018B General Airport Revenue Bonds to fund projects in the Authority's 2015-2019 capital plan and to provide funds for a portion for the Upstate Airport Development & Revitalization Project at the Airport. The bonds are payable from a lien on net revenues derived by the Authority for the operation of the airport. Coupon interest rates are 5.000% and are due semi-annually on June 15<sup>th</sup> and December 15<sup>th</sup>. These bonds will mature on December 31, 2034. As of December 31, 2020 and 2019, the principal outstanding was \$7,165,000 and \$7,525,000 respectively. The amount of the unamortized premium as of December 31, 2020 and 2019 was \$606,213 and \$709,670, respectively.

*Series 2019A General Airport Revenue Bonds* - In November of 2019, the Authority issued \$9,620,000 (non AMT) of Series 2019A General Airport Revenue Bonds to fund a portion of the cost of the Upstate Airport Development & Revitalization Project at the Airport. Coupon interest rates range from 4.000% to 5.000%

and are due semi-annually on June 15<sup>th</sup> and December 15<sup>th</sup>. These bonds will mature on December 31, 2042. As of December 31, 2020 and 2019, the principal outstanding was \$9,480,000 and \$9,620,000 respectively. The amount of the unamortized premium as of December 31, 2020 and 2019 was \$1,056,001 and \$1,186,833, respectively.

*Series 2020A General Airport Revenue Forward Refunding Bonds* - In March of 2020, the Authority issued \$4,390,000 (non AMT) of Series 2020A General Airport Revenue Forward Refunding Bonds to refund and defease a certain portion of the Series 2010A General Airport Revenue Refunding Bonds. Coupon interest rates are 5.000% and are due semi-annually on June 15<sup>th</sup> and December 15<sup>th</sup>. These bonds will mature on December 31, 2030. As of December 31, 2020, the principal outstanding was \$4,390,000. The amount of the unamortized premium as of December 31, 2020 was \$720,005. The amount of the deferred loss carried forward from the Series 2010A bonds in the refunding as of December 31, 2020 was \$1,331,612.

*Series 2020B General Airport Revenue Refunding Bonds* - In March of 2020, the Authority issued \$30,220,000 (AMT) of Series 2020B General Airport Revenue Forward Refunding Bonds to refund and defease a certain portion of the Series 2010A General Airport Revenue Refunding Bonds. Coupon interest range are 5.000% and are due semi-annually on June 15<sup>th</sup> and December 15<sup>th</sup>. These bonds will mature on December 31, 2030. As of December 31, 2020, the principal outstanding was \$30,220,000. The amount of the unamortized premium as of December 31, 2020 was \$3,387,363. The amount of the deferred loss carried forward from the Series 2010A bonds in the refunding as of December 31, 2020 was \$247,796.

Below is a schedule of future bond payments by years:

Years Ending	Principal	Interest	Total
2021	\$ 6,450,000	\$ 3,680,800	\$ 10,130,800
2022	6,780,000	3,359,950	10,139,950
2023	7,120,000	3,022,650	10,142,650
2024	7,375,000	2,668,400	10,043,400
2025	7,725,000	2,301,500	10,026,500
2026-2030	14,370,000	7,519,306	21,889,306
2031-2035	6,215,000	5,496,819	11,711,819
2036-2040	6,120,000	4,019,800	10,139,800
2041-2045	7,725,000	2,412,050	10,137,050
2046-2049	6,065,000	563,750	6,628,750
TOTAL	\$ 75,945,000	\$ 35,045,025	\$ 110,990,025

### Refunding of Debt

On March 18, 2020 the Authority closed on its Series 2020 Bonds in the total par amount of \$34,610,00 of which \$4,390,000 were sold as Series 2020A Non-AMT (not subject to any Federal Tax) and \$30,220,000 were sold as Series 2020B AMT (subject to the Federal Alternative Minimum Tax). The Series 2020 Bonds were used, along with other funds of the Authority, to fully refund the Authority's Series 2010A, Bonds in the aggregate amount of \$43,830,000 (the Refunded Bonds). The result will produce an estimated gain of \$10,366,47 in future cash flow savings, with an estimated present value of \$4,448,059.

The impact of the refunding is summarized below:

Description	Series 2020 Bonds Issued	Bonds Refunded	Cash Flow Gain	Present Value Gain
Refunding Bonds	\$ 34,610,000	\$ 43,830,000	\$ 10,366,475	\$ 4,448,059

### Bank Line of Credit

During 2018 the Authority accepted a \$22,131,900 grant from the State of New York under a State Aviation Project Funding Agreement (APFA). Pursuant to the APFA, State grant funds are being provided for funding a portion of Upstate Airport Development & Revitalization Project (the project). The project has an agreed upon completion date of March 31, 2020. The Authority expects to file monthly reimbursement claims for reimbursement of expenditures that are eligible for reimbursement under the APFA and it will initially pay from funds on hand that are available for capital project funding. On December 31, 2018 the Authority closed on a \$10,000,000 revolving bank line of credit (the Loan Agreement) with Community Bank, N.A. to provide contingent interim financing for grant reimbursement claims in the event the that the balance of accumulated grant reimbursements payable from the State becomes temporarily larger than anticipated.

The Loan Agreement provided that a \$10,000,000 revolving line of credit is available until December 31, 2020 subject to the terms and conditions therein. The Authority's Loan Counsel has issued an opinion that from the date of the first draw until the loan is first fully repaid, interest paid under Loan Agreement is exempt from the Federal and State Income Tax but subject to the Federal Alternative Minimum Tax. The Authority intends upon the initial draw to maintain an outstanding minimum balance of \$50,000 until the termination of the Loan Agreement.

The Tax Exempt interest rate under the Loan Agreement is a rate per year equal to the sum of LIBOR One-Month Floating Rate and 1.75 percentage points, multiplied by 0.76. Should for any reason it be determined interest paid under the Loan Agreement is subject to Income Tax, the rate reverts to the LIBOR One-Month Floating Rate and 1.75 percentage points effective as of the date on which the interest payable was been determined to be taxable.

The Loan Agreement was approved by Resolution adopted by the Authority at its December 10, 2018 meeting which establishes that any payments made pursuant to the Loan Agreement are subordinate to payments required to be made to the Authority's bondholders under its Master Bond Resolution Adopted January 6, 1997, which excludes restricted grant income from the definition of Revenue. The Loan Agreement requires the Authority to continue to maintain a debt service coverage ratio established in the Master Bond Resolution for its bondholders.

The Authority also entered into a Pledge and Assignment of the APFA Grant Proceeds, contingent upon approval by the State, with respect to both the APFA and the grant funds due to the Authority from the State pursuant to the APFA. Under the APFA, the grant proceeds may only be used to repay principal under the financing agreement and any interest paid must be funded from other sources of funds. The Authority will fund any interest payments due under the Loan Agreement from net revenues of the Authority, which excludes grant proceeds.

## Debt Limit

The Authority's debt limit was increased from \$175 million to \$285 million during 2004 by State legislation enacted (Chapter 500), amending the Albany County Airport Authority Act, Title 32 of Article 8, of the New York State Public Authorities Law. The Act authorizes the Authority to issue bonds, notes or other obligations in the aggregate outstanding principal amount not exceeding \$285,000,000. In addition, the Authority is authorized to issue refunding bonds, provided that upon a refunding the aggregate principal amount of bonds, notes or other obligations outstanding under the Act may be greater than \$285,000,000 only if the present value of the aggregate debt service of the refunding bonds, notes or other obligations does not exceed the present value of the refunded bonds, notes or other obligations (calculated as provided in the Act). As of December 31, 2020, the Authority had \$75.9 million of principal debt outstanding issued which does not include deferred losses and bond premiums.

The Authority adopted a Derivatives Policy which allows for the use of Derivative Financial products for capital financing. The Derivatives Policy prohibits the use of Derivative Financial products for either investment or speculation. The Derivatives Policy recognizes derivatives as non-traditional financial products, including but not limited to, floating to fixed rate swaps, swaptions, caps, floors, collars and municipal warrants. The Derivatives Policy requires:

- that transactions entered into under the policy must be for a market transaction for which competing good faith quotations may be obtained at the discretion of the Authority and with the advice and recommendation of the Authority's swap advisor, and other financial professionals;
- that transactions should produce material economic benefit believed to not otherwise be attainable under the current existing market conditions, or existing conventional debt structures, and improve the flexibility of debt management strategies;
- employ a structure that will attempt to minimize any additional floating rate basis risk, tax law risk or credit risk to the Authority and justify the acceptance of these risks for a particular transaction, based on the additional benefits to the Authority; and
- limits the total amount of derivative financial product transactions so as not to exceed thirty-three percent (33%) of the total authorized debt limit of the Authority (currently \$285 million).

The Authority adopted a Variable Rate Debt Policy which allows for the use of variable rate debt within prescribed limitations. The Variable Rate Debt Policy recognizes permanent and interim uses of variable rate debt. Interim use of variable rate debt may occur during the construction phase of a project for which the Authority intends to obtain permanent financing at the conclusion of the construction phase. The Variable Rate Debt Policy provides that:

- "Permanent Variable Rate Debt Exposure" includes variable rate debt which the Authority does not intend to be refinanced by a long-term fixed rate debt;
- "Net Permanent Variable Rate Debt Exposure" is permanent variable rate debt that is not offset by the cash, cash equivalent and short-term investment assets of the Authority;
- permanent variable rate debt excludes, with some exceptions, variable debt that has been synthetically changed to fixed rate debt by the use of a financial derivative hedge product with a fixed-payer interest rate swap;
- net permanent variable rate debt, excluding synthetic fixed rate transactions, should not generally exceed twenty percent (20%) of the Authority's outstanding indebtedness;
- the Authority did not utilize any derivative or variable rate debt products in 2020 or 2019.

**NOTE 9 - Capital Contributions and Net Position**

Since its inception, the Authority has received capital contributions from the County of Albany in the form of net assets transferred from the date of inception and from Federal and State grants as follows:

	Inception To Date	Year Ended 2020	Year Ended 2019
County of Albany	\$ 486,324,500	\$ -	\$ -
Federal	144,141,880	4,039,408	7,068,852
State	97,332,911	6,811,496	18,073,683
Total	<u>\$ 727,799,291</u>	<u>\$ 10,850,904</u>	<u>\$ 25,142,535</u>

Unrestricted net position consists of the following:

	2020	2019
Designation of unrestricted net position		
Operations and maintenance reserve	\$ 6,603,427	\$ 15,487,297
Renewal and replacement reserve	500,212	500,715
Total designations	7,103,639	15,988,012
Undesignated unrestricted net position	4,350,742	4,270,894
Total unrestricted net position	<u>\$ 11,454,381</u>	<u>\$ 20,258,906</u>

Under the master bond resolution adopted in 1997, the Authority agreed to create and maintain two reserves. Both were to be funded by depositing funds in separate bank accounts in accordance with the master bond resolution and are included as a component of unrestricted cash and cash equivalents on the statements of net position. The Operating and Maintenance Reserve is to be equal to two months operating and maintenance expenses and is to be used only if the Authority does not have sufficient funds in its current operating accounts to pay these expenses on a timely basis.

The Renewal and Replacement Reserve is to be equal to \$500,000 and can be used solely for non-recurring major maintenance, repairs, renewals, or replacements related to Airport facilities. Both reserves have been funded as required.

**NOTE 10 - Airline Lease and Use Agreements**

Seven commercial passenger airlines, fifteen affiliated commercial passenger airlines and two cargo airlines serving the Airport have executed the first five year renewal option on the Airline Use and Lease Agreement ("Agreement"). This Agreement has a five-year term effective January 1, 2016 with an option for one five year renewal to extend the Agreement to December 31, 2025. In 2020, due to COVID, the Authority offered an extension of a one-year term ending December 31, 2021 and two one-year options and one two-year option extensions. The Authority charges signatory rates to carriers who have executed the Agreement and non-signatory rates to all other airlines and Airport users.

In general, the rate formulas under the Airline and Cargo Carrier Agreements in effect provide that at the end of each year the total financial requirements for each of the Airport cost centers be determined by applying revenues related to that cost center before the rate required to be paid by Signatory Airlines and Cargo Carriers is determined. The landing fee calculation uses a residual cost methodology. The terminal rate is based upon calculation of the total cost per square foot subject to annual settlement based upon actual cost. The Agreement also contains a calculation of an amount for capital expenditures not subject to majority-in-interest (MII) approval by the Signatory Airlines in the rates and charges calculation. This

amount is deducted after the net amount available for revenue sharing between the signatory airlines and the Authority is determined; therefore, not affecting the initial rates and charges established for billing the airlines. The net requirement is then divided by appropriate usage factors to determine the rates and fees applicable to signatory airlines.

The Agreements provide a net income sharing mechanism by which the Signatory Airlines and Cargo Carriers receive a percentage of the Airport's net income (as defined in the Agreements) during the term of the agreement in the form of a rate credit offset. The Agreements also provide for extraordinary coverage protection where the Signatory Airlines and Cargo carriers have agreed to provide additional revenue to the Airport should net revenues be less than the required amount under the Master Bond Resolution.

In 2020, the net revenue sharing was \$0 as under the revenue sharing formula, there was no excess revenue. Airlines and cargo carriers will receive a credit of \$2,080,399 for the rates and charges settlements. This amount is the best estimate for the settlement at this time. Any adjustment to the settlement are recognized in the period in which they become known.

In 2019, the net revenue sharing was fifty percent to the airlines and fifty percent to the Authority. Under this formula, the airlines and cargo carriers received a credit of \$774,321 for the rates and charges settlements and they also received \$3,674,833 for their share of the revenue sharing; totaling \$4,449,154.

#### **NOTE 11 - Airport Tenant Agreements**

The Authority has entered into agreements with tenants for the use of certain Airport facilities including ready/return rental car parking areas, buildings, terminals, hangars and customer service areas. The Authority entered into concession agreements. These agreements include: advertising, food and beverage, retail, on-airport rental cars, vending machines, baggage delivery services, ATMs and vending machines. Normally the terms of the agreements include a fixed minimum annual guaranteed (MAG) payment to the Airport as well as additional contingent payments based on the tenants' annual sales volume of business. Revenues exceeded the MAG amounts due in 2020 of \$8,283,074 by \$1,207,859. In 2019 the revenues exceeded the MAG amounts due of \$12,236,032 by \$1,663,205. Some of the agreements provide for a periodic review and redetermination of the payment amounts.

Future MAG payments due to the Authority under non-cancelable agreements are as follows for the years ending December 31:

2021	\$	8,484,805
2022		7,937,715
2023		7,887,502
2024		6,746,811
2025		6,054,104
2026-2030		<u>25,755,747</u>
Total	\$	<u><u>62,866,684</u></u>

## NOTE 12 - Pension Plans

Plan Descriptions - The Authority participates in the New York State and Local Employees' Retirement System (ERS) cost-sharing multiple-employee retirement system. The ERS provides retirement benefits as well as death and disability benefits. Obligations of employers and employees to contribute and benefits to employees are governed by the New York State Retirement and Social Security Law (NYSRSSL). As set forth in the NYSRSSL, the Comptroller of the State of New York (Comptroller) serves as sole trustee and administrative head of the Systems. The Comptroller shall adopt and amend rules and regulations for the administration and transaction of the business of the systems and for the custody and control of their funds. The Systems issue a publicly available annual financial report that includes audited financial statements and required supplementary information. This report may be obtained by writing to the New York State and Local Employees' Retirement System, Office of the State Comptroller, 110 State Street, Albany, NY 12207.

Funding Policy - Contributory and noncontributory requirements depend upon the point in time at which an employee last joined the System. Most members of the ERS who joined the System on or before July 26, 1976 are enrolled in a non-contributory plan. Employees who last joined ERS subsequent to July 26, 1976 are enrolled in a contributory Plan. Tier 3 through Tier 5 employees must contribute 3 percent of their salary. Tier 3 and Tier 4 employees with more than ten years of membership or credited service within the System are not required to contribute. Tier 6 member contribution rates vary from 3 percent to 6 percent depending on salary. Tier 5 and 6 members are required to contribute for all years of service. Members cannot be required to begin contributing or to make increased contributions beyond what was required when their memberships began.

The Authority is required to contribute at an actuarially determined rate. The required contributions for the years ended December 31, 2020, 2019 and 2018 were \$234,393, \$243,034 and \$256,525 respectively, or approximately 15.4%, 15.2% and 15.4%, respectively of the covered employees' payrolls. The Authority's contributions made to the Systems were equal to 100% of the required contributions for each year.

Pension Liability - At December 31, 2020, the Authority reported the following asset/(liability) for its proportionate share of the net pension asset/(liability) for the System. The net pension asset/(liability) was measured as of March 31, 2020. The total net pension asset/(liability) used to calculate the net pension asset/(liability) was determined by an actuarial valuation as of that date. The Authority's proportion of the net pension asset/(liability) was based on a projection of the Authority's long-term share of contributions of all participating members, actuarially determined. This information was provided by the ERS System in a report provided to the Authority. The net pension (liability) is included in the non-current liabilities on the Statement of Net Position for December 31, 2020 and 2019:

	2020	2019
Actuarial valuation date	April 1, 2019	April 1, 2018
Net pension asset/(liability)	\$(1,110,544)	\$(320,236)
Authority's portion of the Plan's total net pension asset/(liability)	0.0419380%	0.0045197%

Payables to the pension plan - ERS employer contributions are paid annually based on the System's fiscal year which ends on March 31st. Payments to the ERS due February 1, 2021 were prepaid at a discounted amount of \$234,393 during the Authority's year ended December 31, 2020. Accordingly, the Authority did not owe any payables to the Pension System as of December 31, 2020 or 2019.

Pension Expense - For the year ended December 31, 2020, the Authority recognized its proportionate share of pension expense of \$377,009. For December 31, 2019, the Authority's pension expense was \$209,744.



Collective Pension Expense - Collective pension expenses includes certain current period changes in the collective net pension asset/(liability), projected earnings on pension plan investments, and the amortization of deferred outflows or resources and deferred inflows of resources for the current period. The collective pension expense for the periods ended December 31, 2020 and 2019 were \$445,792 and \$278,474 respectively.

Deferred Outflows and Inflows of Resources Related to Pension - The Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources for December 31, 2020 and 2019

	Outflows of Resources 2020	Outflows of Resources 2019	Inflows of Resources 2020	Inflows of Resources 2019
Differences between expected and actual experiences	\$ 65,360	\$ 63,061	\$ -	\$ 21,497
Changes of assumptions	22,361	80,494	19,308	-
Net difference between projected and actual earnings on pension plan investments	569,319	-	-	82,190
Changes in proportion and differences between contributions and proportionate share of contributions	154,897	155,381	25,350	15,520
Contributions subsequent to the measurement date	234,393	243,034	-	-
Total	<u>\$ 1,046,330</u>	<u>\$ 541,970</u>	<u>\$ 44,658</u>	<u>\$ 119,207</u>

The Authority's contributions subsequent to the measurement date will be recognized as a reduction of the net pension asset/(liability) in the year ended December 31, 2021. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows as of December 31, 2020 and 2019

Year ended:	2020	2019
2020	\$ -	\$ 123,387
2021	159,386	(22,428)
2022	199,582	21,880
2023	231,053	56,890
2024	177,258	-
2025	-	-
Thereafter	-	-

The total pension liability as of March 31, 2020 was determined by using an actuarial valuation as of April 1, 2019, with update procedures used to roll forward the total pension liability to March 31, 2020. The actuarial valuation used the following actuarial assumptions:

	2020	2019
Measurement date	March 31, 2020	March 31, 2019
Actuarial valuation date	April 1, 2019	April 1, 2018
Inflation rate	2.5%	2.5%
Salary Scale	4.2%	4.2%
Investment rate of return (net of investment expense, including inflation)	6.8%	7.0%
Cost of Living Adjustments	1.3% annually	1.3% annually

Decrements – Developed from the Plan's FT 2011-2015 experience

Mortality improvement - Society of Actuaries' Scale MP-2014

Pensioner mortality rates are based on April 1, 2010 – March 31, 2015 System's experience with adjustments for mortality improvements based on MP-2018.

The long term expected rate of return on pension plan investments was determined in accordance with Actuarial Standard of Practice (ASOP) No. 27, Selection of Economic Assumptions for Measuring Pension Obligations. ASOP No. 27 provides guidance on the selection of an appropriate assumed investment rate of return. Consideration was given to expected future real rates of return (expected returns, net of pension plan investment expense and inflation) for each major asset class as well as historical investment data and plan performance.

The long term expected rate of return on pension plan investments was determined using a building block method in which best estimate ranges of expected future real rates of return (expected returns net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation are summarized below:

Asset class	Target allocation	Long-Term expected real rate of return
Domestic equity	36.0%	4.05%
International equity	14.0%	6.15%
Private equity	10.0%	6.75%
Real estate	10.0%	4.95%
Absolute return strategies	2.0%	3.25%
Opportunistic portfolio	3.0%	4.65%
Real assets	3.0%	5.95%
Bonds and mortgages	17.0%	0.75%
Cash	1.0%	0.00%
Inflation-Indexed bonds	4.0%	0.50%
	<u>100.0%</u>	

Discount rate - The discount rate used to calculate the total pension asset/(liability) was 6.8%. The projection of cash flows used to determine the discount rate assumes that contributions from plan members will be made at the current contribution rates and that contributions from employers will be made at statutorily required rates, actuarially. Based upon the assumptions, the System's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore the long term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension asset/(liability).

Sensitivity of the Proportionate Share of the Net Pension Asset/(Liability) to the Discount Rate Assumption -The following presents the Authority's proportionate share of the net pension asset/(liability) calculated using the discount rate of 6.8%, as well as what the Authority's proportionate share of the net pension asset/(liability) would be if it were calculated using a discount rate that is one percentage point lower (5.8%) or one percentage point higher (7.8%) than the current rate:

	1% Decrease (5.8)%	Current Discount 6.8%	1% Increase (7.8)%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 2,038,162	\$ 1,110,544	\$ 256,204

New York State Voluntary Defined Contribution (NYS VDC) Plan - Under state legislation enacted in 2012, Authority Employees first hired after June 30, 2013 who earn least \$75,000 per year or more are eligible to join the NYS VDC Plan instead of the ERS Plan. The NYS VDC Plan is administered by the State University of New York Optional Retirement Plan (SUNY OPR). SUNY OPR has contracted with TIAA-CREF to administer the NYS VDC Plan. The NYS VDC plan is portable among employers and eligible employees vest 366 days after first joining the plan or other employer funded contract with any of the NYS VDC investment providers. The Authority's contribution rate is 8% of participating employee salary for the duration of employment. Participating employee contribution rates range from 5.75% to 6% based upon salary level. During the initial vesting period the Authority must contribute 4% interest to a vesting employee's contribution deduction not yet remitted to the Plan. The Authority has two employees who participate in the NYS VDC Plan. The Authority's employer contributions to the NYS VDC plan through December 31, 2020 and 2019 were \$21,816 and \$9,820 respectively.

#### **NOTE 13 - Other Post Employment Benefits (OPEB)**

During 2009 the Authority adopted a formal written OPEB plan and created a legally separate trust to accumulate resources to fund the Authority's obligation to pay for OPEB benefits under the plan. The OPEB plan provides that all full-time and regular part-time employees with qualifying years of service with the Authority (including any years with the State of New York or County of Albany immediately preceding becoming an Authority employee) who retire from the Authority and are collecting retirement benefits through the New York State and Local Employees' Retirement System, shall receive health insurance benefits from the Authority as a retired employee. Such benefits shall be equal to the health insurance benefits received by the employee at the time of their retirement and the costs thereof to the retired employee shall be at the same rate or percentage sharing the employee was paying at the time of their retirement. A qualifying retiree's surviving spouse and eligible dependents can continue to receive OPEB benefits as long as they do remain otherwise eligible to be a dependent of the deceased employee. Retired employees are required to contribute to the cost of the plan benefit in proportion to the amount they contributed toward the cost of their health insurance prior to retirement. The Authority allows each employee to accumulate up to 1,320 hours of unused sick time and apply the value of this to fund their required contribution. The plan is a single-employer defined benefit plan Effective January 1, 2008. The Authority adopted GASB Statement 45 - *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*-, prospectively which requires reporting, on an accrual basis, the liability associated with other postemployment benefits. The OPEB liability at transition was zero, being amortized over a thirty-year period. Effective January 1, 2018 the Authority adopted GASB Statement 75, which replaced GASB 45 and required the previously unrecognized liability for OPEB benefits to reported as a liability on the statement of Net Position and also changed the measurement focus to fair value measurement. The accrued liability is based upon an actuarial valuation that reflects a long-term perspective. Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future, and that actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. The Albany County Airport Authority OPEB Trust has issued a separate unaudited financial statement which may be obtained by contacting the Albany County Airport Authority OPEB Trustee c/o the Albany County Airport Authority, 737 Albany Shaker Road, Terminal Building, Third Floor, Albany, NY 12211-1057.

The OPEB Plan is a single-employer defined benefit healthcare plan trust administered by the Authority. The Plan provides medical insurance benefits to eligible retirees who elect to receive it, and their eligible dependents. Membership of the Plan consists of 44 plan members composed of; 20 active and 24 retired employees. The Plan is a governmental plan that is not subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA). The Plan was created by the Albany County Airport Authority to be managed by a sole trustee intended to be the Chief Financial Officer of the Authority who is the plan Trustee. The Plan is a component unit of the Albany County Airport Authority. The Trust has a fiduciary duty to provide plan benefits to eligible beneficiaries. As long as the Albany County Airport Authority provides the required benefits, the Trust's obligation is fulfilled and it may then reimburse the Albany County Airport Authority for the cost of the benefits provided, if requested to do so.

### Eligibility

An employee hired on or after January 1, 2005 shall become eligible to retire under this plan upon attainment of age 55 as an active member and completion of 10 years of service. Those hired after January 1, 2017 must have 15 years of service and have reached the age of 55.

### Contributions

Contributions to the Plan are likely to be entirely funded by the employer (the Authority). Participants hired prior to July 1, 2005 are not required to contribute to the plan. Participants hired on or after July 1, 2005 are required to contribute 10% of the cost of benefits to the plan, offset by the value of their unused sick leave up to 1,320 hours at the time of retirement. The Plan was established and may be amended by the Authority. The Authority has no obligation to fund the plan. Contributions made were provided for in the Authority's annual budgets for 2008 through 2020 along with interest earnings thereon. Any future contributions to the plan would be authorized by a future resolution of the Authority.

### Net OPEB Liability

The net OPEB liability (NOL) was measured as of December 31, 2020, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date.

### Investment Policy

The Authority has adopted an investment policy for the Trust that the Authority may amend from time to time. The Authority adopted an Investment Policy for effectively supervising, monitoring and evaluating the investment assets of the Plan. The investment policy allows for the plan assets to be comprised of:

Fixed Income	0%-60%
Cash Equivalent	5%-100%
Domestic Equity	0%-60%
International Equity	0%-60%
Other Equity	0%-20%

As of December 31, 2020 all plan assets were on deposit with M & T Bank, in an interest bearing demand deposit account, the entire balance of which was collateralized by obligations that are guaranteed by the

U.S. Government and held by a 3<sup>rd</sup> party custodian. The Trustee believes the investment and management of the assets of the Plan have complied with the Trust investment policy adopted by the Authority.

### Actuarially Determined Contribution (ADC)

The Airport's Actuarially Determined Contribution (ADC) is an amount actuarially determined in accordance with parameters of GASB Statement 74/75 which is composed of the service cost and amortization of the unfunded liability using a 30 year flat dollar amortization of such unfunded liability. The following table shows the components of the Airport's annual ADC for the fiscal year and the amount actually contributed to the plan:

	2020	2019
Service Cost	\$ 179,110	\$ 276,198
30 year amortization of NOL	177,628	287,733
Actuarial determined contribution	356,738	563,931
Contributions in relation to the actuarially determined contribution	(411,772)	(325,000)
Contribution deficiency/(excess)	\$ (55,034)	\$ 238,931
Covered Employee Payroll	\$ 2,081,039	\$ 1,962,761
Contributions as a % of covered employee payroll	19.79%	16.56%
Discount Rate	2.50%	3.25%

### Funded Policy, Status and Progress

The contribution requirements of plan members and the Authority are established and may be amended through Authority resolutions. For the period ending on the December 31, 2020 Measurement Date, total Authority premiums excluding implicit costs for the retiree medical program were \$171,663. The Authority also made a contribution to the OPEB Trust of \$240,109 for a total contribution during the measurement period of \$411,772 to be reported on the financial statement for the fiscal year ending December 31, 2020.

As of the December 31, 2020 Measurement Date, the plan was 31.91% funded. The Total OPEB Liability (TOL) for benefits was \$8,405,254, and the Fiduciary Net Position was \$2,681,769, resulting in a Net OPEB Liability (NOL) of \$5,723,485. The covered payroll (annual payroll of active employees covered by the plan) was \$2,081,039 and the ratio of the NOL to the covered payroll was 275.0%.

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, investment returns, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the Plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

### Changes in the OPEB Liability

	2020	2019
Net OPEB Liability at beginning of period	\$ 7,599,110	\$ 6,621,984
Service cost	179,110	276,198
Interest	328,041	338,961
Change in assumptions	(835,252)	731,575
Differences between expected and actual experience	(1,065,626)	-
Net investment income	(12,647)	(44,608)
Employer contributions to the trust	(411,772)	(325,000)
Benefit payments withdrawn from the trust	171,663	161,281
Benefit payments excluding implicit cost	(171,663)	(170,860)
Implicit cost amount	(57,479)	9,579
Net OPEB Liability at end of period	<u>\$ 5,723,485</u>	<u>\$ 7,599,110</u>

### Changes in the Deferred Outflows/Inflows

	Outflows of Resources 2020	Outflows of Resources 2019	Inflows of Resources 2020	Inflows of Resources 2019
Beginning of the period	\$ 621,658	\$ 34,725	\$ (48,217)	\$ (64,289)
Created during the period	51,061	744,518	(1,900,878)	-
Recognized during the period	(167,797)	(157,585)	396,247	16,072
End of the period	<u>\$ 504,922</u>	<u>\$ 621,658</u>	<u>\$ (1,552,848)</u>	<u>\$ (48,217)</u>

The Authority's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB asset/(liability) in the year ended December 31, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows as of December 31, 2020 and 2019:

	2020	2019
Year ended:		
2020	-	\$ 141,513
2021	228,450	141,513
2022	228,450	141,513
2023	221,061	148,902
2024	369,965	-
2025	-	-
Thereafter	-	-

## OPEB Expense Development

Components of the Airport's OPEB expenses for the fiscal years ending December 31, 2020 and 2019:

	2020	2019
Service Cost	\$ 179,110	\$ 276,198
Interest on the Net OPEB Liability (asset), service cost, and benefit payments	328,041	338,961
Deferred (Inflows)/outflows from plan design changes		11,270
Deferred (inflows)/outflows from plan experience	(229,197)	(16,072)
Deferred (inflows)/outflows from changes of assumptions	(20,735)	146,315
Projected earnings on OPEB plan investments	(63,708)	(57,551)
Deferred (inflows)/outflows from earnings on plan investments	21,482	-
Net financial statement OPEB expense	<u>\$ 214,993</u>	<u>\$ 699,121</u>

## Money Weighted Rate of Return and Plan Cash Flows

	2020	2019
Beginning value	\$ 2,429,013	\$ 2,220,686
Annual contribution to OPEB Trust	240,109	163,719
Annual interest earnings	12,647	44,608
Ending Value	<u>\$ 2,681,769</u>	<u>\$ 2,429,013</u>
Money weighted rate of return	0.52%	2.01%

## Discount rate

The following table presents the results if the discount rate was 1% lower or 1% higher:

### Impact of a 1% Change in the Discount Rate as of the December 31, Measurement Date

	OPEB Liability		
	1% Decrease	Current Discount Rate	1% Increase
2020 (2.50%)	\$ 9,875,873	\$ 8,405,254	\$ 7,336,189
2019 (3.75%)	11,887,781	10,028,123	8,549,823
2018 (3.25%)	10,427,489	8,842,670	7,579,562

	Service Cost		
	1% Decrease	Current Discount Rate	1% Increase
2020 (2.50%)	238,609	179,110	140,812
2019 (3.75%)	\$ 364,677	\$ 276,198	\$ 211,365
2018 (3.25%)	285,125	217,039	166,982

## Healthcare Trend

The healthcare cost trend used to calculate the total OPEB liability was 4.5%. The following table presents the results if the healthcare cost rate was 1% lower or 1% higher:

### Impact of a 1% Change in the Healthcare Cost Trend as of the December 31, Measurement Date

	OPEB Liability		
	1% Decrease	Current Discount Rate	1% Increase
2020	\$ 7,119,673	\$ 8,405,254	\$ 10,044,296
2019	8,375,461	10,028,123	12,143,887
2018	7,429,402	8,842,670	10,642,156

	Service Cost		
	1% Decrease	Current Discount Rate	1% Increase
2020	\$ 139,047	\$ 179,110	\$ 233,915
2019	219,125	276,198	351,316
2018	173,163	217,039	274,490

## NOTE 14 - Risk Management

The Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority has purchased commercial insurance for all risk above minimal deductible amounts and named the operator of the Airport, AFCO AvPorts Management LLC (AvPorts) as an additional insured. In addition, the FBO, REW Investments (Million Air) and all tenants and users of the Airport are required to have insurance coverage naming the Authority and the County as additional insured.

No liability is recorded at December 31, 2020 for outstanding claims or for any potential claims incurred but not reported as of that date. Settled claims have not exceeded these commercial coverages by any material amounts during the three years ended December 31, 2020. There was no reduction in insurance coverage during 2020. Changes in the balance of claims paid directly by the Authority during the past two years are as follows:

	Year Ended 2020	Year Ended 2019
Unpaid claims, beginning of year	\$ -	\$ -
Claims incurred	-	39,008
Claims paid	-	(39,008)
Unpaid claims, end of year	\$ -	\$ -

## NOTE 15 - Commitments and Contingencies

*FBO Operations* – As of September 1, 2013 the Authority entered into an agreement with REW Investments, Inc., (Million Air) to manage the fixed based operations on airport. The Agreement has been modified and extended through August 31, 2022. Under the agreement, Million Air is obligated to manage a full and complete general aviation support function including ground handling, apron services, repair and maintenance, and hangar storage. The agreement also provides for operating and managing the Airport's fuel farm and deicing program for all commercial and general aviation aircraft. Million Air receives full reimbursement of all their on-airport pre-approved related expenses plus a base management fee of \$175,000 per annum and various incentive fees based on certain revenue performance indicators.



*Airport Operations* – AFCO AvPorts Management LLC (d/b/a AvPorts) manages the daily operations and maintenance of the airport under an agreement dated October 11, 2005 and initially expiring December 31, 2010, subject to an optional extension. The agreement has been extended through December 31, 2021. Operational centers include the airfield, terminal, parking, ARFF, operations, security and vehicle and equipment maintenance. AvPorts receives full reimbursement of all their on-airport pre-approved related expenses plus a base management fee of not less than \$425,000. AvPorts may be entitled to an additional incentive fee of \$55,000 each year based on performance indicators negotiated between the parties.

*Capital Improvement Programs* - As of December 31, 2020, the Authority has outstanding contractual commitments for completion of certain capital improvement projects totaling \$8.3 million of which an estimated \$6.7 million is eligible for partial reimbursement from the FAA and the State. The remaining amount is expected to be funded from Airport funds.

*Concentration of Credit Risk* - The Authority leases facilities to the airlines under certain leases and/or use agreements and to other businesses under agreements to operate concessions at the Airport. Amounts due from airlines represent approximately 73.6% of accounts receivable and airline revenues represent 22.9% of operating revenues for the year ended December 31, 2020.

*Environmental Remediation* - Pursuant to the enabling legislation creating the Authority, the Airport completed an environmental audit in 1994. It is the opinion of the Authority that all audit findings have been resolved with no material adverse effect on the financial position of the Authority. In prior years, elevated levels of propylene glycol had been detected in Shaker Creek which runs through the Airport. The Authority now operates a glycol collection and disposal system completed in 1999 which successfully addresses this issue.

*Compliance Audits* - The Authority participates in a number of programs that are fully or partially funded by grants received from other governmental units. Expenditures financed by grants are subject to audit by the appropriate grantor government or agency. An independent audit of these programs has been performed for the years ended December 31, 2019 and 2018 in compliance with: 1) requirements stated in the Single Audit Act of 1996 and Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; 2) compliance requirements described in the Passenger Facility Charge Audit Guide for Public Agencies issued by the Federal Aviation Administration; and 3) compliance requirements described in the preliminary Draft Part 43 of the New York State Codification of Rules and Regulations applicable to state transportation assistance. The amounts, if any, of expenditures that may be disallowed by the granting government or agency cannot be determined at this time, although any such amounts, if any, are expected to be immaterial.

*Litigation* - The nature of the business of the Authority generates certain litigation against the Authority arising in the ordinary course of business. The Authority is a defendant in various lawsuits. In the opinion of the Authority's counsel the resolution of any legal actions in the aggregate will not have a material adverse effect on the financial position of the Authority.

*Potential Impact of Coronavirus* - The outbreak of COVID-19, a respiratory disease caused by a new strain of coronavirus, which was first detected in China and has since spread to other countries, including the United States, has been characterized as a pandemic by the World Health Organization on March 11, 2020. The coronavirus will continue to impact the Authority's fiscal or operating results, the amount of which is uncertain.

Required  
Supplemental  
Information



Albany County Airport Authority  
 Schedule for the Authority's Proportionate Share of Net Pension Liability  
 New York State and Local Employees' Retirement System

As of the measurement data of March 31,	2020	2019	2018	2017	2016	2015
Proportion percentage of net pension liability	0.04194%	0.00452%	0.00472%	0.00464%	0.00497%	0.00525%
Proportion amount of net pension liability	\$ 1,110,544	\$ 320,236	\$ 152,292	\$ 436,071	\$ 797,486	\$ 177,342
Covered payroll	\$ 1,518,180	\$ 1,596,306	\$ 1,682,703	\$ 1,623,832	\$ 1,640,182	\$ 1,599,482
Authority's proportionate share of net pension liability as a percentage of covered payroll	73.15%	20.06%	9.05%	26.85%	48.62%	11.09%
Plan fiduciary net position as a percentage of total pension liability	86.39%	96.27%	98.24%	94.70%	90.70%	97.90%

*Data prior to 2015 is unavailable.*

Albany County Airport Authority  
 Schedule for the Authority Contributions  
 New York State and Local Employees' Retirement System

As of December 31,	2020	2019	2018	2017	2016	2015
Contractually required contribution	\$ 234,393	\$ 243,034	\$ 256,525	\$ 252,468	\$ 260,215	\$ 305,211
Contributions in relation to the contractually required contribution	(234,393)	(243,034)	(256,525)	(252,468)	(260,215)	(305,211)
Contribution deficiency (excess)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Covered payroll	\$ 1,518,180	\$ 1,596,306	\$ 1,682,703	\$ 1,623,832	\$ 1,640,182	\$ 1,599,482
Contributions as a percentage of covered payroll	15.44%	15.22%	15.24%	15.55%	15.87%	19.08%

*Data prior to 2015 is unavailable.*

Albany County Airport Authority  
 Schedule of Changes in the Airport's Net OPEB Liability and Related Ratios  
 For the year ended December 31,

	2020	2019	2018
<b>Total OPEB Liability</b>	\$ 8,405,254	\$ 10,028,123	\$ 8,842,670
Service Cost	179,110	276,198	217,039
Interest on total OPEB liability, service cost and benefit payments	328,041	338,961	325,272
Changes in benefit terms	-	-	-
Difference between expected & actual plan experience	(1,065,626)	(161,281)	(80,361)
Changes of assumptions	(835,252)	731,575	-
Benefit payments excluding implicit cost	(171,663)	-	(150,927)
Implicit cost amount	(57,479)	N/A	N/A
<b>Net change in OPEB liability</b>	<b>(1,622,869)</b>	<b>1,185,453</b>	<b>311,023</b>
Total OPEB liability - beginning of period	10,028,123	8,842,670	8,531,647
Total OPEB liability - end of period	<u>\$ 8,405,254</u>	<u>\$ 10,028,123</u>	<u>\$ 8,842,670</u>
<b>Plan Fiduciary Net Position</b>	<b>\$ 2,681,769</b>	<b>\$ 2,429,013</b>	<b>\$ 2,220,686</b>
Interest on fiduciary net position	-	-	-
Earning from plan investments	12,647	44,608	13,200
Employer contribution to trust	411,772	325,000	300,000
Benefit payments from trust, including refunds of member contributions	(171,663)	(161,281)	(150,927)
Administrative expense	-	-	-
Other	-	-	-
<b>Net change in plan fiduciary net position</b>	<b>252,756</b>	<b>208,327</b>	<b>162,273</b>
Plan fiduciary net position - beginning of period	2,429,013	2,220,686	2,058,413
Plan fiduciary net position - end of period	<u>\$ 2,681,769</u>	<u>\$ 2,429,013</u>	<u>\$ 2,220,686</u>
<b>Net OPEB liability</b>	<b>\$ 5,723,485</b>	<b>\$ 7,599,110</b>	<b>\$ 6,621,984</b>
Plan Fiduciary net position as a % of total OPEB liability	31.91%	24.22%	25.11%
Covered employee payroll	\$ 2,081,039	\$ 1,962,761	\$ 1,966,055
Plan NOL as a % of covered employee payroll	275.03%	387.16%	336.82%
Single discount rate to calculate plan liabilities	2.50%	3.25%	3.75%

\*\* Schedule is intended to show information for 10 years. Information will be provided as available until a full 10 years of data is included.

Albany County Airport Authority  
Actuarially OPEB Determined Contribution - Deficiency/(Excess)  
For the year ended December 31,

	2020	2019	2018
Service Cost	\$ 179,110	\$ 276,198	\$ 217,039
30 year amortization of NOL	177,628	287,733	357,987
Actuarial determined contribution	356,738	563,931	575,026
Contributions in relation to the actuarially determined contribution	(411,772)	(325,000)	(300,000)
Contribution deficiency/(excess)	\$ (55,034)	\$ 238,931	\$ 275,026
Covered Employee Payroll	\$ 2,081,039	\$ 1,962,761	\$ 1,966,055
Contributions as a % of covered employee payroll	19.79%	16.56%	15.26%
Discount Rate	2.50%	3.25%	3.75%
Money Weighted Rate of Return	0.52%	2.01%	0.64%

\*\* Schedule is intended to show information for 10 years. Information will be provided as available until a full 10 years of data is included.

## Albany County Airport Authority

## OPEB Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the written plan as currently approved by the Authority and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

Investment rate of return	2.50%, net of OPEB plan investment expense, including inflation.
Municipal bond rate	1.93% as of December 31, 2020 (source: S&P Municipal Bond 20-Year High Grade Index-SAPIHG)
Actuarial Cost Method	Individual Entry Age Normal
Single equivalent discount rate	2.50%, net of OPEB plan investment expense, including inflation
Inflation	2.50% as of December 31, 2020 and for future periods
Salary Increases	3.00% annually as of December 31, 2020 and for future periods
Cost of living adjustments	Not Applicable
Pre-retirement mortality	RP-2014 Mortality Table for Blue Collar Employees projected generationally with scale MP-2016 for males and females, set forward 1 year for females
Post-retirement mortality	RP-2014 Mortality Table for Blue Collar Healthy Annuitants projected generationally with scale MP-2016 for males and females, set forward 1 year for females
Disabled mortality	RP-2014 Mortality Table for Blue Collar Healthy Annuitants projected generationally with scale MP-2016 for males and females, set forward 1 year

**OPEB Plan Membership**

At January 1, 2020, OPEB plan membership consisted of the following:

Inactive employees or beneficiaries currently receiving benefits:	24
Active Employees:	<u>20</u>
Total:	44

**Events Subsequent to the OPEB Measurement Date**

To the best of our knowledge there were no material events subsequent to the Measurement Date that would impact the figures shown in this report.

### Changes in OPEB Assumptions from December 31, 2019 to December 31, 2020

Due to GASB 75 standard, the discount rate has been changed from 3.25% to 2.50% based on the S&P Municipal Bond 20-Year High Grade Index - SAPIGH

The mortality table has been updated from the RP-2000 Employees Mortality Table projected generationally with scale BB and a base year 2009 to the RP-2014 Mortality Table projected generationally with scale MP-2016 for males and females.

The expected long-term medical trend has been increased to 4.50%.

Based on recent research by the Society of Actuaries, we have updated the assumption for morbidity or age-related costs of medical care.

### OBEB Contributions

The contribution requirements of plan members and the Airport are established and may be amended through Airport ordinances. The Airport contributed \$240,109 beyond the pay-as-you-go cost for the period ending on December 31, 2020 Measurement Date. For the year ending on December 31, 2020 Measurement Date total Airport premiums plus implicit costs for the retiree medical program were \$229,124, \$57,479 of the \$229,124 represents implicit cost.

Other  
Supplemental  
Information





Albany County Airport Authority  
Debt Service Requirements to Maturity

GENERAL AIRPORT REVENUE BONDS

YEAR	Principal	Interest	Authority Total
2021	\$ 6,450,000	\$ 3,680,800	\$ 10,130,800
2022	6,780,000	3,359,950	10,139,950
2023	7,120,000	3,022,650	10,142,650
2024	7,375,000	2,668,400	10,043,400
2025	7,725,000	2,301,500	10,026,500
2026	8,135,000	1,915,250	10,050,250
2027	1,455,000	1,508,500	2,963,500
2028	1,530,000	1,437,550	2,967,550
2029	1,585,000	1,366,275	2,951,275
2030	1,665,000	1,291,731	2,956,731
2031	1,170,000	1,212,963	2,382,963
2032	1,230,000	1,158,906	2,388,906
2033	1,285,000	1,101,800	2,386,800
2034	1,240,000	1,041,400	2,281,400
2035	1,290,000	981,750	2,271,750
2036	1,105,000	919,600	2,024,600
2037	1,165,000	864,350	2,029,350
2038	1,220,000	806,100	2,026,100
2039	1,285,000	745,100	2,030,100
2040	1,345,000	684,650	2,029,650
2041	1,410,000	621,350	2,031,350
2042	1,470,000	554,950	2,024,950
2043	1,540,000	485,700	2,025,700
2044	1,615,000	413,100	2,028,100
2045	1,690,000	336,950	2,026,950
2046	1,765,000	262,050	2,027,050
2047	1,840,000	183,700	2,023,700
2048	1,920,000	101,800	2,021,800
2049	540,000	16,200	556,200
<b>TOTAL</b>	<b>\$ 75,945,000</b>	<b>\$ 35,045,025</b>	<b>\$ 110,990,025</b>

Albany County Airport Authority  
Governmental Payments and Services  
For the Years Ended December 31, 2020 and 2019

	2020	2019
UNITED STATES - Department of Agriculture		
Dept. of Agriculture - Wildlife Management Program	\$ 38,065	\$ 34,325
 STATE OF NEW YORK		
Department of Civil Service - Health Insurance	\$ 630,936	\$ 617,747
State and Local Employees' Retirement System	234,393	243,034
Unemployment Insurance	1,703	2,545
Bureau of Weights and Measures	900	600
Dept. of Taxation & Finance - Sales Tax	115,768	199,820
Dept. of Taxation & Finance - Petroleum Business Tax	67,464	118,806
Dept. of Labor Bureau of Public Works	4,089	767
DEC - Oil Spill Fee	7,847	15,161
DEC - SPDES Program Fees & Permits	2,425	2,520
Total State of New York	1,065,525	1,201,000
 COUNTY OF ALBANY		
Direct Costs:		
Sheriff	1,871,976	2,303,569
Purchase of Land	-	90,000
Code Enforcement	102,150	55,316
Shared Services - IT & Legal	71,775	-
Dept. of Public Works - Salt for Roadways	-	49,795
Land Rent	-	6,000
Sewer District Charges	5,000	5,000
Total County of Albany	2,050,901	2,509,680
LATHAM WATER DISTRICT - Water Service	100,381	136,470
 TOWN OF COLONIE, RECEIVER OF TAXES		
Sewer Taxes	91,820	79,331
Verdoy Fire Dept.	1,690	1,672
Albany County Tax	5,641	5,600
Town of Colonie Tax	4,036	4,267
School Taxes - North Colonie	26,633	26,840
Total Town of Colonie, Receiver of Taxes	129,820	117,710
 VILLAGE OF COLONIE		
Wastewater Conveyance	7,500	7,500
 CAPITAL DISTRICT TRANSPORTATION AUTHORITY		
Employee Ground Transportation	25,000	30,000
 TOTAL PAYMENTS TO OTHER GOVERNMENTAL ENTITIES	\$ 3,417,192	\$ 4,036,685

## Albany County Airport Authority

## Insurance Schedule

Policy	Insurance Carrier	Policy Term	2021 Premium	Deductible	Insurance Limits
Aviation Liability	ACE/Chubb	12/31/20 - 12/31/21	\$ 168,817	\$ 10,000	\$100MM
Excess Aviation Liability	Starr	12/31/20 - 12/31/21	\$ 55,000	\$ 0	\$200MM
Property incl. Business Income	Chubb	12/31/20 - 12/31/21	\$ 332,159	\$ 25,000	\$367MM
Auto - subject to audit	Chubb	12/31/20 - 12/31/21	\$ 73,042	\$ 0	\$5MM
Workers Compensation	Chubb	12/31/20 - 12/31/21	\$ 5,903	N/A	Statutory
Public Officials	Chubb	12/31/20 - 12/31/21	\$ 33,726	\$ 50,000	\$7.5MM
Crime	Travelers	12/31/20 - 12/31/21	\$ 6,868	\$ 50,000	\$5MM
Tank Farm Property	Markel	12/31/20 - 12/31/21	\$ 38,761	\$ 50,000	Per Tank Statement of Values
Violent & Malicious Acts	Lloyd's	12/31/20 - 12/31/21	\$ 15,390	\$ 0	\$1MM Liability; \$366MM Property
Pollution	Beazley	12/31/19 - 12/31/22	\$ 106,050	\$ 100,000	\$10MM
Cyber Liability	Chubb	7/17/20 - 12/31/21	\$ 21,303	\$ 25,000	\$1MM
Fiduciary Liability	Philadelphia Ins	9/1/20 - 9/1/21	\$ 1,690	\$ 10,000	\$2MM
Builders Risk - Various Projects	Chubb	12/7/20 - 12/31/21	\$ 20,860	\$ 25,000	\$3MM

**INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES**

To the Members  
Albany County Airport Authority  
Administrative Building, Suite 200  
Albany, New York 12211

We have performed the procedures enumerated below, which were agreed to by the Albany County Airport Authority, a component unit of the County of Albany, New York (the Authority and specified party) for the period January 1, 2020 - December 31, 2020. The Albany County Airport Authority's management is responsible for Compliance with Customer Facility Charges (CFC) for the period January 1, 2020 - December 31, 2020. The Albany County Airport Authority has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures performed and associated findings are:

1. Excess CFC funds, if any, will be designated for future CFC projects. Determine any excess CFC funds are appropriately restricted by the Authority for future CFC use.

Findings: There were no exceptions noted as a result of applying this procedure.

We were engaged by the Albany County Airport Authority to perform this agreed-upon procedures engagement and conducted in our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on Compliance with the Customer Facility Charges for the period January 1, 2020 - December 31, 2020. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the Albany County Airport Authority and to meet our other ethical responsibilities, in accordance with the relevant requirements related to our agreed-upon procedures engagement.

The purpose of this report is to determine compliance with New York State law and the contracts between the concessionaries and the Authority and is not suitable for any other purpose. This report is intended solely for the informational use of the Authority Board and management, The State of New York, and the concessionaries participating in the CFC program and is not intended to be and should not be used by anyone other than these specified parties.

Latham, NY  
\_\_\_\_\_, 2021

Albany County Airport Authority  
Customer Facility Charges  
Statements of Revenues, Expenses and Changes in Net Position  
For the Year Ended December 31, 2020 and December 31, 2019

	December 31, 2020	December 31, 2019
Revenue		
Customer facility charges	\$ 50	\$ 757,428
Total Revenue	<u>50</u>	<u>757,428</u>
Expenses		
Customer facility charges cost for rental car improvements	-	302,039
Administrative expenses	-	-
Total Expenses	<u>-</u>	<u>302,039</u>
Increase in Net Position	<u>50</u>	<u>455,389</u>
Net Position - CFC, Beginning of Year	<u>455,389</u>	<u>-</u>
Net Position - CFC, End of Year	<u>\$ 455,439</u>	<u>\$ 455,389</u>

Statistical

DRAFT

**Albany County Airport Authority**  
**Total Annual Revenues, Expenses and Changes in Net Position**  
**For Years Ended December 31,**

	2011	2012	2013	2014
<b>REVENUES</b>				
Airfield	\$ 6,620,031	\$ 6,517,132	\$ 6,382,280	\$ 6,320,065
Fixed based operations	10,816,078	9,732,965	9,641,415	10,348,396
Terminal	5,549,272	5,220,736	5,146,616	4,816,946
Concessions	6,531,954	6,490,578	6,390,371	7,027,934
Ground transportation	10,737,419	11,035,611	10,998,265	11,575,593
Other	3,739,595	3,703,440	3,656,336	3,505,150
	<u>43,994,349</u>	<u>42,700,462</u>	<u>42,215,283</u>	<u>43,594,084</u>
<b>OTHER REVENUES</b>				
Interest income	102,137	94,418	84,959	54,043
Passenger facility charges	4,832,209	4,843,563	4,693,348	4,777,691
Customer facility charges	-	-	-	-
Grant income	1,112,504	344,845	366,420	292,938
Insurance recovery	-	-	-	-
Improvement charges	368,400	368,400	368,400	368,400
	<u>6,415,250</u>	<u>5,651,226</u>	<u>5,513,127</u>	<u>5,493,072</u>
<b>TOTAL REVENUES</b>	<u>50,409,599</u>	<u>48,351,688</u>	<u>47,728,410</u>	<u>49,087,156</u>
<b>EXPENSES</b>				
Salaries and benefits	12,608,658	12,858,828	13,385,948	13,375,148
Services and supplies	20,064,093	17,939,145	18,275,162	18,948,402
Depreciation	13,406,698	13,537,373	13,716,881	13,957,515
	<u>46,079,449</u>	<u>44,335,346</u>	<u>45,377,991</u>	<u>46,281,065</u>
<b>OTHER EXPENSES</b>				
Grant expense	683,300	-	-	-
Interest expense	6,971,497	6,615,097	6,255,548	5,870,629
Insured expenses	-	-	-	-
Customer facility charges	-	-	-	-
Bond issuance costs	-	-	-	-
Amortization of bond issuance costs	269,204	164,459	156,676	133,008
	<u>7,924,001</u>	<u>6,779,556</u>	<u>6,412,224</u>	<u>6,003,637</u>
<b>TOTAL EXPENSES</b>	<u>54,003,450</u>	<u>51,114,902</u>	<u>51,790,215</u>	<u>52,284,702</u>
Capital contributions	7,063,708	4,385,124	4,009,502	6,414,378
Special Items	-	(980,110)	-	-
Extraordinary Item	-	-	-	-
<b>INCREASE (DECREASE) IN NET POSITION</b>	<u>\$ 3,469,857</u>	<u>\$ 641,800</u>	<u>\$ (52,303)</u>	<u>\$ 3,216,832</u>
<b>NET POSITION AT YEAR END COMPOSED OF:</b>				
Net investment in capital assets	\$ 167,205,678	\$ 166,644,993	\$ 165,997,945	\$ 167,432,611
Restricted	16,487,232	16,852,644	17,049,812	17,573,958
Unrestricted	12,346,131	13,183,204	13,580,781	14,838,801
	<u>\$ 196,039,041</u>	<u>\$ 196,680,841</u>	<u>\$ 196,628,538</u>	<u>\$ 199,845,370</u>

<1> The 2015 Unrestricted net assets was adjusted by \$926 in accordance with GASB Statement No. 68

<2> The 2018 Unrestricted net assets was adjusted by \$6,781,739 in accordance with GASB Statement No. 74

Source: Authority's audited financial statements.

**Albany County Airport Authority**  
**Total Annual Revenues, Expenses and Changes in Net Position, Con't**  
**For Years Ended December 31,**

2015	2016	2017	2018	2019	2020
\$ 6,457,974	\$ 5,882,274	\$ 6,678,085	\$ 6,588,133	\$ 6,207,119	\$ 5,071,172
8,570,119	8,300,218	8,572,457	10,427,353	10,426,891	6,307,406
5,000,721	4,777,241	5,019,779	5,538,045	5,178,553	5,657,600
7,268,718	7,540,431	8,070,379	8,262,260	8,496,949	3,749,264
13,089,872	15,163,022	15,325,640	15,721,089	16,906,909	5,719,989
3,850,200	4,075,479	4,360,796	4,292,488	4,626,970	4,313,893
44,237,604	45,738,665	48,027,136	50,829,368	51,843,391	30,819,324
20,739	12,280	10,676	488,263	1,403,088	309,776
5,080,183	5,385,946	5,431,444	5,638,922	6,194,834	1,858,876
-	-	-	-	757,428	50
292,000	222,772	138,700	300,997	150,480	11,053,631
-	-	-	170,896	8,704	-
368,400	368,400	368,400	368,400	368,400	368,400
5,761,322	5,989,398	5,949,220	6,967,478	8,882,934	13,590,733
49,998,926	51,728,063	53,976,356	57,796,846	60,726,325	44,410,057
13,519,423	14,209,606	15,014,472	16,019,364	16,981,665	15,874,108
17,850,888	17,904,007	18,380,540	21,330,763	22,554,099	17,317,169
13,893,673	14,396,008	14,761,280	15,335,569	15,344,151	17,465,299
45,263,984	46,509,621	48,156,292	52,685,696	54,879,915	50,656,576
-	-	-	-	-	-
5,463,254	5,002,200	4,261,394	3,898,788	4,369,737	3,699,761
-	-	-	170,896	-	-
-	-	-	-	302,039	-
-	-	252,877	390,361	237,068	249,796
109,988	100,347	76,280	68,308	60,020	40,733
5,573,242	5,102,547	4,590,551	4,528,353	4,968,864	3,990,290
50,837,226	51,612,168	52,746,843	57,214,049	59,848,779	54,646,866
8,942,652	2,389,827	4,616,709	3,297,047	25,142,535	10,850,904
-	-	-	1,022,220	-	(921,707)
-	-	-	148,595	-	-
\$ 8,104,352	\$ 2,505,722	\$ 5,846,222	\$ 5,050,659	\$ 26,020,081	\$ (307,612)
\$ 171,751,795	\$ 170,626,920	\$ 172,661,198	\$ 170,718,128	\$ 189,798,618	\$ 204,476,085
19,387,387	21,191,423	22,238,003	26,650,235	30,532,217	24,351,663
16,809,614 <1>	18,636,175	21,401,539	17,201,297 <2>	20,258,906	11,454,381
\$ 207,948,796	\$ 210,454,518	\$ 216,300,740	\$ 214,569,660	\$ 240,589,741	\$ 240,282,129



**Albany County Airport Authority**  
**Changes in Cash and Cash Equivalents**  
**For Years Ended December 31,**

	2011	2012	2013
<b>Cash Flows From Operating Activities</b>			
Cash received from providing services	\$ 44,327,193	\$ 42,253,033	\$ 42,311,459
Cash paid to suppliers	(31,992,962)	(28,813,561)	(30,404,614)
Cash paid to employees	(1,099,021)	(1,104,020)	(1,149,945)
<b>Net Cash Provided/(Used) By Operating Activities</b>	<u>11,235,210</u>	<u>12,335,452</u>	<u>10,756,900</u>
<b>Cash Flows from Noncapital Financing Activities</b>			
Grant Income	1,071,409	344,845	366,420
Grant Expense	(642,205)	-	-
<b>Net Cash Provided by Noncapital Financing Activities</b>	<u>429,204</u>	<u>344,845</u>	<u>366,420</u>
<b>Cash Flows From Investing Activities</b>			
Interest received	102,137	94,418	85,056
Purchase of investments	-	-	-
Sale of investments	-	-	-
Interest on passenger facility charges	11,002	8,470	9,293
<b>Net Cash Provided/(Used) by Investing Activities</b>	<u>113,139</u>	<u>102,888</u>	<u>94,349</u>
<b>Cash Flows From Capital and Related Financing Activities</b>			
Purchase of capital assets	(9,243,027)	(5,954,942)	(7,804,302)
Principal payments on bonds and notes payable	(8,574,618)	(8,736,422)	(8,598,074)
Interest paid	(5,724,131)	(5,502,063)	(5,409,940)
Payment to refunding agent	-	-	-
Issuance of bonds	-	-	-
Cost of issuance	-	-	-
ANCLUC funds	(347,296)	449	490
Concession improvement funds	44,668	67,457	337,258
Customer facility charges	-	-	-
Improvement charges	368,400	368,400	368,400
Insurance recoveries	-	-	-
Bank line of credit	-	-	-
LIBOR settlement	-	-	-
Sale of Land	-	-	-
Capital contributions	6,579,972	3,488,992	4,411,353
Passenger facility charges	4,850,569	4,794,831	4,727,885
<b>Net Cash Provided (Used) By Capital and Related Financing Activities</b>	<u>(12,045,463)</u>	<u>(11,473,298)</u>	<u>(11,966,930)</u>
<b>Net increase/(decrease)</b>	(267,910)	1,309,887	(749,261)
<b>Cash and cash equivalents, beginning of year</b>	<u>37,098,323</u>	<u>36,830,413</u>	<u>38,140,300</u>
<b>Cash and cash equivalents, end of year</b>	<u>\$ 36,830,413</u>	<u>\$ 38,140,300</u>	<u>\$ 37,391,039</u>

Source: Authority's audited financial statements.

**Albany County Airport Authority**  
**Changes in Cash and Cash Equivalents, Con't**  
**For Years Ended December 31,**

2014	2015	2016	2017	2018	2019	2020
\$ 43,862,468	\$ 44,211,164	\$ 45,595,258	\$ 47,814,646	\$ 50,885,469	\$ 51,691,849	\$ 33,479,937
(30,679,673)	(31,277,486)	(28,239,666)	(33,640,390)	(34,607,021)	(36,461,993)	(36,037,289)
(1,114,606)	(1,143,581)	(1,190,846)	(1,237,120)	(1,301,582)	(1,316,130)	(1,387,077)
12,068,189	11,790,097	16,164,746	12,937,136	14,976,866	13,913,726	(3,944,429)
292,938	292,000	222,772	138,700	300,997	150,480	11,053,631
-	-	-	-	-	-	-
292,938	292,000	222,772	138,700	300,997	150,480	11,053,631
54,043	20,739	12,280	10,676	488,263	1,404,897	309,775
-	-	-	-	(12,247,000)	-	-
-	-	-	-	-	12,524,389	-
9,257	11,688	14,941	18,476	97,262	290,775	92,075
63,300	32,427	27,221	29,152	(11,661,475)	14,220,061	401,850
(8,249,851)	(12,534,202)	(4,244,291)	(9,055,546)	(8,637,400)	(53,630,854)	(25,488,688)
(8,102,182)	(8,266,000)	(8,567,000)	(8,803,000)	(9,419,000)	(7,554,000)	(7,390,000)
(5,136,989)	(4,700,250)	(4,394,462)	(3,673,229)	(3,549,403)	(4,341,280)	(3,749,289)
-	-	-	(16,794,552)	-	-	-
-	-	-	15,826,250	24,865,926	10,556,850	(5,500,594)
-	-	-	(336,179)	(390,361)	-	-
395	(1,334)	-	-	-	-	-
(359,380)	101,374	(212,759)	107,689	75,447	(177,676)	(40,978)
-	-	-	-	-	455,389	50
368,400	368,400	368,400	368,400	368,400	368,400	368,400
-	-	-	-	-	8,704	-
-	-	-	-	-	6,542,341	(6,552,137)
-	-	-	-	1,496,915	-	-
-	-	-	-	858,257	-	-
4,826,042	10,209,459	3,164,885	3,797,722	3,324,887	16,720,643	17,043,877
4,745,288	4,939,384	5,356,286	5,338,723	5,759,701	5,574,996	2,304,901
(11,908,277)	(9,883,169)	(8,528,941)	(13,223,722)	14,753,369	(25,476,487)	(29,004,458)
516,150	2,231,355	7,885,798	(118,734)	18,369,757	2,807,780	(21,493,406)
37,391,039	37,907,189	40,138,544	48,024,342	47,905,608	66,275,365	69,083,145
\$ 37,907,189	\$ 40,138,544	\$ 48,024,342	\$ 47,905,608	\$ 66,275,365	\$ 69,083,145	\$ 47,589,739

**Albany County Airport Authority**  
**Principal Revenue Sources, Revenue per Enplaned Passenger and**  
**Signatory Airlines Rates and Charges <1>**  
**For Years Ended December 31,**

	2011	2012	2013
<b>PRINCIPAL REVENUE SOURCES</b>			
<b>AIRLINE REVENUE</b>			
Landing fees	\$ 3,964,651	\$ 4,041,201	\$ 4,035,420
Landing fee surcharge	168,015	168,400	-
Apron fees	847,651	810,760	797,936
Fixed based operations	3,979,252	3,031,163	3,289,020
Terminal rental	4,358,719	3,980,775	3,925,842
Loading bridge rentals	501,336	528,303	471,669
<b>TOTAL AIRLINE REVENUE</b>	<b>13,819,624</b>	<b>12,560,602</b>	<b>12,519,887</b>
Percent of Total Revenues	27.4%	26.0%	26.2%
<b>NON-AIRLINE REVENUES</b>			
Parking	10,478,603	10,787,568	10,724,464
Rental car	4,718,960	4,723,808	4,679,586
Other	14,977,162	14,628,484	14,291,346
<b>TOTAL NON-AIRLINE REVENUES</b>	<b>30,174,725</b>	<b>30,139,860</b>	<b>29,695,396</b>
Percent of Total Revenues	59.9%	62.3%	62.2%
<b>NON-OPERATING REVENUES</b>			
Passenger facility charges	4,832,209	4,843,563	4,693,348
Customer facility charges	-	-	-
Grant income	1,112,504	344,845	366,420
Interest	102,137	94,418	84,959
Insurance recovery	-	-	-
Other	368,400	368,400	368,400
<b>TOTAL NON-OPERATING REVENUES</b>	<b>6,415,250</b>	<b>5,651,226</b>	<b>5,513,127</b>
Percent of Total Revenues	12.7%	11.7%	11.6%
<b>TOTAL REVENUES</b>	<b>\$ 50,409,599</b>	<b>\$ 48,351,688</b>	<b>\$ 47,728,410</b>
<b>Enplaned Passengers</b>	<b>1,242,399</b>	<b>1,244,976</b>	<b>1,215,076</b>
<b>TOTAL REVENUE PER ENPLANED PASSENGER</b>	<b>\$ 40.57</b>	<b>\$ 38.84</b>	<b>\$ 39.28</b>
<b>SIGNATORY AIRLINES RATES AND CHARGES</b>			
Landing Fee (per 1,000 lbs MGLW)	\$ 2.61	\$ 2.92	\$ 2.92
Landing Fee Surcharge (per 1,000 lbs MGLW)	0.11	0.11	-
Apron Fees (per sq. foot)	1.75	1.78	1.58
Annual Terminal Rental Rates (per sq. foot)	69.55	68.46	66.56
Annual Loading Bridge Rental (per bridge)	33,422.00	35,220.00	31,445.00
Airline Cost per Enplanement: Airport Operations	7.92	7.64	7.60

The Authority has entered into a series of five-year agreements with its signatory airlines that provides a rate setting methodology. The current agreement term ends on December 31, 2020.

<1> The revenue basis to which the signatory rates and charges apply and the principal airline revenue payers can be found on pages 104 - 109

Source: Authority's audited financial statements and statistics reports

**Albany County Airport Authority**  
**Principal Revenue Sources, Revenue per Enplaned Passenger and**  
**Signatory Airlines Rates and Charges, Con't <1>**  
**For Years Ended December 31,**

	2014	2015	2016	2017	2018	2019	2020
\$	3,934,458	\$ 4,090,831	\$ 3,838,764	\$ 4,436,193	\$ 4,239,274	\$ 3,938,543	\$ 2,929,026
	-	-	-	-	-	-	-
	811,176	826,683	571,813	649,858	654,321	633,074	656,208
	3,135,354	2,645,138	2,564,049	2,753,266	3,320,378	3,144,641	1,715,933
	3,697,979	3,701,504	3,471,855	3,613,674	4,077,678	3,741,740	4,483,012
	437,980	626,660	565,362	614,076	670,939	655,170	394,805
	12,016,947	11,890,816	11,011,843	12,067,067	12,962,590	12,113,168	10,178,984
	24.5%	23.8%	21.3%	22.4%	22.4%	19.9%	22.9%
	11,311,640	12,810,052	14,870,476	14,985,272	15,248,081	16,249,822	5,474,391
	4,854,354	5,053,412	5,057,259	5,427,741	5,561,921	5,396,551	2,471,572
	15,411,143	14,483,324	14,799,086	15,547,056	17,056,776	18,083,850	12,694,377
	31,577,137	32,346,788	34,726,821	35,960,069	37,866,778	39,730,223	20,640,340
	64.3%	64.7%	67.1%	66.6%	65.5%	65.4%	46.5%
	4,777,691	5,080,183	5,385,947	5,431,444	5,638,922	6,194,834	1,858,876
	-	-	-	-	-	757,428	50
	292,938	292,000	222,772	138,700	300,997	150,480	11,053,631
	54,043	20,739	12,280	10,676	488,263	1,403,088	309,776
	-	-	-	-	170,896	8,704	-
	368,400	368,400	368,400	368,400	368,400	368,400	368,400
	5,493,072	5,761,322	5,989,399	5,949,220	6,967,478	8,882,934	13,590,733
	11.2%	11.5%	11.6%	11.0%	12.1%	14.6%	30.6%
\$	49,087,156	\$ 49,998,926	\$ 51,728,063	\$ 53,976,356	\$ 57,796,846	\$ 60,726,325	\$ 44,410,057
	1,230,376	1,297,749	1,407,005	1,417,835	1,466,706	1,518,969	520,029
\$	39.90	\$ 38.53	\$ 36.76	\$ 38.07	\$ 39.41	\$ 39.98	\$ 85.40
\$	3.06	\$ 3.27	\$ 2.73	\$ 3.12	\$ 2.92	\$ 2.75	\$ 3.20
	-	-	-	-	-	-	-
	1.59	1.52	1.19	1.33	1.31	1.16	1.27
	68.13	74.63	81.11	79.86	86.48	90.57	59.45
	31,284.00	44,761.00	40,383.00	47,237.00	51,611.00	40,948.00	28,200.00
	7.22	7.12	6.00	6.57	6.57	5.90	16.30

**Albany County Airport Authority  
Ratios of Outstanding Debt  
For Years Ended December 31,**

	2011	2012	2013
Ratio of Authority issued Revenue Bond Debt Service to Total Expenses			
Principal	\$ 8,574,618	\$ 8,736,422	\$ 8,598,074
Interest	7,240,701	6,779,556	5,361,990
Total Debt Service	\$ 15,815,319	\$ 15,515,978	\$ 13,960,064
Total Expenses	\$ 54,003,450	\$ 51,114,902	\$ 51,790,215
Ratio of Debt Service to Total Expenses	29.29%	30.36%	26.96%
Debt Service per Enplaned Passenger			
Net Debt Service	\$ 10,962,543	\$ 11,054,389	\$ 9,260,064
Enplaned Passengers	1,242,399	1,244,976	1,215,076
Debt Service per Enplaned Passenger	\$ 8.82	\$ 8.88	\$ 7.62
Outstanding Debt (Authority and County) per Enplaned Passenger			
Outstanding debt by type:			
County of Albany Debt Issued for the Authority <1>	\$ 1,510,678	\$ 584,256	\$ 81,182
General Airport Revenue Bond (GARB)	125,340,000	117,950,000	110,315,000
NYS EFC	3,635,000	3,215,000	2,755,000
Subtotal	130,485,678	121,749,256	113,151,182
Unamortized Premiums/Discounts (net)	5,419,410	4,500,194	3,663,730
Total Outstanding Debt and Premiums	\$ 135,905,088	\$ 126,249,450	\$ 116,814,912
Enplaned Passengers	1,242,399	1,244,976	1,215,076
Outstanding Debt per Enplaned Passenger	\$ 109	\$ 101	\$ 96
Debt Limit per Enplaned Passenger			
Debt Limit	\$ 285,000,000	\$ 285,000,000	\$ 285,000,000
Enplaned Passengers	1,242,399	1,244,976	1,215,076
Debt Limit per Enplaned Passenger	\$ 229	\$ 229	\$ 235

<1> Airport share of debt issued by the County prior to the creation of the Albany County Authority Authority

Source: Authority's audited financial statements and statistics reports

**Albany County Airport Authority  
Ratios of Outstanding Debt, Con't  
For Years Ended December 31,**

2014	2015	2016	2017	2018	2019	2020
\$ 8,102,182	\$ 8,266,000	\$ 8,567,000	\$ 8,803,000	\$ 9,419,000	\$ 7,554,000	\$ 7,390,000
5,077,305	4,797,018	4,477,430	3,730,422	3,697,735	4,248,934	4,665,327
\$ 13,179,487	\$ 13,063,018	\$ 13,044,430	\$ 12,533,422	\$ 13,116,735	\$ 11,802,934	\$ 12,055,327
\$ 52,284,702	\$ 50,837,226	\$ 51,612,168	\$ 52,746,843	\$ 57,214,049	\$ 59,848,779	\$ 54,597,444
25.21%	25.70%	25.27%	23.76%	22.93%	19.72%	22.08%
\$ 8,966,388	\$ 9,769,698	\$ 9,436,220	\$ 8,923,166	\$ 10,281,822	\$ 8,039,474	\$ 7,914,410
1,230,376	1,297,749	1,407,005	1,417,835	1,466,706	1,518,969	520,029
\$ 7.29	\$ 7.53	\$ 6.71	\$ 6.29	\$ 7.01	\$ 5.29	\$ 15.22
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
102,690,000	94,825,000	86,670,000	76,190,000	89,790,000	92,555,000	75,945,000
2,359,000	1,958,000	1,546,000	1,128,000	699,000	-	-
105,049,000	96,783,000	88,216,000	77,318,000	90,489,000	92,555,000	75,945,000
2,886,785	2,155,497	1,483,693	2,248,604	3,741,495	4,116,578	7,538,441
\$ 107,935,785	\$ 98,938,497	\$ 89,699,693	\$ 79,566,604	\$ 94,230,495	\$ 96,671,578	\$ 83,483,441
1,230,376	1,297,749	1,407,005	1,417,835	1,466,706	1,518,969	520,029
\$ 88	\$ 76	\$ 64	\$ 56	\$ 64	\$ 64	\$ 161
\$ 285,000,000	\$ 285,000,000	\$ 285,000,000	\$ 285,000,000	\$ 285,000,000	\$ 285,000,000	\$ 285,000,000
1,230,376	1,297,749	1,407,005	1,417,835	1,466,706	1,518,969	520,029
\$ 232	\$ 220	\$ 203	\$ 201	\$ 194	\$ 188	\$ 548

**Albany County Airport Authority  
Revenue Bond Debt Service Coverage  
For Years Ended December 31,**

	2011	2012	2013	2014
<b>NET REVENUES</b>				
Operating Revenues	\$ 43,994,350	\$ 42,700,503	\$ 42,215,294	\$ 43,594,101
Interest Income <1>	83,120	76,334	59,013	51,374
Air Service Development Grant	-	-	75,000	-
TSA (LEO) Reimbursement	429,204	344,845	291,420	292,938
Grant income	-	-	-	-
Improvement Charges	368,400	368,400	368,400	368,400
<b>Total Revenues</b>	<b>\$ 44,875,074</b>	<b>\$ 43,490,082</b>	<b>\$ 43,009,127</b>	<b>\$ 44,306,813</b>
LESS: Total Operating Expenses <2>	(32,675,747)	(30,797,979)	(31,661,110)	(32,323,557)
LESS: Albany County Debt Service	(1,022,352)	(967,198)	(511,616)	(81,180)
LESS: Authority Share of Funds Remaining	-	-	-	-
LESS: Air Service Incentive Cost to Airport	-	-	-	-
<b>Net Revenues</b>	<b>\$ 11,176,975</b>	<b>\$ 11,724,905</b>	<b>\$ 10,836,401</b>	<b>\$ 11,902,076</b>
<b>DEBT SERVICE</b>				
1999 NYS EFC Revenue Bonds	\$ 443,618	\$ 451,094	\$ 452,309	\$ 453,637
Less: 1999 NYS EFC Interest Subsidy	(26,907)	(25,819)	(24,265)	(22,283)
2000 B Revenue Bonds	-	-	-	-
2003 A Revenue Bonds	748,577	744,250	742,130	474,876
2004 NYS EFC Revenue Bonds	39,362	38,642	72,452	-
Less: 2004 NYS EFC Interest Subsidy	(2,004)	(1,336)	(668)	-
2006 A & B Revenue Bonds	1,099,788	1,101,051	1,099,875	1,102,502
2006 C Revenue Bonds	401,429	400,822	400,013	403,996
2008 A Refunding Bonds	-	-	-	-
2010 A Refunding Bonds	9,628,519	9,621,151	9,622,600	9,627,239
Less: PFC Revenues used for Debt Service	(4,852,776)	(4,461,589)	(4,700,000)	(4,213,099)
2010 B Refunding Bonds	923,852	925,376	927,326	925,329
2017 A Refunding Bonds	-	-	-	-
2017 B Refunding Bonds	-	-	-	-
2018 A Revenue Bonds	-	-	-	-
2018 B Revenue Bonds	-	-	-	-
<b>Net Debt Service</b>	<b>\$ 8,403,458</b>	<b>\$ 8,793,642</b>	<b>\$ 8,591,772</b>	<b>\$ 8,752,197</b>
<b>DEBT SERVICE COVERAGE &lt;3&gt; &lt;4&gt;</b>	<b>1.33</b>	<b>1.33</b>	<b>1.26</b>	<b>1.36</b>
<3> Does not include required amounts held in Bond Reserve				
Accounts as follows:				
1999 NYS EFC Bonds	\$ 277,389	\$ 277,389	\$ 277,389	\$ 277,389
2003 A Revenue Bonds	514,100	514,100	514,100	514,100
2004 NYS EFC Bonds	38,831	38,831	-	-
2006 A & B Revenue Bonds	1,128,600	1,128,600	1,128,600	1,128,600
2006 C Revenue Bonds	404,263	404,263	404,263	404,263
2010 A Refunding Bonds	9,523,517	9,523,517	9,523,517	9,523,517
2017 A & B Refunding Bonds	-	-	-	-
2018 A & B Revenue Bonds	-	-	-	-
2019 A Revenue Bonds	-	-	-	-
2020 A & B Revenue Bonds	-	-	-	-
<b>Total Bond Reserve Accounts</b>	<b>\$ 11,886,700</b>	<b>\$ 11,886,700</b>	<b>\$ 11,847,869</b>	<b>\$ 11,847,869</b>

<1> Includes only interest allocated to the airline revenue centers under the Master Bond Resolution.

<2> Beginning in 2015, Total Operating Expenses include contributions actually paid to employee benefit trusts, as provided for under the master bond resolution rather than the expense under GASB Statements No. 68, No. 71 and No. 75.

<3> 2018 debt service coverage does not include \$1,496,915 received for a settlement for and alleged manipulation of LIBOR.

Source: Authority's audited financial statements and statistics reports

**Albany County Airport Authority  
Revenue Bond Debt Service Coverage, Con't  
For Years Ended December 31,**

	2015	2016	2017	2018	2019	2020
\$	44,237,599	\$ 45,738,668	\$ 48,027,140	\$ 50,829,607	\$ 51,843,389	\$ 30,819,110
	10,784	12,280	10,676	243,269	700,892	181,306
	-	-	-	-	-	-
	292,000	222,772	138,700	126,921	150,480	139,080
	-	-	-	174,077	-	10,914,550
	368,400	368,400	368,400	368,400	368,400	368,400
\$	44,908,783	\$ 46,342,120	\$ 48,544,916	\$ 51,742,274	\$ 53,063,161	\$ 42,422,446
	(31,452,654)	(31,521,233)	(33,373,689)	(36,935,812)	(37,622,202)	(32,620,872)
	-	-	-	-	-	-
	-	-	-	-	-	(232,741)
	(50,732)	(539,720)	(67,041)	(244,691)	(1,489,603)	(619,410)
\$	13,405,397	\$ 14,281,167	\$ 15,104,186	\$ 14,561,771	\$ 13,951,356	\$ 8,949,423
\$	452,972	\$ 457,308	\$ 455,397	\$ 458,514	\$ 441,549	\$ -
	(19,808)	(16,856)	(13,277)	(9,241)	(4,803)	-
	-	-	-	-	-	-
	464,391	463,473	118,080	-	-	-
	-	-	-	-	-	-
	1,103,706	1,098,489	275,865	-	-	-
	402,588	400,980	99,867	-	-	-
	-	-	-	-	-	-
	9,625,169	10,540,689	10,549,011	10,557,831	8,112,581	6,124,250
	(3,293,320)	(3,608,210)	(3,610,256)	(2,834,913)	(3,763,460)	(4,140,917)
	924,104	-	-	-	-	-
	-	-	583,089	757,375	430,225	1,570,150
	-	-	913,764	1,203,925	1,130,125	1,474,750
	-	-	-	-	771,322	556,216
	-	-	-	-	703,378	1,283,454
\$	9,659,802	\$ 9,335,873	\$ 9,371,540	\$ 10,133,491	\$ 7,820,917	\$ 6,867,903
	1.39	1.53	1.61	1.44	1.78	1.30
\$	277,389	\$ 277,389	\$ 277,389	\$ 277,389	\$ -	\$ -
	514,100	514,100	-	-	-	-
	-	-	-	-	-	-
	1,128,600	1,128,600	-	-	-	-
	404,263	404,263	-	-	-	-
	9,523,517	9,523,517	9,523,517	9,523,517	9,523,517	-
	-	-	1,261,495	1,261,495	1,261,496	1,261,496
	-	-	-	1,475,750	1,475,750	1,475,750
	-	-	-	-	556,850	556,850
	-	-	-	-	-	\$ 3,948,630
\$	11,847,869	\$ 11,847,869	\$ 11,062,401	\$ 12,538,151	\$ 12,817,613	\$ 7,242,726



### Albany International Airport Population in the Air Trade Area

	2019	2010	2010 vs. 2000	2000	2000 vs. 1990	1990
<b><u>PRIMARY TRADE AREA</u></b>						
State of New York						
Albany County	305,506	304,204	3.3%	294,565	0.7%	292,594
Columbia County	59,461	63,096	0.0%	63,094	0.2%	62,982
Fulton County	53,383	55,531	0.8%	55,073	1.6%	54,191
Greene County	47,188	49,221	2.1%	48,195	7.7%	44,739
Montgomery County	49,221	50,219	1.0%	49,708	-4.4%	51,981
Rensselaer County	158,714	159,429	4.5%	152,538	-1.2%	154,429
Saratoga County	229,863	219,607	9.5%	200,635	10.7%	181,276
Schenectady County	155,299	154,727	5.6%	146,555	-1.8%	149,285
Schoharie County	30,999	32,749	3.7%	31,582	-0.9%	31,859
Warren County	63,944	65,707	3.8%	63,303	6.9%	59,209
Washington County	61,204	63,216	3.6%	61,042	2.9%	59,330
State of Massachusetts						
Berkshire County	124,944	131,219	-2.8%	134,953	-3.2%	139,352
State of Vermont						
Bennington County	35,470	37,125	0.4%	36,994	3.2%	35,845
<b>PRIMARY TRADE AREA</b>	<b>1,375,196</b>	<b>1,386,050</b>	<b>3.6%</b>	<b>1,338,237</b>	<b>1.6%</b>	<b>1,317,072</b>
<b><u>SECONDARY TRADE AREA</u></b>						
State of New York						
Delaware County	44,135	47,980	-0.2%	48,055	1.8%	47,225
Dutchess County	294,218	297,488	6.2%	280,150	8.0%	259,462
Essex County	36,885	39,370	1.3%	38,851	4.6%	37,152
Hamilton County	4,416	4,836	-10.1%	5,379	1.9%	5,279
Herkimer County	61,319	64,519	0.1%	64,427	-2.1%	65,797
Otsego County	59,493	62,259	0.9%	61,676	1.9%	60,517
Ulster County	177,573	182,493	2.7%	177,749	7.5%	165,304
State of Connecticut						
Litchfield County	180,333	189,927	4.2%	182,193	4.7%	174,092
State of Massachusetts						
Franklin County	70,180	71,372	-0.2%	71,535	2.1%	70,092
Hampden County	466,372	463,490	1.6%	456,228	0.0%	456,310
Hampshire County	160,830	158,080	3.8%	152,251	3.9%	146,568
State of Vermont						
Addison County	36,777	36,821	2.4%	35,974	9.2%	32,953
Rutland County	58,191	61,642	-2.8%	63,400	2.0%	62,142
Windham County	42,222	44,513	0.7%	44,216	6.3%	41,588
Windsor County	55,062	56,670	-1.3%	57,418	6.2%	54,055
<b>SECONDARY TRADE AREA</b>	<b>1,748,006</b>	<b>1,781,460</b>	<b>2.4%</b>	<b>1,739,502</b>	<b>3.6%</b>	<b>1,678,536</b>
<b>TOTAL PRIMARY AND SECONDARY TRADE AREA POPULATION</b>	<b>3,123,202</b>	<b>3,167,510</b>	<b>2.9%</b>	<b>3,077,739</b>	<b>2.7%</b>	<b>2,995,608</b>
State of New York	19,453,561	19,378,102	2.1%	18,976,457	5.5%	17,990,455
United States	328,239,523	308,745,538	9.4%	282,171,936	13.5%	248,709,873

Sources: U.S. Department of Commerce, Bureau of the Census

**Ibany International Airport  
Major Employers in Primary Air Trade Area**

Rank	Employer	Industry	Employees	
			2020	2011
1	New York State	State Government	51,800	53,800
2	St. Peter's Health Partners	Health Care	12,130	3,494
3	Albany Medical Center	Health Care	8,652	5,977
4	Golub Corporation	Retail Grocery, Headquarters, and Dist. Center	8,208	4,135
5	U.S. Government	Federal Government	7,901	6,900
6	General Electric Company	Energy, Research, Industrial	7,000	3,200
7	Hannaford Brothers	Retail Grocery	5,000	3,580
8	University of Albany	Educational Services	4,700	N/A
9	Ellis Medicine	Health Care	3,479	2,651
10	Stewart's Shops Corp.	Dairy Products/Convenience Stores	3,099	1,272
11	Bechtel Marine Propulsion Corp.	Research and development	3,000	2,600
12	Glens Falls Hospital	Health Care	2,736	2,285
13	Center for Disability Services	Health Care	2,651	2,392
14	County of Albany	Government	2,497	2,219
15	Global Foundries	Semiconductor Manufacturing	2,400	N/A
16	Saratoga Hospital & Nursing Home	Health Care	2,187	1,131
17	Rensselaer Polytechnic Institute	Educational Services	1,968	1,908
18	City of Schenectady School District	Educational Services	1,808	2,100
19	Shenendehowa School District	Educational Services	1,680	1,900
20	Rensselaer County	Local Government	1,657	1,600
21	St Mary's Healthcare	Health Care	1,610	N/A
22	Empire Blue Cross/Blue Shield	Health Insurance	1,600	1,572
23	Albany City School District	Educational Services	1,600	1,270
24	City of Albany	Local Government	1,488	1,646
25	Schenectady County	Local Government	1,412	1,500
26	Northern Rivers Family Services	Children and Family Services	1,250	N/A
27	National Grid	Electric and Gas Utility	1,100	1,268
28	Regeneron Pharmaceuticals Inc.	Health Services	1,100	N/A
29	Saratoga County	Local Government	1,099	1,200
30	Momentive Performance Materials	Manufacturing	1,000	N/A

N/A - Not Available  
Sources: Various

**Albany International Airport  
Colleges and Universities in Primary Air Trade Area**

Name	County	Public/Private	Enrollment	
			2020	2011
Excelsior College	Albany	Private	40,103	31,000
State University of New York at Albany	Albany	Public	18,143	18,018
Hudson Valley Comm. College	Rensselaer	Public	11,587	13,500
SUNY Empire State College	Albany	Public	11,315	12,156
Rensselaer Polytechnic Institute	Rensselaer	Private	7,113	6,934
Schenectady Comm. College	Schenectady	Public	6,407	5,245
College Of Saint Rose	Albany	Private	4,442	5,160
SUNY Adirondack	Warren	Public	3,934	3,874
Siena College	Albany	Private	3,239	3,305
SUNY College of Agriculture & Tech at Cobleskill	Schoharie	Public	2,807	N/A
The Sage Colleges	Rensselaer	Private	2,713	2,805
SUNY Polytechnic	Albany	Public	2,705	N/A
Skidmore College	Saratoga	Private	2,686	2,632
Fulton-Montgomery Comm. College	Fulton-Montgomery	Public	2,634	2,420
Union College	Schenectady	Private	2,203	2,194
Williams College	Berkshire, MA	Private	2,150	2,083
Massachusetts College of Liberal Arts	Berkshire, MA	Public	1,925	1,985
Empire Education Corp	Albany	Private	1,702	N/A
Columbia-Greene Comm. College	Columbia-Greene	Public	1,645	2,039
Albany College Of Pharmacy	Albany	Private	1,247	1,567
Albany Medical College	Albany	Private	822	807
Maria College	Albany	Private	779	861
Mildred Elley	Albany	Private	683	410
Southern Vermont College	Bennington, VT	Public	475	500
Bryant & Stratton Business Institute	Albany	Private	448	776
Union Graduate College	Schenectady	Private	438	430
Bard College at Simon's Rock	Berkshire, MA	Private	420	394
Bennington College	Bennington, VT	Private	400	668
Albany Law School	Albany	Private	394	734
Samaritan Hospital School of Nursing	Rensselaer	Private	133	N/A
Memorial Hospital School of Nursing	Albany	Private	129	N/A
Ellis Hospital School of Nursing	Albany	Private	119	155
New School Center for Media	Albany	Private	80	80
			136,020	122,732

N/A - Not Available  
Sources: Various

**Albany International Airport  
Airport Information  
As of December 31,**

Airport Code:	ALB		
Location:	7 miles Northwest of downtown Albany, New York, the capital of the State of New York		
Elevation:	285 ft.		
International:	Customs / Immigration F.I.S. Facility		
Tower:	TRACON 24 / 7 - 365		
FBO:	Million Air		
		<u>2011</u>	<u>2020</u>
Acres (+/-):		1,171	1,171
Runways:	1/19 North/South ILS / VOR / GPS	8,500 X 150 ft.	8,500 X 150 ft.
	10/28 East/West VOR / GPS	7,200 X 150 ft.	7,200 X 150 ft.
Terminal:	Airlines - sq. ft.	90,860	91,484
	Tenants - sq. ft.	42,828	44,501
	Public/Common - sq. ft.	105,218	103,509
	Mechanical - sq. ft.	51,382	50,794
	Total - sq. ft.	<u>290,288</u>	<u>290,288</u>
	Number of passenger gates	21	21
	Number of loading bridges	16	14
	Number of Concessionaires in Terminal	6	6
	Number of Rental Car Agencies in Terminal	6	6
Apron:	Commercial Airlines - sq. ft.	810,901	810,901
	Cargo Airlines - sq. ft.	210,600	210,600
	FBO - sq. ft.	640,000	640,000
Parking:	Spaces assigned		
	Garage	1,907	2,912
	Short-term	353	181
	Long-term	1,117	1,880
	Economy	2,783	2,763
	Rental Cars	307	307
	Employees	514	336
	Total	<u>6,981</u>	<u>8,379</u>
Cargo:	Air Cargo Building - sq. ft.	50,500	50,500
Employees:	Authority	23.0	20.5
	Airport Operations	162.5	142.75
	Fixed Based Operator	34.0	33.0
	Total	<u>219.5</u>	<u>196.25</u>

**Albany International Airport  
Enplaned Passengers  
2011-2020**

AIRLINE	2020	Percent of Total 2020	2019	Percent of Total 2019	2018
Southwest Airlines	174,133	33.5%	488,147	32.1%	565,731
American Airlines	45,182	8.7%	96,650	6.4%	109,476
American Eagle (Piedmont)	38,271	7.4%	92,085	6.1%	51,098
Delta Airlines	37,667	7.2%	171,022	11.3%	164,105
United Express (Commutair)	32,102	6.2%	87,554	5.8%	96,702
Jet Blue	29,793	5.7%	92,149	6.1%	89,609
Allegiant Air	28,588	5.5%	78,107	5.1%	3,635
Delta Connection (Endeavor)	18,904	3.6%	14,753	1.0%	10,109
American Eagle (Republic)	17,358	3.3%	11,002	0.7%	44,001
Frontier Airlines	16,739	3.2%	60,804	4.0%	11,123
American Eagle (Envoy)	13,545	2.6%	27,306	1.8%	43,436
Delta Connection (SkyWest)	13,190	2.5%	51,147	3.4%	31,211
American Eagle (PSA)	13,080	2.5%	57,755	3.8%	48,234
United Express (Air Wisconsin)	10,652	2.0%	17,488	1.2%	10,683
United Airlines	9,332	1.8%	104,868	6.9%	92,342
United Express (SkyWest)	9,113	1.8%	5,426	0.4%	15,390
American Eagle (SkyWest)	6,599	1.3%	27,580	1.8%	
United Express (Republic)	3,057	0.6%	853	0.1%	4,078
United Express (Express Jet)	1,475	0.3%	7,019	0.5%	9,312
United Express (Go Jet)	282	0.1%	658	0.0%	1,162
United Express (Mesa)	252	0.0%	5,712	0.4%	4,448
United Express (Transtates)	50	0.0%	1,418	0.1%	11,255
Delta Connection (Go Jet)			13,739	0.9%	22,203
Cape Air			3,275	0.2%	11,777
Delta Connection (Republic)			155	0.0%	
American Eagle (Transtates)					8,177
OneJet					3,964
Elite Airways					1,044
Boutique Air					827
American Eagle (Air Wisconsin)					313
Delta Connection (Express Jet)					
United Express (Shuttle America)					
Delta Connection (Shuttle America)					
Delta Connection (Compass)					
American Eagle (Mesa)					
Delta Connection (Chautauqua)					
United Express (Chautauqua)					
Air Canada					
United Express (Colgan)					
Continental (Express Jet)					
Delta Connection (Comair)					
Continental Connection (Colgan)					
Continental Connection (Commutair)					
US Airways Express (Colgan Air)					
Delta Connection (Mesaba)					
US Airways Express (Chautauqua)					
Delta Connection (ASA)					
United Express (ASA)					
Sub Total	519,364	99.9%	1,516,672	99.8%	1,465,445
Charters	665	0.1%	2,297	0.2%	1,261
TOTAL	520,029	100.0%	1,518,969	100.0%	1,466,706

Source: Albany County Airport Authority

**Albany International Airport  
Enplaned Passengers  
2011-2020**

2017	2016	2015	2014	2013	2012	2011
566,801	569,101	557,183	525,585	504,095	504,987	511,735
115,904	115,298	101,734	84,127	89,607	87,207	81,980
56,509	32,788	10,851	12,474	14,080	33,403	16,393
173,086	158,638	160,607	112,905	68,589	72,590	46,606
80,981	72,990	62,159	51,507	22,692	18,075	
90,744	87,036	5,492				
19,527	39,496	29,856	42,722	78,580	85,535	100,678
19,831	38,616	91,520	86,721	98,369	104,199	76,919
37,949	33,591					
27,157	4,336				1,534	
38,262	23,360	1,170	1,168	6,935	47	
83,366	95,299	85,743	69,742	30,881	51,913	64,408
17,881	14,603	4,862	5,258			
92	1,946					
185	286	8,354	30,259	36,109		
3,593	10,964	16,517	21,713	81,039	98,820	36,282
13,964	5,185	15,459	13,390	32,044	18,078	7,489
8,122	10,653	25,002	11,165	17,467	14,014	21,460
4,644	4,059	1,162				38
3,651	4,768		756			
12,966	16,090	16,119	16,802	16,752	16,429	16,284
3,980						
989						
1,852						
34,044	52,701	68,805	62,440	43,099	28,835	51,029
524	13,525	26,626	38,219	26,924	12,054	
115	65	41		214	2	47
	1,611	6,473	64			60
		1,632	4,265	18,941	10,992	2,665
		382	21,135	10,216	79	846
			14,558	2,878	10,743	576
			3,401	12,129		
				3,436	4,392	4,482
					49,998	33,298
					5,900	40,463
					5,278	1,762
					4,612	28,434
					3,843	23,615
					1,230	6,902
					146	12,302
					41	
						37,155
						18,491
1,416,719	1,407,005	1,297,749	1,230,376	1,215,076	1,244,976	1,242,399
1,116	429	461	1,009	911	904	1,131
1,417,835	1,407,434	1,298,210	1,231,385	1,215,987	1,245,880	1,243,530

**Albany International Airport  
Airline Landed Weight (lbs.)  
2011-2020**

<u>Commercial Carriers</u>	2020	Percent of Total 2020	2019	Percent of Total 2019	2018
Southwest Airlines	323,968,000	29.9%	500,895,200	27.3%	571,924,399
American Airlines	73,424,515	6.8%	115,775,436	6.3%	129,717,613
Delta Airlines	63,701,610	5.9%	193,329,310	10.5%	185,285,718
American Eagle (Piedmont)	60,629,849	5.6%	94,895,104	5.2%	52,247,399
United Express (Commutair)	49,852,000	4.6%	96,448,000	5.3%	103,927,006
Delta Connection (Endeavor)	49,483,908	4.6%	16,654,910	0.9%	12,478,297
Jet Blue	48,480,223	4.5%	105,034,143	5.7%	103,377,946
Allegiant Air	45,431,430	4.2%	84,122,513	4.6%	3,884,529
American Eagle (Republic)	26,382,407	2.4%	13,263,507	0.7%	54,108,619
Frontier Airlines	25,711,365	2.4%	54,948,790	3.0%	11,049,772
American Eagle (Envoy)	23,510,259	2.2%	32,802,755	1.8%	53,400,168
United Airlines	22,688,482	2.1%	130,077,387	7.1%	111,690,471
Delta Connection (Sky West)	20,571,505	1.9%	58,877,612	3.2%	34,467,201
American Eagle (PSA)	20,267,607	1.9%	65,256,809	3.6%	60,450,498
United Express (SkyWest)	18,969,872	1.8%	6,227,313	0.3%	17,178,060
United Express (Air Wisconsin)	14,053,000	1.3%	18,659,000	1.0%	11,562,000
American Eagle (SkyWest)	11,926,000	1.1%	34,103,000	1.9%	67,000
United Express (Republic)	5,907,531	0.5%	1,343,937	0.1%	4,861,628
United Express (Express Jet)	1,999,570	0.2%	9,487,770	0.5%	11,104,057
Charters	1,901,672	0.2%	5,514,002	0.3%	2,964,555
United Express (Mesa)	603,000	0.1%	6,432,000	0.4%	4,623,000
United Express (Go Jet)	549,000	0.1%	670,000	0.0%	1,273,000
United Express (Transtates)	44,092	0.0%	1,489,869	0.1%	11,342,682
Delta Connection (Go Jet)			16,331,904	0.9%	24,185,598
Cape Air			4,644,301	0.3%	14,261,700
Delta Connection (Republic)			514,116	0.0%	514,123
OneJet					11,115,418
American Eagle (Transtates)					8,162,550
Boutique Air					2,489,923
Elite Airways					2,182,000
American Eagle (Air Wisconsin)					423,000
Delta Connection (Express Jet)					67,000
Delta Connection (Shuttle America)					
United Express (Shuttle America)					
Delta Connection (Compass)					
American Eagle (Mesa)					
Delta Connection (Chautauqua)					
United Express (Chautauqua)					
Air Canada					
United Express (Colgan)					
Continental Connection (Colgan)					
Continental Connection (Express Jet)					
Delta Connection (Comair)					
Continental Connection (Commutair)					
US Airways Express (Colgan)					
Delta Connection (Mesaba)					
US Airways Express (Chautauqua)					
Delta Connection (ASA)					
United Express (ASA)					
Continental Airlines					
	910,056,897	84.1%	1,667,798,688	90.9%	1,616,386,930
<u>Cargo Carriers</u>					
United Parcel Service	110,128,000	10.2%	103,060,000	5.6%	102,199,838
Federal Express	51,876,000	4.8%	53,262,000	2.9%	51,876,000
Ameriflight	4,839,121	0.4%	4,390,800	0.2%	4,670,805
Wiggins Airways	4,326,509	0.4%	7,182,500	0.4%	9,163,514
Mountain Air Cargo	831,680	0.1%			
Misc Cargo Carriers					
	172,001,310	15.9%	167,895,300	9.1%	167,910,157
Grand Total	1,082,058,207	100.0%	1,835,693,988	100.0%	1,784,297,087

Source: Albany County Airport Authority

**Albany International Airport  
Airline Landed Weight (lbs.)  
2011-2020**

2017	2016	2015	2014	2013	2012	2011
579,923,601	586,092,000	563,978,000	564,078,000	556,334,000	569,014,000	571,920,000
142,955,406	139,386,707	114,046,440	91,538,758	92,454,358	84,659,102	81,480,800
197,829,323	183,615,710	182,901,118	127,177,598	87,394,799	91,360,813	53,982,509
61,141,955	39,101,103	12,780,307	14,116,804	16,170,306	46,331,413	35,475,009
96,037,006	83,099,012	73,147,505	62,790,000	25,018,500	19,233,003	
21,488,406	42,351,100	32,467,901	46,824,798	85,479,997	91,611,511	110,381,509
102,628,355	104,956,520	6,256,712				
24,958,355	50,137,054	102,046,749	31,496,000	136,527,617	136,105,502	111,779,265
48,111,665	42,416,420					
96,782,482	126,927,674	107,841,768	85,883,301	41,049,688	71,647,362	86,114,744
29,942,300	4,573,100				1,504,000	
48,282,802	29,126,003	1,476,401	1,157,201	8,104,000	134,000	
18,891,990	14,888,118	4,856,000	5,511,000		47,000	
134,000	2,867,000					
291,898	522,057	9,052,000	104,824,601	45,756,000		
4,112,026	11,818,840	16,833,427	22,487,074	87,352,775	103,135,949	37,630,283
2,376,000	1,012,000	1,164,000	2,756,784	2,500,198	4,119,338	4,145,995
8,860,000	11,524,000	26,666,000	12,328,000	19,832,000	15,745,000	26,532,000
14,472,000	5,427,000	16,214,000	15,075,000	38,659,000	20,368,000	9,695,000
4,305,591	4,156,332	1,241,634				42,548
3,791,201	5,261,399	201,000	1,072,000	268,000		
15,933,102	20,413,009	21,029,502	21,029,500	21,276,102	21,296,654	25,995,749
291,888						
3,336,049						
4,146,748						
4,934,982						
38,399,000	63,497,000	78,396,000	69,325,000	54,426,000	36,049,000	67,351,000
911,502	15,960,701	30,950,102	41,728,699	30,800,102	13,969,006	
147,268	1,489,218	6,601,260	72,310			74,958
144,623	72,311	144,624		462,795	289,241	72,309
		1,824,972	4,996,736	22,259,441	13,314,317	3,298,107
		588,003	24,402,000	12,862,500	73,500	808,500
			13,828,429	2,850,784	12,977,453	1,021,174
			3,574,118	14,211,365		
				6,092,200	8,797,995	8,200,404
					49,228,000	35,898,000
					11,780,000	39,308,000
					9,457,726	42,769,610
					5,624,606	2,820,000
					5,515,502	29,176,504
					4,617,006	19,266,005
					225,299	15,802,598
					42,549	
						42,377,404
						19,552,000
						1,361,544
1,575,561,524	1,590,691,388	1,412,705,425	1,368,073,711	1,408,142,527	1,448,273,847	1,484,333,528
102,618,000	103,574,000	100,192,000	101,441,920	99,121,840	98,839,841	100,395,604
50,420,000	51,084,000	50,886,000	51,480,000	50,651,000	51,171,000	51,337,000
4,233,647	4,100,650	4,273,641	4,066,902	3,996,509	3,961,299	4,054,101
10,166,496	9,992,302	7,471,500	7,493,598	7,250,511	7,378,000	7,514,000
					5,401	45,901
167,438,143	168,750,952	162,823,141	164,482,420	161,019,860	161,355,541	163,346,606
1,742,999,667	1,759,442,340	1,575,528,566	1,532,556,131	1,569,162,387	1,609,629,388	1,647,680,134



**Albany International Airport  
Aircraft Operations  
2011-2020**

<u>Commercial Carriers</u>	2020	Percent of Total 2020	2019	Percent of Total 2019	2018
Southwest Airlines	4,558	21.6%	7,524	18.8%	8,586
United Express (Commutair)	2,552	12.1%	4,348	10.9%	1,568
American Eagle (Piedmont)	2,092	9.9%	4,384	11.0%	4,730
Delta Airlines	1,172	5.6%	446	1.1%	496
American Eagle (Republic)	1,050	5.0%	1,660	4.1%	1,466
United Airlines	916	4.4%	2,838	7.1%	2,770
American Airlines	690	3.3%	948	2.4%	744
Delta Connection (Sky West)	644	3.1%	1,478	3.7%	706
Jet Blue	602	2.9%	1,206	3.0%	2,394
Cape Air	594	2.8%	794	2.0%	1,444
Allegiant Airlines	574	2.7%			1,222
American Eagle (Transtates)	554	2.6%	240	0.6%	374
American Eagle (Envoy)	546	2.6%	2,450	6.1%	492
United Express (Air Wisconsin)	522	2.5%	1,588	4.0%	518
Frontier Airlines	356	1.7%	354	0.9%	2
Delta Connection (Go Jet)	324	1.5%	760	1.9%	1,848
Delta Connection (Endeavor)	302	1.4%	1,738	4.3%	578
United Express (Express Jet)	104	0.5%	36	0.1%	14
American Eagle (SkyWest)	90	0.4%	432	1.1%	56
United Express (SkyWest)	14	0.1%	192	0.5%	138
United Express (Mesa)	2	0.0%	68	0.2%	130
United Express (Transtates)			1,356	3.4%	4,164
United Express (Republic)			1,018	2.5%	92
United Express (Go Jet)			466	1.2%	48
Delta Connection (Republic)			20	0.0%	360
American Eagle (Air Wisconsin)			14	0.0%	18
Elite Airways					1,454
American Eagle (PSA)					2,292
Boutique Air					502
OneJet					156
Delta Connection (Express Jet)					38
Delta Connection (Shuttle America)					2
United Express (Shuttle America)					
Charters					
Delta Connection (Compass)					
American Eagle (Mesa)					
Delta Connection (Chautauqua)					
United Express (Chautauqua)					
Air Canada					
United Express (Colgan)					
Continental Connection (Express Jet)					
US Airways Express (Colgan)					
Continental Connection (Commutair)					
Delta Connection (Comair)					
Continental Connection (Colgan)					
Delta Connection (Mesaba)					
US Airways Express (Chautauqua)					
Delta Connection (ASA)					
United Express (ASA)					
	18,258	86.7%	36,358	90.8%	39,402
<u>Cargo Carriers</u>					
Wiggins Airways	944	4.5%	1,690	4.2%	2,154
United Parcel Service	860	4.1%	904	2.3%	886
Ameriflight	498	2.4%	546	1.4%	584
Federal Express	480	2.3%	538	1.3%	524
Mountain Air Cargo	14	0.1%			
Air Now					
Misc. Cargo Carriers					
	2,796	13.3%	3,678	9.2%	4,148
Grand Total	21,054	100.0%	40,036	100.0%	43,550

Source: Albany County Airport Authority

**Albany International Airport  
Aircraft Operations, Con't  
2011-2020**

2017	2016	2015	2014	2013	2012	2011
8,864	8,900	8,632	8,710	8,670	9,018	9,152
1,446	1,510					
4,946	4,396	3,960	3,380	1,286	998	
188	540	768	1,022	3,946	4,716	1,716
1,330	1,636	1,428	1,186	590	1,028	1,232
3,040	2,792	2,718	1,842	1,250	1,318	786
424						
112	144	6	32	8		
2,946	1,902	754	832	954	2,668	2,100
666	1,346	2,760	2,838	3,688	3,700	3,034
1,134	190				64	
190						
196	190	58				2
26	502	940	1,350	852	442	
2,060	2,010	1,576	1,380	1,462	1,426	1,388
610	530	176	226		2	
8						
264	344	796	368	592	470	792
8	14	292	1,016	1,476		
4,652	5,960	6,140	6,140	6,212	6,218	7,590
38	16	48	58	41	67	69
802	1,514	1,048	1,696	3,482	3,438	4,440
1,634	2,702	3,336	2,950	2,316	1,534	2,866
1,446	1,476	88				
1,506	864	40	46	344	4	
978						
432	162	484	450	1,154	608	288
4	122					
4	70	300	2			2
4	2	4		16	4	4
		50	134	596	356	88
		16	664	350	2	18
			650	134	612	48
			168	668		
				734	1,060	988
					1,780	1,158
					432	1,962
					324	1,368
					298	1,582
					214	120
					188	1,268
					6	462
					2	
						1,222
						832
39,958	39,834	36,418	37,140	40,821	42,997	46,577
2,390	2,350	1,758	1,760	1,706	1,740	1,687
974	982	952	964	942	936	950
534	456	550	526	518	526	524
508	476	514	520	468	518	520
					2	6
4,406	4,264	3,774	3,770	3,634	3,722	3,687
44,364	44,098	40,192	40,910	44,455	46,719	50,264

**Albany International Airport  
Aircraft Operations  
2011-2020**

Year	Airlines	Cargo	General Aviation	Military	Total
2011	46,508	3,687	25,980	4,226	80,401
2012	42,932	3,722	24,322	4,543	75,519
2013	40,780	3,676	23,873	4,436	72,765
2014	37,082	3,770	18,124	2,316	61,292
2015	36,370	3,774	17,376	2,481	60,001
2016	39,834	4,264	17,576	3,057	64,731
2017	39,962	4,406	16,818	2,974	64,160
2018	39,402	4,148	17,753	3,300	64,603
2019	36,446	3,750	17,608	2,944	60,748
2020	19,604	3,174	16,414	3,487	42,679

**Albany International Airport  
Airlines Serving the Albany International Airport**

**MAJORS / NATIONALS**

Allegiant Air  
American Airlines  
Delta Air Lines  
Frontier Airlines  
Jet Blue Airways  
Southwest Airlines  
United Airlines

**REGIONAL / COMMUTERS**

Air Wisconsin d/b/a United Express  
CommutAir d/b/a United Express  
Endeavor d/b/a Delta Connection  
Go Jet d/b/a United Express  
Mesa Air d/b/a United Express  
Piedmont d/b/a American Eagle  
PSA d/b/a American Eagle  
Republic d/b/a American Eagle  
Republic d/b/a United Express  
Sky West d/b/a Delta Connection  
Sky West d/b/a United Express

**ALL-CARGO CARRIERS**

Federal Express  
United Parcel Service  
Ameriflight  
Wiggins Airways

As of December 31, 2020  
Source: Albany County Airport Authority

**Albany International Airport  
Major Carrier Airline Service**

SCHEDULED JET AIRLINE SERVICE

CARRIER	NON-STOP SERVICE
Allegiant	Orlando (SFB) Punta Gorda (PGD) St. Pete–Clearwater (PIE)
American	Charlotte (CLT) Chicago O'Hare (ORD) Philadelphia (PHL) Washington National (DCA)
Delta	Atlanta (ATL) Detroit (DTW)
Frontier	Hartford (BDL) Orlando (MCO)
JetBlue	Fort Lauderdale (FLL) Orlando (MCO)
Southwest	Baltimore (BWI) Chicago Midway (MDW) Orlando (MCO) Tampa (TPA)
United	Chicago O'Hare (ORD) Newark (EWR) Washington Dulles (IAD)

As of February 2021

Source: Official Airline Guide Schedule, January 2021

**Albany International Airport**  
**Primary Origination and Destination Passenger Markets**

Market	Length	2019		2018		2010	
		Rank	Passengers	Rank	Passengers	Rank	Passengers
Orlando (1)	MH	1	362,687	1	289,848	1	217,980
Southeast Florida (2)	MH	2	212,125	2	223,850	3	159,180
Tampa (3)	MH	3	159,785	3	135,560	5	119,040
Chicago (4)	MH	4	131,573	4	123,743	4	119,880
Denver	MH	5	114,424	5	102,741	9	55,260
Atlanta	MH	6	107,545	6	100,911	8	55,740
Fort Myers (6)	MH	7	98,500	14	49,333	14	43,330
Washington, DC (5)	SH	8	95,479	8	94,978	10	49,990
Baltimore	SH	9	93,795	7	95,069	2	182,070
Charlotte	SH	10	72,883	10	64,643	17	39,140
Los Angeles	LH	11	69,253	9	74,093	7	59,870
Las Vegas	LH	12	64,238	11	62,907	6	85,370
Raleigh/Durham	SH	13	54,828	17	38,911	13	43,720
San Francisco	LH	14	51,419	12	55,054	11	46,180
Phoenix	LH	15	48,575	13	50,777	12	45,690
Detroit	MH	16	45,859	18	35,900	18	34,670
Minneapolis	MH	17	41,395	15	44,831	19	33,270
San Diego	LH	18	38,863	16	42,176		N/A
Seattle/Tacoma	LH	19	37,662	19	35,433	20	32,550
Nashville	MH	20	37,549		N/A		N/A

## \* Notes:

SH Short Haul = 0 to 600 miles

MH Medium Haul = 601 to 1,800 miles

LH Long Haul = over 1,801 miles

- (1) Includes Orlando and Orlando Sanford
- (2) Includes Fort Lauderdale, Miami, and West Palm Beach
- (3) Includes Tampa and St. Petersburg
- (4) Includes Midway and O'Hare
- (5) Includes National and Dulles
- (6) Includes Fort Myers and Punta Gorda

N/A - Not Available

Source: O &amp; D Passenger Survey of Airline Passenger Traffic, U.S. DOT, Databank 12

This page intentionally left blank

DRAFT

# Compliance





**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Members  
Albany County Airport Authority

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities and fiduciary funds of the Albany County Airport Authority (the Authority), a component unit of the County of Albany, New York, as of and for the year ended December 31, 2020, and the related notes to the financial statements, which collectively comprise the Authority’s basic financial statements, and have issued our report thereon dated **March 11, 2021**.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Authority’s internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Authority's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Authority's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Latham, NY

March \_\_, 2021

**Albany County Airport Authority**  
**Schedule of Expenditures of Federal and NYS DOT Financial Assistance**  
**December 31, 2020**

Federal Project Number	NYS Project Number	Federal * Percent Participation	Description of Project	CFDA Number	Total Grant Amount		Year Ended 12/31/20 Expenditures	
					Federal	State	Federal	State
<b><u>CAPITAL CONTRIBUTIONS:</u></b>								
<b>Direct Award - Department of Transportation Airport Improvement Program</b>								
134-17	1A00.23	90.00%	RWY 01-19 & Taxiway A,B,D,E,F,L,M,P,Q & R Edge Lighting Systems	20.106	\$ 3,404,073	\$ 189,115	\$ 1,149,429	\$ 86,555
135-18	1A00.24	90.00%	Passenger Boarding Bridges B5, B7, B8 and C3	20.106	3,330,123	183,522	10,187	566
136-18	1A00.25	90.00%	Terminal Escalators 16-17 and 20-21	20.106	1,768,838	98,268	3,827	213
137-18	1A00.26	90.00%	Runway 10-28 and Taxiway C and Design	20.106	159,975	8,888	23,099	1,195
138-19	1A00.27	90.00%	Runway 10-28 and Associated Taxiways Edge Lighting	20.106	2,603,546	144,642	1,138,674	63,260
139-19	1A00.28	90.00%	Acquire Four Pieces of Snow Removal Equipment	20.106	1,247,215	69,290	331,956	18,442
140-19	1A00.29	90.00%	Airfield Drainage Improvements Phase II	20.106	1,638,140	91,008	1,221,603	67,867
141-20	N/A	100.00%	Airport Master Plan	20.106	751,154	N/A	30,134	-
142-20	N/A	100.00%	Replace Boarding Bridge A3, A5, B10 and C1; Remove OTW Bridges C2 and C3; Design and Construct; Phase 4 of 6	20.106	3,489,700	N/A	130,499	-
	1A00.97		Parking Garage		-	22,131,901	-	4,164,532
	1132.17		Airport Gateway Signage		-	2,414,755	-	2,408,866
			<b>TOTAL CAPITAL CONTRIBUTION</b>		<b>\$ 18,392,764</b>	<b>\$ 25,331,389</b>	<b>\$ 4,039,408</b>	<b>\$ 6,811,496</b>
<b><u>NON-OPERATING GRANTS:</u></b>								
<b>Direct Award - Department of Transportation</b>								
143-20	N/A	100.00%	COVID-19 CARES Act	20.106	\$ 15,277,876	N/A	\$ 10,914,551	\$ -
<b>Direct Award - U.S. Department of Homeland Security</b>								
N/A	N/A	N/A	TSA Law Enforcement Officer Cooperative Agreement	97.090	139,080	N/A	139,080	-
			<b>TOTAL NON-OPERATING GRANTS</b>		<b>\$ 15,416,956</b>	<b>\$ -</b>	<b>\$ 11,053,631</b>	<b>\$ -</b>
			<b>GRAND TOTAL</b>		<b>\$ 33,809,720</b>	<b>\$ 25,331,389</b>	<b>\$ 15,093,039</b>	<b>\$ 6,811,496</b>

(\*) The remaining percentage is shared equally between the State of New York and the Authority.  
See accompanying Notes to Schedule of Federal and New York State Department of Transportation Financial Assistance.

**Albany County Airport Authority**  
**Notes to Schedule of Expenditures of Federal and**  
**New York State Department of Transportation Financial Assistance**  
**For the Year Ended December 31, 2020**

1. Scope of Audit Pursuant to the Uniform Guidance

The Albany County Airport Authority (Authority) is a body corporate and politic constituting a public benefit corporation. The Schedule of Expenditures of Federal and New York State Department of Transportation Financial Assistance (the Schedule) includes all of the federal award programs and the New York State Department of Transportation matching grant award for the FAA's Airport Improvement Act (CFDA #20.106) administered by the Albany County Airport Authority, an entity defined in the financial statements.

2. Basis of Accounting

The accompanying Schedule includes the federal award activity of the Authority under programs of the federal government for the year ended December 31, 2020. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the Authority, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Authority.

3. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The Authority has not elected to use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance and did not claim any indirect costs and has not claimed any indirect costs.

4. Federal Reimbursements

Federal reimbursements are based upon specific expenditures. Therefore, the amounts reported here represent grant income earned rather than cash received. There were no funds provided to subrecipients.

## INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Members  
Albany County Airport Authority

### Report on Compliance for Each Major Federal Program

We have audited the Albany County Airport Authority's (the Authority), a component unit of the County of Albany, New York's, compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Authority's major federal programs for the year ended December 31, 2020. The Authority's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

### Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, contracts, and the terms and conditions of its federal awards applicable to its federal programs.

### Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Authority's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Authority's compliance.

### **Opinion on Each Major Federal Program**

In our opinion, the Albany County Airport Authority complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2020.

### **Report on Internal Control over Compliance**

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Latham, NY  
March \_\_, 2021

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
FOR THE NEW YORK STATE DEPARTMENT OF  
TRANSPORTATION FINANCIAL ASSISTANCE  
PROGRAM AND ON INTERNAL CONTROL OVER  
COMPLIANCE REQUIRED BY NEW YORK STATE  
CODIFICATION OF RULES AND REGULATIONS**

To the Members  
Albany County Airport Authority

**Report on Compliance**

We have audited the Albany County Airport Authority (the Authority), a component unit of the County of Albany, New York's, compliance with the types of compliance requirements described in the *Preliminary Draft Part 43 of the New York State Codification of Rules and Regulations* (NYCRR), that could have a direct and material effect on its state transportation assistance program for the year ended December 31, 2020.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to the state transportation assistance program.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the Authority's compliance for the state transportation assistance program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Preliminary Draft Part 43 of NYCRR*. Those standards and the *Preliminary Draft Part 43 of NYCRR* require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on the state transportation assistance program has occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the state transportation assistance program. However, our audit does not provide a legal determination of the Authority's compliance.

## Opinion

In our opinion, the Albany County Airport Authority complied, in all material respects, with the types of compliance requirements referred to above that are applicable to its state transportation assistance program for the year ended December 31, 2020.

## Report on Internal Control over Compliance

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on the state transportation assistance program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the state transportation assistance program and to test and report on internal control over compliance in accordance with the NYCRR, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of the state transportation assistance program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of the state transportation assistance program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of the state transportation assistance program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *Preliminary Draft Part 43 of the New York State Codification of Rules and Regulations*. Accordingly, this report is not suitable for any other purpose.

Latham, NY  
March \_\_, 2021



**Albany County Airport Authority  
Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2020**

A. SUMMARY OF AUDIT RESULTS

1. The auditor's report expresses an unmodified opinion on the financial statements of the Albany County Airport Authority.
2. No material weaknesses were identified during the audit of the financial statements.
3. No instances of noncompliance material to the financial statements of the Albany County Airport Authority were disclosed during the audit.
4. No material weaknesses were identified during the audit of the major federal award program.
5. The auditor's report on compliance for the major federal award program for the Albany County Airport Authority expresses an unmodified opinion.
6. There were no audit findings related to the major federal award program for the Albany County Airport Authority.
7. The Airport Improvement Program (CFDA #20.106), including the New York State Department of Transportation (NYSDOT) matching grants for this program was the major program for the year ended December 31, 2020.
8. The dollar threshold used to distinguish between Type A and B programs was \$750,000.
9. The Albany County Airport Authority was considered a low-risk auditee.

B. FINDINGS - FINANCIAL STATEMENT AUDIT

NONE

C. FINDINGS AND QUESTIONED COSTS - MAJOR FEDERAL AND NYS DOT AWARD PROGRAM AUDIT

NONE

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE  
FOR THE PASSENGER FACILITY CHARGE PROGRAM AND  
ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY THE FEDERAL AVIATION ADMINISTRATION**

To the Members  
Albany County Airport Authority

**Report on Compliance**

We have audited the Albany County Airport Authority (the Authority), a component unit of the County of Albany, New York's, compliance with the types of compliance requirements described in the *Passenger Facility Charge Audit Guide for Public Agencies*, issued by the Federal Aviation Administration (Guide), that could have a direct and material effect on its Passenger Facility Charge Program for the year ended December 31, 2020.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its Passenger Facility Charge Program.

**Auditor's Responsibility**

Our responsibility is to express an opinion on the Authority's compliance for the Passenger Facility Charge Program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the Guide. Those standards and the Guide require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on the Passenger Facility Charge Program has occurred. An audit includes examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the Passenger Facility Charge Program. However, our audit does not provide a legal determination of the Authority's compliance.

## Opinion

In our opinion, the Albany County Airport Authority complied, in all material respects, with the types of compliance requirements referred to above that are applicable to its Passenger Facility Charge Program for the year ended December 31, 2020.

## Report on Internal Control over Compliance

Management of the Authority is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Authority's internal control over compliance with the types of requirements that could have a direct and material effect on the Passenger Facility Charge Program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for the Passenger Facility Charge Program and to test and report on the internal control over compliance in accordance with the Guide, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of the Passenger Facility Charge Program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of the Passenger Facility Charge Program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of the Passenger Facility Charge Program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the *Passenger Facility Charge Audit Guide for Public Agencies*, issued by the Federal Aviation Administration. Accordingly, this report is not suitable for any other purpose.

Latham, NY  
March \_\_, 2021

Albany County Airport Authority  
Schedule of Passenger Facility Charges  
Collected and Expended

For the Year Ended December 31, 2020

Quarter Ended	PFC Charges Received	Interest Earned	Total Received	Expenditures on Approved Projects	
Beginning Balance	\$ 106,990,314	\$ 3,147,609	\$ 110,137,923	\$ 94,477,005	\$ 15,660,918
01/31/2020	1,366,488	63,815	1,430,303	1,035,229	
03/31/2020	535,893	11,530	547,423	4,967,538	
06/30/2020	127,975	8,830	136,805	-	
12/31/2020	274,544	7,901	282,445	2,760,610	
Total 2020	2,304,900	92,076	2,396,976	8,763,377	(6,366,401)
Total Program to Date	\$ 109,295,214	\$ 3,239,685	\$ 112,534,899	\$ 103,240,382	
PFC Funds to be used for future debt service payments:					<u>\$ 9,294,517</u>

Reconciliation of cash basis above to accrual basis in the financial statements:

PFC and Interest Received	12/31/19 PFC Receivable	1/31/2020 PFC Receivable	PFC Net Income Per Financials
\$ 2,396,976	\$ (674,734)	\$ 136,633	\$ 1,858,875

## SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### A. Scope of Audit Pursuant to September 2000 Passenger Facility Charge Audit Compliance and Reporting Guide for Public Agencies.

The Albany County Airport Authority is a body corporate and politic, constituting a public benefit corporation. The Schedule of Passenger Facility Charges Collected and Expended includes all the PFCs and the interest earnings thereon collected by the Authority beginning May 1, 1994 through December 31, 2019. Passenger Facility Charges are collected pursuant to a Federal Aviation Administration (FAA) approved application in 1994 to Impose \$40,726,364. During 1996, the Authority requested and received approval to increase the amount of PFCs to \$116,888,308 projected to be collected through the year 2022. Effective September 1, 2009, the Authority implemented an approved change the PFC collection from \$3.00 per passenger to \$4.50 per passenger, with a current estimated collection period through 2020.

### B. Basis of Accounting

The top schedule above was prepared on an cash basis of accounting. Passenger Facility Charges are recorded as deferred revenue until used for debt service payments under an FAA approved application to use.

**Albany County Airport Authority  
Passenger Facility Charge Program  
Schedule of Findings and Questioned Costs  
For the Year Ended December 31, 2020**

**A. SUMMARY OF AUDIT RESULTS**

1. No material weaknesses were identified during the audit of the passenger facility program.
2. The auditor's report on compliance for the passenger facility charge program expresses an unmodified opinion.
3. There were no audit findings related to the passenger facility charge program.

**B. FINDINGS AND QUESTIONED COSTS**

NONE

## Biographies of the Members of the Albany County Airport Authority

**Rev. Kenneth J. Doyle, Chair** is a native of Troy, New York. He attended the Mater Christi Seminary in Albany, New York and later graduated with a Master of Arts in philosophy from Basselin College, Catholic University of America in Washington, D.C. Father Doyle is a graduate of the Theological College, Catholic University of American, Washington D.C. He was ordained in 1966. Father Doyle later graduated from Albany Law School and was admitted to the New York State Bar in 1978. Father Doyle has undertaken a number of assignments for the Roman Catholic Church including instructor in religion at Cardinal McCloskey High School, Albany, NY; Editor of the Evangelist diocesan newspaper; Bureau Chief National Catholic News Service, Rome, Italy; Director of Government Relations, New York State Catholic Conference; Albany, New York and Director for Media Relations, United States Catholic Conference, Washington, DC; Pastor, Parish of Mater Christi, Albany, New York and Chancellor for Public Information, Roman Catholic Diocese of Albany. Father Doyle currently resides in Albany.

**Anthony Gorman, Vice-Chair** is a lifelong resident of Capital Region and lives in Colonie. He is a graduate of The Albany Academy and Georgetown University. Anthony Gorman has been principal in The Gorman Group, a highway construction company, since 1972. He has been continuously active in numerous charitable and civic groups for the last 25 years. He currently is a trustee at The Fort Orange Club in Albany.

**Lyon M. Greenberg, M.D.** is a Dartmouth College and John Hopkins Medical School graduate and the founding partner of the Capital Region Otolaryngology Head and Neck Group in Albany, New York since 1964. Dr. Greenberg has held numerous positions on medical committees, including President of the Upstate New York Alumni Association at Johns Hopkins University; National Program Chairman, Section on Otolaryngology, American Academy of Pediatrics; Executive Committee, Section on Otolaryngology, American Academy of Pediatrics; CME Chairman, Section on Otolaryngology, American Academy of Pediatrics; Legislative Chairman, New York State Society of Otolaryngologists; Secretary/Treasurer of The Child's Hospital; President of New York State Society of Otolaryngologists; member of the founding Committee of the American Society of Pediatric Otolaryngology; President of the Eastern New York Dartmouth Alumni Club; Vice-President of Congregation Beth-Abraham Jacob and Member of the Dr. David Axelrod Committee at the School of Public Health SUNY. Dr. Greenberg has received numerous awards over his career including The Willard W. Eggleston Memorial Botany Prize (1954) (Dartmouth College); Outstanding Service Award (1973) (Dartmouth College); Air Defense Command Commendation, U.S.A.F. (1962); Air Force Commendation Medal, U.S.A.F. (1962) and The Class of 1954 Award (2004) (Dartmouth College). Dr. Greenberg currently resides in Slingerlands with his wife Marcia and has four grown children.

**Kevin Hicks, Sr.** is a lifelong resident of Albany County. He is the retired President and Political Director of the Empire State Regional Council of Carpenters, representing over 20,000 Union Carpenters in New York State. During this tenure he served as a Board member of the Eastern Occupational Health and Safety Board. He is also President Emeritus of the Greater Capitol Region Building Trades Council and a former Board member of the New York State Building Trades Council. Kevin is a decorated United States Army Veteran of the Vietnam War. He presently serves as the Legislative Liaison for the Tri-County Council of Vietnam Veterans. In addition to serving on the Albany County Airport Authority, he also serves as a Board member on the Guilderland Industrial Development Agency. He remains active in many civic and Veterans organizations in the capital district. Kevin currently lives in Guilderland with his wife Deborah.

**Steven Heider**, retired Chief of Police for the Town of Colonie Police Department, is nearly a lifelong resident of Colonie. He served as the Town's fifth Police Chief, retiring in 2015 after serving on the force for 42 ½ years. During his tenure as Colonie Police Chief, the Town of Colonie was rated the #1 community with the lowest crime rating in the country for two consecutive years. A graduate of Colonie Central High School, Hudson Valley Community College and Russell Sage College, he began his career in 1973 and continues today to be involved in many community activities. Throughout his long career he has served on many committees and boards to promote public safety and to advocate for those that lacked the resources to do so throughout the Capital Region and beyond. He also served as President of the New York State Association of Chiefs of Police, Inc., and is the secretary and treasurer of the Northeastern Chiefs of Police Conference. The retired Chief is also a former member of the Village of Colonie Planning board and the former First Vice Chairman for the Middle Atlantic-Great Lakes Organized Crime Law Enforcement Network, of which he is still an active advisor to their policy board. In addition to the Albany County Airport Authority board, he also serves on the boards of the Colonie Youth Center Inc., and the Scatub Insurance Agency located in Scotia, New York.

**Samuel Fresina** is president of the New York State Professional Fire Fighters Association. He was elected in 2016, after his career as a full-time, professional fire fighter in the City of Albany. Previous to his current position, he served as the NYSPFFA's secretary-treasurer and executive vice president. Born and raised in Albany, NY, Sam graduated from the Christian Brothers Academy in 1985 to enlist in the U.S. Air Force, where he served as a crash/rescue and structural fire fighter. After four years of military service (two abroad) he received an honorable discharge to become a professional firefighter in Albany. During his two decades of service to Albany residents in firehouses around the city, Sam became actively involved in the union— first as a shop steward for Local 2007, then trustee on the union's executive board, before being elected president of the local in 1997, a position he retained for fourteen years. Additionally, Sam has served as vice president of the Capital District affiliate of the AFL- CIO and, since 2004, has worked as a field services representative for the International Association of Fire Fighters (IAFF). He also currently serves on the advisory board for the New York State Common Retirement Fund.

**Sari O'Connor**, Principal at the Albany Consulting Group, has more than a decade of experience in community relations, development and fundraising, and communications to support non-profits in the greater Capital Region. Her professional experience includes arts and culture and human services serving as Executive Operating Officer at the Palace Performing Arts Center and Chief Development Officer at Northern Rivers Family Services. Sari graduated Adelphi University Cum Laude and earned a Master's Degree in Education from SUNY Stony Brook. She also achieved Certificates of Completion in Human Resources from Indiana/Purdue University and Performance Measurement for Effective Management of Nonprofit Organizations from the Harvard Business School Executive Education Program. In addition to supporting numerous educational, artistic and philanthropic organizations, Sari currently serves as the Volunteer Executive Director of the Albany Police and Fire Foundation. Prior service includes, a Mayoral appointee on the City of Albany Planning Board, Charter Review Commission and Board of Zoning Appeals. She was also the founder and volunteer chair of "A Community of Excellence" at The College of Saint Rose raising more than \$1.5 million for student scholarships and the Sullivan Institute during her ten years as chairwoman.

DRAFT



## Biographies of the Albany County Airport Authority Senior Staff

**Philip F. Calderone**, began serving as the Chief Executive Officer of the Authority on December 2, 2019. Previously, Mr. Calderone served as Albany County's Deputy County Executive since January 2014 when he was appointed to the position by County Executive Daniel P. McCoy. As Deputy County Executive, Mr. Calderone provided oversight and development of policies and operations for all executive departments and agencies. He also acted as counsel to the County Executive on a variety of legal issues. Prior to his service as Deputy County Executive, he served in a similar role for 19 years as the Deputy Mayor of Albany, having been appointed to that newly created position in 1996 by then Mayor Gerald D. Jennings. Prior to his years in public service, Mr. Calderone was an "A" rated attorney in the Albany law firm of Garry, Cahill, Edmunds and Calderone where he maintained a private legal practice focusing on civil litigation, commercial law and financial planning. Mr. Calderone serves on numerous non for profit boards in the community, was awarded the Commitment to Excellence Award by the Urban League and the Distinguished Alumni Award by the Albany Law School among other honors and recognitions.

**Michael F. Zonsuis, CPA**, Chief Financial Officer, is responsible for financial planning, budgeting, operating and capital accounting procedures and controls, financial policies and procedures, cash and debt management, issuance of debt, post debt issuance compliance, financial reporting, original and continuing disclosure, procurement, insurance, information technology, and air service development. Mr. Zonsuis was hired by the Authority in September 2019. Mr. Zonsuis has held Chief Financial Officer positions for the Chicago Department of Aviation, the City of Kansas City Department of Aviation, the Greater Rockford Airport Authority and the Chicago Executive Airport. He has also worked as the General Manager for AvPorts Management, LLC at the Gary Chicago International Airport and the Assistant Treasurer for the Village of Tinley Park, Illinois.



**Albany County Airport Authority**  
Administration Building, Suite 200  
Albany, NY 12211-1057  
518-242-2222  
[www.albanyairport.com](http://www.albanyairport.com)

## **AGENDA ITEM NO. 14.2**

**Airlines Rates and Charges Settlement and Revenue  
Sharing Calculation Report for the year ended  
December 31, 2020 with draft consultant report;**

**AGENDA ITEM NO: 14.2**  
**MEETING DATE: March 15, 2021**

**ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION**

**DEPARTMENT: Finance**

**ACAA Approved  
03/15/2021**

Contact Person: *Audit Committee*  
*Michael F. Zonsius, Chief Financial Officer*

**PURPOSE OF REQUEST:**

Review and acceptance of the Authority's:

- Twenty-third Comprehensive Annual Financial Report as of and for the year ended December 31, 2020 (with the draft audit and compliance reports of Marvin and Company, P.C., certified public accountants);
- The Authority's 2020 Rates and Charges Settlement Report to the Signatory Airlines and Signatory Cargo Carriers with draft Consultant Report;
- The Authority's Annual Investment Report in accordance with its Cash Management and Investment Policy and Section 2925 of the Public Authorities Law (with draft audit compliance report of Marvin and Company, P.C., certified public accountants);
- The Annual review and approval of the Cash Management and Investment Policy in accordance with Section 2925 of the Public Authorities Law;
- Review of mission statement and performance measures and acceptance of measurement report for 2020 required by Section 2800 of the Public Authorities Law; and
- Financial Statements for 2020 for the Other Post Employment Benefit Trust

**BACKUP MATERIALS:**

- Comprehensive Annual Financial Report for the year-ended 2020 with draft auditor reports;
- Airlines Rates and Charges Settlement and Revenue Sharing Calculation Report for the year ended December 31, 2020 with draft consultant report;
- Annual Investment Report which includes a copy of the Cash Management and Investment Policy (the Policy) and explanation of the Policy and draft auditor report;
- Performance Measurement Report for 2020; and
- Financial Statements – Other Post Employment Benefit Trust

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

The Audit Committee reviewed the above documents at their March 15, 2021 meeting and recommend approval by the Board.



**2020**

**AIRLINE RATES AND CHARGES  
SETTLEMENT AND REVENUE SHARING TRANSFER  
CALCULATION**

**Year Ended December 31, 2020**

**MARCH 15, 2021**

March 02, 2021

Members of the Albany County Airport Authority  
Administration Building, 2nd Floor  
Albany International Airport  
Albany, New York 12211

Re: Rates and Charges Settlement and Revenue Sharing Transfer Calculation for Fiscal Year 2020

Honorable Members of the Authority:

The Albany County Airport Authority (the Authority) is required, pursuant to the terms of the 2016 Airline Use and Lease Agreement (the Airline Agreement), to perform certain calculations using audited financial information for such fiscal year (the Settlement Calculation). The Settlement Calculation must be performed within 180 days following the close of each fiscal year. Authority staff presents the results of each fiscal year's Settlement Calculation in a report titled the *Airline Rates and Charges Settlement and Revenue Sharing Transfer Calculation* (the Settlement Report).

As requested by the Authority, we have reviewed the Settlement Report covering fiscal year 2020 to assess its accuracy, completeness, and conformity with requirements. In connection with this review of the 2020 Settlement Report, we examined the 2020 Settlement Calculation, the Airline Agreement, and such other documents and calculations as were needed by us to achieve the necessary level of comfort with the accuracy and completeness of the 2020 Settlement Report.

Further and pursuant to the Authority's meeting with the airlines on September 17, 2020, and subsequent communications between the Authority and Signatory Airlines, a Capital Expenditure amount of \$3.0 million was utilized when calculating the FY 2020 Settlement Calculation.

We found the operating revenues and operating expenses presented in the 2020 Settlement Report to be in agreement with the Authority's Comprehensive Annual Financial Report for the year ended December 31, 2020, and with the 2020 Settlement Calculation. We believe the methodology used in the 2020 Settlement Calculation is consistent with the requirements of the Airline Agreement and established practices.

We are pleased to have been of service to the Authority in this matter.

Respectfully submitted,



LeighFisher

# ALBANY COUNTY AIRPORT AUTHORITY ALBANY INTERNATIONAL AIRPORT

## INTRODUCTION

This report presents the 2020 Signatory Airline rates and charges settlement and revenue sharing transfer calculation for Albany International Airport (Airport), as provided for in Schedule "G" of the 2016 Airline Use and Lease Agreement (Agreement). The results are based upon the Authority's financial statements as audited by Marvin & Company, PC, an independent public accounting firm and adjustment specified in the Airline Use and Lease Agreement.

The Authority and the Airlines completed negotiations in 2015 for a five year Airline Use and Lease Agreement to expire December 31, 2020. In 2020, the Agreement was extended for a one-year term ending December 31, 2021, with two one-year and one two-year options. Under the Agreement the Authority charges signatory rates to carriers who have executed the Agreement ("Signatory Airlines") and non-signatory rates to those who have not ("Non-Signatory Airlines"). The Agreement permits Signatory Airlines to designate a non-signatory airline as an affiliate by providing a payment guarantee, thereby enabling its affiliate to enjoy the benefits of Signatory Airline Rates and Charges. During 2020, there were a total of seven signatory passenger carriers, fifteen signatory affiliate carriers, and two signatory cargo carriers operating at the Airport.

### **Overview:**

Airport revenues and expenses in 2020 were impacted by certain factors, each of which had a significant effect on the rates and charges settlement calculation. These factors include enplanements, commercial and cargo landed weights and are summarized as follows:

	2020 Actual	2019 Actual	2019 vs. 2018	% inc/ (dec)	2020 Budget	2020 vs. Budget	% inc/ (dec)
Enplanements	520,029	1,518,969	(998,940)	-65.8%	1,500,000	(979,971)	-65.3%
Passenger Landed Weight (M-lbs)	910,057	1,667,798	(757,741)	-45.4%	1,679,956	(769,899)	-45.8%
Cargo Landed Weight (M-lbs)	172,001	167,895	4,106	2.4%	167,835	4,166	2.5%

The settlement post rates & charges and revenue sharing adjustments is summarized as follows:

	Budget	Actual
Revenues (before Revenue Sharing)	\$ 55,292,365	\$ 42,422,446
Expenses		
Operating & Non-Capital Equipment	38,819,754	32,620,872
Debt Service, net of PFCs	6,908,636	6,908,636
Capital Expenditures	3,311,467	3,000,000
Reserves	125,680	125,680
Total Expenses	<u>49,165,537</u>	<u>42,655,188</u>
Funds Remaining	<u>\$ 6,126,828</u>	<u>\$ (232,742)</u>
Revenue Sharing		
Authority (100%)	\$ 3,063,414	\$ (232,742)
Less: Cost of Air Service Incentiv	(1,000,000)	(619,410)
Authority Net Share	<u>\$ 2,063,414</u>	<u>\$ (852,152)</u>
Airlines (0%)	<u>3,063,414</u>	<u>-</u>
Total	<u>\$ 6,126,828</u>	<u>\$ (232,742)</u>

The final rates and charges settlement and revenue sharing calculation for 2020 will result in the Authority crediting the Airlines \$2,080,399. The settlement impact on the Rates and Charges can be summarized as follows:

	Rates	Settlement
Landing Fee:		
Budget rate calculation	\$ 3.05	
Final rate per settlement	\$ 3.20	\$ 156,668
Terminal Rental Fee:		
Budget rate calculation	\$ 84.97	
Final rate per settlement	\$ 59.45	(1,806,612)
Apron Fee:		
Budget rate calculation	\$ 1.35	
Final rate per settlement	\$ 1.30	(110,155)
Loading Bridge Fee:		
Budget rate calculation	\$ 47,431	
Final rate per settlement	\$ 28,200	<u>(320,300)</u>
Total Rates and Charges Settlement		<u>(2,080,399)</u>
Revenue Sharing		
Total Due to the Airlines		<u>\$ (2,080,399)</u>

The remaining sections of this report discuss in detail the various elements of the rates and charges settlement together with the revenue sharing calculation for 2020.



Tables 1 through 4 present a detailed comparison of 2020 budget versus the audited financial statements. Tables 5 through 10 present the rates and charges settlements and the revenue sharing transfer calculation. The net settlement and revenue sharing for each signatory airline is summarized in Table 11.

## REVENUES

Table 1 presents budget versus audited revenues for 2020. Total revenues for Budget 2020 and Actual 2020 were \$55.3 million and \$42.4 million, respectively, a difference of \$12.9 million or 23.3%. Major contributors to the decrease are shown as follows:

	2020 Budget	2020 Actual	Variance
Parking	\$ 16,300,375	\$ 5,474,391	\$ (10,825,984)
Rental Cars	5,306,102	2,471,572	(2,834,530)
Food & Beverage	941,804	401,308	(540,496)
Retail	866,687	413,953	(452,734)
FBO Operations	9,905,295	6,307,406	(3,597,889)
	<u>\$ 33,320,263</u>	<u>\$ 15,068,630</u>	<u>\$ (18,251,633)</u>

Offsetting the \$18.3 million decrease above was the award of CAREs Act grant funding in the amount of \$15,277,876 of which \$10.9 million was received in 2020. The remaining amount of the grant, \$4,364,474, will be applied to the 2021 rates and charges. The CAREs Act was applied to cover payroll and debt service payments. Below is the allocation of how the grant was applied to the cost centers to help reduce the effect of the loss of revenues on the settlement:

Payroll Costs	\$ 6,889,888
Debt Service	4,023,513
Total CAREs Grant	<u>\$ 10,913,401</u>

### Allocation to Cost Centers:

Airfield	\$ 2,151,559
Terminal	3,408,226
Loading Bridges	168,189
Landside	1,880,658
Parking	2,815,316
FBO Commercial	394,975
FBO GA & Facilities	94,479
	<u>\$ 10,913,401</u>

## EXPENSES

Table 2 presents budget versus audited expenses for 2020. Total expenses for Budget 2020 and Actual 2020 were \$38.8 million and \$32.6 million, respectively, a difference of \$6.2 million or 16.3%. As enplanements declined due to COVID-19, the Authority undertook cost saving measures by re-positioning staff to positions used by outside contractors, negotiating with the County of Albany for less staffing of the Sheriff, cancelling of the parking valet service and reducing electricity usage in the parking garages. The major contributors to the variance include the following:

	2020 Budget	2020 Actual	Variance
Personal Services & Benefits	\$ 17,547,242	\$ 15,874,100	\$ 1,673,142
Utilities	2,091,723	1,766,254	325,469
Public Safety	2,798,796	1,779,885	1,018,911
Outside Security Services	343,000	95,995	247,005
Parking Valet Services	470,000	113,226	356,774
Advertising	200,000	23,373	176,627
FBO Cost of Sales	5,160,041	2,674,283	2,485,758
	<u>\$ 28,610,802</u>	<u>\$ 22,327,116</u>	<u>\$ 6,283,686</u>

Personnel Services and Employee Benefits for AvPorts, Million Air and the Authority is summarized as follows:

	Budget			Actual		
	Salaries	Benefits	Total	Salaries	Benefits	Total
Airport Mgmt	\$ 8,134,675	\$ 3,919,437	\$ 12,054,112	\$ 6,904,319	\$ 3,513,602	\$ 10,417,921
FBO	1,526,694	513,954	2,040,648	1,393,355	561,338	1,954,693
Authority	1,970,042	1,482,440	3,452,482	2,141,604	1,344,495	3,486,099
Total	<u>\$ 11,631,411</u>	<u>\$ 5,915,831</u>	<u>\$ 17,547,242</u>	<u>\$ 10,439,278</u>	<u>\$ 5,419,435</u>	<u>\$ 15,858,713</u>

## COST CENTER ALLOCATIONS

Under the Airline Use and Lease Agreement, the expense budget includes seven direct costs centers: airfield, terminal, loading bridges, parking, landside, FBO commercial and FBO General Aviation and five indirect costs centers: ARFF, operations, security, vehicle/equipment maintenance, and administration - including Airport Management, FBO and Authority. The expenses for four of the five indirect costs centers (excluding administration) are allocated to the direct costs centers based on an analysis of the staff hours worked or the related activities that occurred during the year. After those indirect costs are allocated to the direct cost centers, administration is allocated based on the total actual direct and indirect costs for each direct cost center. The allocated amounts for 2020 are set forth in Table 2-2.

## CAPITAL EXPENDITURES FUND CONTRIBUTION

Table 4 shows the calculation of the Capital Expenditures Fund Contribution. In the 2016 Airline Use and Lease Agreement, capital expenditures up to \$3.0 million are not subject to the signatory Airlines majority-in-interest (MII) vote. The \$3.0 million shall be adjusted by the same percentage as the increase or decrease in current year non-airline revenue versus 2016 non-airline revenues. The amount of the capital expenditures fund contribution calculated for 2020 was \$3,000,000. The basis for this calculation is set forth in Article 9 of the Agreement.

## RATES AND CHARGES IMPLICATIONS

All settlement calculations are based on the methodology set forth in the Airline Use and Lease Agreement. There are individual settlement calculations for landing fees, landing fee surcharges, apron fees, terminal rental rates, and loading bridge charges. Upon completion of the settlement calculation, the revenues for each of these items are updated to reflect the adjusted revenues and then a revenue sharing calculation is applied. Below is a summary of each of the settlement areas:

- Table 5 presents the landing fee revenues budgeted versus actual. The calculated signatory landing rate for 2020 of \$3.20 is determined by taking the Net Airfield Requirement and dividing by the signatory airline and cargo landed weight. The signatory landing fee rate budgeted in 2020 was \$3.05. \$2.2 million of the CAREs Act grant was applied to the Airfield cost center.
- Table 5-1 presents the allocation of the \$0.15 landing fee rate differential resulting in an amount of \$156,667 due from the signatory carriers. The individual settlement for each signatory airline and cargo carrier is calculated by multiplying the \$0.15 times their landed weight to arrive at the settlement amount.
- Table 6 and Table 6-1 present the apron fee rate calculation and settlement. The apron fee of \$656,207 is an allocation equal to 10% of the airfield total requirement. The amount billed during 2020 was \$766,362 resulting in a credit of \$110,155 due to the signatory carriers. This amount is allocated to the carriers based on the amount of apron area (in square feet) leased to each of the signatory carriers.
- Table 7 presents the terminal rental rate calculations budgeted versus actual. The calculated signatory terminal rental rate for 2020 of \$59.45 is determined by taking the Net Terminal Requirement and dividing by the total rentable terminal space. The terminal rental rate budgeted in 2020 was \$84.97, or a \$25.52 decrease. The decrease in the rate is principally due to \$3.4 million of the CAREs Act grant applied to the terminal cost center.
- Table 7-1 presents the allocation of the \$25.52 terminal rental settlement which results in a credit to the signatory carriers in the amount of \$1,806,612. \$1,352,764 of the settlement is an allocation to each of the signatory carriers is based on their pro-rated share of the airline area utilized in the terminal. Per the Agreement, the amount allocated to the baggage claim area is 20% split equally to each airline and 80% based on each signatory airline's enplanements, accounting for \$453,848 of the terminal rental settlement.
- Table 8 presents the loading bridge settlement. The total loading bridge requirement was \$394,805 and the amount billed was \$715,105. This resulted in a \$320,300 settlement due to the signatory carriers allocated based on the number of bridges each airline utilizes.

## **CALCULATION OF REVENUE SHARING TRANSFERS**

Exhibit G-3 of the Agreement provides the methodology for the calculation of the net revenue sharing between the Authority and the signatory passenger airlines. This calculation allows the passenger signatory airlines to share in any net funds remaining after fulfillment of all the Airport's requirements.

- Table 9 presents the calculation and allocation of funds remaining. For 2020, with the decrease in revenues and expenses, the funds remaining resulted in a negative \$532,741. The Authority has not shared this negative revenue with the airlines.
- Table 10 presents the Airline Cost per Enplanement for 2020. This calculation is after including all the settlement and revenue sharing calculation shown in Tables 6 through 9. For 2020, the airline cost per enplanement from airport operations was \$16.30. This is an increase from the \$6.44 budgeted and is caused by the decrease in the denominator of the calculation, enplanements.

## **ALLOCATION OF 2020 SETTLEMENT CALCULATION**

- Table 11 presents a summary showing the allocation for each of the settlement items to each of the signatory carriers for the year 2020.

Table 1  
Albany County Airport Authority  
Albany International Airport  
2020 Settlement and Rates and Charges Settlement

**REVENUES**

(page 1 of 2)

	Budget 2020	Audited 2020
<b>AIRFIELD</b>		
Airline Landing Fees	\$ 5,173,170	\$ 2,929,027
Airline Airfield Revenue Sharing	(612,683)	-
Cargo Landing Fees	521,562	556,503
Glycol Disposal Fee	360,750	228,089
Airline Apron Fee	680,082	656,207
Tenant Maintenance	45,000	35,570
Control Tower Rental	665,776	665,776
	<u>\$ 6,833,657</u>	<u>\$ 5,071,172</u>
<b>FBO</b>		
Jet A Fuel Sales	\$ 5,745,173	\$ 3,511,041
Avgas Fuel Sales General Aviation	318,087	270,258
Auto Gas Fuel Sales	100,000	66,433
Diesel Fuel Sales	200,000	115,950
Into-plane	675,000	383,695
Fuel Farm	629,733	335,744
General Aviation Landing Fees	278,484	170,418
General Aviation Parking Fees	220,870	132,666
Avgas Fuel Sales Commercial	23,580	12,210
Deicing Type I - Sprayed	584,500	434,908
Deicing Type IV - Sprayed	79,030	55,633
Deicing Type I - Consortium	464,250	251,130
Deicing Type IV - Consortium	127,380	60,230
Deicing - GA	45,400	65,171
General Aviation Tenants	347,963	386,192
General Aviation Customer Services	65,846	55,727
	<u>\$ 9,905,295</u>	<u>\$ 6,307,406</u>
<b>TERMINAL</b>		
Airline Space Rental	6,179,760	4,483,027
Airline Terminal Revenue Sharing	(2,450,731)	-
TSA Space Rental	448,828	448,828
Nonairline Space Rental - Flat Rate	80,198	82,798
Nonairline Space Rental - Signatory Rate	41,405	40,790
Nonairline Space Rental	169,230	159,745
Loading Bridge Rentals	664,028	394,805
Tenant Maintenance	12,559	23,977
Utility Reimbursement	27,000	23,643
	<u>\$ 5,172,277</u>	<u>\$ 5,657,613</u>
<b>GROUND TRANSPORTATION</b>		
Parking	\$ 16,300,375	\$ 5,474,391
Access Fees	\$ 317,813	\$ 111,554
TNCs	\$ 300,000	\$ 134,043
	<u>\$ 16,918,188</u>	<u>\$ 5,719,988</u>

Table 1  
Albany County Airport Authority  
Albany International Airport  
2020 Settlement and Rates and Charges Settlement  
**REVENUES**  
(page 2 of 2)

	Budget 2020	Audited 2020
<b>CONCESSIONS</b>		
Rental Cars	\$ 5,306,102	\$ 2,471,572
Food and Beverage	941,804	401,308
Retail	866,687	413,953
Advertising	300,000	158,536
Operating Permits	230,665	187,698
Telephone - Payphones	2,278	194
Telephone - Tenants	70,000	61,083
Bank ATMs	35,577	31,605
Vending Machines	33,535	17,241
Baggage Cart Concessions	16,594	6,074
	<u>\$ 7,803,241</u>	<u>\$ 3,749,264</u>
<b>OTHER AIRPORT</b>		
Land Rental	\$ 315,604	\$ 325,144
Industrial Park	579,690	564,234
T Hangars	100,328	128,313
Tie Downs	4,258	2,891
T Hangar Avgas Fuel Sales	42,448	49,058
Parking Garage Space Rent	92,492	95,464
Hangar Rentals	514,171	535,424
Building Rental	125,383	139,964
Cargo Building Rental	468,059	539,013
Aircraft Maintenance & Service Center	333,894	328,551
State Executive Hangar/Maint	1,247,083	1,247,083
Utility Reimbursement	170,000	151,747
Reimbursement of Property Taxes	34,380	39,574
Internet and Cable Access	7,680	6,875
Fingerprinting	30,000	21,317
Tenant Maintenance	1,000	-
Purchasing Proposals	1,000	170
Scrap and Equipment Sales	15,000	8,063
Other	80,000	130,782
	<u>\$ 4,162,469</u>	<u>\$ 4,313,667</u>
<b>TOTAL REVENUES</b>	<b>\$ 50,795,127</b>	<b>\$ 30,819,110</b>
<b>OTHER REVENUES</b>		
Interest Earnings	\$ 927,864	\$ 181,306
TSA (LEO) Reimbursement	137,560	139,080
Cares Act-Airfield	-	2,151,559
Cares Act-Terminal	-	3,408,226
Cares Act-Loading Bridges	-	168,189
Cares Act-Landside	-	1,880,658
Cares Act-Parking	-	2,815,316
Cares Act-FBO Commercial	-	394,975
Cares Act-FBO GA & Facilities	-	95,628
Improvement Charges	368,400	368,400
	<u>\$ 1,433,824</u>	<u>\$ 11,603,336</u>
<b>TOTAL REVENUES</b>	<b>\$ 52,228,951</b>	<b>\$ 42,422,446</b>
<b>TOTAL REVENUES BEFORE REVENUE SHARING</b>	<b>\$ 55,292,365</b>	<b>\$ 42,422,446</b>

Table 2  
Albany County Airport Authority  
Albany International Airport  
2020 Settlement and Rates and Charges Settlement  
**SUMMARY OF EXPENSES**

	Budget 2020	Audited 2020
<b>EXPENSES - SUMMARY</b>		
Airport Management	\$ 25,297,437	\$ 21,666,522
FBO Management	3,319,745	3,080,546
FBO Cost of Sales	5,160,041	2,674,283
Authority	5,042,530	5,199,521
<b>TOTAL EXPENSES</b>	<b>\$ 38,819,754</b>	<b>\$ 32,620,872</b>

**EXPENSES BY CATEGORY**

Personnel Services	\$ 11,631,411	\$ 10,439,278
Employee Benefits	5,915,831	5,419,435
Utilities & Communications	2,091,723	1,766,254
Purchased Services		
Accounting & Auditing	\$ 66,000	\$ 120,696
Insurance	893,267	946,147
Legal	100,000	11,156
Public Safety	352,000	239,051
Albany County Sheriffs	2,798,796	1,779,885
Janitorial	587,948	545,935
Public Communications	604,223	343,149
Special Studies & GIS Services	99,200	63,594
Professional Services	1,470,200	1,003,047
Total Purchased Services	\$ 6,971,633	\$ 5,052,660
Materials & Supplies		
Airfield	\$ 900,500	\$ 791,566
FBO	-	-
FBO - Cost of Sales	5,160,041	2,674,283
Buildings	2,465,388	3,194,583
Grounds	867,985	717,752
Vehicles & Equipment	959,100	824,736
Total Material & Supplies	\$ 10,353,015	\$ 8,202,920
Office Administration	\$ 483,298	\$ 720,339
Administration	977,837	567,648
Noncapital Equipment & Facilities	395,006	452,338
<b>TOTAL EXPENSES</b>	<b>\$ 38,819,754</b>	<b>\$ 32,620,872</b>

**DEPARTMENT SUMMARY (Direct & Indirect)**

Direct Cost Centers		
Airfield	\$ 3,394,285	\$ 2,748,874
Terminal	5,542,621	5,760,246
Loading Bridges	318,352	263,697
Landside:		
Parking	5,299,977	3,853,685
Landside Development	1,349,313	1,311,528
FBO Commercial	2,276,849	1,645,981
FBO GA & Facilities	5,535,722	3,379,265
Total Direct Cost Centers	\$ 23,717,119	\$ 18,963,276
Indirect Cost Centers		
ARFF	\$ 2,227,269	\$ 2,125,311
Operations	1,117,655	1,037,366
Security	3,283,860	2,200,530
Vehicle/Equipment	1,727,962	1,363,115
Airport Management Administration	1,036,143	1,002,170
FBO Administration	667,215	729,583
Airport Authority Administration	5,042,530	5,199,521
Total Indirect Cost Centers	\$ 15,102,634	\$ 13,657,596
<b>TOTAL EXPENSES</b>	<b>\$ 38,819,754</b>	<b>\$ 32,620,872</b>

Table 2-1  
 Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement  
**EXPENSES**  
 (Page 1 of 4)

	Budget 2020	Audited 2020
<b><u>AIRFIELD</u></b>		
Personnel Services	\$ 1,355,717	\$ 1,016,418
Employee Benefits	634,745	526,804
Utilities & Communications	108,600	110,206
Purchased Services	256,910	131,957
Materials & Supplies	1,017,788	932,725
Office	8,374	24,082
Administration	12,150	6,682
Noncapital Equipment & Facilities	-	-
	<u>\$ 3,394,285</u>	<u>\$ 2,748,874</u>
<b><u>TERMINAL</u></b>		
Personnel Services	\$ 1,398,872	\$ 1,407,699
Employee Benefits	732,527	784,933
Utilities & Communications	1,035,381	846,653
Purchased Services	1,097,441	861,526
Materials & Supplies	1,201,042	1,791,298
Office	33,905	56,737
Administration	3,000	-
Noncapital Equipment & Facilities	40,452	11,400
	<u>\$ 5,542,621</u>	<u>\$ 5,760,246</u>
<b><u>LOADING BRIDGES</u></b>		
Personnel Services	\$ 97,595	\$ 89,897
Employee Benefits	58,007	55,323
Utilities & Communications	68,250	68,250
Purchased Services	-	-
Materials & Supplies	94,500	50,227
Office	-	-
Administration	-	-
Noncapital Equipment & Facilities	-	-
	<u>\$ 318,352</u>	<u>\$ 263,697</u>
<b><u>PARKING</u></b>		
Personnel Services	\$ 2,107,080	\$ 1,361,999
Employee Benefits	943,642	706,970
Utilities & Communications	313,875	250,572
Purchased Services	563,732	206,673
Materials & Supplies	719,549	680,863
Office	77,999	62,172
Administration	514,100	246,001
Noncapital Equipment & Facilities	60,000	338,435
	<u>\$ 5,299,977</u>	<u>\$ 3,853,685</u>



Table 2-1  
 Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement  
**EXPENSES**  
 (Page 2 of 4)

	Budget 2020	Audited 2020
<b><u>LANDSIDE</u></b>		
Personnel Services	\$ -	\$ -
Employee Benefits	-	-
Utilities & Communications	271,225	215,647
Purchased Services	116,932	78,872
Materials & Supplies	908,506	979,009
Office	4,650	-
Administration	48,000	38,000
Noncapital Equipment & Facilities	-	-
	<u>\$ 1,349,313</u>	<u>\$ 1,311,528</u>
<b><u>ARFF</u></b>		
Personnel Services	\$ 1,304,408	\$ 1,346,762
Employee Benefits	632,782	587,363
Utilities & Communications	22,200	23,396
Purchased Services	7,050	5,529
Materials & Supplies	134,804	109,159
Office	12,783	5,841
Administration	61,688	29,475
Noncapital Equipment & Facilities	51,554	17,786
	<u>\$2,227,269</u>	<u>\$2,125,311</u>
<b><u>OPERATIONS</u></b>		
Personnel Services	\$ 677,924	\$ 643,779
Employee Benefits	319,472	318,922
Utilities & Communications	51,900	61,947
Purchased Services	-	-
Materials & Supplies	-	-
Office	16,944	6,408
Administration	27,414	6,310
Noncapital Equipment & Facilities	24,000	-
	<u>\$ 1,117,655</u>	<u>\$ 1,037,366</u>
<b><u>SECURITY</u></b>		
Personnel Services	\$ 183,665	\$ 157,641
Employee Benefits	68,874	86,166
Utilities & Communications	4,025	4,022
Purchased Services	2,798,796	1,779,885
Materials & Supplies	175,000	144,148
Office	4,500	28,668
Administration	-	-
Noncapital Equipment & Facilities	49,000	-
	<u>\$3,283,860</u>	<u>\$2,200,530</u>

Table 2-1  
 Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement  
**EXPENSES**  
 (Page 3 of 4)

	Budget 2020	Audited 2020
<b><u>VEHICLE/EQUIPMENT</u></b>		
Personnel Services	\$ 609,950	\$ 542,085
Employee Benefits	371,893	331,778
Utilities & Communications	22,075	17,958
Purchased Services	79,373	75,066
Materials & Supplies	460,500	393,224
Office	10,921	2,650
Administration	3,250	354
Noncapital Equipment & Facilities	170,000	-
	<u>\$ 1,727,962</u>	<u>\$ 1,363,115</u>
<b><u>FBO COMMERCIAL</u></b>		
Personnel Services	\$ 539,085	\$ 506,606
Employee Benefits	158,195	144,001
Utilities & Communications	19,612	15,913
Purchased Services	66,132	54,446
Materials & Supplies	1,491,826	925,015
Office	-	-
Administration	2,000	-
Noncapital Equipment & Facilities	-	-
	<u>\$ 2,276,849</u>	<u>\$ 1,645,981</u>
<b><u>FBO GENERAL AVIATION AND FACILITIES</u></b>		
Personnel Services	\$ 766,939	\$ 664,562
Employee Benefits	284,805	319,869
Utilities & Communications	68,543	52,219
Purchased Services	146,199	94,315
Materials & Supplies	4,104,236	2,156,054
Office	2,000	1,128
Administration	163,000	91,118
Noncapital Equipment & Facilities	-	-
	<u>\$ 5,535,722</u>	<u>\$ 3,379,265</u>

Table 2-1  
 Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement  
**EXPENSES**  
 (Page 4 of 4)

	Budget 2020	Audited 2020
<b><u>FBO ADMINISTRATION</u></b>		
Personnel Services	\$ 220,670	\$ 222,187
Employee Benefits	70,954	97,468
Utilities & Communications	1,150	678
Purchased Services	326,269	372,515
Materials & Supplies	-	-
Office	43,857	35,261
Administration	4,315	1,474
Noncapital Equipment & Facilities	-	-
	\$ 667,215	\$ 729,583
<b><u>AIRPORT MANAGEMENT ADMINISTRATION</u></b>		
Personnel Services	\$ 399,464	\$ 338,039
Employee Benefits	157,494	115,343
Utilities & Communications	400	442
Purchased Services	430,991	430,823
Materials & Supplies	-	-
Office	42,143	34,072
Administration	5,650	77,451
Noncapital Equipment & Facilities	-	6,000
	\$ 1,036,143	\$ 1,002,170
<b><u>AIRPORT AUTHORITY ADMINISTRATION</u></b>		
Personnel Services	\$ 1,970,042	\$ 2,141,604
Employee Benefits	1,482,440	1,344,495
Utilities & Communications	104,486	98,351
Purchased Services	1,081,807	961,054
Materials & Supplies	45,263	41,197
Office	225,222	463,320
Administration	133,270	70,783
Noncapital Equipment & Facilities	-	78,717
	\$ 5,042,530	\$ 5,199,521
<b>TOTAL EXPENSES</b>	<b>\$ 38,819,754</b>	<b>\$ 32,620,872</b>

Table 2-2

Albany County Airport Authority

Albany International Airport

2020 Settlement and Rates and Charges Settlement

**ALLOCATION OF INDIRECT COST CENTERS  
TO DIRECT COST CENTERS**

(Page 1 of 3)

	Budget 2020	Audited 2020
<b>ARFF</b>		
Airfield	\$ 334,090	\$ 318,797
Terminal	1,069,089	1,020,149
Loading Bridges	22,273	21,253
Landside	534,545	510,075
Parking	133,636	127,519
FBO Commercial	66,818	63,759
FBO GA & Facilities	66,818	63,759
Total Allocated	\$ 2,227,269	\$ 2,125,311
<b>OPERATIONS</b>		
Airfield	\$ 447,062	\$ 414,946
Terminal	335,296	311,210
Loading Bridges	55,883	51,868
Landside	111,765	103,737
Parking	55,883	51,868
FBO Commercial	55,883	51,868
FBO GA & Facilities	55,883	51,868
Total Allocated	\$ 1,117,655	\$ 1,037,366
<b>SECURITY</b>		
Airfield	\$ 492,579	\$ 330,080
Terminal	1,641,930	1,100,265
Loading Bridges	98,516	66,016
Landside	328,386	220,053
Parking	656,772	440,106
FBO Commercial	32,839	22,005
FBO GA & Facilities	32,839	22,005
Total Allocated	\$ 3,283,860	\$ 2,200,530
<b>VEHICLE/EQUIPMENT</b>		
Airfield	\$ 604,787	\$ 477,090
Terminal	86,398	68,156
Loading Bridges	-	-
Landside	639,346	504,353
Parking	259,194	204,467
FBO Commercial	86,398	68,156
FBO GA & Facilities	51,839	40,893
Total Allocated	\$ 1,727,962	\$ 1,363,115

Table 2-2

Albany County Airport Authority

Albany International Airport

2020 Settlement and Rates and Charges Settlement

**ALLOCATION OF INDIRECT COST CENTERS  
TO DIRECT COST CENTERS**

(Page 2 of 3)

	Budget 2020	Audited 2020
Subtotal Allocation before Admin Departments		
Airfield	\$ 5,272,803	\$ 4,289,787
Terminal	8,675,334	8,260,026
Loading Bridges	495,024	402,834
Landside	2,963,355	2,649,745
Parking	6,405,462	4,677,645
FBO Commercial	2,518,787	1,851,770
FBO GA & Facilities	5,743,100	3,557,791
Total Allocated	\$ 32,073,865	\$ 25,689,598
Airport Management Administration		
Airfield	\$ 202,995	\$ 186,767
Terminal	333,988	359,622
Loading Bridges	19,058	17,538
Landside	114,085	115,364
Parking	246,601	203,654
FBO Commercial	49,939	52,064
FBO GA & Facilities	69,478	67,161
Total Allocated	\$ 1,036,144	\$ 1,002,170
FBO Administration		
Airfield	\$ -	\$ -
Terminal	-	-
Loading Bridges	-	-
Landside	-	-
Parking	-	-
FBO Commercial	279,023	318,600
FBO GA & Facilities	388,192	410,983
Total Allocated	\$ 667,215	\$ 729,583
Airport Authority Administration		
Airfield	\$ 964,871	\$ 940,434
Terminal	1,587,500	1,810,814
Loading Bridges	90,584	88,312
Landside	542,265	580,893
Parking	1,172,136	1,025,462
FBO Commercial	286,533	329,091
FBO GA & Facilities	398,641	424,515
Total Allocated	\$ 5,042,530	\$ 5,199,521

Table 2-2

Albany County Airport Authority

Albany International Airport

Albany International Airport

**ALLOCATION OF INDIRECT COST CENTERS  
TO DIRECT COST CENTERS**

(Page 3 of 3)

	Budget 2020	Audited 2020
TOTAL INDIRECT ALLOCATIONS		
Airfield	\$ 3,046,384	\$ 2,668,114
Terminal	5,054,202	4,670,216
Loading Bridges	286,313	244,988
Landside	2,270,392	2,034,474
Parking	2,524,222	2,053,076
FBO Commercial	857,433	905,544
FBO GA & Facilities	1,063,689	1,081,185
Total Allocated	<u>\$ 15,102,635</u>	<u>\$ 13,657,596</u>

TOTAL DIRECT & INDIRECT  
EXPENSES BY COST CENTER

Airfield	\$ 6,440,669	\$ 5,416,988
Terminal	10,596,822	10,430,462
Loading Bridges	604,666	508,685
Landside	3,619,705	3,346,002
Parking	7,824,199	5,906,761
FBO Commercial	3,134,282	2,551,525
FBO GA & Facilities	6,599,411	4,460,450
Total Allocated	<u>\$ 38,819,754</u>	<u>\$ 32,620,872</u>

Table 3  
 Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement  
**DEBT SERVICE SUMMARY**

	Budget 2020	Audited 2020
Airport Revenue Bonds:		
2010 A Refunding Bonds	\$ 6,164,983	\$ 6,164,983
2017 A Refunding Bonds	921,625	921,625
2017 B Refunding Bonds	648,525	648,525
2018 A Revenue Bonds	738,500	738,500
2018 B Revenue Bonds	736,250	736,250
2019 A Revenue Bonds	556,216	556,216
2020 A Revenue Refunding Bonds Debt Service	162,796	162,796
2020 B Revenue Refunding Bonds Debt Service	1,120,658	1,120,658
Less LIBOR credit	-	-
Less: PFC's Applied to 2020B Revenue Bonds	(4,140,917)	(4,140,917)
<b>TOTAL DEBT SERVICE</b>	<u>\$ 6,908,636</u>	<u>\$ 6,908,636</u>
Allocation of Total Debt Service to Cost Centers		
Airfield	\$ 531,656	\$ 531,656
FBO	546,258	546,258
ARFF	11,532	11,532
Terminal	1,983,081	1,983,081
Loading Bridges	53,386	53,386
Landside and Other	3,782,724	3,782,724
<b>TOTAL ALLOCATION</b>	<u>\$ 6,908,636</u>	<u>\$ 6,908,636</u>

Table 3-1  
 Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement  
**AIRPORT REVENUE BONDS DEBT SERVICE**  
 (Page 1 of 3)

	Budget 2020	Audited 2020
<b>2010A Revenue Refunding Bonds Debt Service</b>	\$ 6,124,250	\$ 6,124,250
Amortization of Bond Issue Costs	40,733	40,733
<b>TOTAL 2010A REVENUE BONDS DEBT SERVICE</b>	<b>\$ 6,164,983</b>	<b>\$ 6,164,983</b>
Allocation of 2010A Refunding Bonds Debt Service to Cost Centers		
Airfield	\$ 694,124	\$ 694,124
Terminal	3,880,267	3,880,267
Loading Bridges	113,791	113,791
Landside	1,476,801	1,476,801
<b>Total</b>	<b>\$ 6,164,983</b>	<b>\$ 6,164,983</b>
<b>2017 A Revenue Refunding Bonds Debt Service</b>	\$ 921,625	\$ 921,625
Allocation of 2017 A Revenue Refunding Bonds Debt Service to Cost Centers		
Airfield	\$ 218,390	\$ 218,390
FBO	196,714	196,714
ARFF	11,532	11,532
Terminal	79,288	79,288
Landside and other	246,277	246,277
Parking	169,424	169,424
<b>Total</b>	<b>\$ 921,625</b>	<b>\$ 921,625</b>
<b>2017 B Revenue Refunding Bonds Debt Service</b>	\$ 648,525	\$ 648,525
Allocation of 2017 B Refunding Bonds Debt Service to Cost Centers		
Airfield	\$ 1,285	\$ 1,285
FBO	1,297	1,297
Parking	1,002	1,002
Landside and other	644,556	644,556
Terminal	384	384
<b>Total</b>	<b>\$ 648,525</b>	<b>\$ 648,525</b>



Table 3-1  
 Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement  
**AIRPORT REVENUE BONDS DEBT SERVICE**  
 (Page 2 of 3)

	Budget 2020	Audited 2020
<b>2018 A Revenue Bonds Debt Service</b>	\$ 738,500	\$ 738,500
Allocation of 2018 A Revenue Bonds Debt Service to Cost Centers		
Airfield	\$ -	\$ -
FBO	-	-
ARFF	-	-
Terminal	6,647	6,647
Landside and other	-	-
Parking	731,854	731,854
	<hr/>	<hr/>
Total	\$ 738,500	\$ 738,500
	<hr/> <hr/>	<hr/> <hr/>
<b>2018 B Revenue Bonds Debt Service</b>	\$ 736,250	\$ 736,250
Allocation of 2018 B Revenue Bonds Debt Service to Cost Centers		
Airfield	\$ -	\$ -
FBO	348,246	348,246
ARFF	-	-
Terminal	262,105	262,105
Landside and other	125,899	125,899
Parking	-	-
	<hr/>	<hr/>
Total	\$ 736,250	\$ 736,250
	<hr/> <hr/>	<hr/> <hr/>

Table 3-1  
 Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement  
**AIRPORT REVENUE BONDS DEBT SERVICE**  
 (Page 3 of 3)

<b>2019 A Revenue Bonds Debt Service</b>	\$ 556,216	\$ 556,216
Allocation of 2019 A Revenue Bonds Debt Service to Cost Centers		
Airfield	\$ -	\$ -
FBO	-	-
ARFF	-	-
Terminal	-	-
Landside and other	-	-
Parking	556,216	556,216
	<hr/>	<hr/>
Total	\$ 556,216	\$ 556,216
	<hr/> <hr/>	<hr/> <hr/>
<b>2020 A Revenue Refunding Bonds Debt Service</b>	\$ 162,796	\$ 162,796
Allocation of 2020 A Bonds Debt Service to Cost Centers		
Airfield	\$ -	\$ -
FBO	-	-
ARFF	-	-
Terminal	-	-
Landside and other	162,796	162,796
Parking	-	-
	<hr/>	<hr/>
Total	\$ 162,796	\$ 162,796
	<hr/> <hr/>	<hr/> <hr/>
<b>2020 B Revenue Refunding Bonds Debt Service</b>	\$ 1,120,658	\$ 1,120,658
Allocation of 2020 B Bonds Debt Service to Cost Centers		
Airfield	\$ 136,720	\$ 136,720
Terminal	\$ 764,289	\$ 764,289
Loading Bridges	\$ 22,413	\$ 22,413
Landside	\$ 197,236	\$ 197,236
Parking	\$ -	\$ -
	<hr/>	<hr/>
Total	\$ 1,120,658	\$ 1,120,658
	<hr/> <hr/>	<hr/> <hr/>

Table 3-2  
 Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement  
**CALCULATION OF PFC REVENUES**

	Budget 2020	Audited 2020
<b>ENPLANEMENTS</b>	1,500,000	520,029
PFC's charged	\$ 4.50	\$ 4.50
LESS: Carrier Compensation	(0.11)	(0.11)
Net PFC Revenue	\$ 4.39	\$ 4.39
% of PFCs collected on Enplanements	87.0%	101.0%
PFC's Available for Debt Service	\$ 5,728,950	2,304,900
LESS: Applied Pay-As-You-Go	0	0
PFC's Available for Debt Service	<u>\$ 5,728,950</u>	<u>\$ 2,304,900</u>
<b>PFC DEBT SERVICE FUND ACTIVITY</b>		
BEGINNING BALANCE	\$ 15,660,921	\$ 15,660,921
PLUS: Deposit of PFC's	5,728,950	2,304,900
PLUS: Interest Earnings on PFC's	124,200	92,075
LESS: Applied Towards Pay as you go Project	-	(4,622,462)
LESS: Applied Towards 2020B Debt Service	(4,140,917)	(4,140,917)
ENDING BALANCE	<u>\$ 17,373,155</u>	<u>\$ 9,294,518</u>
<b>PFC's APPLIED TO DEBT SERVICE</b>	\$ 4,140,917	\$ 4,140,917
Allocation of PFC's to Cost Centers		
Airfield	\$ 518,864	\$ 518,864
Terminal	3,009,899	3,009,899
Loading Bridges	82,818	82,818
Landside	529,335	529,335
Total	<u>\$ 4,140,917</u>	<u>\$ 4,140,917</u>

Table 4

Albany County Airport Authority

Albany International Airport

2020 Settlement and Rates and Charges Settlement

**CALCULATION OF CAPITAL EXPENDITURES FUND CONTRIBUTION**

	Budget 2020	Audited 2020
Total Revenues before Revenue Sharing	\$ 55,292,365	\$ 42,422,446
Less:		
Airline Landing Fees	5,173,170	2,929,027
Airline Apron Fee	680,082	656,207
Airline Space Rental	6,179,760	4,483,027
Loading Bridge Rentals	664,028	394,805
Nonoperating Revenues	1,433,824	11,603,336
NON-AIRLINE REVENUES	<u>\$ 41,161,500</u>	<u>\$ 22,356,044</u>
2016 Non-Airline Revenues	\$ 37,289,966	\$ 37,289,966
% of Current Year over 2016/2026 Non-Airline Revenues	10.4%	-40.0%
Total Capital Expenditure % times \$3,000,000 thru 2020	<u>\$ 3,311,467</u>	<u>\$ 3,000,000</u>

Table 5  
Albany County Airport Authority  
Albany International Airport  
2020 Settlement and Rates and Charges Settlement  
LANDING FEE RATES

	Budget 2020	Audited 2020
Airfield:		
Direct O&M Expenses	\$ 3,394,285	\$ 2,748,874
Indirect O&M Expenses	3,046,384	2,668,114
O&M Reserve Requirement	20,852	20,852
FBO:		
Commercial Direct O&M Expenses	1,055,223	990,051
Commercial Indirect O&M Expenses	857,433	905,544
Commercial O&M Reserve Requirement	6,192	6,192
Airfield Capital Charges:		
2010A Revenue Bond Debt Service	694,124	694,124
2017 A Refunding Revenue Bonds Debt Service	218,390	218,390
2017 B Refunding Revenue Bonds Debt Service	1,285	1,285
2020 B Revenue Refunding Bonds Debt Service	136,720	136,720
LESS: Applicable Approved PFC Revenues	(518,864)	(518,864)
FBO Commercial Revenues Credit:		
Into Plane	(675,000)	(383,695)
Fuel Farm Throughput Fee	(629,733)	(335,744)
Avgas Fuel Sales Commercial	(23,580)	(12,210)
LESS: Cost of Sales, Avgas	21,360	11,300
Deicing - Commercial	(1,255,160)	(801,901)
LESS: Cost of Sales, Deicing	950,266	516,124
General Aviation Landing Fees	(278,484)	(170,418)
General Aviation Parking Fees	(220,870)	(132,666)
Total LANDING FEE REQUIREMENT	\$ 6,800,824	\$ 6,562,072
Total Landed Weight (000-lbs)	1,847,791	1,082,058
COMPENSATORY LANDING FEE RATE	\$ 3.68	\$ 6.06
LESS: Interest Earning Credit Allocated to Airfield	\$ 28,363	\$ 7,295
LESS: Glycol disposal Fee	360,750	228,089
LESS: Aircraft Aprons Fee Credit (Per Table 6)	680,082	656,207
LESS: Airfield Tenant Maintenance	45,000	35,570
LESS: Non-signatory Airline Landing Fee Credit	286,630	143,296
LESS: Cares Act		2,151,559
NET LANDING FEE REQUIREMENT	\$ 5,399,997	\$ 3,340,057
Signatory Commercial & Cargo Carrier Landed Wt (000-lbs)	1,773,148	1,044,448
Signatory Landing Fee Rate	\$ 3.05	\$ 3.20
SIGNATORY AIRLINE LANDING FEE REVENUE	\$ 4,933,518	\$ 2,823,821
NON-SIGNATORY PASSENGER LANDING FEE REVENUE	239,652	105,206
TOTAL AIRLINE LANDING FEE REVENUE	\$ 5,173,170	\$ 2,929,027
SIGNATORY CARGO LANDING FEE REVENUE	\$ 474,583	\$ 518,413
NON-SIGNATORY CARGO LANDING FEE REVENUE	46,979	38,090
TOTAL CARGO LANDING FEE REVENUE	\$ 521,562	\$ 556,503

Table 5-1

Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement

**ALLOCATION OF LANDING FEE PORTION OF SETTLEMENT**

Landing Fee Rate as calculated	\$	3.20
Landing Fee Rate Billed	\$	3.05
<b>LANDING FEE RATE SETTLEMENT</b>	<b>\$</b>	<b>0.15</b>

ALLOCATION TO SIGNATORY AIRLINES	Landed Weights 000's	Total Allocated
<b>COMMERCIAL AIRLINES:</b>		
Allegiant Air	45,431	\$ 6,815
American Airlines	73,425	11,014
American - Air Wisconsin	0	-
American - Envoy	23,510	3,527
American - Piedmont	60,630	9,095
American - PSA	20,268	3,040
American - Republic	26,382	3,957
American - SkyWest	11,926	1,789
American - Transtates	0	-
Cape Air	0	-
Delta	63,702	9,555
Delta - Express Jet	0	-
Delta - Go Jet	0	-
Delta - Endeavor	49,484	7,423
Delta - Republic	0	-
Delta - SkyWest	20,572	3,086
jetBlue	48,480	7,272
Southwest	323,968	48,595
United	22,688	3,403
United - Air Wisconsin	14,053	2,108
United - Commutair	49,852	7,478
United - Express Jet	2,000	300
United - Go Jet	549	82
United - Mesa	603	90
United - Republic	5,907	886
United - Shuttle America	0	-
United - SkyWest	18,970	2,846
United - Transtates	44	7
<b>TOTAL COMMERCIAL AIRLINES:</b>	<b>882,444</b>	<b>\$ 132,367</b>
<b>CARGO:</b>		
FedEx	51,876	\$ 7,781
United Parcel Service	110,128	16,519
<b>TOTAL CARGO:</b>	<b>162,004</b>	<b>\$ 24,301</b>
<b>TOTAL LANDING FEE SETTLEMENT</b>	<b>1,044,448</b>	<b>\$ 156,667</b>

Table 6  
 Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement  
 AIRCRAFT APRON FEE

	Budget 2020	Audited 2020
TOTAL AIRFIELD REQUIREMENT	\$ 6,800,824	\$ 6,562,072
10% of AIRFIELD REQUIREMENT	\$ 680,082	\$ 656,207
TOTAL APRON SQUARE FEET	505,472	505,472
AIRCRAFT APRON FEE (PER SQ FT)	\$ 1.35	\$ 1.30

DRAFT

Table 6-1

Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement

**ALLOCATION OF APRON FEE PORTION OF SETTLEMENT**

Total Airfield Requirement	\$	6,562,072
Aprons Fees (10% of Airfield Requirement)	\$	656,207
Total Aprons Fees Billed	\$	766,362
APRONS FEES SETTLEMENT	\$	(110,155)

## ALLOCATION TO SIGNATORY AIRLINES

	<u>Square Footage</u>	<u>Total Allocated</u>
Allegiant	29,700	\$ (6,325)
American	128,070	(27,274)
Cape Air	12,807	(2,727)
Delta	106,326	(22,644)
jetBlue	32,724	(6,969)
Southwest	126,016	(26,837)
United	81,603	(17,378)
Charter/Authority Use	-	\$ -
TOTAL APRONS FEE SETTLEMENT	<u>517,246</u>	<u>\$ (110,155)</u>



Table 7  
Albany County Airport Authority  
Albany International Airport  
2020 Settlement and Rates and Charges Settlement  
TERMINAL RENTAL RATE CALCULATIONS

	Budget 2020	Audited 2020
Terminal Direct O&M Expenses	\$ 5,542,621	\$ 5,760,246
Terminal Indirect O&M Expenses	5,054,202	4,670,216
Terminal O&M Reserve Requirement	34,307	34,307
Terminal Capital Charges:		
2010A Revenue Bond Debt Service	3,880,267	3,880,267
2017 A Refunding Revenue Bonds Debt Service	79,288	79,288
2017 B Refunding Revenue Bonds Debt Service	384	384
2018 A Revenue Bonds Debt Service	6,647	6,647
2018 B Revenue Bonds Debt Service	262,105	262,105
2020 B Revenue Refunding Bonds Debt Service	764,289	764,289
LESS: Applicable PFC Revenues	<u>(3,009,899)</u>	<u>(3,009,899)</u>
TOTAL REQUIREMENT	\$ 12,614,211	\$ 12,447,850
Rentable Terminal Space	135,985	135,985
COMPENSATORY TERMINAL RENTAL RATE	\$ 92.76	\$ 91.54
LESS: Interest Earning Credit allocated to Terminal	\$ 142,790	\$ 36,723
LESS: Non-airline Terminal Space Rentals - Flat Rate	80,198	82,798
LESS: Non-airline Terminal Space Rentals - Signatory Rate	41,405	40,790
LESS: Non-airline Terminal Space Rentals - Calculated Rate	169,230	159,745
LESS: TSA Space Rental	448,828	448,828
LESS: TSA (LEO) Reimbursement	137,560	139,080
LESS: Utility Reimbursements	27,000	23,643
LESS: Terminal Tenant Maintenance Reimbursements	12,559	23,977
LESS: Cares Act	-	3,408,226
NET TERMINAL REQUIREMENT	\$ 11,554,641	\$ 8,084,040
Rentable Terminal Space	135,985	135,985
SIGNATORY TERMINAL RENTAL RATE	\$ 84.97	\$ 59.45
Signatory Airline Terminal Rental Space	53,007	53,008
SIGNATORY AIRLINE RENTAL REVENUE	\$ 4,504,005	\$ 3,151,326
MONTH TO MONTH AIRLINE REVENUE	0	0
TOTAL AIRLINE RENTAL REVENUE	\$ 4,504,005	\$ 3,151,326
Baggage Claim Room Square Footage	17,784	17,784
BAGGAGE CLAIM ROOM REVENUE	\$ 1,511,106	\$ 1,057,259
NONSIGNATORY AIRLINE RENTAL REVENUE	\$ 164,649	\$ 274,443
AIRLINE RENTAL REVENUE	\$ 6,179,760	\$ 4,483,027

Table 7-1

Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement

**ALLOCATION OF TERMINAL RENTAL PORTION OF SETTLEMENT**

**TERMINAL RENTAL AREAS:**

Terminal Rental Rate as calculated	\$	59.45
Terminal Rental Rate Billed	\$	84.97
<b>TERMINAL RENTAL RATE SETTLEMENT</b>	<b>\$</b>	<b>(25.52)</b>

**ALLOCATION TO SIGNATORY AIRLINES**

	<u>Square Footage</u>	<u>Total Allocated</u>
Allegiant	2,549	\$ (65,050)
American	12,765	(325,763)
Cape Air	1,381	(35,243)
Delta	7,496	(191,298)
jetBlue	4,697	(119,867)
Southwest	14,337	(365,880)
United	9,783	(249,662)
<b>TOTAL TERMINAL SETTLEMENT</b>	<b>53,008</b>	<b>\$ (1,352,764)</b>

**BAGGAGE CLAIM AREA - JOINT USE:**

Terminal Rental Rate	\$	59.45
Terminal Rental Rate Billed - Baggage Claim Room	\$	84.97
<b>TERMINAL RENTAL RATE SETTLEMENT - Baggage Claim</b>	<b>\$</b>	<b>(25.52)</b>

Baggage Claim Square Footage 17,784  
 Adjustment of Baggage Claim Area to 2020 Rate (\$453,848)

**ALLOCATION OF COMMON USE SPACE:**

<u>Signatory Airlines</u>	<u>Enplanements 2020</u>	<u>80 % Pro-Rated Allocation</u>	<u>20 % Fixed Portion</u>	<u>Total Allocation</u>
Allegiant	28,588	\$ (20,651)	\$ (12,967)	\$ (33,618)
American	134,035	(96,822)	(12,967)	(109,789)
Cape Air	-	-	(12,967)	(12,967)
Delta	69,761	(50,393)	(12,967)	(63,360)
jetBlue	29,793	(21,521)	(12,967)	(34,488)
Southwest	174,133	(125,787)	(12,967)	(138,754)
United Airlines	66,315	(47,904)	(12,967)	(60,871)
<b>TOTAL SIGNATORY ENPLANEMENTS</b>	<b>502,625</b>	<b>\$ (363,078)</b>	<b>\$ (90,770)</b>	<b>\$ (453,848)</b>

**TOTAL TERMINAL PORTION OF SETTLEMENT:**

	<u>Total</u>
Allegiant	\$ (98,668)
American	(435,552)
Cape Air	(48,210)
Delta	(254,658)
jetBlue	(154,356)
Southwest	(504,635)
United Airlines	(310,533)
<b>TOTAL TERMINAL PORTION OF SETTLEMENT:</b>	<b>\$ (1,806,612)</b>

Table 8

Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement

**ALLOCATION OF LOADING BRIDGE PORTION OF SETTLEMENT**

	Budget 2020	Actual 2020
<b>LOADING BRIDGE RENTALS</b>		
Tenant Loading Bridge Debt Service	\$ 136,204	\$ 136,204
LESS: Applicable PFC Revenues	(82,818)	(82,818)
LESS: Interest Earnings Credit Allocated to Loading Bridges	4,019	(1,034)
LESS: Cares Act	-	(168,189)
Direct Loading Bridge Expenses	318,352	263,697
Indirect Loading Bridge Expenses	286,313	244,988
Loading Bridge Expense Reserve	1,958	1,958
<b>TOTAL LOADING BRIDGE REQUIREMENT</b>	<b>\$ 664,028</b>	<b>\$ 394,805</b>
Total Loading Bridge Rentals Billed		\$ 715,105
<b>LOADING BRIDGE SETTLEMENT</b>		<b>\$ (320,300)</b>

**ALLOCATION TO SIGNATORY AIRLINES**

	# of Bridges	Total Allocated
Allegiant	1	\$ (24,638)
American	3	(73,915)
Delta	3	(73,915)
jetBlue	1	(24,638)
Southwest	2	(49,277)
United	3	(73,915)
<b>TOTAL SIGNATORY LOADING BRIDGES</b>	<b>13</b>	<b>\$ (320,300)</b>
Charter/Authority Use	-	\$ -
<b>TOTAL LOADING BRIDGE SETTLEMENT</b>	<b>13</b>	<b>\$ (320,300)</b>

Table 9

Albany County Airport Authority

Albany International Airport

2020 Settlement and Rates and Charges Settlement

**CALCULATION AND ALLOCATION OF FUNDS REMAINING**

	Budget 2020	Audited 2020
TOTAL REVENUES BEFORE REV SHARING	\$ 55,292,365	\$ 42,422,446
TOTAL EXPENSES	<u>38,819,754</u>	<u>32,620,872</u>
NET REVENUES	\$ 16,472,611	\$ 9,801,574
LESS:		
Capital Charges:		
Less: Applicable Approved PFC Revenues	\$ (4,140,917)	\$ (4,140,917)
2010 A Revenue Bonds	6,164,983	6,164,983
2017 A Revenue Refunding Bonds Debt Service	921,625	921,625
2017 B Revenue Refunding Bonds Debt Service	648,525	648,525
2018 A Revenue Bond	738,500	738,500
2018 B Revenue Bonds Debt Service	736,250	736,250
2019 Revenue Bond	556,216	556,216
2020 A Revenue Refunding Bonds Debt Service	162,796	162,796
2020 B Revenue Refunding Bonds Debt Service	1,120,658	1,120,658
Capital Charge Coverage	-	-
Debt Service Reserve Requirement	-	-
Capital Expenditures (Per Table 4)	3,311,467	3,000,000
Operating & Maintenance Reserve	125,680	125,680
Renewal and Replacement Reserve	-	-
Subtotal	<u>\$ 10,345,783</u>	<u>\$ 10,034,316</u>
FUNDS REMAINING	<u>\$6,126,828</u>	<u>(\$232,741)</u>
	50%	100%
Authority Share - 50%	3,063,414	(232,741)
Less Cost of Air Service Incentive Programs	<u>(1,000,000)</u>	<u>(619,410)</u>
Authority Share Net of Air Service Incentive	<u>2,063,414</u>	<u>(852,151)</u>
	50%	0%
Airline Share - 50%	3,063,414	-
Net Airline Share	<u>3,063,414</u>	<u>-</u>
	<u>\$ 6,126,828</u>	<u>\$ (232,741)</u>
ALLOCATION OF AIRLINE SHARE		
Terminal	2,450,731	-
Airfield	<u>612,683</u>	<u>-</u>
TOTAL AIRLINE SHARE	<u>\$ 3,063,414</u>	<u>\$ -</u>

Table 9-1

Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement  
**ALLOCATION OF AIRFIELD PORTION OF REVENUE SHARING**

AIRFIELD PORTION OF REVENUE SHARING \$ -

ALLOCATION TO SIGNATORY AIRLINES	Landed Weights	Total Allocated
COMMERCIAL AIRLINES:		
Allegiant	45,431	\$ -
American	73,425	-
Cape Air	0	-
Delta	63,702	-
jetBlue	48,480	-
Southwest	323,968	-
United	22,688	-
TOTAL COMMERCIAL AIRLINES:	577,694	\$ -
CARGO:		
FedEx	51,876	\$ -
United Parcel Service	110,128	-
TOTAL CARGO:	162,004	\$ -
TOTAL LANDING FEE SETTLEMENT	739,698	\$ -

DRAFT

Table 9-2

Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement  
**ALLOCATION OF TERMINAL PORTION OF REVENUE SHARING**

TERMINAL PORTION OF REVENUE SHARING \$ -

**ALLOCATION OF DIRECT PORTION:**

<u>Signatory Airlines</u>	<u>Square Footage</u>	<u>Total Allocated</u>
Allegiant	2,549	\$ -
American	12,765	-
Cape Air	1,381	-
Delta	7,496	0
jetBlue	4,697	0
Southwest	14,337	0
United	9,783	0
	<u>53,008</u>	<u>\$ -</u>
JOINT USE SPACE:	<u>17,784</u>	<u>\$ -</u>
<b>TOTAL</b>	<u><b>70,792</b></u>	<u><b>\$ -</b></u>

**ALLOCATION OF JOINT USE SPACE:**

<u>Signatory Airlines</u>	<u>2020 Enplanements</u>	<u>80 % Pro-Rated Allocation</u>	<u>20 % Fixed Portion</u>	<u>Total Allocation</u>
Allegiant	28,588	\$ -	\$ -	\$ -
American	134,035	-	-	-
Cape Air	-	0	-	-
Delta	69,761	0	-	-
jetBlue	29,793	0	-	-
Southwest	174,133	0	-	-
United Airlines	66,315	0	-	-
<b>TOTAL SIGNATORY ENPLANEMENTS</b>	<u><b>502,625</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>	<u><b>\$ -</b></u>

TOTAL TERMINAL PORTION OF REVENUE SHARING	<u>Total</u>
Allegiant	\$ -
American	-
Cape Air	-
Delta	-
jetBlue	-
Southwest	-
United Airlines	-
<b>TOTAL TERMINAL PORTION OF REVENUE SHARING</b>	<u><b>\$ -</b></u>

Table 10  
Albany County Airport Authority  
Albany International Airport  
2020 Settlement and Rates and Charges Settlement  
AIRLINE COST PER ENPLANEMENT

(Includes Settlement and Revenue Sharing Calculation)	Budget 2020	Audited 2020
<b>AIRPORT OPERATIONS:</b>		
Airline Landing Fees	\$ 5,173,170	\$ 2,929,027
Airline Space Rental	6,179,760	4,483,027
Loading Bridge Rentals	664,028	394,805
Airline Apron Fee	680,082	656,207
Airline Share of Revenue Sharing	(3,063,414)	-
<b>Total Airport Operations</b>	<u>\$ 9,633,627</u>	<u>\$ 8,463,066</u>
<b>FBO OPERATIONS:</b>		
Avgas Fuel Sales Commercial	\$ 23,580	\$ 12,210
Deicing	1,255,160	801,901
Into Plane & Fuel Farm	1,304,733	719,439
<b>Total FBO Operations</b>	<u>\$ 2,583,473</u>	<u>\$ 1,533,550</u>
<b>TOTAL AIRLINES FEES &amp; CHARGES</b>	<u>\$ 12,217,099</u>	<u>\$ 9,996,616</u>
<b>ENPLANEMENTS</b>	1,500,000	520,029
<b>COST PER ENPLANEMENT</b>	\$ 6.44	\$ 16.30
<b>FBO OPERATIONS COST PER ENPLANEMENT</b>	<u>\$ 1.71</u>	<u>\$ 2.93</u>
<b>TOTAL COMBINED COST PER ENPLANEMENT</b>	<u>\$ 8.14</u>	<u>\$ 19.22</u>

Table 11

Albany County Airport Authority  
 Albany International Airport  
 2020 Settlement and Rates and Charges Settlement  
**ALLOCATION SETTLEMENT AND REVENUE SHARING**

TOTAL SETTLEMENT AND REVENUE SHARING

\$ (2,080,399)

	SETTLEMENTS				REVENUE SHARING		TOTAL
	Landing Fee	Terminal Rent	Aprons Fees	Loading Bridges	Airfield	Terminal	
Allegiant Air	\$ 6,815	\$ (98,668)	\$ (6,325)	\$ (24,638)	\$ -	\$ -	\$ (122,817)
American Airlines	11,014	(435,552)	(27,274)	(73,915)	-	-	(525,728)
American - Envoy	3,527						3,527
American - Piedmont	9,095						9,095
American - PSA	3,040						3,040
American - Republic	3,957						3,957
American - SkyWest	1,789						1,789
Cape Air	-	(48,210)	(2,727)		-	-	(50,938)
Delta	9,555	(254,658)	(22,644)	(73,915)	-	-	(341,662)
Delta - Endeavor	7,423						7,423
Delta - SkyWest	3,086						3,086
FedEx	7,781				-		7,781
jetBlue	7,272	(154,356)	(6,969)	(24,638)	-	-	(178,691)
Southwest	48,595	(504,635)	(26,837)	(49,277)	-	-	(532,153)
United	3,403	(310,533)	(17,378)	(73,915)	-	-	(398,423)
United - Air Wisconsin	2,108						2,108
United - Commutair	7,478						7,478
United - Express Jet	300						300
United - Go Jet	82						82
United - Mesa	90						90
United - Republic	886						886
United - SkyWest	2,846						2,846
United - Transtates	7						7
United Parcel Service	16,519				-		16,519
<b>TOTAL SIGNATORY AIRLINE DISTRIBUTION</b>	<b>\$ 156,667</b>	<b>\$ (1,806,612)</b>	<b>\$ (110,155)</b>	<b>\$ (320,300)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,080,399)</b>



## **AGENDA ITEM NO. 14.3**

**Annual Investment Report which includes a copy of the Cash Management and Investment Policy (the Policy) and explanation of the Policy and draft auditor report;**

**AGENDA ITEM NO: 14.3**  
**MEETING DATE: March 15, 2021**

**ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION**

**DEPARTMENT: Finance**

**ACAA Approved**  
**03/15/2021**

Contact Person: *Audit Committee*  
*Michael F. Zonsius, Chief Financial Officer*

**PURPOSE OF REQUEST:**

Review and acceptance of the Authority's:

- Twenty-third Comprehensive Annual Financial Report as of and for the year ended December 31, 2020 (with the draft audit and compliance reports of Marvin and Company, P.C., certified public accountants);
- The Authority's 2020 Rates and Charges Settlement Report to the Signatory Airlines and Signatory Cargo Carriers with draft Consultant Report;
- The Authority's Annual Investment Report in accordance with its Cash Management and Investment Policy and Section 2925 of the Public Authorities Law (with draft audit compliance report of Marvin and Company, P.C., certified public accountants);
- The Annual review and approval of the Cash Management and Investment Policy in accordance with Section 2925 of the Public Authorities Law;
- Review of mission statement and performance measures and acceptance of measurement report for 2020 required by Section 2800 of the Public Authorities Law; and
- Financial Statements for 2020 for the Other Post Employment Benefit Trust

**BACKUP MATERIALS:**

- Comprehensive Annual Financial Report for the year-ended 2020 with draft auditor reports;
- Airlines Rates and Charges Settlement and Revenue Sharing Calculation Report for the year ended December 31, 2020 with draft consultant report;
- Annual Investment Report which includes a copy of the Cash Management and Investment Policy (the Policy) and explanation of the Policy and draft auditor report;
- Performance Measurement Report for 2020; and
- Financial Statements – Other Post Employment Benefit Trust

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

The Audit Committee will review the above documents at their March 16, 2020 meeting and will present their recommendations for approval by the Board.



**ALBANY COUNTY AIRPORT AUTHORITY  
ANNUAL INVESTMENT REPORT  
FOR THE FISCAL YEAR ENDING DECEMBER 31, 2020**

**PREPARED IN ACCORDANCE WITH  
SECTION 2925 OF THE PUBLIC AUTHORITIES LAW**

# Introduction

In accordance with Sections 2925(6) and 2925(7) of the Public Authorities Law and as required by the Albany County Airport Authority (the Authority) Cash Management and Investment Policy (the "guidelines"), the Authority shall annually prepare and approve an Investment Report.

The organization of this report is structured to conform with the prescribed format specified in the section on "Reporting to Oversight Agencies" of the Guidelines. Section I of this Annual Investment Report contains the Authority's Investment Guidelines that were adopted by the Authority on December 7, 2009 and most recently approved on March 16, 2020. Section II presents the amendments to the guidelines since the last investment report. Section III contains a concise explanation of the Guidelines and amendments. Section IV presents the annual independent audit of investments. Section V summarizes the recorded results of the Corporation's investment activity for the year ended December 31, 2020. Section VI presents a list of fees, commissions or other charges paid to firms rendering investment associated services. Section VII presents a list of investments at December 31, 2020.

After the Authority has reviewed and accepted this report, copies of the report will be submitted to the chief executive officer and chief fiscal officer of the County of Albany and the Office of the State Comptroller.

# **Section I**

**ALBANY COUNTY AIRPORT AUTHORITY**

**CASH MANAGEMENT AND INVESTMENT POLICY**

Last Amended:

July 23, 2018

**ALBANY COUNTY AIRPORT AUTHORITY**

**CASH MANAGEMENT AND INVESTMENT POLICY**

Last Amended:

July 23, 2018

Last Reviewed and Approved:

March 16, 2020

# ALBANY COUNTY AIRPORT AUTHORITY

## CASH MANAGEMENT AND INVESTMENT POLICY

<u>SECTION</u>	<u>DESCRIPTION</u>	<u>PAGE</u>
I.	Scope.....	1
II.	Objectives.....	1
III.	Delegation of Authority.....	1
IV.	Prudence.....	1
V.	Diversification.....	2
VI.	Internal Controls.....	2
VII.	Designation of Depositories.....	2
VIII.	Collateralizing of Deposits.....	3
IX.	Safekeeping and Collateralization.....	3
X.	Permitted Investments.....	3
XI.	Authorized Financial Institutions and Dealers.....	4
XII.	Purchase of Investments.....	4
XIII.	Repurchase Agreements.....	5
XIV.	Required Reports.....	6
 <b><u>APPENDIX</u></b>		
A.	Schedule of Eligible Investments.....	8

\*\*\*\*\*

## ALBANY COUNTY AIRPORT AUTHORITY

### CASH MANAGEMENT AND INVESTMENT POLICY

#### I. SCOPE

This cash management and investment policy applies to all moneys and other financial resources held on its own behalf or on the behalf of any entity or individual and the investment of those moneys and resources.

#### II. OBJECTIVES

The primary objectives of the Authority's cash management and investment activities are, in priority order:

- To Conform with all applicable federal, state and other legal requirements (legal);
- To Adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity); and
- To obtain a reasonable rate of return (yield).

#### III. DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the cash management and investment program for the Authority is delegated to the Chief Financial Officer who shall establish written procedures for the operation of the cash management and investment program consistent with these guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amount of receipts, disbursements, and investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

#### IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Authority to govern effectively.



Cash management and investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the cash management and investment process shall refrain from personal business activities that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

#### V. DIVERSIFICATION REQUIREMENTS

In order to safeguard principal from imprudent risks, it is the policy of Authority, where possible, to diversify a portfolio among the investment instruments which it may legally and prudently hold and also among investment firms with which it transacts business. However, since the Authority is legally limited in the type of securities it may invest in, the opportunity to diversify among investments is very limited. The terms of each investment will be consistent with the Authority's cash liquidity requirements. The term of Repurchase Agreements will be for periods no longer than ninety days.

#### VI. INTERNAL CONTROLS

It is the policy of the Authority for all moneys collected by any officer or employee of the Authority to transfer those funds to the Chief Financial Officer within one day for deposit, or within the time period specified in law, whichever is shorter.

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with the Authority's authorization and recorded properly, and is managed in compliance with applicable laws and regulations.

#### VII. DESIGNATION OF DEPOSITARIES

Any State or Federally chartered commercial bank that can meet the Authority's requirements for cash vault services, is a member of the National Automated Clearing House Association (NACHA), and is able to act as an Originating Depository Financial Institution (ODFI) for direct deposit of payments. The bank must have a minimum long term credit rating of "A" without regard to subcategories from at least one of the Nationally Recognized Statistical Rating Organizations (NRSRO) and no rating below investment grade from any other NRSRO.

## VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of Title 32 of the Public Authorities Law, Section 2788, all deposits of the Authority including certificate of deposits and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by obligations with a market value equal at all times to the amount of the deposit. Obligations eligible for use as collateralization include those issued by the United States or issued by the State of New York or any municipality therein rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

## IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure Authority deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the Authority to exercise its right against the pledged securities. In the event the securities are not registered or inscribed in the name of the Authority, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Authority or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the Authority will be kept separate and apart from the general assets of the custodial bank or trust company and will not in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the Authority a perfected interest in the securities.

## X. PERMITTED INVESTMENTS

Title 32 of the Public Authorities Law, Section 2788 authorized the Authority to invest in those obligations specified pursuant to the provisions of Section 98-a of the State Finance Law. In accordance therewith, the Authority authorized the Chief Financial Officer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the investments designated in Appendix A to this policy.

All investment obligations shall be payable or redeemable at the option of the Authority within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bond or notes, shall be payable or redeemable at the option of the Authority within two years of the date of purchase.

#### XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Authority shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the Authority conducts business must be business worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Authority. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Chief Financial Officer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such list shall be evaluated at least annually.

#### XII. PURCHASE OF INVESTMENTS

The Chief Financial Officer is authorized to contract for the purchase of investments:

1. Directly, including by use of a repurchase agreement, from an authorized trading partner.
2. By utilizing an ongoing investment program with an authorized trading partner.

All purchased obligations, unless registered or inscribed in the name of the Authority shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Authority by the bank or trust. However, written contracts are not practical, nor is it a regular business practice to enter such contracts for permitted investments other than Repurchase Agreements. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the Authority will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposits or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and

release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

### XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

1. All repurchase agreements must be entered into subject to a Master Repurchase Agreement;
2. Repurchase Agreements shall be for no more than 90 days and agreements which are “open” (continuing in nature) shall not be made;
3. Trading partners are limited to banks or trust companies authorized to do business in the State of New York and primary reporting dealers;
4. Obligations shall be limited to obligations of the United States and obligations of agencies of the United States where principal and interest are guaranteed by the United States;
5. The Authority or its custodian must take possession of the securities by physical delivery or book entry;
6. The custodian shall be a party other than the trading partner and shall be a member of the Federal Reserve Bank or maintain accounts with member banks to accomplish book-entry transfer of securities to the credit of the Authority.

The Master Repurchase Agreements must include:

1. The events of default which would permit the purchaser to liquidate the pledged collateral;
2. The relationship between parties to the agreement, which shall ordinarily be purchaser and seller;
3. Procedures which ensure that the Authority obtains a perfected security interest in the securities which are the subject of the agreement;
4. The method of computing margin maintenance requirements and providing for timely correction of margin deficiencies or excesses. Specific guidelines regarding margin maintenance shall be established, taking into consideration:
  - a. the type of collateral or purchased security;
  - b. the maturity of the collateral or purchased security;
  - c. the method by which additional margin will be maintained; and
5. Circumstances, if any, under which substitution of securities (collateral) subject to the agreement shall be permitted.

#### XIV. REQUIRED REPORTS

##### Internal Management Reporting

In accordance with Section 2925(5) of the Public Authorities, the Chief Financial Officer shall cause to be prepared and filed with the Authority's board of directors a quarterly report on any new investments, the inventory of existing investments and the selection of investment bankers, brokers, agents, dealers, or auditors.

##### Reporting to Oversight Agencies

Annually, in accordance with Sections 2925(6) and 2925(7) of the Public Authorities Law, the Authority shall prepare and approve an investment report which shall include:

1. the investment guidelines;
2. amendments to such guidelines since the last investment report;
3. an explanation of the investment guidelines and amendments;
4. the results of the annual independent audit;
5. the investment income record of the Authority; and
6. a list of the total fees, commissions or other charges paid to each investment banker, broker, agent, dealer and adviser rendering investment associated services to the Authority since the last investment report.

Such investment report may be a part of any other annual report that the Authority is required to make. The Investment Report shall be submitted to the chief executive officer and chief fiscal officer of the County of Albany and the Office of the State Comptroller.

##### Performance Evaluation and Audit

The Authority shall annually engage its financial statement auditor to perform an audit of investments to determine whether: the Authority complies with its own investment policies; investment assets are adequately safeguarded; adequate accounts and records are maintained which accurately reflect all transactions and report on the disposition of Authority investment assets; a system of adequate internal controls is maintained; the Authority complied with the applicable laws and regulations.

The audit of investments shall be designed, to the extent practical, to satisfy both the common interests of the Authority and the public officials accountable to others.

A written audit report shall be prepared presenting the results of the annual independent audit of all investments and shall include:

- 1 a description of the scope and objectives of the audit;
- 2 a statement attesting that the audit was conducted in accordance with generally accepted government auditing standards;
- 3 a description of any material weaknesses found in the internal controls;
- 4 a description of all non-compliance with the Authority's own investment policies as well as applicable laws and regulations;
- 5 a statement of positive assurance of compliance on the items tested; and
- 6 a statement on any other material deficiency or finding identified during the audit not covered in (5) above.

\*\*\*\*\*

DRAFT

**APPENDIX A**

**SCHEDULE OF ELIGIBLE INVESTMENTS**

(Pursuant to Section 98-a of the State Finance Law)

- (i) Bonds and notes of the United States.
- (ii) Bonds and notes of this state.
- (iii) General obligation bonds and notes of any state other than this State, provided that such bonds and notes receive the highest rating of at least one independent rating agency designated by the State Comptroller.
- (iv) Obligations for the payment of which the faith and credit of the United States or of this state are pledged. Notes, bonds, debentures, mortgages and other evidences of indebtedness of the United States Postal Service; the federal national mortgage association; federal home loan mortgage corporation; student loan marketing association; federal farm credit system or any other United States government sponsored agency, provided that at the time of the investment such agency or its obligations are rated and the agency receives, or its obligations receive, the highest rating of all independent rating agencies that rate such agency or its obligations, provided, however, that no more than two hundred fifty million dollars may be invested in the obligations of any one agency.
- (v) Bonds and notes of the Savings and Loan Bank of the state of New York.
- (vi) Collateral trust notes issued by a trust company, all of the capital stock of which is owned by not less than twenty savings banks of the state of New York.
- (vii) Obligations of any corporation organized under the laws of any state in the United States maturing within six days provided that such obligations received the highest rating of two independent rating services designated by the State Comptroller and that the issuer of such obligations has maintained such ratings on similar obligations during the preceding year, provided however, that no more than one hundred million dollars may be invested in such obligations of any one corporation.
- (viii) Bonds and notes issued for any of the corporate purposes of the New York state housing finance agency.
- (ix) Judgments or awards of the court of claims of New York

- \_\_\_\_(x) Bonds and notes issued for any of the corporate purposes of the New York state medical care facilities finance agency.
- \_\_\_\_(xi) Bonds and notes issued for any of the corporate purposes of the New York state project finance agency.
- \_\_\_\_(xii) Bonds and notes issued for any of the corporate purposes of the municipal assistance corporation for New York City.
- X  (xiii) Certificate of deposits of a bank or trust company in this state. Any certificate of deposit shall be fully secured by the issuer thereof.
- X  (xiv) Repurchase agreements using United States Treasury obligations seven years or less.

All investments must conform to section 98-a of the State Finance Law as may be amended from time to time.

\*\*\*\*\*

DRAFT



## **Section II**

### **AMENDMENTS TO THE GUIDELINES SINCE THE LAST ANNUAL INVESTMENT REPORT**

There have been no amendments to the Investment Guidelines since the last annual investment report.

DRAFT

# Section III

## Explanation of the Guidelines and Amendments

The Albany County Airport Authority "Cash Management and Investment Policy" most recently amended by the Board on July 23, 2018 is based on the principles of investment safety and control. The Authority's Guidelines contained in Section I are the Authority's Investment Guidelines which are currently in effect.

The Guidelines set forth the Authority's statement of policy regarding the investment of Authority funds and the objectives of such investments. By the Guidelines, the Authority has determined that the basic guide for the investment of Authority funds shall be the "prudent person rule" as further limited by statute and the Authority's Bond Resolutions. As indicated in the Guidelines, the Authority's objectives for its investment program are to:

- To conform with all applicable federal, state and other legal requirements (legal);
- To adequately safeguard principal (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity); and
- To obtain a reasonable rate of return (yield).

The Authority has not amended its investment guidelines since July 23, 2018.

# **Section IV**

## **Annual examination of Compliance with Investment Guidelines**

DRAFT

## INDEPENDENT ACCOUNTANT'S REPORT

To the Members  
Albany County Airport Authority

We have examined the Albany County Airport Authority's (the Authority) compliance with its investment guidelines included in the attached annual investment report, and with the requirements of Section 2925 of the NYS Public Authorities Law for the year ended December 31, 2020. Management is responsible for the Authority's compliance with the specified requirements. Our responsibility is to express an opinion on the Authority's compliance with the specified requirements based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and, accordingly, included examining, on a test basis, evidence about the Authority's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Authority's compliance with the specified requirements.

In our opinion, the Albany County Airport Authority complied, in all material respects, with the aforementioned requirements for the year ended December 31, 2020.

In accordance with *Government Auditing Standards*, we are required to report significant deficiencies in internal control, identifying those considered to be material weaknesses, violations of provisions of contracts or grant agreements, and abuse that could have a material effect on the Authority's compliance with Section 2925 of the NYS Public Authorities Law and any fraud and illegal acts that are more than inconsequential that come to our attention during our examination. We performed our examination to express an opinion on whether the Authority complied with the aforementioned requirements and not for the purpose of expressing an opinion on the internal control over compliance with those requirements or other matters; accordingly, we express no such opinion. Our examination disclosed no matters that are required to be reported under *Government Auditing Standards*.

Our examination is not intended to provide any assurance as to the income from investments, fees paid, or investments at the end of the year in Section V through Section VII.

This report is intended solely for the information and use of management and the Members of the Albany County Airport Authority, and the chief executive officer and chief fiscal officer of the County of Albany and the Office of the State Comptroller and is not intended to be, and should not be, used by anyone other than these specified parties.

Latham, NY  
\_\_\_\_\_, 2021

## Section V

The Authority's cash management and investment strategy is intended to comply with the Authority's Cash Management and Investment Policy, its' Master Bond Resolution, and other external restrictions.

The Authority's investment and cash management activity during 2020 resulted in \$406,689 in interest income to the Authority from interest on insured or collateralized bank demand deposits.

Based on the provisions of the Master Bond Resolution and the Federal Aviation Administration Passenger Facility Charge handbook, the interest earned by the Authority's cash and investments during 2020 were allocated as follows:

Passenger Facility Charges	\$	92,076
Debt Service Funds		77,066
Construction Funds		36,147
Development Fund		92,076
Operating Funds		<u>109,324</u>
	\$	<u>406,689</u>

## Section VI

The Authority paid no fees, commissions or other charges to firms rendering investment associated services during 2020.

DRAFT

## Section VII

The Authority's cash is invested when market conditions are appropriate based on the Chief Financial Officer's determination of the permissibility and risk of temporary or permanent loss of market value of any cash invested. Because investments, even Treasury Obligations, are reported at fair market value, there is no tolerance for market declines in Debt Service Reserve funds or Construction funds. Passenger Facility Charge (PFC) funds must be retained in interest bearing accounts. Investment of other funds is based upon an assessment of the value of additional potential income versus the loss of liquidity.

There were no investments held by the Authority at December 31, 2020.

DRAFT

**AGENDA ITEM NO. 14.4**

**Performance Measurement Report for 2020**



**AGENDA ITEM NO: 14.4**  
**MEETING DATE: March 15, 2021**

**ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION**

**DEPARTMENT: Finance**

**ACAA Approved**  
**03/15/2021**

Contact Person: *Audit Committee*  
*Michael F. Zonsius, Chief Financial Officer*

**PURPOSE OF REQUEST:**

Review and acceptance of the Authority's:

- Twenty-third Comprehensive Annual Financial Report as of and for the year ended December 31, 2020 (with the draft audit and compliance reports of Marvin and Company, P.C., certified public accountants);
- The Authority's 2020 Rates and Charges Settlement Report to the Signatory Airlines and Signatory Cargo Carriers with draft Consultant Report;
- The Authority's Annual Investment Report in accordance with its Cash Management and Investment Policy and Section 2925 of the Public Authorities Law (with draft audit compliance report of Marvin and Company, P.C., certified public accountants);
- The Annual review and approval of the Cash Management and Investment Policy in accordance with Section 2925 of the Public Authorities Law;
- Review of mission statement and performance measures and acceptance of measurement report for 2020 required by Section 2800 of the Public Authorities Law; and
- Financial Statements for 2020 for the Other Post Employment Benefit Trust

**BACKUP MATERIALS:**

- Comprehensive Annual Financial Report for the year-ended 2020 with draft auditor reports;
- Airlines Rates and Charges Settlement and Revenue Sharing Calculation Report for the year ended December 31, 2020 with draft consultant report;
- Annual Investment Report which includes a copy of the Cash Management and Investment Policy (the Policy) and explanation of the Policy and draft auditor report;
- **Performance Measurement Report for 2020;** and
- Financial Statements – Other Post Employment Benefit Trust

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

The Audit Committee reviewed the above documents at their March 15, 2021 meeting and recommend approval by the Board.

**ALBANY COUNTY AIRPORT AUTHORITY**  
**Mission Statement and Performance Measurement Report**  
**Year Ended December 31, 2020**

**BACKGROUND**

The Public Authorities Reform Act of 2009 introduced a requirement that Public Authorities adopt a mission statement and performance measurements. During 2010, the Albany County Airport Authority adopted a new Mission Statement and related Performance Measurements. The Albany County Airport Authority adopted Mission Statement Performance Measurements that are consistent with the recommendations found in the Transportation Research Board ACRP Report 19, - *Developing and Airport Performance Measurement System* issued in 2010 and sponsored by the Federal Aviation Administration. The Albany County Airport Authority had already previously implemented a detailed set of performance measurements at a division and department level which it reports the goals and results which are stated in the annual budget and monthly financial statements. The remainder of this report contains the previously adopted Mission Statement and actual performance measurements for 2016-2020. Division/department level performance measurements for 2016-2020 are presented as supplemental information.

**MISSION STATEMENT AND PERFORMANCE MEASURES**

The Albany County Airport Authority (Authority) is a body corporate and politic constituting a public benefit corporation established and existing pursuant to the Albany County Airport Authority Act, Title 32 of Article 8 of the New York Public Authorities Law. The State of New York (State) created the Authority in 1993 in order to promote the strengthening and improvement of the Airport, to facilitate the financing and construction of the Terminal Improvement Project (TIP) and subsequent capital improvement programs, and give the Authority the power to operate, maintain and improve the Airport.

The Authority is governed by seven members, with four members appointed by the majority leader of the County of Albany (County) Legislature and three members by the County Executive, all with approval of the County Legislature. The Authority members are appointed for a term of four years or until a successor is appointed, except that any person appointed to fill a vacancy will be appointed to serve only the unexpired term.

Based on the County's responsibility for the appointment of the Authority members, their approval of any Airport capital improvement programs and the issuance of certain debt, the Authority is considered a component unit of the County under the criteria set forth by the Governmental Accounting Standards Board (GASB). The financial transactions of the Authority are accounted for in a single enterprise fund.

The Authority is responsible for the efficient planning, development, administration, operation and financial condition of the Airport. The Authority, as landlord, rents space and assesses fees and charges to the airlines and businesses providing goods and services to the traveling public and to the civilian, business, governmental and military users of the Airport. The Authority is responsible for assuring residents of the County, the Town of Colonie and the surrounding areas of minimal environmental impact from air navigation and transportation. The Authority contracted the services of AFCO AvPorts Management LLC ("AvPorts") and Aviation Facilities Company, Inc. to manage the daily operations and maintenance of the Airport and Cargo Facilities and the services of REW Investments, Inc., d/b/a Million Air to manage the daily operations of the Fixed Base Operation (FBO) and Fuel Farm.

The Authority's strategic direction for the Airport is based upon the following vision, mission, goals, and objectives.

## **VISION**

The Authority's vision statement is a measurable statement describing the future results the Authority seeks to achieve. The Authority's vision for Albany International Airport is to provide an exemplary airport in which to visit, travel, and work.

## **MISSION**

The Authority's mission statement is a broad statement of what the Authority has been charged to accomplish. The Authority's mission is to provide adequate, safe, secure and efficient aviation and transportation facilities at a reasonable cost to the people. To accomplish our mission we will:

- Provide world-class, customer-oriented transportation services;
- Promote airline, cargo, business and general aviation services on airport by providing quality airport facilities;
- Operate the airport and provide services in the most cost-effective manner;
- Foster inter-modal transportation;
- Implement the airport's Capital Improvement Plan; and,
- Maintain financial security.

## **GOAL**

The Authority's goal for the airport is derived from its mission and vision for the airport and describes the enduring end state desired for the airport. The Authority's goal for Albany International Airport is:

- To be widely recognized as the best airport of its size in the Northeast as well as an innovative model for a facility with vitality, enthusiasm, friendliness, competence, and efficiency.

## **OBJECTIVES**

The Authority's objectives describe the outcomes required to accomplish the goal. The Authority's objectives in operating the airport are:

- To promote safe, secure, efficient and economic air transportation by preserving and enhancing Airport capacity;
- To acquire, construct, reconstruct, continue, develop, equip, expand, improve, maintain, finance and operate aviation and other related facilities and services;
- To stimulate and promote economic development, trade and tourism;
- To form an integral part of a safe and effective nationwide system of airports to meet the present and future needs of civil aeronautics and national defense and to assure inclusion of the Authority's facilities in state, national and international programs for air transportation and for airway capital improvements; and,
- To ensure that aviation facilities shall provide for the protection and enhancement of the natural resources and the quality of the environment of the state and the capital district area.

## **VALUES**

The Authority's values describe how the Authority will conduct itself, both internally and externally, while engaging in business activities. The Authority's values are:

**Responsiveness** – being proactive; having a bias for action and sense of urgency in getting things done; anticipating the needs of tenants and passengers by taking fast action to surpass their expectations; encouraging tenant and passenger input.

**Integrity** – possessing a commitment to doing the right things right, with consistent adherence to the highest professional standards; keeping commitments to our tenants, passengers, employees, and others.

**Innovation** – dedicating ourselves to learning and growing; constantly searching for better ways to get the job done; using our collective imagination effectively to solve problems for our tenants, passengers and employees; going beyond perceived boundaries to get desired results.

**Teamwork** – recognizing that every board member, employee, volunteer, tenant, and others are important to the complete satisfaction of Albany International Airport; feeling personally responsible for successful outcomes; treating everyone with respect; communicating regularly, directly and honestly with our board members, employees, volunteers, tenants, and others.

DRAFT

## MISSION STATEMENT LEVEL PERFORMANCE MEASURES

The Authority has identified the following performance measurements to assess its success in achieving its mission and intended public purpose.

Area of Measurement	Performance Measure	Performance Measure Component	Final 2016	Final 2017	Final 2018	Final 2019	Final 2020
<b>Safety</b>	Employee Accidents and Incidents	Construction Injuries Lost Time Injury Rate	21	28	14	15	14
	Airfield Violations	Runway Incursions	0	0	0	0	1
		Runway Condition FAA Safety Compliance	12	0	0	0	0
		Inspection Discrepancies	17	9	3	3	4
<b>Security</b>	Security Incidents and Violations	Security Badge Breaches:					
		Letters of investigation	1	1	1	0	0
		Violations	1	1	0	0	1
<b>Financial</b>	Revenue Management	Total Airline Revenue per enplaned passenger	\$7.47	\$9.33	\$9.72	\$7.97	\$19.57*
		Total Non-Airline Revenue per enplaned passenger	\$25.04	\$24.54	\$24.93	\$26.16	\$39.69*
		Total Non-Operating Revenue per enplaned passenger	\$4.26	\$4.20	\$4.75	\$5.35	\$26.14*
		Total Revenue per enplaned passenger	\$36.76	\$38.07	\$39.41	\$39.48	\$85.40*
	Cost Performance	Operating Cost enplaned passenger	\$7.47	\$8.22	\$8.58	\$7.89	\$19.22*
		Airport Cost per enplaned passenger	\$6.00	\$6.57	\$6.57	\$5.90	\$16.30*
	Debt Management	Debt Service Coverage Ratio	1.53	1.61	1.44	1.78	1.30
		Debt per enplaned passenger	\$64	\$56	\$64	\$64	\$161*
	Liquidity	Days Unrestricted Cash on Hands	235	252	261	294	229
	<b>Operational</b>	Aircraft Delays caused by Airport	Number of Aircraft Delay caused by Airport or Runway Closings	0	2	0	0
Aircraft Delays caused by Fixed Base Operations		Number of Aircraft Fueling Delays	14	14	36	27	15
<b>Customer Service</b>	Service Quality	Terminal Cleanliness Concessions Quality and Variety (5 is the highest)	note 1	note 1	4.5	4.7	note 1
	Customer Satisfaction	Customer Survey Results (5 is the highest)	note 1	note 1	4.5	4.6	note 1
<b>Environmental Sustainability</b>	Environmental Compliance	Violations Identified by Regulatory Agency De-Icing Material Discharge Frequency and Severity of Spills:					
		SPDES violations	0	0	0	0	0
	DEC violations	0	0	0	0	0	
Noise	Noise Levels /Noise Complaints	25	14	36	11	40	
<b>People</b>	Employee Satisfaction	Employee Turnover					
		AFCO AvPorts	15.9%	14.1%	15.4%	15.4%	14.3%
		Million Air FBO	10.0%	24.0%	19.0%	25.0%	9%
	Albany County Airport Authority	0%	0%	0%	0%	0%	
Workforce Diversity	Minority Representation in Workforce	18.7%	24.4%	33.0%	22.4%	20.7%	

\* The increase in 2020 is due to the large decrease in enplanements due to the COVID-19 pandemic.

Note 1 - An Insufficient number of customer satisfaction surveys were conducted to report on this performance measure.

**AGENDA ITEM NO. 14.5**

**Financial Statements – Other Post  
Employment Benefit Trust**

**AGENDA ITEM NO: 14.5**  
**MEETING DATE: March 15, 2021**

**ALBANY COUNTY AIRPORT AUTHORITY  
REQUEST FOR AUTHORIZATION**

**ACAA Approved  
03/15/2021**

**DEPARTMENT: Finance**

Contact Person: *Audit Committee*  
*Michael F. Zonsius, Chief Financial Officer*

**PURPOSE OF REQUEST:**

Review and acceptance of the Authority's:

- Twenty-third Comprehensive Annual Financial Report as of and for the year ended December 31, 2020 (with the draft audit and compliance reports of Marvin and Company, P.C., certified public accountants);
- The Authority's 2020 Rates and Charges Settlement Report to the Signatory Airlines and Signatory Cargo Carriers with draft Consultant Report;
- The Authority's Annual Investment Report in accordance with its Cash Management and Investment Policy and Section 2925 of the Public Authorities Law (with draft audit compliance report of Marvin and Company, P.C., certified public accountants);
- The Annual review and approval of the Cash Management and Investment Policy in accordance with Section 2925 of the Public Authorities Law;
- Review of mission statement and performance measures and acceptance of measurement report for 2020 required by Section 2800 of the Public Authorities Law; and
- Financial Statements for 2020 for the Other Post Employment Benefit Trust

**BACKUP MATERIALS:**

- Comprehensive Annual Financial Report for the year-ended 2020 with draft auditor reports;
- Airlines Rates and Charges Settlement and Revenue Sharing Calculation Report for the year ended December 31, 2020 with draft consultant report;
- Annual Investment Report which includes a copy of the Cash Management and Investment Policy (the Policy) and explanation of the Policy and draft auditor report;
- Performance Measurement Report for 2020; and
- Financial Statements – Other Post Employment Benefit Trust

**CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:**

The Audit Committee reviewed the above documents at their March 15, 2021 meeting and recommend approval by the Board.

**ALBANY COUNTY AIRPORT AUTHORITY OPEB TRUST**  
*(A Component Unit of the Albany County Airport Authority)*

**FINANCIAL STATEMENTS**  
For the Year Ended December 31, 2020



This page intentionally left blank.

ALBANY COUNTY AIRPORT AUTHORITY OPEB TRUST  
(A Component Unit of the Albany County Airport Authority)

**TABLE OF CONTENTS**

	<u>Page</u>
INDEPENDENT AUDITOR'S REPORT .....	1
MANAGEMENT DISCUSSION AND ANALYSIS .....	3
FINANCIAL STATEMENTS	
Statement of Fiduciary Net Position As of December 31, 2020 .....	5
Statement of Changes in Fiduciary Net Position For the Year Ended December 31, 2020 .....	6
Notes to Financial Statements .....	7
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH <i>GOVERNMENT AUDITING STANDARDS</i> .....	15

This page intentionally left blank.

## INDEPENDENT AUDITOR'S REPORT

To the Trustee  
Albany County Airport Authority OPEB Trust

### **Report on the Financial Statements**

We have audited the accompanying statement of fiduciary net position of the Albany County Airport Authority OPEB Trust (the Trust), a component unit of the Albany County Airport Authority, as of December 31, 2020, the statement of changes in fiduciary net position for the year then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the comptroller general of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the fiduciary net position of the Albany County Airport Authority OPEB Trust as of December 31, 2020, and the respective changes in fiduciary net position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the required supplementary information as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, we have also issued our report dated March \_\_, 2021 on our consideration of the Albany County Airport Authority OPEB Trust Fund's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Albany County Airport Authority OPEB Trust Fund's internal control over financial reporting and compliance.

Latham, NY  
March \_\_, 2021

ALBANY COUNTY AIRPORT AUTHORITY OPEB TRUST  
(A Component Unit of the Albany County Airport Authority)

**MANAGEMENT DISCUSSION AND ANALYSIS**  
**(Unaudited)**

This section provides an overview and analysis of the financial activities of Albany County Airport Authority OPEB Trust (the Trust) for the year ended December 31, 2020. The creation of the Trust and its initial funding was authorized on December 7, 2009 by the Albany County Airport Authority's (the Authority) Board of Directors. The Trust was created December 17, 2009 when the trust document was fully executed. Irrevocable transfer of assets to the Trust occurred in each year 2009 through 2020. The purpose of the Trust is to accumulate resources for the payment of medical insurance benefits, to the Authority's retired employees who qualify for and elect to receive the benefit an for which the Authority is obligated to pay under the postemployment medical benefit plan it sponsors.

Comparative year information will be presented next year when the trust has been funded and in existence for more than one year. Readers are encouraged to consider the information presented here in conjunction with additional information furnished in the financial statements.

**FINANCIAL HIGHLIGHTS**

The net position of Albany County Airport Authority Other retiree medical insurance plan (the Plan) at the close of fiscal year 2020 are \$2,681,769 (net assets held in trust for retiree medical insurance benefits). All of the net assets are available to meet the Plan's ongoing obligations to Plan participants and beneficiaries. The Plan's funding objective is to meet long-term benefit obligations through contributions and investment income. The Plan was funded in 2020 by the transfer of \$240,109 from the Albany County Airport Authority plus interest earnings in the amount of \$12,664 on the deposited balance.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

The following discussion and analysis are intended to serve as an introduction to the Plan's financial statements, which comprises these components:

- Statement of Plan Net Position
- Statement of Changes in Plan Net Position
- Notes to the Basic Financial Statements

This report also contains required supplementary information in addition to the basic financial statements themselves.

**The Statement of Plan Net Position** is a snapshot of account balances at year-end. It indicates the assets available for future payments for retiree benefits and any current liabilities that are owed at this time.

**The Statement of Changes in Plan Net Position**, on the other hand, provides a view of current year/period additions to and deductions from the Plan. Both statements are in compliance with Governmental Accounting Standard Board Statements (GASB) This report uses the standards established by GASB's Statement No. 74 Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans. Statement No. 74 superseded Statement No. 43 of the same title. Statement No. 74 did not change the reporting in the two primary financial statements but added requirements for additional and multi-year disclosures in the Notes and RSI. Readers are encouraged to review the Notes and RSI to better understand the financial and operational results of the OPEB Trust.

**ALBANY COUNTY AIRPORT AUTHORITY OPEB TRUST**  
*(A Component Unit of the Albany County Airport Authority)*

The Statement of Plan Net Position and the Statement of Changes in Plan Net Position report information about the Plan's activities. These statements include all assets and liabilities, using the full accrual basis of accounting, which is similar to the accounting used by most private sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

Net Position, the difference between assets and liabilities, is one way to measure the plan's financial position. Over time, increase and decrease in Net Position is one indicator of whether its financial health is improving or deteriorating. Other factors, such as market conditions, should also be considered in measuring the Plan's overall health. Notes to the Basic Financial Statements provide additional information that is essential to a full understanding of the data provided in the financial statements.

In addition to the financial statements the accompanying notes present information that is essential to understanding the financial statements. The Required Supplementary Information presents certain required information concerning the Plan's progress in funding its obligations to provide resources for retiree medical benefits to members.

**FINANCIAL ANALYSIS**

As previously noted, Net Position may serve over time as a useful indication of the Plan's financial position. The assets of the Plan exceeded its liabilities at the December 31, 2018 because the Plan had \$2,681,769 in assets and no recorded liabilities. It should be kept in mind the Trust for the Plan was only recently formed. The Trust is intended to accumulate net resources to fund the Albany County Airport Authority's obligation to pay for postemployment benefits (OPEB) of retired employees, other than pensions. This OPEB benefit is retiree medical care insurance. The Albany County Airport Authority's actuarial determined obligation for OPEB as of December 31, 2018 was \$8,405,254. Accordingly the Plans Net Position is not sufficient to fully fund this obligation and additional contributions will be necessary along with investment earnings to fully fund the Authority's estimated OPEB obligation. The Albany County Airport Authority's actuarial determined OPEB obligation is based upon significant assumptions and estimates about future events, costs, funding decisions and is subject to frequent change and revision.

**CONTACTING THE TRUST'S FINANCIAL MANAGEMENT**

This financial report is designed to provide the public with a general overview of the Plan's finances and to show the Plan's accountability for the money it receives. If you have any questions about this report or need any additional financial information, contact the Albany County Airport Authority Other Post Employment Benefit Plan Trustee at c/o Albany County Airport Authority, Terminal Building, Third Floor, 737 Albany Shaker Road, Albany, NY 12211

ALBANY COUNTY AIRPORT AUTHORITY OPEB TRUST  
(A Component Unit of the Albany County Airport Authority)

Statements of Fiduciary Fund Net Position  
As of December 31, 2020

	<u>2020</u>
<u>ASSETS</u>	
Cash and cash equivalents	\$ <u>2,681,769</u>
Total Assets	2,681,769
<u>DEFERRED OUTFLOWS OF RESOURCES</u>	
Total Deferred Outflows of Resources	- -
	<b>\$ <u>2,681,769</u></b>
<u>LIABILITIES</u>	
Total Liabilities	- -
<u>DEFERRED INFLOWS OF RESOURCES</u>	
Total Deferred Inflows of Resources	- -
<u>NET POSITION</u>	
Net Position - Restricted for OPEB	- <b>\$ <u>2,681,769</u></b>



ALBANY COUNTY AIRPORT AUTHORITY OPEB TRUST  
(A Component Unit of the Albany County Airport Authority)

Statements of Changes In Fiduciary Fund Net Position  
Year Ended December 31, 2020

	<u>2020</u>
Additions to Net Position Attributed to	
Contributions	
Employer	\$ 469,251
Interest Income	12,664
Implicit Cost Amount	<u>-</u>
Total Additions	481,915
Deductions from Net Position Attributed to	
Retirement Benefits	171,663
Implicit Cost Amount	57,479
Administration Expenses	<u>17</u>
	<u>229,159</u>
Increase in Net Position	252,756
Net Position – Restricted for OPEB, Beginning of Year	<u>2,429,013</u>
Net Position – Restricted for OPEB, End of Year	<b>\$ <u>2,681,769</u></b>

ALBANY COUNTY AIRPORT AUTHORITY OPEB TRUST  
*(A Component Unit of the Albany County Airport Authority)*

**Notes to the Financial Statements**  
**Period Ended December 31, 2020**

**1. DESCRIPTION OF THE PLAN**

The following information of the Albany County Airport Authority OPEB Trust (the Plan), a component unit of the Albany County Airport Authority (the Authority) provides only general information. Readers should refer to the plan agreement for a more complete description of the Plan's provisions.

**General**

The OPEB Plan is a single-employer defined benefit healthcare plan trust administered by the Authority. The Plan provides medical insurance benefits to eligible retirees who elect to receive it and their eligible dependents. Membership of the Plan consists of 36 plan members composed of; 21 Active, 14 retired and 1 deceased employee. The Plan is a governmental plan that is not subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA). The Plan was created by the Albany County Airport Authority to be managed by a sole trustee intended to be the Chief Financial Officer of the Authority who is the plan Trustee. The Plan is a component unit of the Albany County Airport Authority. The Trust has a fiduciary duty to provide plan benefits to eligible beneficiaries. So long as the Albany County Airport Authority provides the required benefits, the Trust's obligation is fulfilled and it may than reimburse the Albany County Airport Authority for the cost of the benefits provided, if requested to do so.

**Contributions**

Contributions to the Plan are likely to be entirely funded by the employer (the Authority). Participants hired prior to July 1, 2005 are not required to contribute to the plan. Participants hired on or after July 1, 2005 are required to contribute 10% of the cost of plan benefits to the plan, offset by the value of their unused sick leave up to 1,320 hours at the time of retirement. The Plan was established and may be amended by the Authority. The Authority has no obligation to fund the plan. Contributions made were provided for in the Authority's annual budgets for 2008 through 2020 along with interest earnings thereon. Any future contributions to the plan would be authorized by a future resolution of the Authority.

**Funded Status and Funding Progress**

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, investment returns, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the Plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits. Since this is the first year of implementation, only the current year information is presented.

**ALBANY COUNTY AIRPORT AUTHORITY OPEB TRUST**  
*(A Component Unit of the Albany County Airport Authority)*

**1. DESCRIPTION OF THE PLAN**

**Actuarial Methods and Assumptions**

Projections of benefits for financial reporting purposes are based on the written plan as currently approved by the Authority and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the December 31, 2020 actuarial valuation, the individual entry age normal method was used. The actuarial assumptions included a 2.50 percent investment rate of return (net of administrative expenses), based on the plan being funded in an irrevocable employee benefit trust invested allowing for both an equity and fixed income portfolio. Healthcare cost trend rates are estimated at a rate of 5 percent. The actuarial value of assets was not determined in this actuarial valuation. At December 31, 2020, the Plan held Net Position in the amount of \$2,681,769 which consisted of amounts on deposit with the Trust.

**Investment Options**

The Trustee holds the Assets of the Plan. Contributions received from the Authority are allocated between assets available for investment and assets maintained for payment of benefits and administrative expenses.

**Plan Termination**

In the event of Plan termination or if the Trust were to fully accomplish its purpose, the net assets of the Trust would be allocated as prescribed in the Trust document, generally to pay in the order indicated:

- The Authority's remaining retiree medical benefit liabilities
- Reasonable expenses of administering the Plan

Any assets remaining in the Trust after paying off the above liabilities shall revert back to the Authority.

**2. SIGNIFICANT ACCOUNTING POLICIES**

**Basis of Accounting**

The accompanying basic financial statements are presented on the accrual basis of accounting. Revenue is recognized when earned, and liabilities are recognized when incurred. Employer contributions are recognized when received because only one employer contributor exists. Benefits and refunds of contributions are recognized when due and payable or upon receipt of claim for reimbursement for payment of benefits by the Authority based upon a certificate signed by its Chief Executive Officer.

ALBANY COUNTY AIRPORT AUTHORITY OPEB TRUST  
*(A Component Unit of the Albany County Airport Authority)*

**2. SIGNIFICANT ACCOUNTING POLICIES**

**Governmental Accounting Standards**

The financial statements of the plan have been prepared in accordance with generally accepted accounting principles (GAAP) followed in the United States of America. In the U.S. the Governmental Accounting Standards Board (GASB) is the established and recognized standard-setting body for governmental accounting and financial reporting. GASB Statement No. 74 was implemented beginning with the this fiscal year; the Statement did not change the to primary financial statements but made significant changes to the Notes to the Financial Statements and the Required Supplementary Information.

**Cash and Cash Equivalents**

The Plan's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of one year or less from the date of acquisition.

**Administrative Expenses**

Certain internal costs of administering the Plan will be paid by the Plan. There were no Administrative expenses for the ended December 31, 2020.

**Benefits**

Benefits will be recognized when paid or when a claim for reimbursement for payment of benefits is received from the Authority. The Plan has not yet paid any benefits or claims for reimbursement directly and the Authority continues to fund retiree health care costs directly.

**Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles in the United States of America requires the plan administrator to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

**3. TAX STATUS**

The Authority structured and intends that the Trust administering the Plan shall be a tax-exempt governmental trust under Section 115 of the Internal Revenue Code (the Code) and that income derived from the Trust Estate shall be excludable from gross income for federal tax purposes pursuant to Section 115 of the Code.

ALBANY COUNTY AIRPORT AUTHORITY OPEB TRUST  
*(A Component Unit of the Albany County Airport Authority)*

**4. INVESTMENTS**

The Authority has adopted an investment policy for the Trust that the Authority may amend from time to time. The Authority adopted an Investment Policy for effectively supervising, monitoring and evaluating the investment assets of the Plan. The investment policy allows for the plan assets to be comprised of:

Fixed Income .....	0%-60%
Cash Equivalent .....	5%-100%
Domestic Equity.....	0%-60%
International Equity.....	0%-60%
Other Equity.....	0%-20%

As of December 31, 2020 all plan assets were on deposit with M&T Bank, in a cash in and interest bearing demand deposit account, the entire balance of which was collateralized by obligations that are guaranteed by the U.S. Government and held by a 3<sup>rd</sup> party custodian. The Trustee believes the investment and management of the assets of the Plan have complied with the Trust investment policy adopted by the Authority.

**5. OTHER POSTEMPLOYMENT BENEFITS UNDER GASB 74**

The components of the net OPEB liability of the Authority as of December 31, were as follows:

	<b>2020</b>
Net OPEB Liability at beginning of period	\$7,599,110
Service Cost	179,110
Interest	328,041
Changes in assumptions	( 835,252)
Differences between expected and actual experience	( 1,065,626)
Net investment income	( 12,647)
Employer contributions to the trust	( 411,772)
Benefit payments withdrawn from the trust	171,663
Benefit payments excluding implicit cost	( 171,663)
Implicit cost amount	<u>( 57,479)</u>
	<b>\$5,723,485</b>

**ALBANY COUNTY AIRPORT AUTHORITY OPEB TRUST**  
*(A Component Unit of the Albany County Airport Authority)*

**5. OTHER POSTEMPLOYMENT BENEFITS UNDER GASB 74**

**Actuarial assumptions**

Total OPEB liability was determined by actuarial valuations as of December 31, 2020. The following actuarial assumptions are as follows:

Investment rate of return	2.50%, net of OPEB plan investment expense, including inflation
Municipal bond rate	1.93% as of December 31, 2020 (source: S&P Municipal Bond 20-Year High Grade Index-SAPIHG)
Single equivalent discount rate:	2.50%, net of OPEB plan investment expense, including inflation..
Inflation	2.50% as of December 31, 2019 and for future periods
Salary Increases	3.00% annually as of December 31, 2019 and for future periods
Cost of living adjustments	Not Applicable
Pre-retirement mortality	RP-2014 Mortality Table for Blue Collar Employees projected generationally with scale MP-2016 for males and females, set forward 1 year for females.
Post-retirement mortality	RP-2014 Mortality Table for Blue Collar Healthy Annuitants projected generationally with scale MP-2016 for males and females, set forward 1 year for females.
Disabled mortality	RP-2014 Mortality Table for Blue Collar Healthy Annuitants projected generationally with scale MP-2016 for males and females, set forward 1 year.

**Discount rate**

The discount rate used to calculate the total OPEB liability was 2.5%. The following table presents the results if the discount rate was 1% lower or 1% higher:

**Impact of a 1% Change in the Discount Rate as of the December 31, Measurement Date**

	OPEB Liability		
	1% Decrease	Current	1% Decrease
2018 (3.25%)	\$10,427,489	\$ 8,842,670	\$7,579,562
2019 (3.75%)	11,887,781	10,028,123	8,549,823
2020 (2.50%)	9,875,873	8,405,254	7,336,189

	Service Cost		
	1% Decrease	Current	1% Decrease
2018 (3.25%)	\$285,125	\$217,039	\$166,982
2019 (3.75%)	364,677	276,198	211,365
2020 (2.50%)	238,609	179,110	140,812

ALBANY COUNTY AIRPORT AUTHORITY OPEB TRUST  
*(A Component Unit of the Albany County Airport Authority)*

**5. OTHER POSTEMPLOYMENT BENEFITS UNDER GASB 74**

**Healthcare Trend**

The healthcare cost trend cost rate used to calculate the total OPEB liability was 5%. The following table presents the results if the healthcare cost rate was 1% lower or 1% higher:

**Impact of a 1% Change in the Health Cost Trend as of the December 31, Measurement Date**

	OPEB Liability		
	1% Decrease	Current	1% Increase
2018 (3.25%)	\$7,429,402	\$ 8,842,670	\$10,642,156
2019 (3.75%)	8,375,461	10,028,123	12,143,887
2020 (2.50%)	7,119,673	8,405,254	10,044,296

	Service Cost		
	1% Decrease	Current	1% Increase
2018 (3.25%)	\$173,163	\$217,039	\$274,490
2019 (3.75%)	219,125	276,198	351,316
2020 (2.50%)	139,047	179,110	233,915

**ALBANY COUNTY AIRPORT AUTHORITY OPEB TRUST**  
*(A Component Unit of the Albany County Airport Authority)*

**6. SCHEDULE OF NET OPEB LIABILITY CHANGE**

Schedule of Changes in the Airport's Net OPEB Liability and Related Ratios

	Service Cost		
	2018	2019	2020
Total Liability	\$8,842,670	\$10,028,123	\$8,405,254
Service Cost	217,039	276,198	179,110
Interest of total OPEB liability, service cost and benefit paymts.	325,272	338,961	328,041
Changes in benefit terms	-	-	-
Difference between expected & actual plan experience	(80,361)	(161,281)	(1,065,626)
Changes of assumptions	-	731,575	(835,252)
Benefit payments excluding implicit cost	(150,927)	-	(171,663)
Implicit cost amount	na	na	(57,479)
Net change in OPEB liability	311,023	1,185,453	(1,622,869)
Total OPEB liability – beginning of period	<u>8,531,647</u>	<u>8,842,670</u>	<u>10,028,123</u>
Total OPEB liability – end of period	\$8,842,670	\$10,028,123	\$ 8,405,254
Plan Fiduciary Net Position	\$2,220,686	\$2,429,013	\$2,681,769
Interest on fiduciary net position			
Earning from plan investments	13,200	44,608	12,647
Employer contribution to trust	300,000	325,000	411,772
Benefit payments from trust, inclgd refunds of member contrb.	( 150,927)	( 161,281)	( 171,663)
Administrative expense	-	-	17
Other	-	-	-
Net change in plan fiduciary net position	<u>162,273</u>	<u>208,327</u>	<u>252,756</u>
Plan fiduciary net position – beginning of period	<u>2,058,413</u>	<u>2,220,686</u>	<u>2,429,013</u>
Plan fiduciary net position – end of period	\$2,220,686	\$2,429,013	\$2,681,769
Net OPEB Liability	\$6,621,984	\$7,599,110	\$5,723,485
Plan Fiduciary net position as a % of total OPEB liability	25.11%	24.22%	31.91%
Covered employee payroll	\$1,966,055	\$1,962,761	\$2,081,031
Plan NOL as a % of covered employee payroll	336.82%	387.16%	275.03%
Single discount rate to calculate plan liabilities	3.750%	3.25%	2.50%



**ALBANY COUNTY AIRPORT AUTHORITY OPEB TRUST**  
*(A Component Unit of the Albany County Airport Authority)*

**7. ACTUARIALLY DETERMINED CONTRIBUTION (ADC)**

	Service Cost		
	2018	2019	2020
Service Cost	\$217,039	\$276,198	\$179,110
Thirty year amortization of NOL	357,987	287,733	177,628
Actuarial determined contribution	575,026	563,931	356,738
Contribution in relation to the actuarially determined contrib.	( 300,000)	( 325,000)	( 411,772)
Contribution deficiency/(excess)	\$275,026	\$238,931	(\$ 55,034)
Covered employee payroll	\$1,966,055	\$1,962,761	\$2,081,031
Contributions as a % of Covered Employee Payroll	15.26%	16.56%	19.79%
Discount Rate	3.75%	3.25%	2.50%
Money Weighted Rate of Return	0.64%	2.01%	0.52%

**8. MONEY WEIGHTED RATE OF RETURN**

	2019	2020
Beginning Value	\$2,220,686	\$2,429,013
Annual contribution to OPEB Trust	163,719	240,109
Annual interest earnings	44,608	12,647
Ending Value	2,429,013	2,681,769
Money weighted rate of return	2.01%	0.52%

**INDEPENDENT AUDITOR’S REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND ON COMPLIANCE  
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL  
STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Trustee  
Albany County Airport Authority OPEB Trust

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the statement of fiduciary net position of the Albany County Airport Authority OPEB Trust (the Trust), a component unit of the Albany County Airport Authority, as of December 31, 2020, the statement of changes in fiduciary net position for the year then ended, and the related notes to the financial statements and have issued our report thereon dated March \_\_, 2021.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Trust’s internal control over financial reporting (internal control) as a basis for designing the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Trust’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Trust’s internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Trust’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Trust's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Trust's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Latham, NY  
March \_\_, 2021

DRAFT

ALBANY COUNTY AIRPORT AUTHORITY OPEB TRUST  
*(A Component Unit of the Albany County Airport Authority)*

**Notes to the Financial Statements**  
**Period Ended December 31, 2020**

**1. DESCRIPTION OF THE PLAN**

The following information of the Albany County Airport Authority OPEB Trust (the Plan), a component unit of the Albany County Airport Authority (the Authority) provides only general information. Readers should refer to the plan agreement for a more complete description of the Plan's provisions.

**General**

The OPEB Plan is a single-employer defined benefit healthcare plan trust administered by the Authority. The Plan provides medical insurance benefits to eligible retirees who elect to receive it and their eligible dependents. Membership of the Plan consists of 36 plan members composed of; 21 Active, 14 retired and 1 deceased employee. The Plan is a governmental plan that is not subject to the provisions of the Employee Retirement Income Security Act of 1974 (ERISA). The Plan was created by the Albany County Airport Authority to be managed by a sole trustee intended to be the Chief Financial Officer of the Authority who is the plan Trustee. The Plan is a component unit of the Albany County Airport Authority. The Trust has a fiduciary duty to provide plan benefits to eligible beneficiaries. So long as the Albany County Airport Authority provides the required benefits, the Trust's obligation is fulfilled and it may than reimburse the Albany County Airport Authority for the cost of the benefits provided, if requested to do so.

**Contributions**

Contributions to the Plan are likely to be entirely funded by the employer (the Authority). Participants hired prior to July 1, 2005 are not required to contribute to the plan. Participants hired on or after July 1, 2005 are required to contribute 10% of the cost of plan benefits to the plan, offset by the value of their unused sick leave up to 1,320 hours at the time of retirement. The Plan was established and may be amended by the Authority. The Authority has no obligation to fund the plan. Contributions made were provided for in the Authority's annual budgets for 2008 through 2020 along with interest earnings thereon. Any future contributions to the plan would be authorized by a future resolution of the Authority.

**Funded Status and Funding Progress**

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, investment returns, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the Plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits. Since this is the first year of implementation, only the current year information is presented.

## **Old Business**

## **New Business**

## **Executive Session**

## **Attorney-Client Privilege Matters**