



Minutes of the Regular Meeting of the Albany County Airport Authority

October 17, 2022

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday October 17, 2022 @ 11:30 a.m. in the 3rd Floor Conference Room of the main terminal located at the Albany International Airport by Chairman Samuel A. Fresina with the following present:

MEMBERS PRESENT

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

MEMBERS ABSENT

Thomas A. Nardacci

STAFF

Philip F. Calderone, Esq.
Christine C. Quinn
Liz Charland
Steve Iachetta
Michael F. Zonsius
Doug Myers
Helen Chadderdon
John LaClair
Dwayne Lovely
Bobbi Matthews

ATTENDEES

Arturo Garcia, Chief Operating Officer, AvPorts
Pete Scherer, AvPorts
Fire Chief Dave Cook, AvPorts - ARFF
Jim O'Brien Operations Manager
Ray Camilli Airfield Manager
Kevin Hehir Building Maintenance Manager
Jeffrey Jamison, Chief Counsel to the Albany County Executive
George Penn, Director of Operations Albany County
John DeCatur, Vice President Alliant Insurance Company
Brian King, Million Air Manager
Rich Amadon CHA
Jeremy Martelle, CHA
Kelly Melaragno, CHA
Chan Byun, CHA
Carl Stewart, III Turner Construction



General:

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

Ms. O'Connor moved to approve the minutes of the September 12, 2022 meeting. The motion was adopted unanimously.

Management Reports:

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

Mr. Calderone presented the Communications and Report of the Chief Executive Officer for the month of October 2022.

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**

Mr. Zonsius presented the Financial Report for the month of October 2022.

5. **Project Development**

Mr. LaClair presented the Project Development report for the month of October 2022.

6. **Counsel.**

7. **Concessions/Ambassador Program**

Ms. Chadderdon presented the Concessions/Ambassador report for the month of October 2022.

8. **Public Affairs**

Mr. Myers presented the Public Affairs report for the month of October 2022.

9. **Business & Economic Development**



Action Items:

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

10.1 Amendment No. 1 to 2020-2024 Capital Plan

Ms. Quinn recommended authorization to approve amendments to the Authority Five-Year Capital Program for 2020-2024. She advised the proposed amendment would increase the amounts for potential expenditure (and potential borrowing) for Pre TSA Expansion and several other projects as outlined in the amendment. An increase in the amounts in the Capital Program is not an authorization to make the expenditure and any such expenditure would be subject to future Board approval. The enabling legislation of the Authority provides that no capital project shall be undertaken by the Authority unless it shall first have been approved by the county legislature as part of a five-year capital program plan. Application has been made to the Albany County Legislature to approve the capital program amendments.

Ms. O'Connor moved to approve the amendments to the Authority Five-Year Capital Program for 2020-2024 for Pre TSA Expansion and several other projects as outlined in the amendment and the increase in the amounts in the Capital Program is not an authorization to make the expenditure and any such expenditure would be subject to future Board approval. The motion was adopted unanimously.

10.2 Negotiate - NTE - Contract No. S-22-1129 Construction Manager for Terminal Expansion

Ms. O'Connor made a motion to table Item 10.2 - Negotiate – NTE – Contract No. S-22-1129 Construction Manager for Terminal Expansion. The motion was adopted unanimously.

Note this item was approved to negotiate after an executive session later in this meeting. See approval at the end of the minutes.

10.3 Professional Service Agreement: Contract No. - S-21-1082 - Terminal Pre-TSA Expansion with CHA CONSULTING, INC.

Mr. Quinn recommended authorization to approve Professional Services Contract S-21-1082 Design Services for the proposed Terminal Pre-TSA Expansion in the amount of \$8,118,078.00 to CHA Companies. She advised that at the July 12, 2021 ACAA Board meeting the Board approved negotiations with CHA Companies.



Mr. Heider moved to approve Professional Services Contract S-21-1082 Design Services for the proposed Terminal Pre-TSA Expansion in the amount of \$8,118,078.00 to CHA Companies. The motion was adopted unanimously.

10.4 Intentionally Omitted

10.5 Operating Permit with Unifi - Permit No. 22-1134

Ms. Quinn recommended authorization to approve an Operating Permit with Unifi Aviation, LLC to provide Aircraft Cleaning and Ground Handling Services to United Airlines, Inc. She advised Unifi Aviation, LLC has contracted with United Airlines, Inc. (United), to provide aircraft cleaning and ground handling services to United at Albany International Airport. Unifi Aviation, LLC will provide services in spaces exclusively used and leased by United. The operating permit will expire on December 31, 2024. The agreement may also be extended beginning the first day of January 2025. The permit requires payment to the Authority of five (5) percent of all Unifi Aviation's gross revenue generated from United at the Airport along with other appropriate terms and conditions that include but are not limited to insurance, indemnification, contract assignment, and reporting obligations under the Agreement.

Mr. Heider moved to approve the Operating Permit with Unifi Aviation, LLC to provide Aircraft Cleaning and Ground Handling Services to United Airlines, Inc. The motion was adopted unanimously.

11. Authorization of Change Orders

11.1 Change Order No. 2 Contract No. 20-1075-FP; Hewitt Young; Fire Alarm Replacement

Mr. LaClair recommended authorization to approve Change Order #2 for Contract S-20-1075-FP for Terminal Fire Alarm Replacement to Hewitt & Young Electric in the amount of \$129,235.00 (PFC funded). He advised the additional items of work include supplying and installing new modules where existing modules for the existing deluge system were not compatible to maintain the fire protection system currently in place with the new system. Additionally the contractor has requested an extension of the contract time to November 18, 2022. The additional onsite investigation work of the existing smoke hatches, deluge system and smoke ventilation system reduced the contractor's production. The cost escalation for the electrician's hourly rate increased on June 1, 2022. This change order will be 100% Airport Funded from CPN 2002.

Ms. O'Connor moved to approve Change Order #2 for Contract S-20-1075-FP for Terminal Fire Alarm Replacement to Hewitt & Young Electric in the amount of \$129,235.00 (PFC funded). The motion was adopted unanimously.



12. Authorization of Federal and State Grants - None

**ADD-ON 13. Appointment of Special Committee - Capital Improvement Committee (CIC)
Adoption of the Capital Improvements Committee Charter**

Ms. O'Connor requested authorization to approve the creation of the Capital Improvement Committee and also requested approval of the proposed Capital Improvement Committee Charter. She advised that pursuant to the By-Laws of the ACAA, the Chair of the Authority may, from time to time, with the approval of the Authority, appoint special committees to further the purposes, powers, and approved actions of the Authority.

Mr. Pichardo moved to approve the creation of the Capital Improvement Committee and approve the proposed Capital Improvement Committee Charter. The motion was adopted unanimously.

Old Business: None

New Business: None

Executive Session - Attorney-Client Privilege Matters

Ms. O'Connor made a motion to go into executive session to discuss:

ES-1 – Negotiations of a contract.

The motion was adopted unanimously.

Ms. O'Connor made a motion to go out of executive session and back into regular session. The motion was adopted unanimously.

**10.2 NEGOTIATIONS - Professional Services Contract: Contract No. S-22-1129
Construction Management Services with Turner Construction Company.**

Ms. Quinn requested authorization to negotiate Professional Services Contract S-22-1129 Construction Management Services for the execution of the NYSDOT Grant. She advised the RFQ evaluation committee met and discussed each proposal. Each committee member completed the evaluation score sheet with the criteria outlined in the RFQ document. The committee voted to recommend the selection of Turner Construction Company as the Construction Manager for the Terminal Pre TSA Expansion. Staff will negotiate a Scope of Work and fee schedule to be billed on a time card basis, for a fee not to exceed \$3,500,000.00. The Construction Manager shall be the Authority representative on the project, coordinate master schedules, evaluate adverse conditions, coordinate and expedite the design professionals in designing the project, review design and construction documents, prepare estimates, maintain project budget control, monitor



and coordinate the construction phase, review payment applications of contractors, review and process change orders and process and coordinate close-out.

Ms. Quinn further noted this item had been tabled earlier in this meeting.

Mr. Hicks moved to approve negotiations for Professional Services Contract S-22-1129 Construction Management Services for the execution of the NYSDOT Grant for a fee to be billed on a time card basis and not to exceed \$3,500,000.00. The motion was adopted unanimously.

There being no further business, the meeting was adjourned at 1:45 p.m.



ALBANY COUNTY AIRPORT AUTHORITY

REGULAR MEETING

AGENDA

October 17, 2022

General:

- 1. Chairman's Remarks**
- 2. Approval of Minutes
Regular Meeting – September 12, 2022**
- 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 Amendment No. 1 to 2020-2024 Capital Plan**
 - 10.2 Negotiate - NTE - Contract No. S-22-1129 Construction
Manager for Terminal Expansion**
 - 10.3 Professional Service Agreement: Contract No. - S-21-
1082 - Terminal Pre-TSA Expansion with CHA
CONSULTING, INC.**
 - 10.4 Intentionally Omitted**
 - 10.5 Operating Permit with Unifi - Permit No. 22-1134**



11. Authorization of Change Orders

11.1 Change Order No. 2 Contract No. 20-1075-FP; Hewitt Young; Fire Alarm Replacement

12. Authorization of Federal and State Grants - None

ADD-ON 13. Appointment of Special Committee Capital Improvement Committee (CIC) Adoption of the Capital Improvements Committee Charter

Old Business:

New Business:

Executive Session - Attorney-Client Privilege Matters:

AGENDA ITEM NO. 1

Chairman's Remarks

AGENDA ITEM NO. 2

Approval of Minutes



ACAA Approved
10/17/2022

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September 12, 2022

Pursuant to notice duly given and posted, the regular meeting of the Albany County Airport Authority was called to order on Monday September 12, 2022 @ 11:30 a.m. in the 3rd Floor Conference Room of the main terminal located at the Albany International Airport by Chairman Samuel A. Fresina with the following present:

MEMBERS PRESENT

Samuel A. Fresina
Kevin R. Hicks
Lyon M. Greenberg, M.D.
Sari M. O'Connor
John-Raphael Pichardo
Thomas A. Nardacci (telephonic)

MEMBERS ABSENT

Steven H. Heider

STAFF

Philip F. Calderone, Esq.
Christine C. Quinn
Liz Charland
Steve Iachetta
Michael F. Zonsius
Doug Myers
Helen Chadderdon
Margaret Herrmann
John LaClair
Bobbi Matthews

ATTENDEES

Arturo Garcia, Chief Operating Officer, AvPorts
Fire Chief Dave Cook, AvPorts - ARFF
Captain Steve Dorsey, AvPorts - ARFF
Jim O'Brien Operations Manager
Ray Camilli Airfield Manager
Kevin Hehir Building Maintenance Manager
Katie Mahoney, AvPorts Parking Manager
Dave Collins, AvPorts Custodial Manager
Perry Blanchard, AvPorts
Jeffrey Jamison, Chief Counsel to the Albany County Executive



General:

1. Chairman's Remarks

2. Approval of Minutes

Mr. Nardacci moved to approve the minutes of the August 1, 2022 meeting. The motion was adopted unanimously.

Management Reports:

3. Communications and Report of Chief Executive Officer

Mr. Calderone presented the Communications and Report of the Chief Executive Officer for the month of September 2022.

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**

Mr. Zonsius presented the Financial Report for the month of September 2022.

5. Project Development

Mr. LaClair presented the Project Development report for the month of September 2022.

6. Counsel.

7. Concessions/Ambassador Program

Ms. Chadderdon presented the Concessions/Ambassador report for the month of September 2022.

8. Public Affairs

Mr. Myers presented the Public Affairs report for the month of September 2022.

9. Business & Economic Development



Mr. Cannon presented the Business & Economic Development report for the month of September 2022

Action Items:

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

10.1 Contract with Airport Rates and Charges Consultant (“Airport Consultant”) to provide negotiation and advisory services in support of the renegotiations of the Signatory Airline Use and Lease Agreement (“ULA”) Contract No. S-22-1116.

Mr. Zonsius recommended authorization to award Airport Rates and Charges Consultant for Contract No. S-22-1116 to Frasca & Associates, LLC to provide negotiation and advisory services in support of the renegotiations of the Signatory Airline Use and Lease Agreement (“ULA”).

He advised the Airport Consultant renders ULA negotiation and advisory services. The current ULA has remaining options for one, one-year extension, and one, two-year extension, effectively expiring December 31, 2025. Airport Management has decided to engage an airport consultant early in the negotiation process with the intent of having a new ULA that has an initial start date of January 1, 2025. The Airport Consultant will also be render services in conjunction with the issuance of bonds and Passenger Facility Charge applications.

He further advise that the Airport master bond resolution requires that the Airport utilize the service of an “Airport Consultant” that meets the following definition: “Airport Consultant” means an independent person or firm or corporation (a) not under the control of the Authority or any airline or air carrier landing at the Airport on a routine basis, and (b) who shall have a widely known and favorable reputation for special skill, knowledge and experience in methods of the development, operation and management of airports of the approximate size and character as the proprieties constituting the Airport System.

The approval of Frasca & Associates, LLC, fulfills the need to appoint a firm well qualified to serve in the role of Airport Consultant. LeighFisher, Inc will continue in this role until the expiration of the current ULA (expected December 31, 2025).

The budget amount is \$100,000 (pending budget 2023 approval); Account Number 2023-41010-71-0000; to be Airport and PFC funded.

Mr. Nardacci moved to approve Contract No. S-22-1116 for Airport Rates and Charges Consultant (“Airport Consultant”) with Frasca & Associates, LLC in the



amount of \$100,000 pending Budget 2023 approval. The motion was adopted unanimously.

10.2 Authorization for the CEO to award the contract to the qualified bidder of Contract # 22-1131-GC Runway 10-28 Obstruction Tree Removal.

Mr. LaClair recommended authorization to authorize Philip F. Calderone, CEO to award Contract #22-1131-GC for Runway 10-28 Obstruction Tree Removal to the qualified bidder, after the bids are received on October 4, 2022 in order to expedite this project and allow for the removal work to be completed by December 31, 2022. He advised the tree removal will allow the Airport to maintain FAA published approach minimums for Runway 28 approach. He further advised this contact will be 100% Airport funded from account number CPN 2012.

Dr. Greenberg moved to authorize Mr. Calderone to award Contract No. 22-1131-GC to the qualified bidder for Runway 10-28 Obstruction Tree Removal to allow the Airport to maintain FAA published approach minimums for Runway 28 approach. The motion was adopted unanimously.

10.3 Issue Purchase Order for Purchase of Materials at Fixed Cost Option (Glycol)

Mr. Zonsius recommended authorization to approve a Purchase Order for the purchase of Type I and Type IV glycol from Ascent Aviation Group, Inc. The total Contract (Purchase Order) amount is \$1,911,250 (estimated usage) from funding account numbers 51109.60.0000 / 51111.60.0000.

Mr. Zonsius advised Type I and Type IV glycol are used in two ways: 1) for resale to the commercial airlines for their own use and 2) for use in deicing services performed by Million Air for commercial airlines that do not deice their own aircraft and other general aviation customers. The resale of glycol to airlines that do their own deicing is at cost plus 30 cents per gallon flowage fee and a \$2.30/gallon glycol recovery fee. Deicing services performed by Million Air are priced at cost plus \$5.50 a gallon and a \$2.30/gallon Airport glycol recovery fee to the airlines which covers the cost of owning and operating the deicing equipment and staff required to perform the deicing service. The glycol recovery fee covers part of the cost of treating glycol contaminated water collected from the runoff. He further advised competitive price quotes were received from only one vendor who supplies Type I and Type IV glycol. Ascent Aviation Group, Inc. stores the deicing fluids in Albany for easy and quick transport during snow events. Ascent Aviation Group, Inc. has provided the current product and will require no change in product. The prices for this current year increased due of a fire at one of the plants that makes the product and also the continued shortage of raw materials.



Mr. Hicks moved to approve the issuance of a purchase order for the purchase of Type I and Type IV glycol from Ascent Aviation Group, Inc. for the estimated usage amount of \$1,911,250 from funding account numbers 51109.60.0000 / 51111.60.0000. The motion was adopted unanimously.

10.4 Professional Services Contract: Negotiations: Contract No. S-22-1127 Design Services for the Rehabilitation of Concourse A

Mr. LaClair recommended authorization to approve negotiations for Professional Services Contract S-22-1127 Design Services for the Rehabilitation of Concourse A. He advised the RFQ evaluation committee met and discussed and scored each proposal. The firm receiving the highest score and recommendation for award is the design firm of Frennick McCredie Architecture of Boston, MA, New York. Subsequent contract award is contingent upon Board approval of negotiated fee established following the grant guidelines.

Dr. Greenberg moved to approve negotiations for Contract No. S-22-1127 for Design Services for the Rehabilitation of Concourse A with Frennick McCredie Architecture contingent upon Board approval of negotiated fee established following the grant guidelines. The motion was adopted unanimously.

11. Authorization of Change Orders

11.1 Change Order #3: Authorization to award Change Order #3 to Contract # 991-GC Terminal Amenities Concourse Renovations to VMJR Companies.

Mr. LaClair recommended authorization to approve Change Order #3 for Contract 991-GC for Terminal Amenities Concourse Renovations, to VMJR Companies of Glens Falls, N.Y. in the amount of \$75,000.00. He advised this change order is for unforeseen conditions encountered by the contractor during construction and the additional work item is for the complete removal and replacement of the existing stone cap along the parapet wall where the new lighted ALBANY INTERNATIONAL AIRPORT sign was erected on the front of the Terminal. He further advised this work was not in the original scope of work, but during construction it was determined that the entire stone cap would need to be removed and reattached with a much stronger attachment system to hold the proposed new sign. This change order will be 2.1% Federal Funded; 36.8% State Funded and 61.1% Airport Funded.



Ms. O'Connor moved to approve Change Order No. 3 to Contract 991-GC for Terminal Amenities Concourse Renovations, to VMJR Companies of Glens Falls, N.Y. in the amount of \$75,000.00. The motion was adopted unanimously.

12. Authorization of Federal and State Grants - None

13. Informational Only - None

Old Business: None

New Business: None

Executive Session - Attorney-Client Privilege Matters

ES-1 One Personnel Matter – No Action

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



ALBANY COUNTY AIRPORT AUTHORITY

REGULAR MEETING

AGENDA

September 12, 2022

General:

- 1. Chairman's Remarks**
- 2. Approval of Minutes
Regular Meeting – August 1, 2022**
- 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 Contract with Airport Rates and Charges Consultant
("Airport Consultant") to provide negotiation and
advisory services in support of the renegotiations of
the Signatory Airline Use and Lease Agreement
("ULA") Contract No. S-22-1116.**
 - 10.2 Authorization for the CEO to award the contract to the
low bidder of
Contract # 22-1131-GC Runway 10-28 Obstruction
Tree Removal.**



10.3 Issue Purchase Order for Purchase of Materials at Fixed Cost Option (Glycol)

10.4 Professional Services Contract: Negotiations: Contract No. S-22-1127 Design Services for the Rehabilitation of Concourse A

11. Authorization of Change Orders

11.1 Change Order #3: Authorization to award Change Order #3 to Contract # 991-GC Terminal Amenities Concourse Renovations to VMJR Companies.

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



MEMO: October 17, 2022

TO: Albany County Airport Authority Board Members

FROM: Philip F. Calderone, Esq., Chief Executive Officer

- Operations, Enplanements and Finances
- Proposed New Expansion Projects/Grant Update

AGENDA ITEM NO. 4

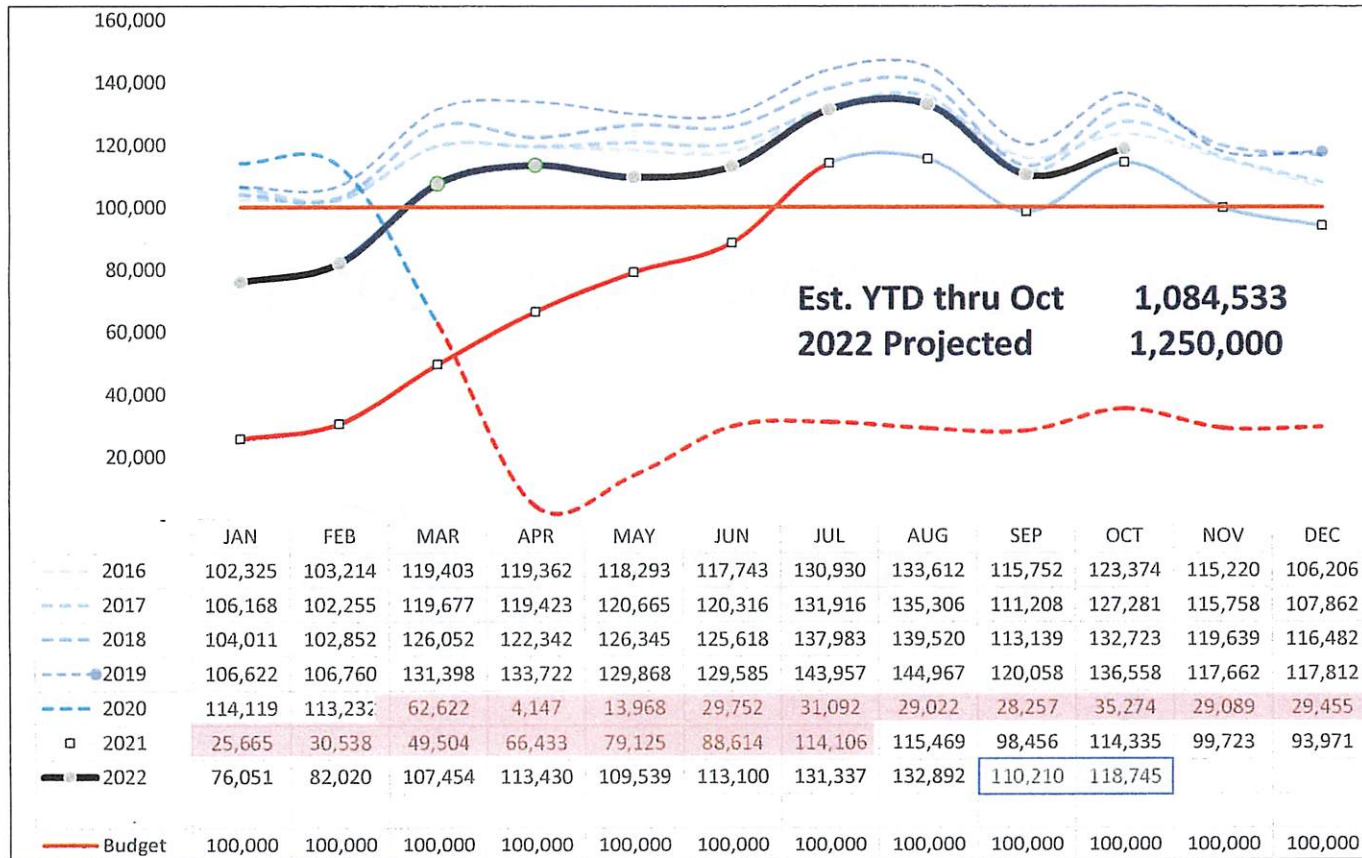
Financials



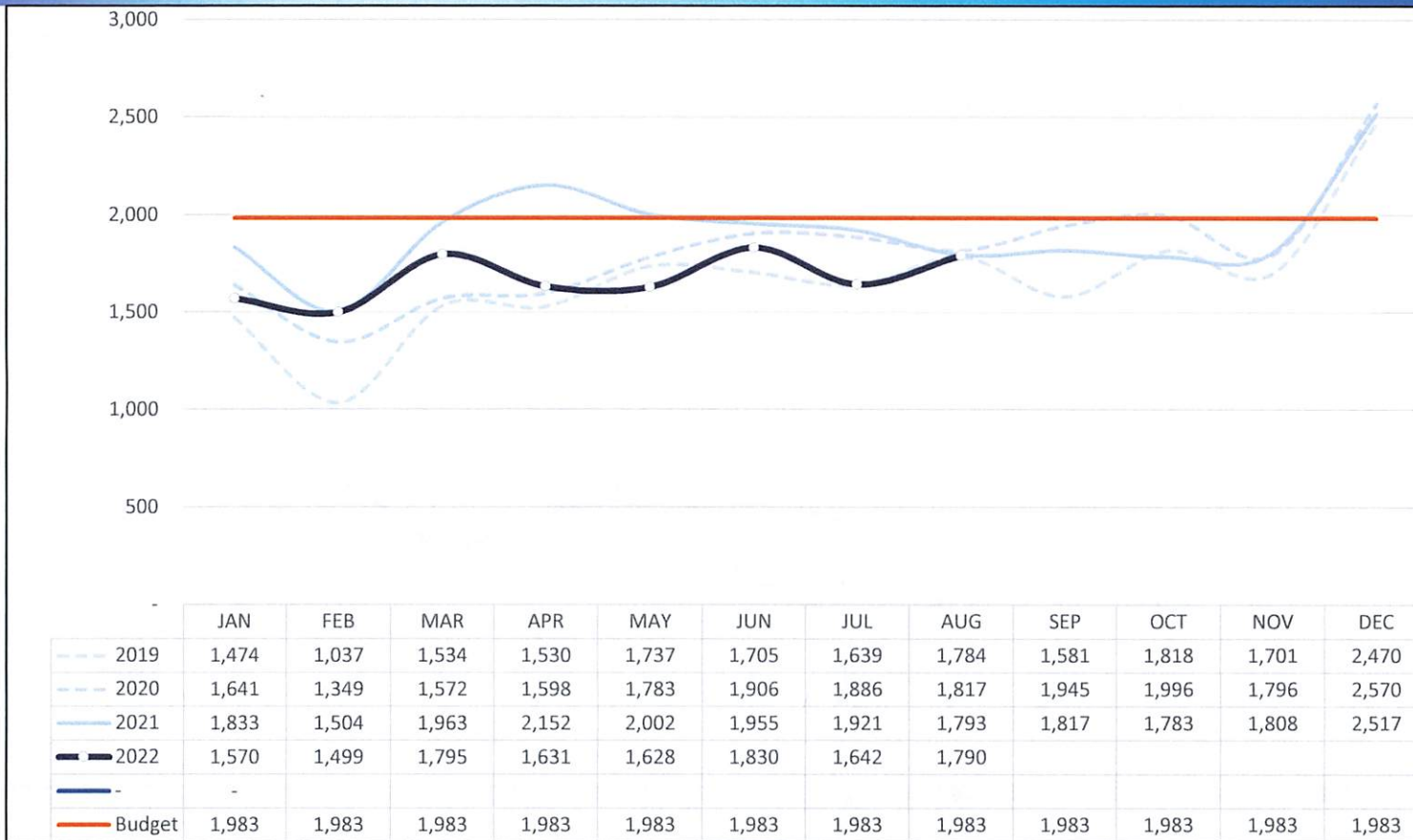
AUGUST 2022 FINANCIAL REPORT

October 17, 2022

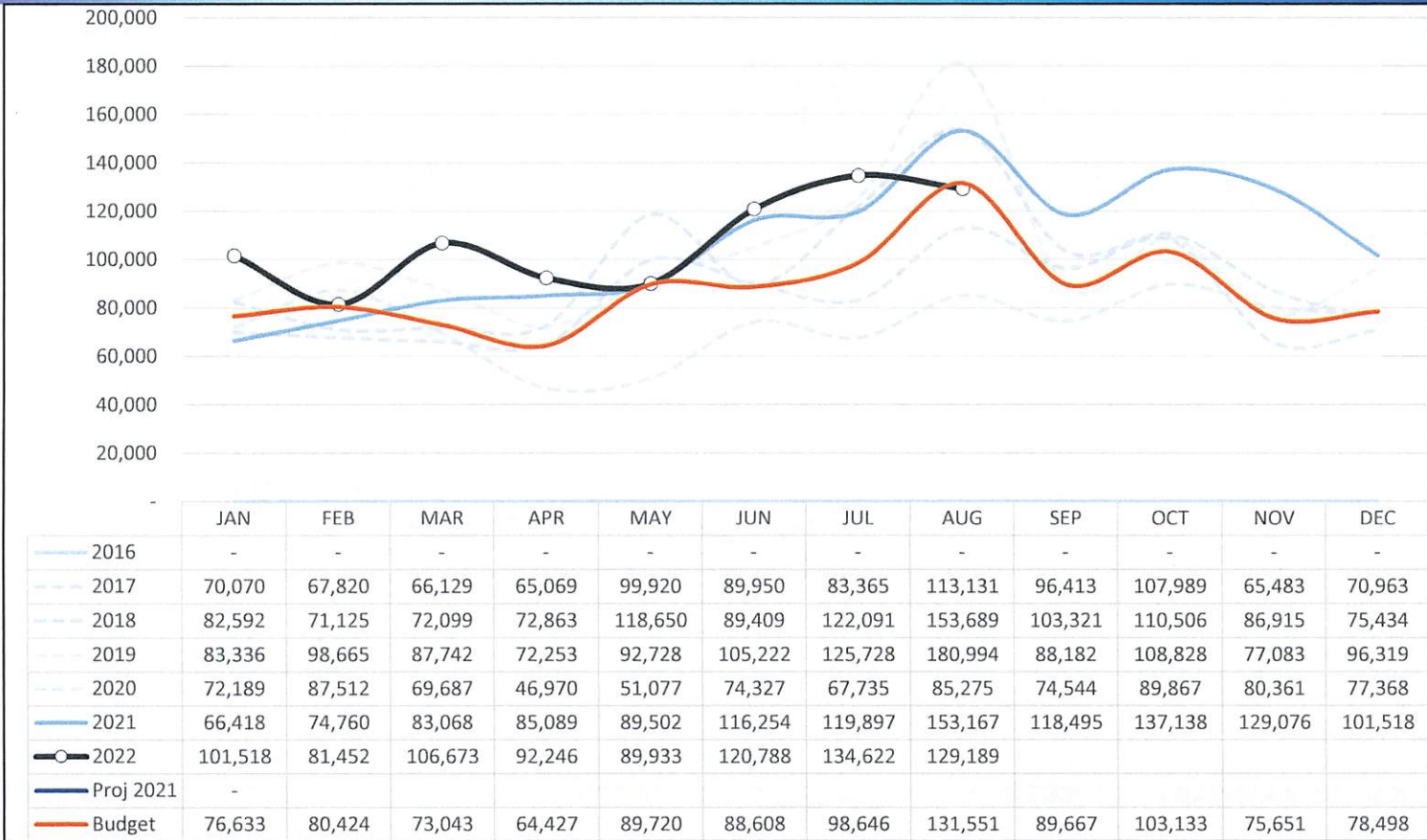
Monthly Enplanements



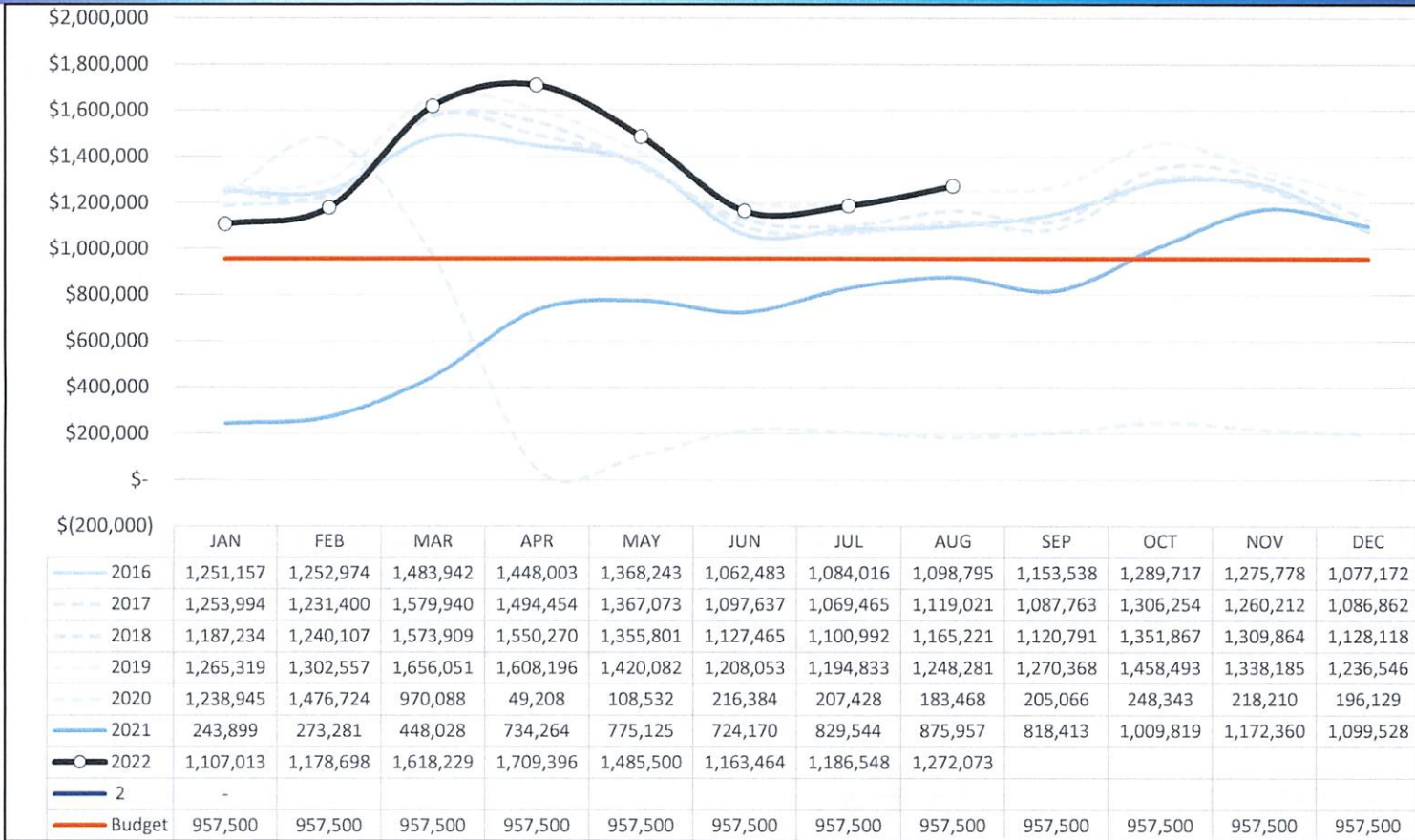
Monthly Cargo (tons)



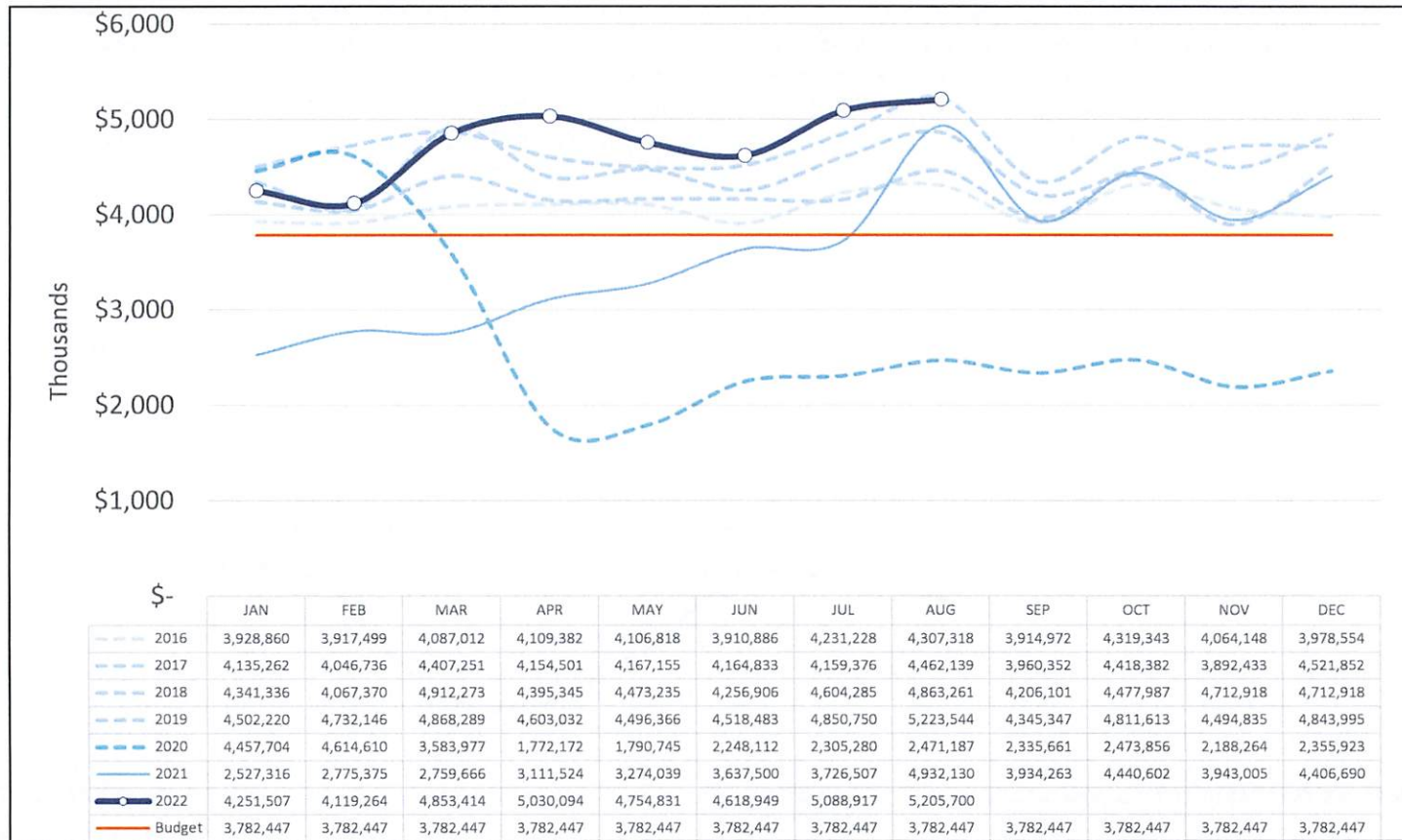
Monthly Jet A FBO only (gallons)



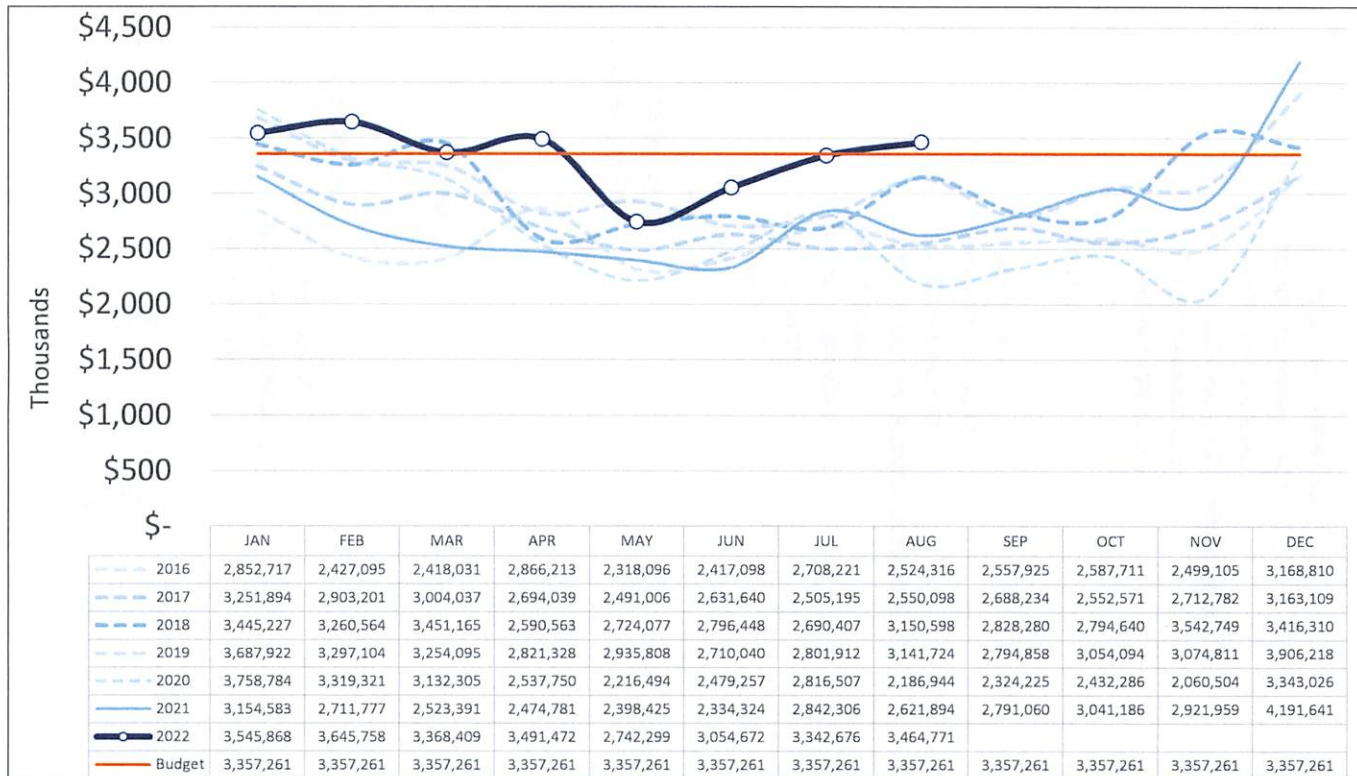
Parking Revenues



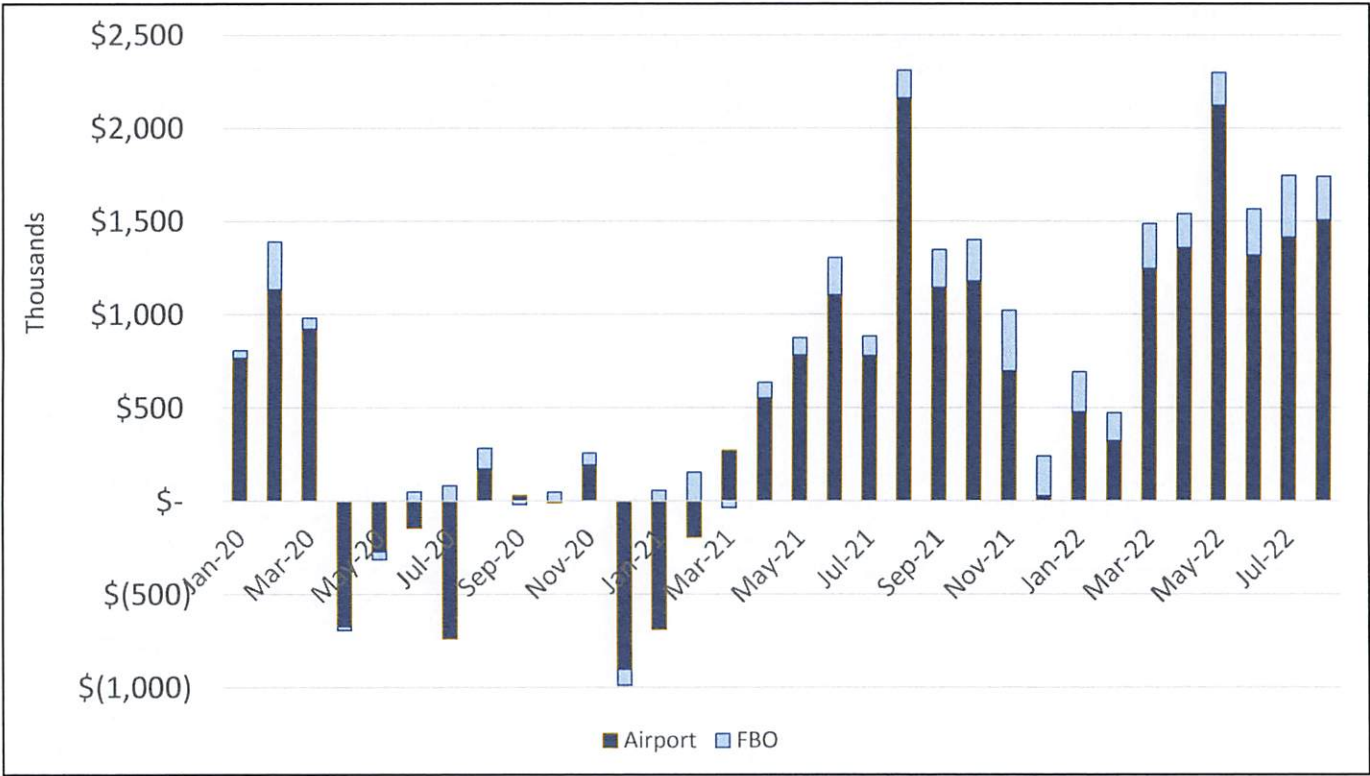
Operating Revenue (including FBO)



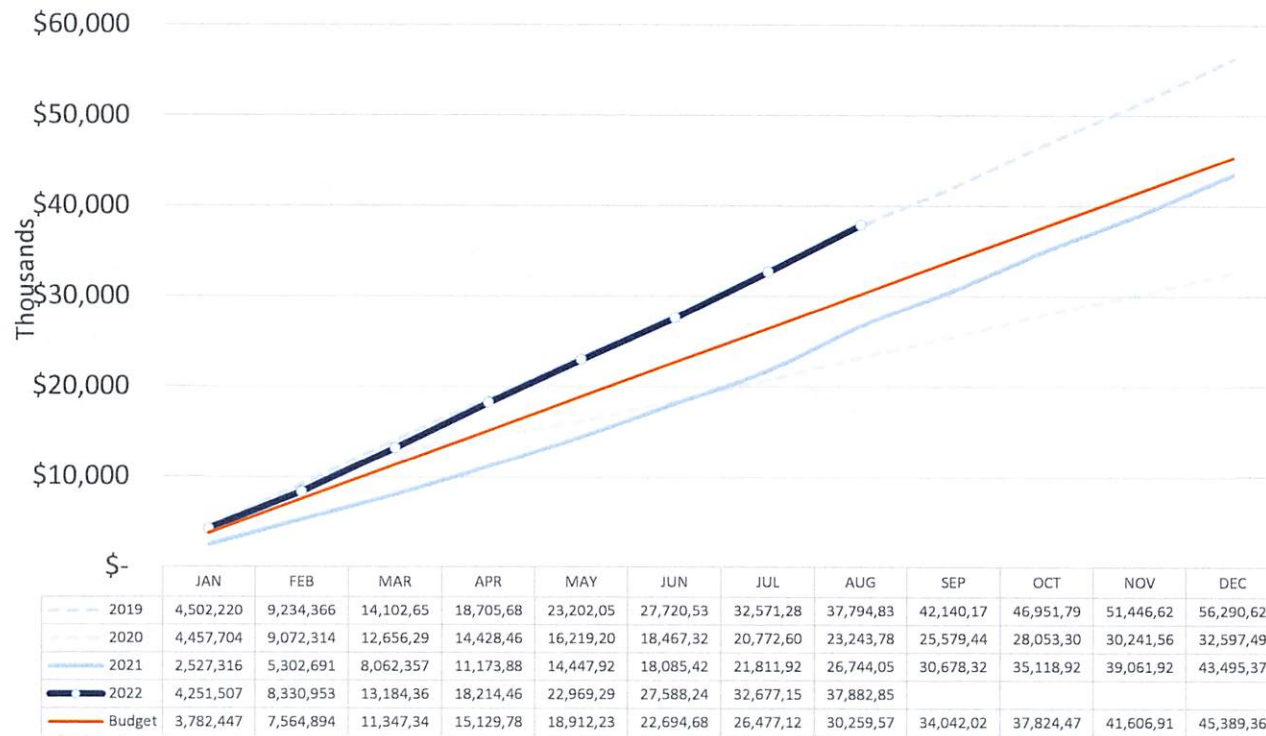
Operating Expense (including FBO)



Operating Net Profit, Airport and FBO

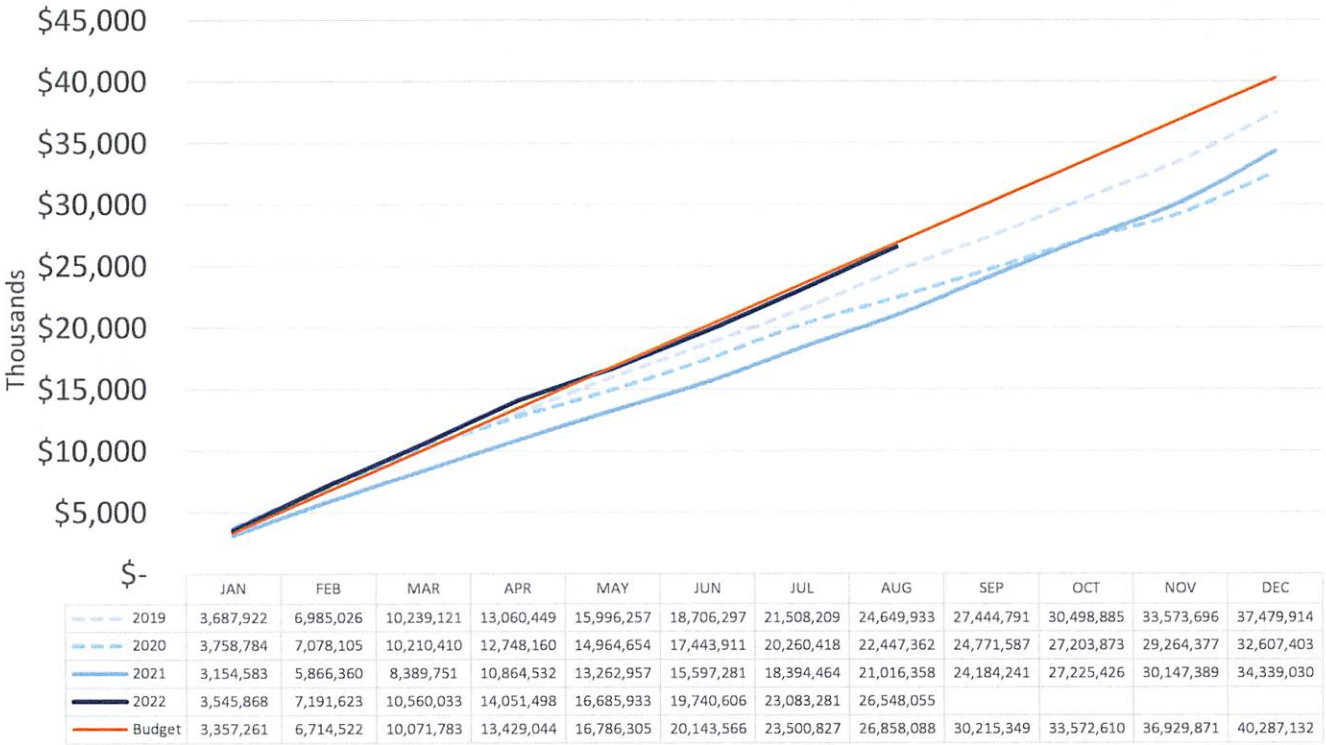


YTD Operating Revenue (excluding CARES) vs. YTD Budget (including FBO)





YTD Operating Expense vs. YTD Budget (including FBO)



Cash and Cash Equivalents - Operating



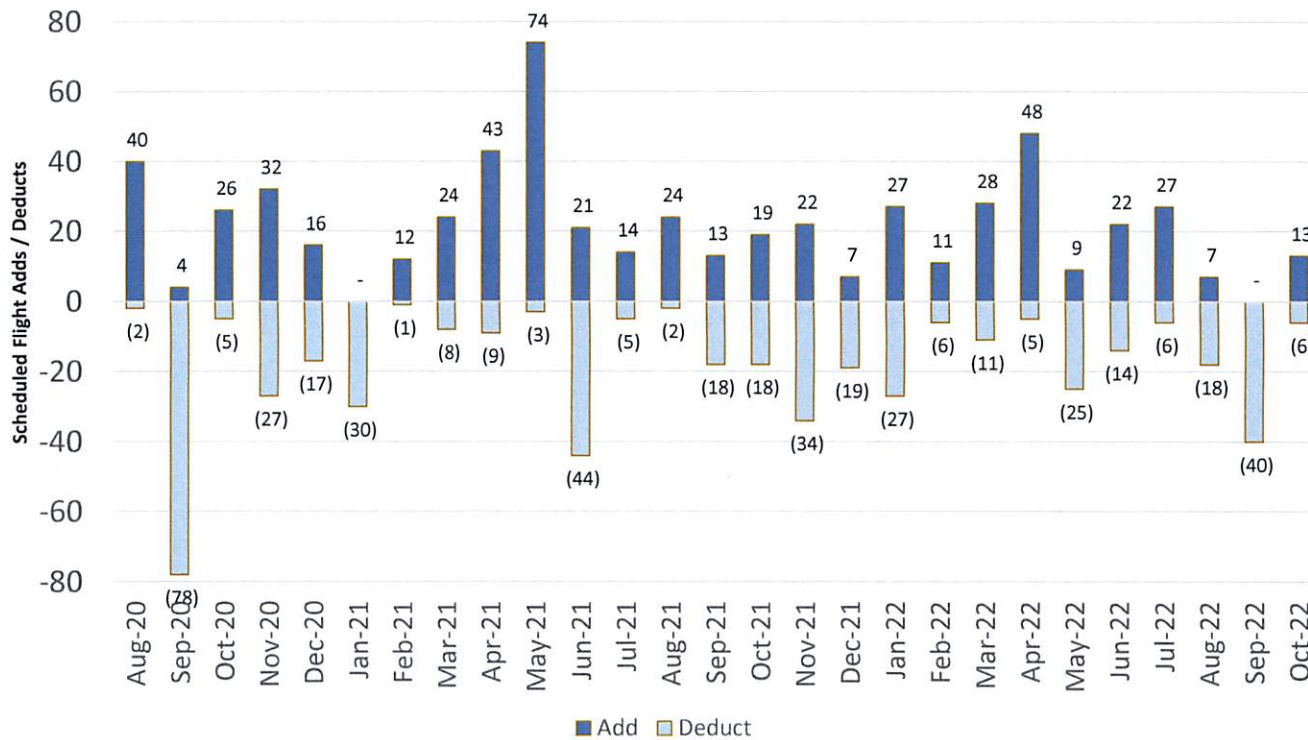
	2021	2022
Unrestricted	\$21,973,844	\$25,962,808
Restricted – Capital	15,937,742	18,259,927
Restricted - Reserves & Debt Service	19,319,730	19,943,139
	<hr/>	<hr/>
	\$57,231,316	\$64,165,874

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
Jan20	7	17	13	1,391	44.9	141,803	147,829K
Jun21	7	19	14	991	33.0	Jul21	96,960K
Aug21	7	19	15	1,165	37.9	123,051	125,165K
Sep21	7	17	13	1,129	37.6	120,713	116,139K
Oct21	7	18	13	1,182	38.1	125,324	115,091K
Nov21	7	17	12	1,120	37.3	118,803	112,293K
Dec21	7	17	12	1,096	35.4	114,381	111,014K
Jan22	7	18	13	1,066	34.4	111,340	107,377K
Feb22	7	19	13	999	35.7	105,195	99,654K
Mar22	7	18	12	1,175	37.9	121,434	116,508K
Apr22	7	19	13	1,275	42.5	130,529	125,315K
May22	7	21	15	1,282	41.4	133,592	129,745K
Jun22	7	22	15	1,274	42.5	139,005	131,609K
Jul22	7	22	13	1,394	45.0	154,418	148,924K
Aug22	7	20	14	1,372	44.3	152,326	150,210K

Weekly Scheduled Flight Adds and Deducts – Oct 2022



Beginning of Month 270

Weekly Flights Added

EWR	6
ORD	3
Other	-
Other	-
Other	4
	<hr/>
	13

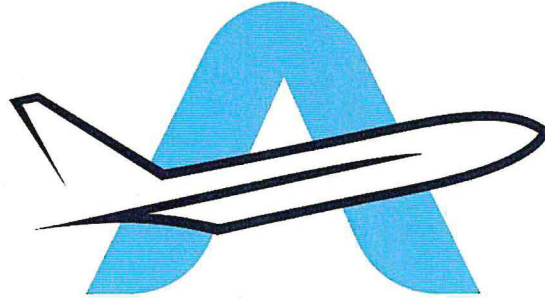
Weekly Flights Reduced

DEN	3
MCO	2
DTW	1
Others	-
	<hr/>
	6

End of Month **277**

Thank You





ALBANY

INTERNATIONAL AIRPORT

Monthly Financial Report

August 2022

(dated September 22, 2022)

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September 22, 2022

ACAA Members
Philip F. Calderone, Esq.

INTRODUCTION

Enplanement, Cargo and Operations continue to trend positively from the prior year, as shown below:

	<u>2022 Current Year versus</u>			
	2022 Month Budget	2021 Month Actual	2021 YTD	2021 Prev. 12 Mo.
Enplanements	32.9%	15.1%	51.7%	83.7%
Cargo	(9.8)	(0.1)	(11.5)	(9.0)
Operations	23.3	3.6	17.9	21.3

	Month	
	Jun21	May22
Destination Airports	14	15
Scheduled Monthly Flight	991	1,274
Average Daily Flights	33.0	42.5
Pax Lift (Pax Seats)	97,420	139,005
Enplanements	88,614	113,139

FINANCIAL INFORMATION

Cash Position – Unrestricted (Operating)

The Airport continues to maintain a strong cash position. The Statements of Net Position provided on Page 4 reports unrestricted cash of \$25,962,808 and equates to approximately 9.65 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	\$ 7,367,543
Projects – PFC	9,536,524
Projects – Other	<u>1,355,860</u>
	\$18,259,927

Accounts Receivable

The Accounts Receivable balance is approximately 8.34 of average day total operating revenues.

Equity – YTD Earnings

The Summary of Revenues, Expenses and Net results is provided on Page 5. The Airport recorded a change in net position for the month and year-to-date shown as follows:

	Month	YTD
Airport Operating	\$ 1,503,715	\$ 9,408,116
FBO Profit	<u>237,213</u>	<u>1,926,686</u>
	1,740,928	11,334,802
Other Rev/Exp (d.ser.)	(441,957)	(3,796,285)
Capital Contributions	186,336	321,168
Airline Incnt. Payts.	(21,738)	(163,291)
	<u>(277,359)</u>	<u>(3,638,408)</u>
	\$1,463,569	\$7,696,394*

*Please note, depreciation is not recorded on the monthly financial statements.

Operating Revenues

Monthly operating revenues increased \$183,185 from the same month the prior year. YTD operating revenues increased \$8,523,754 over the same time period the prior year.

Airport Operating Expenses

Monthly operating expenses were approximately \$2,638K and \$1,897K for 2022 and 2021, respectively. YTD operating expenses were \$20,159K and \$16,525K for 2022 and 2021, respectively.

AIRPORT OPERATING BUDGET

Monthly airport operating revenues were favorable by approximately \$1,172K, due in large part to the increase in parking and rental car revenue. Monthly airport operating expenses compared to budget were favorable by approximately \$5K.

YTD airport operating revenues were favorable by approximately \$5,811K. YTD airport operating expense were favorable by approximately \$987K.

Please see Budget vs. Actual High/Low by Category Reports, pages 10 – 12, for further details. High/Low by Category Report may not reconcile with the Summary of Revenues, Expenses and Net Results as some accounts need to be reflected in former.

MILLION AIR FBO OPERATIONS

Revenues derived from the sale of JetA and AvGas fuels is the largest contributor of FBO revenue. Below are the fuel sold in gallons for both JetA and AvGas:

	2022 Current Year versus			
	2022 Budget	2021 Month	2021 YTD	2021 Prev. 12 Mo.
JetA (gals)	(1.8%)	(15.7%)	8.6%	20.9%
AvGas (gals)	76.6	17.0	29.5	5.7

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

The FBO had operating profits of \$237,213K and \$1,927K, for the month and year-to-date, respectively, both favorable as compared to the budget.

Monthly FBO operating revenues were favorable to budget by approximately \$251K, due in large part to JetA fuel sales. Monthly FBO COGS (cost of goods sold-fuel) compared to budget were unfavorable by approximately \$66K. Monthly FBO operating expenses compared to budget were unfavorable by approximately \$47K.

YTD FBO operating revenues were favorable by approximately \$1,812K, due in large part to JetA fuel sales. YTD FBO COGS (cost of goods sold-fuel) compared to budget were unfavorable by approximately \$302K. YTD FBO operating expenses compared to budget were unfavorable by approximately \$376K.

PASSENGER AIRLINE SCHEDULES

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

	Begin	+	-	End
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 #21-03)	172	-	(30)	142
Feb21 (week #21-08)	131	12	(1)	142
Mar21 (week #21-12)	142	24	(8)	158
Apr21 (week #21-16)	158	43	(9)	192
May21 (week #21-21)	192	74	(3)	263
Jun21 (week #21-25)	263	21	(44)	240
Jul21 (week #21-29)	240	14	(5)	249
Aug21 (week #21-34)	249	24	(2)	271
Sep21 (week #21-38)	271	13	(18)	266
Oct21 (week #21-42)	266	19	(18)	267
Nov21 (week#21-46)	267	22	(34)	255
Dec21 (week#21-50)	255	7	(19)	243
Jan22 (week#22-04)	243	27	(27)	243
Feb22 (week#22-08)	243	11	(6)	248
Mar22 (week#22-13)	248	28	(11)	265
Apr22 (week#22-17)	265	48	(5)	308
May22 (week#22-21)	308	9	(25)	292
Jun22 (week#22-26)	288	22	(14)	300
Jul22 (week#22-31)	300	27	(6)	321
Aug22 (week#22-35)	321	7	(18)	310
Sep22 (week#22-39)	310	-	(40)	270
Oct22 (week#22-44)	270	13	(6)	273

PROJECTIONS

2022 and 2023 enplanement projections are as follows:

	2022	2023
Jan 2022	1,200,000	1,400,000
Feb2022	1,200,000	1,400,000
Mar 2022	1,200,000	1,400,000
Apr 2022	1,200,000	1,400,000
May2022	1,225,000	1,425,000
Jun 2022	1,225,000	1,425,000
Jul 2022	1,250,000	1,425,000
Aug 2022	1,250,000	1,425,000
Sep 2022		
Oct 2022		
Nov 2022		
Dec 2022		

BOND RATINGS

Apr21	Moody's	A3	Stable
Mar20	S&P Global Ratings	A-	Negative
Apr21	S&P Global Ratings	A-	Stable
Aug22	S&P Global Ratings	A	Stable
	Fitch		Not Rated

FULL TIME FILLED POSITIONS

Workforce consists of the following Full-Time Filled positions:

	<u>Begin</u>	<u>+</u>	<u>-</u>	<u>End</u>
Mar 2022	173	2	(5)	170
Apr 2022	170	3	(2)	171
May 2022	171	7	(3)	175
Jun 2022	175	4	(2)	177
Jul 2022	173	-	(3)*	174
Aug 2022	174	8	(1)	181 ⁽¹⁾

(1) 6 positions are on Work Comp/Per. Fam Lv.

*adjustment

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>
Mar21	7.4	(20.9)	(45.8)	(63.5)	(66.5)	(77.1)
Apr21	*	*	(20.6)	(41.5)	(58.0)	(70.2)
May21	*	*	5.2	(18.4)	(47.7)	(62.0)
Jun21	*	*	27.6	0.6	(36.0)	(53.3)
Jul21	*	*	44.7	23.1	(22.3)	(39.9)
Aug21	*	*	55.2	43.1	(7.5)	(22.3)
Sep21	*	*	61.2	56.7	6.8	(4.6)
Oct21	*	*	66.2	69.5	25.2	20.6
Nov21	*	*	71.4	79.8	46.9	49.8
Dec21	*	*	75.1	87.7	75.1	87.7
Jan22	90.6	188.4	90.6	188.4	104.6	137.3
Feb22	104.2	168.6	95.5	177.6	142.3	208.4
Mar22	65.5	117.1	81.9	149.3	148.5	237.6
Apr22	46.8	70.7	69.8	119.0	122.9	196.6
May22	31.8	38.4	59.9	93.6	101.2	161.5
Jun22	18.1	21.7	49.6	43.3	82.2	136.7
Jul22		15.1		61.0		107.1
Aug22		15.1		51.7		83.7

* Percentage reflects a meaningless amount due to the reduced number of enplanements in April 2020.

<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>

Cargo (tons)

	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>	<u>NAM</u>	<u>ALB</u>
Mar21	16.2	24.9	12.6	16.2	10.1	10.1
Apr21*	16.2	34.7	13.5	21.0	11.1	12.4
May21	5.2	12.3	11.7	19.0	11.5	13.2
Jun21	2.3	2.6	9.7	15.9	10.5	12.4
Jul21	(0.8)	1.9	8.2	13.6	9.5	11.2
Aug21	4.4	(1.3)	7.5	11.6	9.4	10.9
Sep21	3.8	(6.6)	7.1	9.3	8.4	8.5
Oct21	(0.5)	(10.6)	6.4	7.0	7.6	6.6
Nov21	4.1	0.7	6.6	6.5	7.5	6.2
Dec21	0.4	(2.1)	5.8	5.5	5.8	5.5
Jan22	(7.3)	(14.3)	(7.3)	(14.3)	4.1	3.3
Feb22	3.3	(0.3)	(2.5)	(8.0)	4.0	2.6
Mar22	(0.8)	(8.5)	(1.8)	(8.2)	2.6	0.1
Apr22	(6.7)	(24.2)	(3.3)	(12.8)	0.5	(4.6)
May22	(6.3)	(18.7)	(3.9)	(14.1)	(0.4)	(7.1)
Jun22	(3.1)	(6.8)	(3.7)	(14.6)	(0.8)	(7.8)
Jul22		(14.5)		(13.0)		(9.1)
Aug22		(0.1)		(11.5)		(9.0)

* adjusted

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

	Unaudited August 31, 2021	Unaudited August 31, 2022
<u>ASSETS</u>		
CURRENT ASSETS		
Unrestricted Assets		
Cash and cash equivalents	\$ 21,973,844	\$ 25,962,808
Accounts receivable - net	1,847,367	1,153,360
Lease receivable	--	2,683,477
Prepaid Expenses	527,128	361,936
Total Unrestricted Assets	<u>24,348,339</u>	<u>30,161,581</u>
Restricted Assets		
Operating and Renewal Reserves	7,106,473	7,301,648
CFC Funds	449,466	450,666
Capital Funds	4,985,909	7,367,543
PFC Funds	9,599,583	9,536,524
Revenue Bond Funds	12,213,257	12,641,491
FAA Restricted Funds	203,803	204,347
Concession Improvement Funds	698,981	700,847
Total Restricted Assets	<u>35,257,472</u>	<u>38,203,066</u>
Total Current Assets	<u>59,605,811</u>	<u>68,364,647</u>
NON-CURRENT ASSETS		
Capital Assets	287,712,943	279,340,604
Lease Receivable	--	20,212,167
Prepaid Expenses	225,103	209,668
Total Non-Current Assets	<u>287,938,046</u>	<u>299,762,439</u>
Total Assets	<u>347,543,857</u>	<u>368,127,086</u>
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Refunding	1,802,374	1,344,959
OPEB Expenses	504,922	391,588
Pension Expenses	1,046,330	1,136,675
Total Deferred Outflows of Resources	<u>3,353,626</u>	<u>2,873,222</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS	<u>350,897,483</u>	<u>371,000,308</u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES		
Payable from Unrestricted Assets	1,925,133	2,848,916
Payable from Restricted Assets	12,183,365	13,618,920
Total Current Liabilities	<u>14,108,498</u>	<u>16,467,836</u>
NON-CURRENT LIABILITIES		
Bonds and other debt obligations	77,033,440	68,233,168
Net OPEB liability	5,881,492	5,808,537
Net pension liability - proportionate share	1,269,642	201,939
Total Non-Current Liabilities	<u>84,184,574</u>	<u>74,243,644</u>
Total Liabilities	<u>98,293,072</u>	<u>90,711,480</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Concession Improvement Funds	680,329	760,205
OPEB expenses	1,552,848	1,156,601
Pension expenses	44,658	1,093,887
Leases	--	22,400,114
Total Deferred Inflows of Resources	<u>2,277,835</u>	<u>25,410,807</u>
<u>NET POSITION</u>		
Invested in Capital Assets, net of Related Debt	207,848,616	210,152,727
Restricted	27,008,387	26,182,967
Unrestricted	15,469,573	18,542,327
Net Position	<u>250,326,576</u>	<u>254,878,021</u>
TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	<u>\$ 350,897,483</u>	<u>\$ 371,000,308</u>

Albany County Airport Authority
2022 Summary of Revenues, Expenses and Net Results
For the eight months ended August 31, 2022

	Current Month			Year to Date		
	2022 Budget	2021 Actual	2022 Actual	2022 Budget	2021 Actual	2022 Actual
AIRPORT						
OPERATING REVENUES						
Airline	\$ 920,213	\$ 1,083,851	\$ 1,135,401	\$ 7,361,700	\$ 7,718,892	\$ 8,727,200
Non-Airline	2,049,287	2,874,910	3,006,545	16,394,293	13,324,697	20,840,143
Total Revenues	2,969,500	3,958,761	4,141,946	23,755,993	21,043,589	29,567,343
OPERATING EXPENSES						
Personal Services	872,063	655,647	779,037	6,976,503	5,717,828	6,616,255
Employee Benefits	476,893	375,614	393,187	3,815,145	3,127,993	3,277,496
Utilities & Communications	165,058	98,493	321,507	1,320,460	1,229,897	1,846,672
Purchased Services	458,162	399,677	373,988	3,665,293	3,176,500	3,430,027
Material & Supplies	423,350	161,484	538,370	3,386,797	2,116,238	3,715,407
Office	61,460	23,789	31,959	491,676	338,545	417,321
Administration	64,765	83,304	79,100	518,120	441,218	624,988
Non-Capital Equipment	121,583	98,536	121,083	972,667	376,825	231,061
Total Expenses	2,643,334	1,896,544	2,638,231	21,146,661	16,525,044	20,159,227
AIRPORT OPERATING RESULTS	326,166	2,062,217	1,503,715	2,609,332	4,518,545	9,408,116
FBO OPERATING RESULTS	99,020	149,483	237,213	792,159	832,330	1,926,686
TOTAL OPERATING RESULTS	425,186	2,211,700	1,740,928	3,401,491	5,350,875	11,334,802
OTHER REVENUES (EXPENSES)						
Interest Earnings	52,408	5,911	47,594	419,261	50,169	119,363
Passenger Facility Charges	303,367	303,214	303,367	2,426,936	2,425,712	2,426,936
ACAA Debt Service	(835,018)	(844,235)	(835,018)	(6,680,144)	(6,753,880)	(6,680,144)
Insurance Recoveries	-	-	-	-	37,171	-
Grant Income	435,713	11,780	11,400	3,485,705	4,445,476	91,960
Improvement Charges	30,700	30,700	30,700	245,600	245,600	245,600
Total Other Revenues(Expenses)	(12,830)	(492,630)	(441,957)	(102,642)	450,248	(3,796,285)
INCOME/(LOSS) BEFORE CAPITAL CONTRIBUTIONS	412,356	1,719,070	1,298,971	3,298,849	5,801,123	7,538,517
AIRLINE INCENTIVES	(33,333)	(45,811)	(21,738)	(266,666)	(126,162)	(163,291)
CAPITAL CONTRIBUTIONS	-	872,896	186,336	-	4,369,486	321,168
INCREASE (DECREASE) IN NET POSITION	\$ 379,023	\$ 2,546,155	\$ 1,463,569	\$ 3,032,183	10,044,447	7,696,394
NET POSITION, BEGINNING OF PERIOD					240,282,129	247,181,627
NET POSITION, END OF PERIOD					\$ 250,326,576	\$ 254,878,021
RECONCILIATION TO AIRLINE FUNDS REMAINING:						
NET RESULTS BEFORE RESERVES	412,356	1,719,070	1,298,971	3,298,849	5,801,123	7,538,517
Less: Capital Improvements	(275,000)	(275,000)	(275,000)	(2,200,000)	(2,200,000)	(2,200,000)
Less: Reserve Requirements	(43,789)	(10,473)	(43,789)	(350,313)	(83,784)	(350,313)
NET RESULTS	93,567	1,433,597	980,182	748,536	3,517,339	4,988,204
Revenue Sharing:						
Transfer to/from Airlines (50%)	46,783	716,799	490,091	374,268	1,758,670	2,494,102
Authority Share (50%)	46,783	716,799	490,091	374,268	1,758,670	2,494,102
Less: Airline Incentives	(33,333)	(45,811)	(21,738)	(266,666)	(126,162)	(163,291)
Net Authority Share	\$ 13,450	\$ 670,988	\$ 468,353	\$ 107,602	\$ 1,632,508	\$ 2,330,811

Albany County Airport Authority
Operating Revenues
For the eight months ended August 31, 2022

	Current Month			Year to Date		
	2022 Budget	2021 Actual	2022 Actual	2022 Budget	2021 Actual	2022 Actual
AIRLINE REVENUES						
COMMERCIAL						
Landing Fees-Signatory	\$ 414,865	\$ 468,469	\$ 492,827	\$ 3,318,919	\$ 2,604,070	\$ 3,437,723
Landing Fees-Non Signatory	4,440	0	0	35,520	14,090	0
Airline Apron Fees	65,328	66,296	65,412	522,624	530,370	523,298
Glycol Disposal Fee	25,120	0	0	200,957	161,246	172,817
CARGO						
Landing Fees-Signatory	0	55,671	55,268	0	451,772	386,173
Landing Fees-Non Signatory	0	3,958	0	0	31,770	25,405
TERMINAL						
Loading Bridges	48,040	44,841	48,040	384,319	358,727	384,319
Space Rental	361,670	443,951	473,853	2,893,362	3,562,527	3,790,824
Non-Signatory Per Turn Fee	750	664	0	6,000	4,319	6,640
TOTAL AIRLINE REVENUES	920,213	1,083,851	1,135,401	7,361,700	7,718,892	8,727,200
NON-AIRLINE REVENUES						
AIRFIELD						
Tenant Maintenance	2,500	5,022	5,912	20,000	28,964	53,902
Total Airfield	2,500	5,022	5,912	20,000	28,964	53,902
TERMINAL						
Utility Reimbursement	2,000	2,168	2,921	16,000	15,523	22,041
Tenant Maintenance	1,713	0	0	13,706	0	0
Space Rent - Non Airline	60,682	68,539	69,634	485,458	539,128	557,437
Food & Beverage	65,000	87,733	119,711	520,000	453,890	777,321
Retail	62,000	151,852	89,093	496,000	486,847	593,458
Advertising	12,500	21,414	14,000	100,000	125,846	68,397
ATM	1,450	2,089	1,753	11,600	18,445	10,991
Operating Permits	21,150	48,937	50,594	169,200	163,924	222,062
Vending Machines	3,000	4,313	1,938	24,000	11,910	15,701
Baggage Cart Rentals	1,100	2,139	1,742	8,800	7,151	10,566
Total Terminal	230,595	389,184	351,387	1,844,764	1,822,663	2,277,974
GROUND TRANSPORTATION						
Parking	960,897	882,559	1,272,073	7,687,180	4,931,518	10,723,591
Rental Cars	399,500	1,122,777	900,652	3,196,000	3,105,157	4,013,805
Access Fees	16,597	22,547	2,671	132,775	76,574	99,633
TNCs	14,583	34,964	30,311	116,667	90,966	169,346
Garage Space Rent	8,376	8,190	8,445	67,010	65,891	67,562
Total Ground Transportation	1,399,954	2,071,037	2,214,152	11,199,631	8,270,105	15,073,938
OTHER AIRPORT						
Telephone System - Tenants	3,801	4,686	4,448	30,407	27,095	35,771
Building Rental	9,586	7,494	16,685	76,689	59,209	91,374
Control Tower Rental	67,983	55,481	55,481	543,868	443,850	443,850
Air Cargo Facility	36,110	41,749	38,320	288,877	284,417	321,969
State Executive Hangar	103,924	103,924	103,924	831,389	831,389	831,389
T Hangars	10,102	10,451	21,153	80,820	84,949	99,776
Tie Downs	241	245	248	1,928	1,957	1,986
AV Gas Fuel Sales	4,213	6,078	0	33,704	37,161	140
Industrial Park	50,061	49,895	47,903	400,487	388,172	385,971
Land Rental	36,576	36,475	48,504	292,608	230,990	385,615
Eclipse Hangar	25,141	25,141	25,141	201,130	201,130	201,130
Hangar Rental	42,656	48,574	46,812	341,246	386,503	372,346
Internet and Cable Access	552	385	275	4,413	4,580	3,700
Fingerprinting	2,000	2,435	2,332	16,000	20,743	24,211
Tenant Maintenance	83	0	0	667	0	0
Purchasing Proposals	83	0	0	667	0	0
Ebay/Scrap/Equipment Sales	417	8,125	906	3,333	10,130	9,488
Utility Reimbursement	13,000	8,259	10,699	104,000	112,657	131,544
Reimb of Property Taxes	3,042	0	0	24,333	14,016	14,339
Other	6,667	273	12,262	53,333	64,018	79,730
Total Other Airport	416,237	409,668	435,093	3,329,899	3,202,965	3,434,329
TOTAL NON AIRLINE REVENUES	2,049,287	2,874,910	3,006,545	16,394,293	13,324,697	20,840,143
TOTAL REVENUES	\$ 2,969,499	\$ 3,958,761	\$ 4,141,946	\$ 23,755,994	\$ 21,043,588	\$ 29,567,342

Albany County Airport Authority
FBO Results
For the eight months ended August 31, 2022

	Current Month			Year to Date		
	2022 Budget	2021 Actual	2022 Actual	2022 Budget	2021 Actual	2022 Actual
REVENUES						
Retail Fuel						
Jet A Fuel Sales	\$ 437,500	\$ 727,471	\$ 746,252	\$ 3,500,000	\$ 3,641,262	\$ 4,831,186
AvGas Fuel Sales	21,315	36,240	48,937	170,520	174,285	290,492
Commercial AvGas Fuel Sales	1,750	2,483	872	14,000	15,265	11,414
Auto & Diesel Fuel Sales	18,333	18,181	13,508	146,667	133,913	175,649
Retail Fuel Sales	478,898	784,375	809,570	3,831,187	3,964,724	5,308,742
Into Plane Fees	42,855	45,815	66,470	342,840	282,850	484,195
Fuel Farm Fees	60,075	45,893	83,720	480,600	262,359	589,076
General Aviation Landing Fees	18,750	34,872	36,469	150,000	164,669	212,119
Aircraft Parking Fees	14,167	28,918	62,623	113,333	122,936	358,707
Deicing Services	152,785	0	0	1,222,281	606,025	1,053,702
FBO Properties	37,500	26,963	(4,953)	300,000	238,841	240,564
FBO Services	7,917	6,533	9,854	63,333	58,064	68,409
TOTAL REVENUES	812,947	973,369	1,063,754	6,503,575	5,700,468	8,315,514
COST OF SALES						
Fuel Costs - Jet A	261,675	369,337	427,488	2,093,400	1,860,905	2,593,504
Fuel Discounts - Jet A	28,333	49,662	19,221	226,667	253,437	153,420
Fuel Costs - AvGas	14,790	26,308	44,533	118,320	114,930	223,473
Fuel Discounts - AvGas	370	880	1,208	2,956	3,338	6,078
Fuel Costs - Commercial AvGas	1,417	2,126	796	11,333	12,473	9,202
Fuel Costs - Auto & Diesel	14,167	27,538	11,504	113,333	107,854	145,653
Total Fuel Costs	320,751	475,851	504,750	2,566,010	2,352,937	3,131,329
Deicing Costs - Type I & IV	119,163	0	0	953,302	323,528	691,288
Catering, Oil & Other	375	1,081	1,474	3,000	1,081	1,474
Total Cost of Sales	440,289	476,932	506,223	3,522,312	2,677,547	3,824,091
Net Operating	372,658	496,436	557,530	2,981,263	3,022,921	4,491,423
CATEGORY						
Personal Services						
Salaries	109,762	115,938	122,459	878,097	808,978	924,586
Overtime	17,116	14,893	12,329	136,930	112,126	105,966
Total Personal Services	126,878	130,830	134,788	1,015,027	921,104	1,030,552
Employee Benefits	40,894	38,254	33,909	327,154	352,637	303,648
Utilities & Communications	6,573	2,569	8,286	52,582	56,364	79,889
Purchased Services	47,811	128,666	28,877	382,490	516,536	326,004
Materials & Supplies						
Buildings	7,842	1,371	17,382	62,737	36,757	223,534
Grounds	3,167	62	2,081	25,333	7,657	5,293
Vehicles	27,418	19,250	50,052	219,344	177,334	299,620
Total Materials & Supplies	38,427	20,684	69,516	307,415	221,748	528,447
Administrative Expenses	13,055	25,951	44,942	104,437	122,202	273,611
Non-Capital Equipment	0	0	0	0	0	22,586
TOTAL EXPENSES	273,638	346,954	320,317	2,189,103	2,190,591	2,564,737
FBO Net Direct Cost	\$ 99,020	\$ 149,483	\$ 237,213	\$ 792,159	\$ 832,330	\$ 1,926,686

**Airport Operating Revenue (does not include FBO)
YTD Budget vs. Actual High/Low by Category Report**

For the 8 month period ending August 30/31, 2022

	Budget	Actual	Variance	Cumulative Variance
Revenues				
31 01055 Control Tower Rental	(543,868)	(443,850)	(100,018)	(100,018)
31 03280 Fuel Sales - AV Gas	(33,704)	(140)	(33,564)	(133,582)
31 02054 Advertising	(100,000)	(68,397)	(31,603)	(165,184)
31 03024 Off-Airport Parking Facilities	(103,037)	(73,531)	(29,506)	(194,691)
31 01035 Glycol Disposal Fee	(200,957)	(172,817)	(28,140)	(222,831)
31 03300 Industrial Park	(400,487)	(385,971)	(14,516)	(237,346)
31 01011 Landing Fees - Cargo/Non-Signator	(35,520)	(25,405)	(10,115)	(247,461)
31 03410 Reimbursement of Property Taxes	(24,333)	(14,339)	(9,994)	(257,455)
31 02056 Vending Machine Concession	(24,000)	(15,701)	(8,299)	(265,754)
31 03020 Contract Taxi	(8,883)	(6,542)	(2,341)	(268,095)
31 03022 Hotels	(16,033)	(13,866)	(2,167)	(270,262)
31 02063 Internet & Cable Access	(4,413)	(3,700)	(713)	(270,976)
31 09007 Purchasing Proposals	(667)		(667)	(271,642)
31 02064 ATM Income	(11,600)	(10,991)	(610)	(272,252)
31 01071 Hangar Maintenance NYS Executiv	(82,667)	(82,667)	0	(272,252)
31 02012 Baggage Claim Room	(933,779)	(933,779)	0	(272,252)
31 02115 Payphones - Concessions	0		0	(272,252)
31 03023 Off-Airport Rental Cars	0		0	(272,252)
31 01075 Eclipse Hangar Rental	(201,130)	(201,130)	0	(272,252)
31 03012 Preferred Lot Parking	0		0	(272,252)
31 02011 Rental of Boarding Bridges	(384,319)	(384,319)	0	(272,251)
31 03200 Tie Downs	(1,928)	(1,986)	59	(272,192)
31 03017 Short & Over	0	(301)	301	(271,891)
31 03040 Garage Space Rent	(67,010)	(67,562)	553	(271,338)
31 02030 Non Signatory Per Turn Fee	(6,000)	(6,640)	640	(270,698)
31 01021 Apron Parking Fees - Commercial	(522,624)	(523,298)	674	(270,024)
31 03015 Lost Card Fees-Employees	0	(675)	675	(269,349)
31 03021 Limousines	(4,822)	(5,695)	872	(268,476)
31 02105 Telephone - Monthly Usage	0	(1,655)	1,655	(266,821)
31 02057 Baggage Cart Concession	(8,800)	(10,566)	1,766	(265,055)
31 02100 Telephone - Monthly Service	(30,407)	(34,116)	3,709	(261,346)
31 02025 Utility Reimbursement	(16,000)	(22,041)	6,041	(255,305)
31 09008 Ebay/Scrap/Equipment Sales	(3,333)	(9,488)	6,155	(249,150)
31 09001 Fingerprinting	(16,000)	(24,211)	8,211	(240,939)
31 03014 Employee Parking	(27,180)	(37,885)	10,705	(230,234)
31 01060 Building Rental	(76,689)	(91,374)	14,685	(215,549)
31 03100 T-Hangar Rentals	(80,820)	(99,776)	18,956	(196,593)
31 03500 Tenant Maintenance	(34,373)	(53,902)	19,529	(177,064)
31 09005 Miscellaneous Income	(53,333)	(79,730)	26,397	(150,667)
31 03405 Utility Reimbursements	(104,000)	(131,544)	27,544	(123,123)
31 01070 Hangar Rental - Airline	(1,089,968)	(1,121,068)	31,100	(92,023)
31 01065 NE Quad Cargo Facility	(288,877)	(321,969)	33,092	(58,931)
31 03027 TNCs	(116,667)	(169,346)	52,680	(6,252)
31 02062 Operating Permits	(169,200)	(222,062)	52,862	46,611
31 02010 Airline Space Rental	(2,803,909)	(2,857,045)	53,137	99,747
31 03010 Short Term Parking	(616,000)	(683,219)	67,219	166,966
31 02020 Non-Airline Space Rental	(485,458)	(557,437)	71,980	238,946
31 01050 Land Rental	(292,608)	(385,615)	93,006	331,952
31 02053 Retail Concession	(496,000)	(593,458)	97,458	429,410
31 03013 Economy Parking	(828,000)	(964,700)	136,700	566,110
31 01012 Airfield Revenue Sharing	211,081		211,081	777,191
31 02052 Food & Beverage Concession	(520,000)	(777,321)	257,321	1,034,512
31 01010 Landing Fees - Commercial/Signatc	(3,530,000)	(3,823,896)	293,896	1,328,408
31 02051 Rental Car Concession	(3,196,000)	(4,013,805)	817,805	2,146,212
31 02013 Terminal Revenue Sharing	844,325		844,325	2,990,538
31 03011 Long Term Parking	(6,216,000)	(9,036,811)	2,820,811	5,811,348
	<u>(23,755,994)</u>	<u>(29,567,342)</u>	<u>5,811,348</u>	
	\$ (23,755,994)	\$ (29,567,342)	\$ 5,811,348	

Albany County Airport Authority
Airport Operating Expenses (does not include FBO)
YTD Budget vs. Actual High/Low by Category Report

For the 8 month period ending August 30/31, 2022

			Budget	Actual	Variance	Cumulative Variance
Salaries Expense						
34	12010	Overtime 1.5	469,665	511,898	(42,233)	(42,233)
34	12020	Overtime 2.0	26,078	61,952	(35,874)	(78,107)
34	13000	Temporary Help	6,667		6,667	(71,441)
34	11005	Part Time/Seasaonal Salaries	222,021	98,349	123,672	52,231
34	11000	Salaries	<u>6,252,072</u>	<u>5,944,055</u>	<u>308,017</u>	<u>360,248</u>
			6,976,503	6,616,255	360,248	
Other Employee Expenses						
35	26010	NYS Disability	82,196	102,835	(20,639)	(20,639)
35	22300	Health Insurance - Vision	4,612	7,978	(3,366)	(24,005)
35	29000	NYS Retirement	214,206	214,706	(500)	(24,506)
35	25000	Uniforms & Laundry	34,633	34,644	(10)	(24,516)
35	22105	Other Post Employment Benefits (O	116,397	116,397	0	(24,516)
35	24010	Employee EAP Program	646	356	290	(24,225)
35	24015	Smoking Cessation Class	800		800	(23,425)
35	23000	Health Insurance - AFLAC	4,333	3,256	1,077	(22,349)
35	24000	Medical Exams/Abstracts	14,733	11,654	3,079	(19,269)
35	25005	Uniform Purchases	24,211	8,749	15,461	(3,808)
35	29001	TBI Retirement	142,319	126,321	15,998	12,190
35	21000	Social Security	530,729	489,297	41,432	53,622
35	22200	Dental Insurance	94,518	24,744	69,774	123,396
35	26020	Unemployment Insurance	108,326	38,490	69,836	193,232
35	26030	Workers Compensation	391,072	265,624	125,448	318,681
35	22000	Health Insurance	<u>2,051,414</u>	<u>1,832,446</u>	<u>218,968</u>	<u>537,649</u>
			3,815,145	3,277,496	537,649	
Utilities						
36	31000	Electric	859,500	1,385,125	(525,625)	(525,625)
36	34000	Sewer	61,000	132,884	(71,884)	(597,508)
36	33000	Natural Gas	162,244	202,784	(40,539)	(638,048)
36	36032	Internet Access	30,408	35,993	(5,585)	(643,633)
36	36015	Telephones-Monthly Service	9,890	12,035	(2,145)	(645,778)
36	36060	Cable Television	3,830	4,382	(552)	(646,330)
36	36017	Payphones Annual & Monthly Servi	0		0	(646,330)
36	36012	Telephone - Sheriff	2,733	2,695	38	(646,292)
36	36018	Payphones - Monthly Usage	100		100	(646,192)
36	36010	Telephone Charges-Local	11,570	10,584	986	(645,206)
36	36016	Telephones-Monthly Usage	2,000	15	1,985	(643,221)
36	36011	Telephone Charges-Long Distance	10,593	739	9,854	(633,366)
36	36030	Telephone-Cellular	43,200	29,826	13,374	(619,992)
36	36020	Telephone Repairs	37,025	7,745	29,279	(590,713)
36	35000	Water	<u>86,367</u>	<u>21,865</u>	<u>64,502</u>	<u>(526,211)</u>
			1,320,460	1,846,672	(526,211)	
Purchased Services						
37	44005	Perimeter Security	145,188	201,747	(56,558)	(56,558)
37	42045	Builders Risk	0	12,617	(12,617)	(69,175)
37	42080	Cyber Liability Insurance	13,333	23,630	(10,297)	(79,472)
37	42093	Agency Fee	20,000	30,000	(10,000)	(89,472)
37	45000	Janitorial Services	387,462	396,987	(9,525)	(98,997)
37	47000	Special Studies	43,333	52,455	(9,122)	(108,118)
37	41010	Financial Services	66,667	75,480	(8,813)	(116,932)
37	49020	Engineering Services	20,000	28,019	(8,019)	(124,950)
37	42095	Insurance Claims	10,333	14,732	(4,398)	(129,349)
37	44030	Employee Shuttle Service	8,335	12,500	(4,165)	(133,514)
37	42070	Public Official Liability	23,333	27,421	(4,088)	(137,602)
37	49015	Consultant	32,000	33,813	(1,813)	(139,415)
37	42065	Crime Insurance	4,667	5,118	(451)	(139,866)
37	45010	Refuse Removal Services	49,536	49,678	(142)	(140,008)
37	44000	Public Safety	1,394,578	1,394,579	0	(140,008)
37	41020	Rates & Charges	0		0	(140,008)
37	44020	Parking Valet Service	0		0	(140,008)
37	49010	Architectural Services	0		0	(140,008)
37	49040	Professional Management	283,333	283,333	0	(140,008)
37	49060	Code Enforcement	77,467	77,467	0	(140,008)
37	42041	Environmental Liability	23,567	23,567	0	(140,008)
37	44010	Armored Car Service	3,333	2,512	821	(139,187)
37	42090	Fiduciary Liability	12,000	10,647	1,353	(137,833)
37	42010	Airport Liability	168,970	167,406	1,564	(136,270)

**Airport Operating Expenses (does not include FBO)
YTD Budget vs. Actual High/Low by Category Report**

For the 8 month period ending August 30/31, 2022

		Budget	Actual	Variance	Cumulative Variance
37	42020 Automotive Insurance	50,000	47,715	2,285	(133,985)
37	47010 GIS Services	16,000	5,566	10,434	(123,551)
37	46010 Public Relations	66,667	54,353	12,314	(111,237)
37	49005 Appraisal	16,667		16,667	(94,570)
37	42060 Property Insurance	195,475	178,280	17,194	(77,376)
37	46020 Passenger Info Booth	100,752	80,807	19,945	(57,430)
37	46012 Artistic Exhibits	65,630	37,447	28,183	(29,247)
37	43000 Legal Services	33,333		33,333	4,086
37	46015 Advertising	100,000	46,547	53,453	57,539
37	49070 Other Professional Services	233,333	49,500	183,833	241,372
		<u>3,665,293</u>	<u>3,423,921</u>	<u>241,372</u>	
Material & Supplies					
38	51019 Snow Removal Supplies	166,333	495,324	(328,990)	(328,990)
38	52051 Control Tower Maintenance	200,000	380,270	(180,270)	(509,260)
38	53010 Landscaping	8,633	98,492	(89,859)	(599,119)
38	54010 Gasoline	30,440	87,402	(56,962)	(656,081)
38	54011 Diesel Fuel	73,333	117,555	(44,222)	(700,303)
38	52060 Building Maintenance	528,040	560,192	(32,152)	(732,454)
38	51011 Airfield Lighting	46,667	74,793	(28,127)	(760,581)
38	52012 Card Access System	53,333	79,449	(26,116)	(786,697)
38	54060 Mower Repair & Maintenance	9,333	24,216	(14,883)	(801,580)
38	52031 Electrical Repairs & Supplies	153,300	168,141	(14,841)	(816,422)
38	51017 Airfield Shop Supplies	15,000	28,863	(13,863)	(830,285)
38	51053 Electric	73,333	87,034	(13,701)	(843,986)
38	52063 Window Washing	55,446	68,388	(12,942)	(856,927)
38	51015 Apron Maintenance	33,333	44,926	(11,593)	(868,520)
38	51052 Wastewater Conveyance	5,000	12,500	(7,500)	(876,020)
38	52075 Advertising Displays	0	6,881	(6,881)	(882,901)
38	54021 Vehicle Repair & Maintenance	48,667	55,211	(6,544)	(889,446)
38	54045 ARFF Vehicle Repair & Maintenance	12,000	18,203	(6,203)	(895,648)
38	54070 Vehicle Shop Tools & Supplies	30,000	35,332	(5,332)	(900,980)
38	54030 General Equipment Repair & Maintenance	29,000	32,710	(3,710)	(904,691)
38	52032 Elevator Repairs & Supplies	76,667	79,902	(3,236)	(907,927)
38	52062 Janitorial Supplies	161,290	162,653	(1,363)	(909,290)
38	52061 Building Materials	0	571	(570)	(909,860)
38	53040 Sign Expense	8,833	9,081	(247)	(910,108)
38	52041 Fire Equipment Testing	3,071	3,267	(196)	(910,304)
38	52059 Storage Space Rental	5,000	5,131	(131)	(910,435)
38	53051 NYS Police Hangar Maintenance	83,333	83,454	(121)	(910,556)
38	53070 Hazardous Waste Management	2,400	2,403	(3)	(910,559)
38	53085 Land Lease	10,290	10,290	0	(910,559)
38	52040 Fire Equipment Services	3,911	3,320	591	(909,968)
38	53020 Fencing	600		600	(909,368)
38	51032 Hazardous Material Supplies	3,333	2,596	737	(908,631)
38	52071 ID Tags	23,333	22,553	780	(907,851)
38	53071 Wildlife Hazard Management	25,333	24,207	1,127	(906,724)
38	53041 Traffic Light Repairs	1,333		1,333	(905,391)
38	54012 Oil / Grease	15,667	14,135	1,532	(903,859)
38	52036 Automatic Door Repairs & Supplies	8,000	6,353	1,647	(902,212)
38	51010 Fencing	6,000	4,201	1,800	(900,412)
38	52080 Sign Expense	4,333	2,363	1,970	(898,442)
38	53078 Liquid Waste Disposal	2,400		2,400	(896,042)
38	53045 Catch Basin Maintenance	2,667		2,667	(893,376)
38	51055 Water District Charges	16,667	13,619	3,048	(890,328)
38	54022 Vehicle Communication Equipment	4,267	1,139	3,128	(887,200)
38	54013 Vehicle/Equipment Tires	22,667	19,438	3,229	(883,972)
38	52010 Alarm & PA Systems	56,029	52,178	3,851	(880,120)
38	51014 Pavement Repairs	4,000		4,000	(876,120)
38	53060 Dump Fees - Landfill	5,520	1,065	4,455	(871,665)
38	53090 T-Hangar Maintenance	63,350	57,100	6,250	(865,415)
38	51016 Runway Painting	23,333	15,760	7,574	(857,842)
38	54015 CNG Fuel	15,333	6,740	8,594	(849,248)
38	52050 US Customs	33,733	25,003	8,730	(840,518)
38	51020 Rubber Removal	53,333	44,183	9,151	(831,367)
38	51030 EMS Supplies	10,789	909	9,880	(821,487)
38	52014 Key Access System	11,000	430	10,570	(810,917)
38	52013 CCTV Repair	33,333	22,276	11,058	(799,859)
38	52037 Pest Control	40,939	29,019	11,920	(787,939)

**Airport Operating Expenses (does not include FBO)
YTD Budget vs. Actual High/Low by Category Report**

For the 8 month period ending August 30/31, 2022

		Budget	Actual	Variance	Cumulative Variance	
38	53050	Snow Removal Services	198,667	186,632	12,035	(775,905)
38	51031	ARFF Supplies	39,995	26,579	13,416	(762,489)
38	52034	Roof	16,667	2,921	13,746	(748,743)
38	54040	Heavy Equipment Maintenance	40,000	25,375	14,625	(734,118)
38	52035	Plumbing Repairs & Supplies	104,000	89,099	14,901	(719,217)
38	51054	Sewer District Charges	21,000		21,000	(698,217)
38	52020	Baggage System	30,000	8,535	21,465	(676,752)
38	51033	ARFF Foam	22,171		22,171	(654,581)
38	52090	Flight Information Displays	26,183	592	25,591	(628,990)
38	53048	Snow Removal Supplies	40,667		40,667	(588,324)
38	54050	Snow Equipment Repair & Maintena	60,000	12,643	47,357	(540,967)
38	53030	Pavement Repairs	66,667	8,978	57,689	(483,278)
38	51057	System Maintenance & Repairs	120,000	56,453	63,547	(419,731)
38	52033	HVAC	187,500	87,246	100,254	(319,477)
			<u>3,386,797</u>	<u>3,706,274</u>	<u>(319,477)</u>	
Office/Administration						
39	66060	Credit Card Service Charges	261,333	363,141	(101,808)	(101,808)
39	66070	2008A Remarketing & LOC Fees	0	46,122	(46,122)	(147,930)
39	66000	Dues & Subscriptions	36,297	46,477	(10,181)	(158,111)
39	55014	Computer Systems	30,733	38,209	(7,476)	(165,587)
39	66061	EZ Pass Fees	80,000	83,346	(3,346)	(168,932)
39	66062	Bank & Paying Agent Fees	4,667	7,377	(2,710)	(171,642)
39	55031	Parking Ticket Stock	4,000	6,545	(2,545)	(174,187)
39	66050	Property Taxes	25,333	26,934	(1,601)	(175,788)
39	55041	Express Mail	0	608	(608)	(176,396)
39	66003	G.F.O.A.	0	595	(595)	(176,991)
39	66040	Licenses & Permits	2,567	2,900	(333)	(177,324)
39	55011	Copy Machine Use	667	970	(303)	(177,627)
39	55012	Office Equipment Service Agreeme	6,266	6,422	(156)	(177,784)
39	66011	Authority Board Travel & Education	333		333	(177,450)
39	66002	AAAE	433		433	(177,017)
39	66020	Tuition Reimbursement	1,667	765	902	(176,115)
39	55050	Reference Materials	1,133	165	968	(175,147)
39	55070	Payroll Services	28,333	27,032	1,302	(173,845)
39	55040	Postage	6,000	2,915	3,085	(170,760)
39	66013	Function Refreshments	10,000	6,807	3,193	(167,567)
39	66014	Outside Functions	3,333		3,333	(164,234)
39	55032	Printing Outside Services	13,333	9,823	3,510	(160,723)
39	55030	Printed Forms / Letterhead	5,400	819	4,581	(156,142)
39	66011	Authority Management Travel & Edt	15,600	10,568	5,032	(151,110)
39	55060	Office Supplies	19,497	14,029	5,468	(145,642)
39	55010	Office Equipment Rental	11,862	5,982	5,880	(139,762)
39	55015	Hardware/Software Maint Support	293,819	286,831	6,988	(132,774)
39	66030	Advertising - Public Meetings	14,667	7,019	7,648	(125,126)
39	55020	Office Furniture & Fixtures	11,967	2,572	9,395	(115,731)
39	66010	Training / Travel	61,889	22,783	39,107	(76,624)
39	55016	Computer Equipment	58,666	13,896	44,770	(31,855)
			<u>1,009,796</u>	<u>1,041,651</u>	<u>(31,855)</u>	
Non-Capital Equipment						
41	83000	Equipment	972,667	104,428	868,239	868,239
			<u>972,667</u>	<u>104,428</u>	<u>868,239</u>	
			\$21,146,661	\$20,016,695	\$ 1,129,966	

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

2022 Operating Budget - Airport	\$32,120,020
2022 Operating Budget – FBO	<u>8,567,123</u>
	\$40,687,143

Monthly Operating Outflow	(\$40,687,143/12)
	\$3,390,595

Months Operating Reserves Unrestricted
\$25,962,808/\$3,390,595 ~ 7.65 months

Months Operating and Renewal Reserves
\$6,786,305/\$3,390,595 ~ 2.0 months

	Unrest.	Restr	Total
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
Feb21	5.22	2.0	7.22
Mar21	5.26	2.0	7.26
Apr21	4.63	2.1	6.73
May21	5.23	2.1	7.33
Jun21	5.50	2.1	7.71
Jul21	5.98	2.1	8.08
Aug21	5.99	2.1	8.09
Sep21	6.22	2.1	8.32
Oct21	6.11	2.1	8.21
Nov21	6.19	2.1	8.29
Dec21	6.09	2.1	8.19
Jan22	6.51	2.0	8.51
Feb	6.51	2.0	8.51
Mar	6.72	2.0	8.72
Apr	6.88	2.0	8.88
May	6.95	2.0	8.95
Jun	6.93	2.0	8.93
Jul	7.26	2.0	9.26
Aug	7.65	2.0	9.65

3. Accounts Receivable

The amount of accounts receivables, shown as days of average annual (2022 Budget) daily revenues, is as follows:

$$\$50,481,110 / 365 = \$138,304$$

$$\$1,153,360 / \$138,304 = 8.34$$

Oct20	4.65
Nov20	4.46
Dec20	3.75
Jan21	8.52
Feb21	11.47
Mar21	2.36
Apr21	0.74
May21	4.10
Jun21	4.98
Jul21	5.70
Aug21	14.74
Sep21	12.92
Oct21	19.20
Nov21	17.06
Dec21	17.14
Jan22	14.98
Feb	12.53
Mar	7.80
Apr	11.80
May	17.96
Jun	4.60
Jul	7.26
Aug	8.34

4. Capital Assets

The following are capital expenditures that are greater than \$50,000 and have a useful life greater than one year:

	Collected
Land	\$ 48,201,829
Buildings	247,884,827
Equipment	19,762,574
Improvements	273,662,249
	<u>589,511,479</u>
Accumulated Depreciation	(321,208,749)
	<u>268,302,730</u>
Construction In Progress	11,037,874
	<u>\$279,340,604</u>

5. COVID Relief Funding

The following are grant amounts awarded to the Authority. Revenue is recognized when expenses are submitted for reimbursement, not when they are awarded.

	Awarded	Collected
AIP143-CARES	\$15,277,876	\$15,277,876 C
AIP144-CHRSSA ³	5,093,917	-
AIP145-CHRSSA ²	320,510	320,510 C
AIP148-ARPA	12,113,224	-
AIP149-Con Relief	1,282,039	-
Jobs Act of 21 ¹	<u>28,551,945</u>	-
	<u>\$62,639,511</u>	<u>\$15,277,876</u>

¹ Aka Bipartisan Infrastructure Law, 2022 appropriation \$5,568,244, award pending.

² Closed, March 2022

³ Must collect by March 19, 2025

**Albany International Airport
Statistics
For the eight month period ending August 31, 2022**

	Current Month			Year to Date			12 Month Running	
	Budget	2021	2022	Budget	2021	2022	2021	2022
Total Enplanements	100,000	115,469	132,892	800,000	569,454	863,835	691,529	1,270,320
	32.0%	35.1%	41.3%	5.0%	5.17%	5.17%	33.7%	33.7%
Operations								
<i>Passenger</i>	2,462	2,362	2,690	19,695	14,320	19,550	19,898	28,928
<i>Cargo</i>	205	274	290	1,638	2,188	2,164	3,378	3,394
<i>Charter, Corporate & Divers</i>	240	479	483	1,920	2,284	2,672	3,024	3,764
<i>General Aviation</i>	1,010	1,633	1,530	8,080	9,375	9,606	14,505	14,349
<i>Military</i>	292	263	196	2,333	2,195	1,814	3,115	2,858
Total Operations	4,208	5,011	5,189	33,667	30,362	35,806	43,920	53,293
	25.3%	30.3%	30.3%	5.4%	17.9%	17.9%	21.3%	21.3%
Landed Weight (000)	125,000	115,326	139,611	1,000,000	643,974	973,363	883,052	1,424,299
	11.7%	21.4%	27.7%	2.7%	5.1%	5.1%	61.3%	61.3%
Cargo/Mail & Express	1,983	1,793	1,790	15,867	15,124	13,387	23,430	21,312
	9.3%	4.3%	4.3%	13.5%	11.5%	11.5%	5.0%	5.0%
Jet A Gallons	131,551	153,167	129,189	703,051	788,155	855,662	1,110,295	1,341,889
	1.6%	15.7%	11.7%	2.17%	8.6%	8.6%	30.0%	30.0%
AvGas Gallons	4,350	6,566	7,681	34,800	32,858	42,564	56,312	59,521
	75.6%	7.0%	7.0%	32.5%	39.5%	39.5%	4.7%	4.7%
Deicing Consortium	0	0	0	44,188	34,548	38,453	50,754	56,324
Deicing sprayed/retail	0	0	0	52,086	38,864	40,792	49,159	58,550
Parking Revenue	\$ 960,898	\$ 882,559	\$ 1,272,073	\$ 7,687,180	\$ 4,931,518	\$ 10,723,591	\$ 5,800,553	\$ 14,830,886
Revenue per enplanement	\$ 9.61	\$ 7.64	\$ 9.57	\$ 9.61	\$ 8.66	\$ 12.41	\$ 8.39	\$ 11.67
Transactions		44,104	49,038		236,247	350,623	289,327	516,065
Average transaction		\$ 20.01	\$ 25.94		\$ 20.87	\$ 30.58	\$ 20.05	\$ 28.74
Concession Sales								
Rental Cars		\$ 7,916,577	\$ 8,931,826		\$ 31,051,495	\$ 40,278,872	\$ 38,723,979	\$ 59,079,885
Revenue per enplanement		\$ 68.56	\$ 67.21		\$ 54.53	\$ 46.63	\$ 56.00	\$ 46.51
Food and Beverage		\$ 634,488	\$ 959,947		\$ 3,142,158	\$ 6,182,919	\$ 3,726,291	\$ 8,580,982
Revenue per enplanement		\$ 5.49	\$ 7.22		\$ 5.52	\$ 7.16	\$ 5.39	\$ 6.75
Retail		\$ 404,295	\$ 445,467		\$ 2,057,588	\$ 2,796,400	\$ 2,474,228	\$ 4,065,701
Revenue per enplanement		\$ 3.50	\$ 3.35		\$ 3.61	\$ 3.24	\$ 3.58	\$ 3.20

SCHEDULED AIRLINE PASSENGER SERVICE

Monthly Scheduled Flights are as follows:

	Airlines	Non-Stop Destination Airports	Non-Stop Destination Cities ⁽¹⁾	Scheduled Flights	Average Flights per Day	Monthly Seats Available	Monthly Landed Weight (lbs.)	Projected Enplane.	Projected Load Factor
Jan2020	7	17	13	1,391	44.9	141,803	147,829,062	114,119	80.5%
Jan2021	7	15	11	622	20.6	56,129	58,693,922	25,665	45.7
Sep21	7	17	13	1,129	37.6	120,713	116,138,848	98,456	81.6
Oct21	7	18	13	1,182	38.1	125,324	115,091,066	114,335	91.2
Nov21	7	17	12	1,120	37.3	118,803	112,293,096	99,723	83.9
Dec21	7	17	12	1,096	35.4	114,381	111,014,472	93,971	82.1
Jan22	7	18	13	1,066	34.4	111,340	107,337,992	74,020	66.5
Feb22	7	19	13	999	35.7	105,195	99,654,094	82,020	78.0
Mar22	7	18	12	1,175	37.9	121,434	116,508,440	107,454	88.4
Apr22	7	19	13	1,275	42.5	130,529	125,318,092	113,430	86.9
May22	7	21	15	1,282	41.4	133,592	129,745,040	109,543	82.0
Jun22	7	22	15	1,274	42.5	139,005	131,608,948	113,139	81.4
Jul22	7	22	15	1,394	45.0	154,418	148,924,672	131,337	85.0
Aug22	7	20	14	1,372	44.3	152,326	150,210,904	132,892	87.2
Sep22	7	20	14	1,208	40.3	132,256	123,038,424	108,500	82.0E
Oct22	7	20	14	1,218	39.4	131,673	122,245,126	108,500	

⁽¹⁾ Five (5) cities may be served by two or more airports; Chicago (ORD/MDW), New York (EWR/LGA) Orlando (MCO/SFB), Tampa (TPA/PIE/PGD), and Washington DC (DCA/IAD).

Weekly schedule flight changes are as follows:

			<u>Year-To-Date (net)</u>							
			<u>Week</u>		<u>Week</u>		<u>Week</u>		<u>Week</u>	
			<u>#39-2022</u>	<u>+</u>	<u>(-) #44-2022</u>	<u>#04-2022</u>	<u>+</u>	<u>(-) #39-2022</u>	<u>#04-2022</u>	<u>+</u>
1	ATL	Atlanta, GA	20	-	-	20	20	2	(2)	20
2	BDL	Hartford, CT	-	-	-	-	-	-	-	-
3	BWI	Baltimore, MD	30	1	-	31	25	18	(12)	31
4	MDW	Chicago-Midway	13	-	-	13	13	7	(7)	13
5	ORD	Chicago-O'Hare	31	3	-	34	28	17	(11)	34
6	CLT	Charlotte, NC	18	-	-	18	13	9	(4)	18
7	DEN	Denver, CO	4	-	(3)	1	-	4	(3)	1
8	DTW	Detroit, MI	25	-	(1)	24	27	6	(9)	24
9	FLL	Fort Lauderdale, FL	4	-	-	4	4	4	(4)	4
10	RSW	Fort Myers, FL	-	-	-	-	1	-	(1)	-
11	MIA	Miami, FL	-	-	-	-	1	1	(2)	-
12	MSP	Minneapolis, MN	-	-	-	-	-	-	-	-
13	MYR	Myrtle Beach, SC	2	-	-	2	-	3	(1)	2
14	BNA	Nashville, TN	2	-	-	2	-	2	-	2
15	EWR	Newark, NJ	7	6	-	13	12	30	(29)	13
16	LGA	New York, LaGuardia	24	-	-	24	13	11	-	24
17	MCO	Orlando, FL	16	-	(2)	14	16	4	(6)	14
18	SFB	Orlando/Sanford, FL	2	-	-	2	-	5	(3)	2
19	PHL	Philadelphia, PA	21	-	-	21	17	18	(14)	21
20	RDU	Raleigh-Durham, NC	-	-	-	-	-	4	(4)	-
21	PGD	Tampa/Punta Gorda, FL	2	1	-	3	2	5	(4)	3
22	TPA	Tampa, FL	1	1	-	2	2	7	(7)	2
23	PIE	Tampa/St. Pete, FL	2	-	-	2	2	5	(5)	2
24	DCA	Washington DC-Reagan	25	1	-	26	26	2	(2)	26
25	IAD	Washington DC-Dulles	21	-	-	21	21	1	(1)	21
			270	13	(6)	277	243	165	(131)	277

Aug 31, 2022

Full Time Positions

	Budget Full Time	Budget Part Time	Budget Total	Filled Full Time	Vacant Full Time	In Process To Fill
AvPORTS						
Sep	157	19	176	135	21	4
Oct	157	19	176	131	26	7
Nov	157	19	176	130	25	7
Dec	157	19	176	130	27	6
Jan22	165	15	180	132	33	6
Feb	165	15	180	129	36	8
Mar	165	15	180	125	40	9
Apr	165	15	180	128	37	13
May	165	15	180	129	36	13
Jun	165	15	180	128	37	13
Jul	166	15	181	127	39	18
Aug	166+4	15	181	127	42	18
FBO						
Sep	33	-	33	26	7	7
Oct	33	-	33	26	7	7
Nov	33	-	33	26	7	7
Dec	33	-	33	24	9	9
Jan22	33	-	33	25	8	8
Feb	33	-	33	26	7	6
Mar	33	-	33	25	8	8
Apr	34	2	36	23	11	11
May	34	2	36	26	8	8
Jun	34	2	36	27	7	7
Jul	34	2	36	27	7	7
Aug	34+1	2	36	28	8	9
ACAA						
Sep	20	3	23	20	-	-
Oct	20	3	23	20	-	-
Nov	20	3	23	20	-	-
Dec	20	3	23	20	-	-
Jan22	20	3	23	20	-	-
Feb	20	3	23	20	-	-
Mar	20	3	23	20	-	-
Apr	20	3	23	20	-	-
May	20	3	23	20	-	-
Jun	20	3	23	20	-	-
Jul	20	3	23	20	-	-
Aug	20	3	23	20	-	-
Total						
Sep	210	22	231	181	28	11
Oct	210	22	232	177	33	14
Nov	210	22	232	176	32	14
Dec	210	22	232	174	36	9
Jan22	218	18	236	177	41	14
Feb	218	18	236	175	43	14
Mar	218	18	236	170	48	17
Apr	219	20	239	171	48	25
May	219	20	239	175	44	21
Jun	219	20	239	175	44	21
Jul	220	20	240	174	46	25
Aug	220+5	20	240	176	50	27

Snowfall

	2019/2020				2020/2021				2021/2022			
	Trace	Events	Amt.	Cum. Amt.	Trace	Events	Amt.	Cum. Amt.	Trace	Events	Amt.	Cum. Amt.
Oct	0	0	0.0"	0.0"	0	0	0.0"	0.0"	0	0	0.0"	0.0"
Nov	4	3	2.3	2.3	7	0	0.0	0.0	3	2	1.4	1.4
Dec	7	4	27.9	30.2	9	3	26.2	26.2	11	6	4.1	5.5
Jan	9	3	5.1	35.3	11	6	12.1	38.3	6	11	8.3	13.8
Feb	9	6	7.0	42.3	9	7	13.8	52.1	9	6	10.7	24.5
Mar	6	3	6.4	48.7	4	1	0.8	52.9	4	3	9.1	33.6
Apr	6	2	1.0	49.7	4	2	0.5	53.4	1	14	2.8	36.4

Event – Measurable snowfall, 0.1" or greater.

Source: <https://www.ncdc.gov/cdo-web/quickdata>

AGENDA ITEM NO. 5

Project Development



PROJECT STATUS REPORT

October 17, 2022

I. AIRSIDE IMPROVEMENTS

A) Rehabilitation of Concourse A (Contract S-22-1127)

An RFQ was advertised in August and out of the five submittals, Fennick McCredie Architecture was selected. ACAA is currently in negotiations with the firm regarding scope and fee for the project.

B) Air Cargo Pavement Rehabilitation

Passero Associates were approved by the Board in May 2022. Passero is in the process of investigating of the concrete pavement failure on the south end of the Air Cargo apron (leased by UPS) and then they will supply a design for the repair and replacement of the pavement. Passero has been working with ACAA to determine the extent of the investigation and compile a proposal to complete the work. Passero arranged for investigative drilling last month to determine the cause of failure.

C) Runway 10-28 Rehabilitation (Contract #S-21-1100)

Callanan Industries was the low bidder and their contract was approved at the May Board meeting. Collier Engineering is the inspection firm. Callanan Ind. mobilized in early August to get the existing centerline lights removed. Runway 10-28 was shutdown for 7 days in September that Callanan used to mill, pave and stripe the Runway. The runway grooving will be done later this month and then Callanan will return in the Spring of 2023 to complete the Taxiway work in accordance with the FAA funding.

II. LANDSIDE IMPROVEMENTS

A) Air Traffic Control Tower (Contract 1013-R & EV)

The FAA as part of the lease renewal, requested some upgrades to their facility. The roof replacement project (1013-R) the roof project will be bid in 2023 when materials are more readily available. The elevator replacement project (1013-EV) was awarded to Kone under NYS Contract pricing. Kone started work in mid-July and returned the elevator back to service at the end of September.

B) Main Terminal Fire Alarm Replacement (Contract 20-1075-FP)

Hewitt & Young Electric was awarded the contract and is continuing the installation of the new Terminal Fire alarm system. The contractor are currently installing sensors and panels throughout the Terminal. Installation of the alarm system continues with the contractor working two shifts. All installation work and testing of the new system continues as the contractor works to tie in existing Terminal systems as required by NYS Code. There is an action item for this project on today' Board agenda.

C) Terminal Pre-TSA Expansion (Contract S-21-1082)

The Board approved negotiations with CHA Companies last fall pending the receipt of Grant funding for the Project. ACAA received grant funding from New York State and the FAA to advance this project. ACAA has negotiated the design scope and fee with CHA Companies. The scope and fee will be an action item on today's Board agenda.

D) Main Terminal Elevator #6 Replacement

Elevator #6 in the Terminal, which is the main public use elevator to and from the TSA checkpoint was found to have a faulty hydraulic piston. Kone has provided the Airport plans to eliminate the piston system and convert the elevator to an MRL cable system under State Contract pricing. The removal of the existing equipment was started mid – August and installation of the new equipment was completed and the unit was tested and inspected and returned to service on October 8, 2022.

E) Main Terminal Elevator #8 Replacement

Elevator #8 in the Terminal, which was the main public use elevator to and from the TSA checkpoint is experiencing a very high volume of passengers while Elevator #6 was Out-Of-Service. Kone has provided the Airport a proposal to eliminate the piston system and convert the elevator to an MRL cable system under State Contract pricing once Elevator #6 is back in service. The equipment is in production and scheduled to be delivered by November 1, 2022. Work will begin after January 1, 2023 to maintain two working elevators for the holidays.

F) HVCC Aircraft Technician School Sprinkler System (Contract#S-22-1109FP)

HVCC and ACAA are working together to get the Aircraft Mechanic classrooms and lab set up in 6 Jetway Drive and Hangar #1. HVCC is currently getting their work spaces prepped for classes to begin. The HVCC sprinkler system will be connected to the lab and the hangar. Absolute Fire Protection completed installing the dry sprinkler system in the hangar and the alarm system in the 6 Jetway Drive classrooms. The system is currently being tested for code compliance.

G) Runway 10-28 Obstruction Tree Removal (22-1131-GC)

As part of the Airport's efforts to maintain FAA mandated minimum approaches to the runways, there are a number of trees that have been determined to be obstructions to the Runway 28 approach. The ACAA has put together a bid package to have the trees removed. Bids for this project are due on October 18, 2022.

AGENDA ITEM NO. 6

Counsel

AGENDA ITEM NO. 7

Concessions/Ambassador Program



PC

Monday, October 17, 2022

Concessions & Ambassador Program Report

Minority Percentages in the Concessions' Workforce

Date	min/total	HMSHost	OHM	Paradies	Dunkin
September 2021	35/70 = 50%	11/25=44%	15/23=65%	5/14=36%	4/8=50%
October 2021	41/85 = 48%	13/33=39%	20/29=69%	5/14=36%	3/9=33%
November 2021	50/100=50%	14/33=42%	27/43=63%	5/14=36%	4/10=40%
December 2021	67/104=65%	17/37=46%	37/46=80%	8/14=57%	5/7=71%
January 2022	72/105=69%	23/42=55%	37/42=88%	8/14=57%	4/7=57%
February 2022	69/100=69%	20/37=54%	38/41=93%	7/15=46%	4/7=57%
March 2022	66/102=65%	21/43=49%	33/36=92%	7/15=46%	5/8=62%
April 2022	66/106=62%	20/43=47%	35/39=80%	7/16=44%	4/8=50%
May 2022	64/109=59%	15/38=40%	36/43=84%	9/21=43%	4/7=57%
June 2022	62/109=57%	17/42=40%	35/42=83%	7/19=39%	3/6=50%
July 2022	63/109=58%	17/41=41%	35/42=83%	7/18=38%	4/8=50%
August 2022	70/115=61%	19/41=46%	38/46= 82%	9/21=43%	4/7=57%
September 2022	65/112=58%	19/43=44%	28/40=70%	14/22=63%	4/7=57%

Concessions

HMSHost

- Silks of Saratoga – Open (10:00 a.m. – 6:00 p.m.) Daily
- Starbucks – Open (4:00 a.m. – 6:00 p.m.) Daily
- The Local – Open (10:00 a.m. – 6:00 p.m.) Daily
- Burger King – Open (10:00 a.m. – 6:00 p.m.)
- Adirondack Lodge – Closed Tuesdays
- Open (10:00 a.m. – 6:00 p.m.)
- Hudson Valley Beer Union – Open (10:00 a.m. – 6:00 p.m.) Daily
- Dunkin Donuts – Open (4:00 a.m. – 8:00 p.m.) Daily

OHM

- Empire Deli – Open (11:00 a.m. - 6:00 p.m.) Daily
- Wolfgang Puck Pizza - Open (11:00 a.m. – 6:00 p.m.)
- Chick fil A – Open (5:00 a.m. – 7:00 p.m.) Closed Sunday

Paradies

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

Vending

Vending options are now on all three concourses. Additional vending has been added in employee areas as well.



Ambassador Program 2022

Tours												YTD
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
0	0	0	1	0	3	1	0	1	3	3		12

Canines												
1838	1722	2934	4319	3028	3763	3599	4263	3487				28,953

Ambassador Hours												
418	401	719	981	804	935	679	685	808				6,430

Guests Served												
2220	2742	4337	4586	4661	5388	6396	5962	6294				42,586

Ambassador Shifts												
-	-	216	282	199	244	186	213	270				1,610

Business Center												
86	55	141	123	136	151	167	175	177				1,211

AGENDA ITEM NO. 8

Public Affairs



R

Public Affairs Report October 2022

Capital District in Motion

Albany International Airport hosted "Capital District in Motion," a panel discussion of new transportation infrastructure initiatives and innovations that are transforming our regional economy. The event, held on September 20th, was sponsored by the Rensselaer County Regional Chamber of Commerce. Featured speakers included Patrick Barnes, Regional Director, NYS Department of Transportation, Carm Basile, CEO, CDTA, Claudia Butler, Regional Director, AMTRAK, and Philip Calderone, CEO Albany International Airport. Times Union Editor Casey Seiler served as moderator.

Chick-fil-A

On occasion the Airport takes the opportunity to quietly do something special for an individual or family. Chick-fil-A recently hosted a cancer patient who had created a "Bucket List" of things he wished to accomplish...one of which was to forgo his vegan eating style and try a Chick-fil-A sandwich.



Shirley Brown Reception

The Airport Community lost a dear friend and coworker earlier this year. Shirley Brown had supervised the Airport Information Desk for over 20 years. On October 24th, a Mass was said in her honor at St. Pius X Church followed by a reception for family and friends on the Observation Level.



Leatherstocking Honor Flight

The Airport hosted the Leatherstocking Honor Flight on Saturday October 1, 2022. A charter aircraft carried an estimated 143 veterans and their escorts to Baltimore and then on to Washington DC to tour the nations war memorials. Among the guest speakers were County Executive Dan McCoy and Congressman Paul Tonko.





Gold Star Mothers Display

The Albany International Airport unveiled a special display honoring Capital Region Gold Star Mothers on October 11th. The display created by the Airport's Art and Culture Department and is sponsored by M&T Bank. The award commemorates the tragic death of a military member who has perished while in the line of duty and hopes to provide a level of comfort to the parents and families behind.



AGENDA ITEM NO. 9

Business & Economic Development

AGENDA ITEM NO. 10

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

AGENDA ITEM NO. 10.1

Amendment No. 1 to 2020-2024 Capital Plan

AGENDA ITEM NO: 10.1
MEETING DATE: October 17, 2022

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

ACAA Approved
10/17/2022

DEPARTMENT:

Contact Person: *Christine C. Quinn, Esq., Authority Counsel
Michael F. Zonsius, Chief Financial Officer*

PURPOSE OF REQUEST: *Approval of Amendment to ACAA Five-Year Capital Program
for 2020-2024*

CONTRACT AMOUNT: N/A

Total Contract Amount:

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:

Authorization is requested to approve amendments to the Authority Five-Year Capital Program for 2020-2024. The proposed amendment would increase the amounts for potential expenditure (and potential borrowing) for Pre TSA Expansion and several other projects as outlined in the amendment. An increase in the amounts in the Capital Program is not an authorization to make the expenditure and any such expenditure would be subject to future Board approval. The enabling legislation of the Authority provides that no capital project shall be undertaken by the Authority unless it shall first have been approved by the county legislature as part of a five-year capital program plan. Application has been made to the Albany County Legislature to approve the capital program amendments.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

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

BACK-UP MATERIAL:

Proposed amended Albany County Airport Five-Year Capital Program 2020-2024.



ALBANY COUNTY AIRPORT AUTHORITY

FIVE-YEAR CAPITAL PROGRAM

YEARS 2020 TO 2024

and

AMENDMENT 1 (Oct 2022) TO PLAN FOR Years 2020 TO 2024

Approved _____

COUNTY OF ALBANY LEGISLATURE

Approved _____

Resolution # _____

**ALBANY COUNTY AIRPORT AUTHORITY
FIVE-YEAR CAPITAL PLAN
YEARS 2020-2024**

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ALBANY COUNTY AIRPORT AUTHORITY

FIVE-YEAR CAPITAL PLAN

YEARS 2020-2024

INTRODUCTION

The enabling legislation creating the Authority (Chapter 686 of the Laws of 1993) sets forth in section 2784.3. (a) The following:

“On or before September first, nineteen hundred ninety-five, and on or before September first on every fifth year thereafter, the authority shall submit to the county legislature a capital projects plan for the five-year period commencing January first of the following year. The plan shall set goals and objectives for capital spending and describe each capital project proposed to be initiated in each of the years covered by the plan. Each plan shall also set forth an estimate of the amount of capital funding required each year and the expected sources of such funding required.”

The first-five-year capital program covering the years 1996 through 2000 totaling \$49,571,843 was approved by the Albany County Legislature in Resolution 280 adopted on September 11, 1995. There was one amendment to the five-year capital plan for \$6,605,319 approved in Resolution 251 adopted on July 13, 1998 which increased the total approved capital program to \$56,177,162.

The five-year capital plan for years 2000 through 2004, totaling \$232,400,000, was approved by the Authority on February 7, 2000 and by the Albany County Legislature in Resolution No. 39-00, adopted on February 14, 2000. There was one amendment to the five-year capital plan for \$26,000,000, approved in Resolution No. 180, adopted on April 14, 2003, increasing the total amount to \$258,400,000.

The five-year capital plan for the years 2005 through 2009 totaling \$264,900,000 was approved by the Authority May 3, 2004 and the Albany County Legislature Resolution No. 400, adopted August 9, 2004.

The five-year capital plan for the years 2010 through 2014, totaling \$139,300,000, was approved by the Authority September 14, 2009 and by the Albany County Legislature Resolution No. 477, adopted December 7, 2009.

The five-year capital plan for years 2015 through 2019, totaling \$120,520,000, was approved by the Authority on September 22 2014 and by the Albany County Legislature in Resolution No. 411, adopted on November 10, 2010. An amendment to the five-year capital plan for \$22,000,000, approved in Resolution No. 167, adopted on May 7, 2017, increased the total amount to \$142,520,000. A second amendment

to the 2015-2019 five-year capital plan is attached to this 2020 through 2024 five-year capital plan that decreases the plan by \$5.66 million to \$136.86 and reflects increased spending on projects that received more than previously anticipated levels of federal and state grant funding.

The five-year capital plan presented for the years 2020 through 2024 provides for potential projects totaling \$180,000,000. The projects included represent the Authority's estimate of the numerous potential airport developments which could occur during the next five years. The estimates are based upon the best case scenario for variable economic and aviation industry conditions during the five-year plan period. A description of each project is included herein. Some of these projects are contingent upon the future realization of currently potential increases in airport passenger traffic and/or airport tenant activities. Therefore, the actual initiation and projected timing for each project could be altered and the project may not actually be initiated during the five-year plan. Factors that could cause increases in activities at the Airport include introduction of one or more new commercial carriers, leasing property to new aeronautical tenants, and improvements in the regional and national economies.

Certain projects included in the 2015 through 2019 capital program are included in the 2020 through 2024 capital program and are either underway or are reoccurring type projects.

The potential funding sources represent the Authority's current estimate of those projects which are eligible for federal funding and the related New York State share thereof and funding from State only grants. As of this date it is not known what the total amount of Federal entitlement or discretionary funding will be made available to the Authority during this five-year period. The remaining projects, if they are initiated, will be funded by Authority resources, either from airport capital funds or from the issuance of Authority debt.

Many of the projects are dependent on future growth in passengers, cargo and general aviation usage of the Airport and the related support facilities and equipment needed to meet that growth. Also, many of these projects are dependent on their eligibility for available Federal and State funding, or on the ability of the Authority to issue debt. The actual timing for starting each project is dependent upon this growth and availability of funding.

The total effect any Capital Program will have on future operating budgets is evaluated at the time a specific project is initiated by the Authority unless a project is mandated for safety or health purposes. All other projects are undertaken based on a cost-benefit analysis.

ALBANY COUNTY AIRPORT AUTHORITY

FIVE-YEAR CAPITAL PLAN

YEARS 2020-2024

GOALS AND OBJECTIVES

The legislation creating the Authority set forth the following for its creation:

GOAL:

To provide adequate, safe, secure and efficient aviation and transportation facilities at a reasonable cost to the people.

OBJECTIVES:

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 airport or airway capital improvements.

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.

ACTIVITIES:

All the projects included in the five-year capital plan for the years 2020 through 2024 are designed to meet the above objectives as set forth in the Airport's Master Plan and Airport's Safety Improvement Program. All projects have or will be subject to a Federal Environmental Assessment (EA) 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 Quality Review Act (SEQRA). 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.

HISTORY OF AIRPORT DEVELOPMENT

Albany Airport, *America's First Municipal Airport* consisted of an airfield developed in 1909 along the Hudson River on what is now known as Westerlo Island, in the southeastern portion of the City of Albany. At one time, the airport was named Quenton Roosevelt Field in memory of President Theodore Roosevelt's son, Quenton, who was killed while flying in France in World War One.

The airport played an integral role in the early history of American aviation when Glenn H. Curtiss flew from Albany to New York City on May 29, 1910. This achievement, which was the first sustained flight between two major American cities, opened the way to airmail and passenger flights, and thus the establishment of commercial aviation in this country. It is noteworthy that Charles Lindbergh landed his *Spirit of St. Louis* at Quenton Roosevelt Field on July 27, 1927 following his completion of the first nonstop solo flight from New York to Paris.

Shortly before Lindbergh's landing at Albany, plans were being considered to relocate the airfield to land owned by the Watervliet Shakers in what is now the Town of Colonie. Eventually, the Airport was moved to its current location and officially opened as Albany Municipal Airport on October 1, 1928, giving it the distinction of being America's first municipal airport.

Albany Municipal Airport was owned and operated by the City of Albany until 1960. At that time, the city determined that it could no longer afford to finance the airport, and ultimately sold the facility to Albany County for \$4,437,000. The County embarked on the construction of a terminal building in 1959. The terminal opened in 1962 and was regarded as the beginning of a new era for the airport.

Construction of a second terminal building, offering the first enclosed jet ways at the Airport, was started in 1979 and completed in 1982, as was the last of several runway extensions which lengthened the original 3,000 foot and 4,000 foot runways to 6,000 and 7,200 feet, respectively. The airport then was able to routinely handle large aircraft including 727s, 737s, and DC-9s. Through the years many presidents, either as candidates or in office, have visited Albany Airport. These include Franklin D. Roosevelt, Richard Nixon, and John F. Kennedy. In November 1994, President Bill Clinton visited Albany traveling on Air Force One, a 747 aircraft.

The progressive growth and development of Albany County Airport has also been evidenced by the number of airlines operating out of Albany. When the main terminal opened in the early 1960s, the airport was served by only four carriers. Over the next 35 years, passenger levels increased from 400,000 in 1964 to over 2.9 million in 2018. In 2018, Albany was served by seven commercial airlines and nine-teen commuter carriers and the two cargo carriers.

ALBANY COUNTY AIRPORT AUTHORITY CREATED

The Authority was created in 1993 pursuant to the Albany County Airport Authority Act, Title 8, as amended, of the State of New York Public Authorities Law (Act). 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) for the transfer of the sponsorship of the Airport from the County to the Authority. Under the lease agreement as amended, that expires forty December 31, 2049, the County leases to the Authority the Airport, including all lands, buildings, structures, and easements, right of access, and all other privileges and appurtenances pertaining to the Airport.

The Airport is a body corporate and politic constituting a public benefit corporation established and existing pursuant to the Act. The State created the Authority in order to promote the strengthening and improvements 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.

On March 15, 1994, the County transferred net assets equal to \$46,824,500 from the County to the Authority.

In March 1998 the airport was renamed the Albany International Airport in recognition of past and projected increased international activity at the airport.

Under an amendments to the Agreement dated June 29, 2005 and November 2, 2018 the Authority leases four additional parcels totaling approximately 3.4 acres and 3.5 acres respectively which were developed for additional parking. The Authority paid the County as of that date \$478,500 as consideration in 2005 and \$420,000 as consideration in 2018.

CAPITAL DEVELOPMENTS BY THE AUTHORITY

On July 17, 1996, ground was broken for construction of a new air-cargo building in the northeast quadrant of the airport as the first step in consolidating the present and developing the future air-cargo capacity for the Airport. The \$11 million cargo facility and related airfield and landside improvements were financed by Airport Revenue Bonds. This facility opened in October 1998 and is under a long-term lease agreement with Aviation Facilities Company, Inc. (AFCO).

On October 3, 1996, ground was broken for the Terminal Improvement Project (TIP). The TIP consisted of a new terminal and other facilities to replace the 1959 terminal and was designed to accommodate future demands for approximately 1.5 million annual enplanements. The TIP was substantially complete on October 1, 1998.

In February 1997, the Authority issued \$96,305,000 of Airport Revenue Bonds to finance the TIP and certain capital improvement projects initiated by the County prior to the creation of the Authority.

In December 1997, the Dormitory Authority of the State of New York issued \$41,395,000 of State Service Contract Revenue Bonds for the purposes of financing, construction, reconstruction, improvements, reconditioning and preservation of the Airport or aviation capital projects at the Airport. The Revenue Bonds were secured by a service contract under which the State of New York agreed to pay the annual principal and interest payments. The Revenue Bonds are not debt of the Airport Authority nor is the Airport Authority liable thereon.

Proceeds totaling \$40 million were used by the Authority toward the cost of constructing the new terminal building, a connecting bridge and a parking garage at the Airport. The Authority allocated \$20 million each towards the cost of the terminal and the garage.

The Authority maintains a Federal Inspection Station to process regularly scheduled international flights together with other general aviation and international cargo flights.

On June 7, 1998, airline operations began in the new terminal facility and demolition began on the 1959 structure.

In July 1998, the Authority, through the New York State Environmental Facilities Corporation (EFC) received \$7.5 million Series A bonds to finance the total construction of a new glycol wastewater treatment system. In July 1999, the loan was replaced by \$7,895,303 bonds issued by the EFC with interest on the first \$3 million 100% subsidized and the remaining \$4.5 million 50% subsidized by the New York State Water Pollution Control Revolving Fund.

On December 1, 1998, the Authority sold two Airport Revenue Bond issues totaling \$30,695,000 to finance two capital projects:

1. The 1998 B (non-AMT) issue totaling \$18,455,000 was sold to finance in part the construction of a new 1,600-space parking garage. The garage partially opened in December 1998 for use by short-term visitors to the Airport and the balance used for long-term parking was opened in February 1999.
2. The 1998 C (AMT) issue totaling \$12,240,000 was sold to finance the construction of the new 50,500 square foot air cargo building which was opened during October 1998 for use by Airborne Express, Federal Express and United Parcel Service.

In March 1999, operations began in the newly constructed air traffic control tower located in the northeast quadrant of the airport. Demolition also began on the old control tower to provide additional apron area for use by the airlines.

In April 2000, construction was completed for the addition of approximately 16,000 square feet of terminal space including ticketing, baggage make up and hold rooms to accommodate the arrival of Southwest Airlines which began service May 7, 2000. This addition was principally financed through the receipt of a \$6 million grant from the State of New York.

In May 2000, construction of 874 space remote surface parking lot was completed at the southeast quadrant of airport property to accommodate the additional parking required by the increase in enplanements as a result of the addition of Southwest Airlines.

In July 2000, the Authority, through the EFC, entered into a 10-year \$2,374,936 Series B loan agreement with the New York State Water Pollution Control Revolving Fund to finance the construction of a glycol filtration polishing facility. The interest thereon is fifty percent subsidized by the New York State Water Pollution Control Revolving Fund.

In November 2000, a parking garage expansion was opened to accommodate 307 parking spaces for the rental car operators and 400 additional spaces for public parking.

In December 2000, The Authority issued \$14,500,000 of Airport Revenue Bonds to finance the construction that began in 2001 of a New York State Police Executive Hangar to consolidate the State's current aircraft and maintenance support facilities which were located in two widely separated hangars on the airfield. The new facility completed in 2002 consists of approximately 84,630 square feet of hangar, maintenance support office space and includes all the necessary mechanical, electrical, plumbing, fire, security and energy management systems; crane and hoist equipment and other support equipment for aircraft maintenance; and office furnishings. Landscaping, parking lot, and security fence to secure the leased area also were provided. The Authority and the Division of New York State Police entered into a thirty (30) year Land and Facility Lease Agreement effective April 1, 2000. These Airport revenue payments are sufficient to amortize the debt service payments for this Bond issue plus any other related costs incurred by the Authority.

In 2001, the Authority began construction of a new ARFF facility and general aviation T-Hangars. In 2001, the Authority also obtained final FAA and all other required approvals for the extension of Runway 10-28 from 6,000 to 7,200 feet. Construction began in 2002. This project also included extending taxiway "C" and related hold apron and service road improvements. The runway was completed and opened in August 2003.

In July 2001, the Authority acquired a 9½ acre Industrial Park with four warehouse type buildings totaling 27,500 square feet. In 2002, renovations were completed and the ground support facilities for American Airlines, US Airways plus Lansing Flight Support were relocated from the old belly-freight building. In addition, KME Fire Apparatus leased one building to which an addition was added to support their requirements.

In 2002, construction was completed on a 10-bay T-Hangar facility, a self-service fueling facility, and a neighboring tie-down area for use by the general aviation community. Construction began on a second T-Hangar building to provide 10 more T-Hangar units. This construction was completed in 2003. All units are leased.

An extension to the remote parking lot "E" began in 2002 which nearly doubled the capacity to 2,000 plus public parking spaces. As a result of several adjoining land acquisitions, expansion work continued into 2004.

During 2003, the Airport Authority received Federal support for the complete rehabilitation of the primary runway 1-19 including the complete replacement of centerline lighting. The work was completed in 2003. Also during 2003, the Airport Authority received all necessary approvals to begin extension of the primary runway from 7,200 to 8,500 feet. The work was completed in 2006.

During 2003, the Authority was granted \$2.3 million of State funds through the support of State Senator Joseph Bruno to acquire and install two over-the-wing loading bridges for Southwest Airlines. Albany International Airport was the first airport in the United States to have two such bridges in operation.

In June 2003, the Authority sold \$8,855,000 of Series 2003A Airport Revenue Bonds to pay the costs of various land, hangars, and equipment acquisitions, apron and runway expansions, taxiway, runway and hangar rehabilitations, certain terminal expansions and leasehold improvements.

In March 2004, the Authority, through the NYS EFC, issued \$388,316 of Airport Revenue Bonds to finance the construction of sanitary sewer and water improvements in the Airport Industrial Park.

Other major projects completed in 2004 included finalizing renovations to the terminal to accommodate TSA security personnel and to provide space for their passenger screening and baggage inspection operations. Construction on the main runway extension from 7,200 to 8,500 feet started in 2004 and was completed in 2006 together with related navigation aids and taxiways. Remote parking was expanded by approximately 700 additional spaces to accommodate an ever-increasing demand for on-airport parking. Also a new US Postal facility was opened.

In 2005, the Authority acquired the on-airport assets of the former FBO (\$3.0 million). With this acquisition the Authority assumed responsibility for managing and operating the FBO. The Authority operates the FBO under the trade name "Million Air - ALB". The Authority also acquired an office building and two warehouses for future lease opportunity, and to provide 400 additional remote surface parking spaces (\$2.4 million). In 2005, the Authority also completed a \$2.8 million aircraft engine run-up attenuation facility to enhance the containment of noise from the Airport.

In June 2006, the Authority issued \$14,230,000 of bonds to provide funds for various land, hangar, equipment acquisitions, hangar rehabilitations, certain terminal renovations, utility improvements, and parking expansions.

In December 2006, the Authority issued \$6,330,000 of bonds to provide funds for construction of the 42,800 square foot Aviation Service and Maintenance Facility which was completed in late 2007.

In 2008 the Authority completed construction of two general aviation T-Hangars, installation of two additional escalators in the terminal and installation of new touch down lighting improvements that preserve and enhance aeronautical safety during nighttime, low-visibility, winter and other inclement weather conditions for all aircraft operations by allowing landing with half-mile rather than three-quarter mile visibility conditions.

During 2009 the Authority continued the Latham Water Towers Runway 10/28 obstruction relocation. The Authority also undertook a rehabilitation of an existing hangar, lighting energy upgrades in the parking garage and several smaller projects involving roof replacement, terminal improvements and improvements in landside buildings.

In 2010 major renovations of six terminal food and beverage concession areas that began in 2009 were completed at a cost of approximately \$3.0 million which was fully funded by the concessionaire, replacement of all parking garage lighting with more energy efficient lights at a cost of \$156,000 was completed with the aid of a \$54,300 grant. Rehabilitation of the Taxiways and ramps for \$2,826,000; construction of a new entry and exit to the remote parking lot providing for additional and interstate highway access at a cost of \$363,300; expansion of glycol storage and replacement of the Type I glycol proportioning system at an estimated total design and construction cost of \$339,000.

Projects completed in 2011 include a parking garage rehabilitation project at a cost of \$896,000, a passenger jet bridge replacement project with a cost of \$581,000, an automated entry and exit station in the economy parking lot at a cost of \$336,274 the relocation and upgrade of the Authority operated retail store (DepARTures) in the Terminal at a cost of \$281,000.

The completion of the Runway 28 obstruction removal, which involved relocation of a municipal water tank at a cost of \$11,187,000 was completed in 2012. Other projects completed in 2012 included the Terminal Floor replacement with at a cost of \$821,400 and a Semi-inline Baggage Screening Project with a cost of \$1.1 million.

During 2013 projects completed included Glycol Storage & Processing Improvements to add a new 2.5 million gallon storage tank. During 2013 project to upgrade of the Electrical Vault at a cost of \$1.3 million was advanced along with the rehabilitation of the Administration Building (\$1.7 million).

In 2014 construction began on projects to add a new Runway Friction Material Building at a cost of \$2.4 million, upgrade of an existing commercial Aircraft Maintenance, Repair and Overhaul Facility and construct a new hangar at a cost of \$4.2 million, and Rehabilitate Runway 1/19 at a cost of \$4.72 million. These projects were completed by the close of 2015.

During the 2009-2014 Capital Plan the Authority also purchased approximately \$5 million in major equipment including items such as two fire trucks, runway snow blowers, runway brooms, shuttle busses, street sweepers, and other heavy equipment.

During 2015 projects to provide a new terminal roof at a cost of \$1.5 million and the Terminal Baggage Room Renovation at \$1.5 and Glycol Storage and Processing improvements for \$1.1 million initiated and completed in 2016.

During 2016 a \$3.4 million passenger loading bridge replacement and renovation project and \$1.4 million Fiber Optic replacement project were initiated.

During 2017 a \$3.4 million passenger loading bridge replacement and renovation project and \$1.4 million Fiber Optic replacement project were completed. Also in 2017 a \$4.4 million Runway 01/19 Edge Lighting System Replacement and a \$4.2 million phase 2 passenger loading bridge replacements and renovation were initiated.

During 2018 the Airport started a \$1.9 million escalator replacement project in the Terminal and Authorized another \$1.0 million passenger loading bridge replacement and numerous smaller projects under \$1.0 million.

Most significantly in 2018 the Airport was awarded a \$22.1 million grant to provide a portion of the funds for project to build an additional parking garage, parking access improvements, and provide Terminal rehabilitation and other passenger amenities with a total current estimated cost of \$57 million. The grant was awarded in conjunction with a \$50 million State-funded Airport highway access project announcement. The new highway access will be very beneficial for the Airport access to on-airport parking operations.

As of December 31, 2018, the Authority maintained \$454.4 million in capital assets for which \$271.0 million in accumulated depreciation was recorded resulting in \$237.3 million in capital assets net of depreciation.

CAPITAL PROGRAM FOR 2020 - 2024

A description of each of the projects included in the 2020-2024 Capital Program, together with the potential funding source is provided in the following schedule. A schedule of all the projects is included on page 16 showing for each project included in the plan, the year the project is planned for, and the specific funding sources initially identified for that project.

I Airfield

A. Air Traffic Control Tower Improvements- \$3.00 Million

The Air Traffic Control Tower is twenty years old and engineering building assessments indicate that improvements in the \$2 million to \$3 million range are warranted to accommodate major rehabilitation needed.

B. Noise Mitigation and Land Development

Property Acquisitions and Land Development- \$6.00 Million

The Authority completed a Noise Compatibility Study in 2003 which will provide Federal funds to acquire properties that have been deemed non-compatible Airport uses and are eligible for grant funding. Development of Property would likely be Authority-funded.

C. Runway Improvements

Runway 10/28 Pavement & Lighting Renovations - \$3.90 Million

Condition assessments indicate that during the next five years Runway 28 may require pavement rehabilitation and other lighting renovations.

Runway 01/19 Pavement & Lighting Renovations - \$5.0 Million

Asphalt pavement rehabilitation for the full length of Primary Runway 01-19 was completed in 2015 but pavement and other new conditions could develop before the end of 2024 and it is prudent to include potential improvements in the five-year capital plan for this critically important airport asset.

Runway 10/ 28 Obstruction Removal - \$2.10 Million

This project involves funding for removal of vegetative obstructions that penetrate the approach surface of Runways, 10, and 28 as may be required to meet Federal airspace and aircraft manufacturer requirements.

Runway 01/19 Improvement & Obstruction Removal - \$1.00 Million

This project provides funding for improvements to runway 01/19 with possible additional obstruction removal as may be required to meet Federal airspace and aircraft manufacturer requirements. Work areas may include the vicinity of extended runway center-line approximately one-mile from each runway end.

Runway Fencing, Drainage, & Wetland Management Improvements - \$0.75 Million

Along the Runway 01/19 primary runway pavement surface, there are structures that can require repair and replacement to facilitate the proper drainage of water from improved areas. This project can also entail funding of wildlife hazard and wetland management.

D. Taxiway Renovations - \$7.0 Million

This project entails the ongoing annual rehabilitation of all primary and secondary taxiways as warranted by the Pavement Condition Index and required to meet Federal pavement condition standards for aircraft movement areas. Work areas include Taxiway "D" which is limited to light aircraft <12,500 pounds gross landed weight.

E. Apron/Ramp Improvements

Apron Rehabilitations - \$2.50 Million

There are areas of the apron that require concrete surfaces to be replaced and repaved.

Ramp Rehabilitation - \$5.00 Million

Periodically, there is a need to improve the paved and concrete surfaces that comprise the apron, taxiways and runways. This entails asphalt milling and repaving or concrete resurfacing to keep the infrastructure up to standards.

F. Air Traffic Control, TRACON & Navigational Aids - \$3.0 Million

The FAA may require or otherwise supports the addition of Navigational Aids on the runways and related taxi-ways during the five-year capital plan period.

G. Security Service Access Roads and Gate Improvements- \$0.75 Million

The Airport has advanced the installation of service roads around the entire perimeter of the Airport. There are certain areas that still require the placement of a service access road which would also provide necessary patrol and surveillance capabilities. Work areas include the southeast airfield quadrant to mitigate potential emergency vehicle conflicts with parking patrons in Economy Lot "E".

H. Aircraft Deicing Glycol Storage & Improvements - \$4.50 Million

Glycol is currently held in a two large storage tanks for bio-treatment processing and direct discharge on-airport. Pump and processing equipment improvements or replacement may be warranted to assure continuous cost-effective operations and ongoing water quality permit compliance.

I. Master Plan Update/Environmental Review/ Special Studies - \$1.0 million

The Airport is required, under Federal and State regulations, to maintain an updated Master Plan and Airport Layout Plan to support project programming and environmental project review and may undertake other special studies to improve the Airport. The results of Master Plan Update,

Studies and Reviews could result in amendment to the 2020 through 2024 five-year capital plan.

II Terminal

A. 1979 and 1998 Terminal Retrofit - \$50.00 Million

The terminal may require expansion and structural renovations to accommodate passenger volume as well as new uses, as dictated by the airlines, Transportation Security Administration and other tenants.

B. Loading Bridges - New & Retrofit - \$6.00 Million

Additional terminal space would require additional passenger loading bridges and certain existing loading bridges could require additional capital investment.

C. Green Initiatives - New & Retrofit - \$7.00 Million

Electric and Natural Gas utility charges for the airport are approximately \$2.7 million per year. The projects proposed will include, but will not be limited to, energy equipment fixture retrofits, and alternative energy initiatives to reduce energy consumption and airport operating costs. The Authority has accepted a \$1.4 million state grant to construct solar canopies over some surface parking at an estimated project cost of \$2.0 million. Other projects could include airport compatible projects that reflect the Airport's commitment to social responsibility and green energy initiatives.

III Landside

A. Property Acquisitions - \$5.00 Million

The Airport is short of land to provide for runway approach protection and future expansion and development. All properties shall be acquired for a specific use.

B. Parking Development

Surface Lot Rehabilitation and Extension - \$5.00 Million

Currently, the Airport is at capacity regarding parking facilities and any growth in enplanements may require comparable growth in parking facilities. In addition, there are a number of gravel lots that need to be converted to paved lots with appropriate lighting and security devices for safety reasons. Also existing surface lots may need rehabilitation during the five-year capital plan

Garage Improvements - \$5.00 Million

The Main Parking Garage will be approaching 25 years of service by the end of the current 2020-2024 plan and will benefit from major preservation and maintenance.

Electric Car Charging Stations - \$5.00 Million

Electrification of vehicles will continue to emerge during the five-year capital plan and the Airport may have to accommodate a variety of Airport user vehicle charging needs.

C. Maintenance Hangar Expansion - \$4.00 Million

The Airport has three Aircraft Maintenance Hangar tenants and could potentially acquire more while existing maintenance hangar tenants could demand more space during the five-year capital plan.

D. Hangar Road Access/Parking Redevelopment - \$2.00 Million

In the northwest quadrant, there are a number of maintenance and aircraft storage facilities. Access to these facilities is difficult due to the number of gates that the maintenance personnel must encounter to get to their destination. Reconfiguration and realignment of the roads are necessary. The rental income from the hangar and maintenance facilities should cover the cost of redevelopment.

F. Security and Life-Safety Alarm System Improvements - \$1.00 Million

Extension of fiber-optic network cables is proposed to improve communications and emergency response by ARFF and EMS personnel to reduce life-critical response times in the event of security and medical emergencies.

G. Economic Development Projects

Air Cargo Facilities NE Quadrant - \$5.00 Million

Currently, one building exists with 55,500 s.f. providing adequate space to all air cargo operators at the Airport. Additional Air Cargo space is not anticipated to be needed before 2024. It is possible the 1998 facility could require retrofit or rehabilitation to facilitate full occupancy through 2024 and major tenant renewals.

Hangar Maintenance/Expansion/Storage - \$8.00 Million

Currently, there are five aircraft maintenance hangars and two general aviation hangars located on the Airport. The Airport may need to add another general aviation hangar during the five-year capital plan. Tenant leases and user activities would support investment in these assets.

Airport Industrial Park - \$2.00 Million

Aviation-related tenants require a location within close proximity to the airfield. New buildings or rehabilitation of existing would be supported through lease payments by tenants that may offer services to the Airport.

Property Utility Improvements - \$5.00 Million

A host of underground utilities that include water, sewer, electric, gas and fiber optic cable require upgrading and updating due to their condition and age. Funds should be allocated to keep our primary

utilities in good working condition due to the nature of the Airport business.

Other Economic Opportunities - \$10.00 Million

Over the course of the five-year capital plan there will be economic development opportunities at the airport that will benefit both the airport and the capital region community. Projects that have a high feasibility of being financially self-supporting will be advanced.

IV Major Equipment & Vehicles - \$12.00 Million

Major Airport equipment has a useful life in the range of 10 years. Therefore, funds need to be allocated to provide the continual upgrade of the fleet mix for all divisions of the Airport.

POTENTIAL FUNDING SOURCES

Federal - Represents Federal entitlement and potential discretionary dollars available to fund eligible airfield capacity and safety related projects. Eligible projects generally are funded at 90% of the eligible project costs.

NY State - Represents New York State share of eligible Federal Projects (generally 5%) plus any State discretionary dollars that may be appropriated for the Airport.

ACAA - Represents the Authority's share of eligible Federal Projects (5% to 10%). In addition, the costs of other projects will be funded by Airport generated operating funds or by the issuance of indebtedness.

Generally facilities to be funded by the issuance of Authority indebtedness will be initiated only when the project is expected to generate sufficient revenues or cost savings to meet the annual debt service payments. For example, construction of hangars, freight buildings or private use facilities would only be initiated when tenants have been identified and have committed to leasehold payments sufficient to cover the debt service payments and any operating costs to be borne by the Authority

Before the issuance of bonds is considered for any project, the Authority will evaluate whether any funds are available from other sources to cover all or a portion of the ACAA's share of the costs. This will include monies available under the Airline Use and Lease Agreement and any monies available in reserve funds held by the Authority. The table below reflects the preferred sources of funds based upon the type of Airport Project.

	Airport Revenue		Revenue Bonds			AIP Grants		Passenger Facility Charges		State Grants - Non AIP	Airport Development Fund
	From Operations	From Airline Capital Contribution	Tax-Exempt	Subject to AMT	Taxable	Entitlement	Discretionary	Pay-as-you-go	AMT Bonds		
Land Acquisition		○	○			○	○				▲
Airfield Projects and Equipment		○		○		○	○				▲
Terminal Projects		○		○		▲		○	○	▲	▲
Security Projects		○		○		○	○	○	○	▲	▲
On-airport access roads		○	○			○	○			▲	▲
Escalators/Elevators		○		○				○	○	▲	▲
Aeronautical/Cargo Tenants		○		○						▲	▲
Non-Aeronautical/Fed Gov't Tenant		▲			◻					▲	▲
Public Parking		○	○							▲	▲
Rental Car Facilities		○		○						▲	▲
On-going maintenance	○										▲
Planning and preliminary design	○	○								▲	▲
Airport Liquidity	○										○
Fuel Farm/FBO		○		○						▲	▲
Non-Airfield Equipment		○		○						▲	▲

○ Key Source
▲ Secondary Source
◻ Eligible
◻ Eligible/Not Advisable

ALBANY INTERNATIONAL AIRPORT
 AMENDED FIVE YEAR CAPITAL PLAN 2020-2024
 (\$ in Millions)

APPROVED

ACAA - 7/22/2019
 County -

POTENTIAL PROJECTS	TOTAL ESTIMATED DOLLARS	ESTIMATED EXPENDITURES & DATES					POTENTIAL FUNDING SOURCES				NOTES
		2020	2021	2022	2023	2024	FED	NYS	ACAA CASH	ACAA Debt	
AIRFIELD											
<i>Air Traffic Control Tower Improvements</i>	\$3.00	\$2.80	\$0.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00		
<i>Noise Mitigation:</i>											
Property Acquisitions & Land Dev.	\$6.00	\$0.00	\$2.00	\$2.00	\$2.00	\$0.00	\$5.40	\$0.30	\$0.30		
<i>Runway Improvements:</i>											
#10/28 Pvmnt & Lightg Renovations	\$3.90	\$0.00	\$0.00	\$3.00	\$0.90	\$0.00	\$3.51	\$0.20	\$0.20		
#1/19 Pvmnt & Lightg Renovations	\$5.00	\$0.00	\$0.00	\$0.00	\$3.30	\$1.70	\$4.50	\$0.25	\$0.25		
#10/28 Obstruction Removal	\$2.10	\$0.20	\$0.50	\$0.40	\$0.50	\$0.50	\$1.89	\$0.11	\$0.11		
#1/19 Imprvmts & Obstr. Remvls	\$1.00	\$0.50	\$0.50	\$0.00	\$0.00	\$0.00	\$0.90	\$0.05	\$0.05		
Fencing, Drainage, Wetland Mgmt	\$0.75	\$0.00	\$0.50	\$0.25	\$0.00	\$0.00	\$0.68	\$0.04	\$0.04		
Taxiways Renovations	\$7.00	\$1.00	\$1.00	\$2.40	\$0.60	\$2.00	\$6.65	\$0.18	\$0.18		
<i>Apron/Ramp Improvements:</i>											
Apron Rehab	\$2.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$2.25	\$0.13	\$0.13		
Ramp Rehab	\$5.00	\$0.00	\$3.00	\$1.00	\$1.00	\$0.00	\$4.50	\$0.25	\$0.25		
<i>Navigation Aids</i>											
NavAids Impvts & Energy Impvts	\$3.00	\$0.00	\$0.00	\$0.00	\$1.50	\$1.50	\$2.70	\$0.15	\$0.15		
Service Access Roads	\$0.75	\$0.00	\$0.00	\$0.75	\$0.00	\$0.00	\$0.68	\$0.04	\$0.04		
Glycol Storage & Processing Impvts	\$4.50	\$0.00	\$1.00	\$1.00	\$1.25	\$1.25	\$4.05	\$0.23	\$0.23		
Snow Removal Equip. Storage Bldg.	\$2.50	\$2.00	\$0.50	\$0.00	\$0.00	\$0.00	\$2.25	\$0.13	\$0.13		
Master Plan Update/Envir Rev/Studies	\$1.00	\$0.15	\$0.30	\$0.30	\$0.15	\$0.10	\$0.90	\$0.05	\$0.05		
	\$48.00	\$4.35	\$9.80	\$11.60	\$11.70	\$7.55	\$40.85	\$2.08	\$5.08	\$0.00	
TERMINAL											
Terminal & Administration Retrofit	\$50.00	\$4.00	\$0.50	\$0.50	\$4.00	\$41.00	\$5.00	\$0.25	\$44.75	\$40.00	A
Loading Bridges - New & Retrofit	\$6.00	\$2.00	\$1.00	\$1.00	\$1.00	\$1.00	\$5.40	\$0.30	\$0.30		
Green Initiatives	\$7.00	\$2.00	\$2.00	\$1.00	\$1.00	\$1.00	\$0.00	\$1.40	\$5.60	\$4.00	
	\$63.00	\$8.00	\$3.50	\$2.50	\$6.00	\$43.00	\$10.40	\$1.95	\$50.65	\$44.00	
LANDSIDE											
Property Acquisitions	\$5.00	\$2.00	\$1.00	\$1.00	\$0.00	\$1.00	\$4.50	\$0.25	\$0.25		
<i>Parking Development:</i>											
Surface Lot & Roadways Extension	\$5.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$0.00	\$0.00	\$5.00		
Garage Improvements	\$5.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$0.00	\$0.00	\$5.00	\$5.00	
Electric Car Charging Stations	\$5.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$0.00	\$2.50	\$2.50	\$2.50	
Maintenance Hangar Expansion	\$4.00	\$0.00	\$2.00	\$2.00	\$0.00	\$0.00	\$0.00	\$3.00	\$1.00		
Hangar Road Access/Parking Redvmt	\$2.00	\$0.00	\$0.00	\$0.00	\$1.00	\$1.00	\$0.00	\$0.00	\$2.00		
Security and Life-Safety Alarm Imprvt	\$1.00	\$0.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.90	\$0.05	\$0.05		
<i>Economic Development Opportunities</i>											
Air Cargo Facilities	\$5.00	\$0.00	\$0.00	\$0.00	\$2.50	\$2.50	\$0.00	\$0.00	\$5.00	\$5.00	
Hangar Maintenance/Expansion Storage.	\$8.00	\$0.00	\$2.00	\$2.00	\$2.00	\$2.00	\$0.00	\$3.00	\$5.00	\$5.00	A
Airport Industrial Park Impvts	\$2.00	\$0.00	\$1.00	\$1.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.00		
Property Utility Improvements	\$5.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$4.50	\$0.25	\$0.25		
Other Economic Opportunities	\$10.00	\$0.00	\$0.00	\$2.00	\$4.00	\$4.00	\$0.00	\$1.00	\$9.00		
	\$57.00	\$6.00	\$11.00	\$12.00	\$13.50	\$14.50	\$9.90	\$10.05	\$37.05	\$17.50	
MAJOR EQUIPMENT & VEHICLES (>\$50K)	\$12.00	\$2.40	\$2.40	\$2.40	\$2.40	\$2.40	\$7.20	\$0.40	\$4.40	\$2.00	
Airfield, Snow Removal, ARFF Parking, Terminal, Landside, FBO											
TOTALS*	\$180.00	\$20.75	\$26.70	\$28.50	\$33.60	\$67.45	\$68.35	\$14.48	\$97.18	\$63.50	

NOTES:

* Numbers may not add due to rounding

A. Any funding requirements to be supported by increased passenger and tenant activity

AMENDMENT 1 (Oct 2022) TO THE 2020-2024 FIVE-YEAR CAPITAL PLAN

The enabling legislation creating the Authority (Chapter 686 of the Laws of 1993) sets forth in section 2784.3(a) The following:

“3. (a) On or before September first, nineteen hundred ninety-five, and on or before September first of every fifth year thereafter, the authority shall submit to the county legislature a capital projects plan for the five year period commencing January first of the following year. The plan shall set goals and objectives for capital spending and describe each capital project proposed to be initiated in each of the years covered by the plan. Each plan shall also set forth an estimate of the amount of capital funding required each year and the expected sources of such funding. Each plan subsequent to the first such plan and each proposed amendment or modification thereof shall also describe the current status of capital projects included in previously approved plans.”

The enabling legislation further provides at section 2784.3(c):

“3. (c) The authority may from time to time submit to the county amendments or modifications to the plan. If the amendments or modifications are not voted on within forty-five days of its submission to the legislature, it shall be deemed approved; provided, however, that the legislature may agree to extend the time period in which it must vote on the amended or modified plan”.

The five-year capital plan for the years 2020 through 2024 (the Capital Plan) totaling \$180,000,000 was approved by the Albany County Legislature Resolution No. 411, adopted October 15, 2019. This first amendment increases the overall plan by approximately \$172 million, from \$180.0 million to approximately \$352.0 million.

Subsequent to the 2019 adoption of the Capital Plan, COVID-19, a highly transmissible airborne pathogen respiratory influenza, ravaged the world. The existing terminal layout was designed prior to September 11, 2001 and the TSA checkpoint that was installed post 9/11 create queuing challenges that make it difficult to comply with recommended health and safety protocols for pandemic and post pandemic traveler safety. This capital project, estimated at \$100 million, will replace the existing pedestrian bridge with an expanded terminal that connects the parking lot to the airport terminal and will accommodate greater social distancing in the TSA security queuing lanes. This project is partially funded with the NYS Upstate Airport Modernization Grant.

Other capital projects include the potential addition of two (2) passenger boarding gates and the reconstruction of the terminal apron.

The table on the following pages present the revised 2020 through 2024 Five-Year Capital Plan.

AMENDMENT 1 (Oct 2022) TO THE 2020-2024 FIVE-YEAR CAPITAL PLAN

ALBANY INTERNATIONAL AIRPORT ENDED FIVE YEAR CAPITAL PLAN 2020-2024							APPROVED		ACAA - 7/22/2019 County -		NOTES
(\$ in Millions)											
POTENTIAL PROJECTS	TOTAL ESTIMATED DOLLARS	ESTIMATED EXPENDITURES & DATES					POTENTIAL FUNDING SOURCES				
		2020	2021	2022	2023	2024	FED	PFC	NYS	ACAA CASH	ACAA Debt
AIRFIELD											
Air Traffic Control Tower Improvements	\$3.00	\$2.80	\$0.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3.00	
Noise Mitigation:											
Property Acquisitions & Land Dev.	6.00	-	2.00	2.00	2.00	-	5.40	-	0.30	0.30	
Runway Improvements:											
#10/28 Pymnt & Lightg Renovations	3.30	-	-	3.00	0.30	-	3.51	-	0.20	0.20	
Rwy #10/28 Reconstruction	7.10	-	-	-	7.10	-	6.33	-	0.36	0.36	
#1/13 Pymnt & Lightg Renovations	5.00	-	-	-	3.30	1.70	4.50	-	0.25	0.25	
#10/28 Obstruction Removal	2.10	0.20	0.50	0.40	0.50	0.50	1.83	-	0.11	0.11	
#1/13 Imprmnts & Obstr. Remvls	1.00	0.50	0.50	-	-	-	0.30	-	0.05	0.05	
Rwy OMIS Design and Reconstruct	7.20	-	-	-	-	7.20	6.48	-	0.36	0.36	
Rwy OMIS PAPI and LED Centerline	0.70	-	-	-	-	0.70	0.63	-	0.04	0.04	
Fencing, Drainage, Wetland Mgmt	0.75	-	0.50	0.25	-	-	0.68	-	0.04	0.04	
Taxiways Renovations	7.00	1.00	1.00	2.40	0.60	2.00	6.65	-	0.18	0.18	
Apron/Ramp Improvements:											
Apron Rehab	2.50	0.50	0.50	0.50	0.50	0.50	2.25	-	0.13	0.13	
Ramp Rehab	5.00	-	3.00	1.00	1.00	-	4.50	-	0.25	0.25	
Terminal Apron	20.00	-	-	-	-	20.00	-	20.00	-	-	
Navigation Aids											
NavAids Imprmts & Energy Imprts	3.00	-	-	-	1.50	1.50	2.70	-	0.15	0.15	
Service Access Roads	0.75	-	-	0.75	-	-	0.68	-	0.04	0.04	
Glycol Storage & Processing Imprts	4.50	-	1.00	1.00	1.25	1.25	4.05	-	0.23	0.23	
Snow Removal Equip. Storage Bldg.	2.50	2.00	0.50	-	-	-	2.25	-	0.13	0.13	
Master Plan Update/Envir Rev/Studies	1.00	0.15	0.30	0.30	0.15	0.10	0.30	-	0.05	0.05	
Perimeter Gate and Fence Replacement	0.30	-	-	-	0.30	-	-	0.30	-	-	
Equipment Loader and Sweeper	0.35	-	-	-	0.35	-	0.35	-	-	-	
Two (2) Airfield Brooms	1.10	-	-	-	-	1.10	-	1.10	-	-	
Apron Cargo Reconstruction	0.30	-	-	-	-	0.30	-	-	-	0.30	
86.85	7.15	###	11.60	20.65	37.45	55.30	22.00	2.83	6.73	\$0.00	
TERMINAL											
Terminal & Administration Retrofit	50.00	4.00	0.50	0.50	4.00	41.00	5.00	-	0.25	44.75	\$40.00
Terminal Security Checkpoint Improvme	100.00	-	-	-	15.00	85.10	40.00	-	60.00	-	
Terminal Concourse A Imptr Design	2.00	-	-	-	2.00	-	-	-	-	2.00	
Terminal Concourse A Improvements	23.00	-	-	-	20.00	3.00	23.00	-	-	-	
Load Bridge Replacement A6 & B6	2.00	-	-	-	-	2.00	-	2.00	-	-	
Terminal Generator	1.00	-	-	-	1.00	-	-	1.00	-	-	
Terminal Enhancements	1.00	-	-	-	-	1.00	-	1.00	-	-	
Terminal Escalators	0.50	-	-	-	-	0.50	-	0.50	-	-	
Terminal HVAC	0.40	-	-	-	0.40	-	-	-	-	0.40	
Loading Bridges - New & Retrofit	6.00	2.00	1.00	1.00	1.00	1.00	5.40	-	0.30	0.30	
Green Initiatives	7.00	2.00	2.00	1.00	1.00	1.00	-	-	1.40	5.60	\$4.00
192.90	8.00	3.50	2.50	44.40	###	73.40	4.50	###	53.05	\$44.00	
LANDSIDE											
Property Acquisitions	5.00	2.00	1.00	1.00	-	1.00	4.50	-	0.25	0.25	
Parking Development:											
Surface Lot & Roadways Extension	5.00	1.00	1.00	1.00	1.00	1.00	-	-	-	5.00	
Garage Improvements	5.00	1.00	1.00	1.00	1.00	1.00	-	-	-	5.00	\$5.00
Electric Car Charging Stations	5.00	1.00	1.00	1.00	1.00	1.00	-	-	2.50	2.50	\$2.50
Maintenance Hangar Expansion	4.00	-	2.00	2.00	-	-	-	-	3.00	1.00	
Hangar Road Access/Parking Roadwmt	2.00	-	-	-	1.00	1.00	-	-	-	2.00	
Security and Life-Safety Alarm Imprv't	1.00	-	1.00	-	-	-	0.30	-	0.05	0.05	
Economic Development Opportunities											
Air Cargo Facilities	5.00	-	-	-	2.50	2.50	-	-	-	5.00	\$5.00
Hangar Maintenance/Expansion											
Storage	8.00	-	2.00	2.00	2.00	2.00	-	-	3.00	5.00	\$5.00
Airport Industrial Park Imprts	2.00	-	1.00	1.00	-	-	-	-	-	2.00	
Property Utility Improvements	5.00	1.00	1.00	1.00	1.00	1.00	4.50	-	0.25	0.25	
Other Economic Opportunities	10.00	-	-	2.00	4.00	4.00	-	-	1.00	3.00	
Building Repairs (2023) Roof/Boiler/G	2.08	-	-	-	2.08	-	-	-	-	2.08	
Land & Building Reconstruction (2024)	1.10	-	-	-	-	1.10	-	-	-	1.10	
60.18	6.00	11.00	12.00	15.58	15.60	9.90	-	###	###	\$17.50	
MAJOR EQUIPMENT & VEHICLES (>\$50K<)											
Airfield, Snow Removal, ARFF	12.00	2.40	2.40	2.40	2.40	2.40	-	-	-	12.00	\$2.00
Parking, Terminal, Landside, FBO											
TOTALS*	\$351.93	\$23.55	###	\$28.50	\$83.03	\$190.05	\$138.60	\$26.50	\$74.83	\$112.01	\$63.50

NOTES: * Numbers may not add due to rounding
A. Any funding requirements to be supported by increased passenger and tenant activity

AMENDMENT 1 (Oct 2022) TO THE 2020-2024 FIVE-YEAR CAPITAL PLAN

I Airfield

- A. Rehabilitate Rwy 10-28 (7,200' x 150'), \$7.1 million**
Asphalt pavement rehabilitation comprising approximately 1,080,000 square feet is required to restore the wear course on aircraft movement surfaces to support continuous use and heavy loading based on PCI survey. This project is programmed for FY2023 passenger and cargo entitlement allocation.
- B. Rwy 01-19 Design and Reconstruction (8,500' x 150'), \$7.2 million**
Asphalt pavement rehabilitation comprising approximately 1,275,000 square feet is required to restore the wear course on aircraft movement surfaces to support continuous use and heavy loading based on PCI survey. This project is programmed for FY2024 passenger and cargo entitlement allocation.
- C. Rwy 01-19 Centerline (LED) Lights and Precision Approach Path Indicator (PAPI) Lights, \$0.7 million**
Install centerline (LED) and touchdown zone (LED) lighting on Runway 01/19. This project will also include the replacement and installation of the PAPI on Rwy 01.
- D. Reconstruction Terminal Apron, \$20.0 million**
This project will include design, construction management and the removal of approximately existing 677,794 square feet of existing asphalt pavement, removal of all substandard areas of sub base material, cleaning and/or replacement of existing drainage pipe including under drains, proof rolling of sub grade, placement and compaction of all newly installed P-209 and placement of P-401 B & S materials in lifts. This project will also include joint sealing, striping and site restoration including topsoil, seed and mulching. This will be a complicated phased project to insure that all airline operations are maintained throughout the duration of the proposed project. This project is eligible pursuant to 158.15(a)(1) and will enhance safety at the airport and for the national air transportation system.
- E. Perimeter Gate and Fence Replacement, \$0.9 million**
This project will include design, removal, replacement and upgrade 35 of 58 AOA gates to prevent unauthorized intrusions. This project is eligible pursuant to 158.15(a)(1) and will enhance security at the airport and for the national air transportation system.
- F. Acquisition - Loader and Sweeper \$0.95 million**
The loader will be used for snow removal from runways, taxiways, ramps, roadways, parking lots. The vehicle shall comply with SAE ARP5539 (disregard rotary plow sections) specifications, and shall meet the performance requirements identified in FAA AC 150/5220-20A. See technical specifications listed below for additional requirements. The unit shall be adequate size, type and configuration to provide support and transport capability of the plow and material (if a future bucket is used). The unit must be capable of operating and cold soaked starting at temperatures as low as -

40° F and as high as 110° F. The unit must be certified for both aeronautical and on public roads. Axle and vehicle weights must comply with state and local highway load limits (combined load). The Sweeper will be used for snow removal from runways, taxiways, ramps, roadways, parking lots and shall comply with AC 150/5220-20, Chapter 6, Paragraph 38, minimum equipment requirements and Commercial Service and General Aviation Airports.

G. Acquisition - 2 Airfield Brooms, \$1.1 million

This project includes acquisition of two (2) Airfield Brooms. This equipment will replace existing units M31 and M32 that are over 18 years old and will allow the Airport to maintain adequate equipment to clear Priority 1. The project preserves the safety at the airport. This project is eligible pursuant to 158.15(a)(1) and will preserve safety at the airport and for the national air transportation system.

H. Apron Cargo Reconstruction, \$0.9 million

This project is the design and construction for the reconstruction of approximately 20,000 SF of PCC pavement on the south end of the Air Cargo facility ramp. The work will include removal of the existing PCC pavement and placement of new PCC pavement in accordance with FAA specifications. The design will need to include subsurface investigation and evaluation of the existing drainage for that area.

II Terminal

A. Building #101 Terminal Security Checkpoint Improvements, \$100.0 million

Replacement of the existing bridge that connects the North Garage to the terminal building. The replacement bridge will provide approximately 60,000 square feet of space that will allow the right sizing of checkpoint queuing lanes and elimination of vertical and horizontal circulation pinch points at the terminal security entrance.

B. Building #101 (Terminal) Concourse A Design, \$2.0 million

The design for the addition of two gates at Terminal Concourse A, including additional seating and concession areas.

C. Building #101 (Terminal) Concourse A Improvements, \$23.0 million

Construction of improvements at Concourse A to include two (2) additional passenger gates with Passenger Boarding Bridges. Also included is the design and construction/replacement of the freight elevator. Design is not a part of this project and is funded separately as RES-23-20-01.

D. Building #101 (Terminal) Passenger Boarding Bridge (PBB) A6 and B6 Replacement, \$2.0 million

This project includes the design, procurement, and installation of two (2) existing mounted passenger boarding bridges at Gate A6 and B6. The project

preserves the safety at the airport. This project is eligible pursuant to 158.15(a)(1) and will preserve safety at the airport and for the national air transportation system

- E. Building #101 (Terminal) Generator Rehabilitation, \$1.0 million**
This project will include the purchase and installation of a terminal generator to supplement the existing 24 year-old terminal generator.
- F. Building #101 (Terminal) Enhancements, \$1.0 million**
This project will include the purchase and installation of a terminal enhancements that may be necessary for the Terminal Concourse A Rehabilitation Project.
- G. Building #101 Terminal Escalator Replacement, \$0.5 million**
The project scope of work includes a complete in-truss modernization of Escalators #22 & #23 located in the baggage claim area of the main terminal. The work will consist of General Construction and Electrical work as prime contractors. The General Construction work includes, but is not limited to: selective demolition, construction of temporary hard wall barriers, removals, and installation of major escalator components including the use of special rigging. The Electrical Work includes, but is not limited to: safety switch, pit lighting and receptacle replacement, existing feeder connections to new escalator equipment including miscellaneous connections. There is no hazardous materials abatement anticipated for the scope of the work. Contractors will be required to comply with all Airport access control protocols as well as special work schedules.
- H. Terminal HVAC, \$0.4 million**
Previously Budgeted in 2022 as Terminal Air Handler Upgrade, this project now includes the purchase of automated controllers to be installed throughout the terminal.

III Landside

- A. Building Repairs (2023) Roof/Boilers/Garage Doors, \$2.1 Million**
Building repairs to airport buildings and hangars that include repairs to roofs, boilers, garage doors and other improvements.
- B. Land and Building Reconstruction, \$1.1 million**
Maintenance repairs for Building #203 and other improvements.

IV Major Equipment & Vehicles

None.

AGENDA ITEM NO. 10.2

**Negotiate - NTE - Contract No. S-22-1129
Construction Manager for Terminal Expansion**

AGENDA ITEM NO: 10.2
MEETING DATE: October 17, 2022

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

ACAA Approved
10/17/2022

DEPARTMENT:

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

PURPOSE OF REQUEST:

Professional Services Contract: *Contract No. S-22-1129 Construction Management Services with Turner Construction Company*

CONTRACT AMOUNT:

Base Amount: NTE \$3,500,000.00

BUDGET INFORMATION:

Anticipated in Current Budget: Yes ✓ No NA
Funding Account No.: CPN's To be determined

AWARD CONDITIONS MET:

Apprenticeship ✓ DBE ✓ MWBE ✓

Service Disabled Veteran Owned Business (SDVOB) ✓

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal ✓ State ✓ Airport ✓ NA

JUSTIFICATION:

Authorization is requested to negotiate for Professional Services Contract S-22-1129 Construction Management Services programmed for the execution of the NYS DOT Grant. The RFQ evaluation committee met and discussed each proposal. Each committee member completed the evaluation score sheet with the criteria outlined in the RFQ document. The committee voted to recommend the selection of Turner Construction Company as the Construction Manager for the Terminal Pre TSA Expansion. Staff will negotiate a Scope of Work and fee schedule to be billed on a time card basis, for a fee not to exceed \$3,500,000.00. The Construction Manager shall be the Authority representative on the project, coordinate master schedules, evaluate adverse conditions, coordinate and expedite the design professionals in designing the project, review design and construction documents, prepare estimates, maintain project budget control, monitor and coordinate the construction phase, review payment applications of contractors, review and process change orders and process and coordinate close-out.

AGENDA ITEM NO: 10.2
MEETING DATE: October 17, 2022

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 NA _____

BACK-UP MATERIAL:

- 1) *None*

AGENDA ITEM NO. 10.3

Professional Services Contract:

**Award Contract No. S-21-1082 Design
Services for the Terminal Pre-TSA Expansion to
CHA Companies.**

AGENDA ITEM NO: 10.3

MEETING DATE: October 17, 2022

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

DEPARTMENT:

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

**ACAA Approved
10/17/2022**

PURPOSE OF REQUEST:

Professional Services Contract:

Award Contract No. S-21-1082 Design Services for the Terminal Pre-TSA Expansion to CHA Companies.

CONTRACT AMOUNT:

Base Amount: \$8,118,078.00

BUDGET INFORMATION:

Anticipated in Current ALB Capital Plan: Yes No NA
Funding Account No.: N/A

AWARD CONDITIONS MET:

Apprenticeship N/A DBE MWBE

Service Disable Veteran Owned Business (SDVOB)

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal <pending> State <pending> Airport <pending> NA _____
Term of Funding: 2022-2024
Grant No.: <pending> State PIN: <pending>

JUSTIFICATION:

Authorization is requested to award the Professional Services Contract S-21-1082 Design Services programmed for the proposed Terminal Pre-TSA Expansion in the amount of \$8,118,078.00 to CHA Companies of Albany, N.Y. The Board approved negotiations with CHA Companies after the RFQ evaluations committee met and discussed each proposal. Each committee member completed the evaluation score sheet with the criteria outlined in the RFQ document. The firm receiving the highest score and recommendation for award was the design firm of CHA Companies of Albany, New York. Subsequent prospective contract award is contingent upon Board approval of negotiated fee established following grant guidelines.

AGENDA ITEM NO: 10.3

MEETING DATE: October 17, 2022

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 NO _____.

BACK-UP MATERIAL:

Please refer to attached CHA Companies proposal.



October 17, 2022

Mr. Philip F. Calderone, Esq.
Chief Executive Officer
Albany County Airport Authority
737 Albany Shaker Road
Albany, NY 12211

**RE: Fee Proposal for Professional Architectural & Engineering Design Services for the Central Terminal Passenger Screening Expansion and Amenities Enhancements
CHA Project X70165**

Dear Mr. Calderone,

CHA is pleased to present our fee proposal for Professional Architectural & Engineering Design Services for the Central Terminal Passenger Screening Expansion and Amenities Enhancements. This exciting new project will not only become a dynamic gateway for the city of Albany, will also build upon the economic expansion of the Capital Region. This project has the opportunity to combine the original design's Shaker architectural heritage with a more modern architectural styling to create a contemporary reflection of the Capital Region. New York State and the Capital Region is leading the country in attracting businesses deeply rooted in technology while being home to some of the nation's most highly accredited institutions; it makes sense to have the Gateway to the Capital Region reflect its heritage and bright future.

PROJECT SCOPE

The scope of work for the Central Terminal Passenger Screening Expansion and Amenities Enhancements includes demolition of the existing passenger bridge that connects the terminal with the parking garage, demolition of the large brick rotunda, and select demolition of the terminal building at the location of the main entry and where the pedestrian bridge currently intersects with the building.

A new Gateway Connector will be constructed in the general location of the former pedestrian bridge. The Gateway connector will provide the ability to relocate security screening towards landside and increase checkpoint queuing and post security passenger recomposing areas. Additionally, where the rotunda has been removed, there is an expansion to the landside connector and redeveloped greenspace. Additionally, the curbside canopies will be re-created with translucent elements to further add to the light quality.

The interior landside space, including the baggage claim and ticketing check in, will be refreshed with new finishes on the large horizontal wall above, the ceilings and the counters. The airside interior space will be refreshed with targeted renovations. Existing spaces will receive fresh finishes and furnishings to be revitalized to be cohesive with the expanded terminal.

- Demolition:
 - Existing pedestrian bridge

- Large brick rotunda – including landing floors
- Select demolition of terminal main entry to accommodate new entry vestibule
- Façade at upper levels to accommodate the connector
- Escalators (4)
- Full depth of asphalt to accommodate new pavers
- Horizontal structure of existing canopy
- Column wraps at existing canopy
- Gateway Connector
 - Redevelopment of landside greenspace
 - Expansion of landside connector structure
 - Relocation of security screening towards landside and increase checkpoint queuing and post security passenger recompositing areas.
 - Refresh entrance vestibule areas including the creation of a new grand entrance and lobby using transparent elements.
- Landside Canopy
 - Replace existing opaque canopy with translucent canopy structure
 - Replace existing column covers with light, modern materials
 - Removal and replacement of front sidewalks
- Landside Interiors
 - Existing (6) vestibules cleaned/repointed/refreshed
 - Interior baggage claim and ticketing
 - Refresh ceiling
 - Refresh large high wall material
 - Refresh rental car concession area
 - Interior brick repair at the Check-In and Baggage Claim
- Post Security Terminal Area
 - Targeted renovations, including refreshing existing spaces
 - Updates to exiting conference facilities.
 - Installation of a children/family area with a multi-sensory component in Concourse B
- Existing MEP enhancements
 - Upgrades to portions of the existing MEP system impacted by the proposed design.
 - Removal and replacement of existing ceiling finishes for installation of expanded mechanical equipment above vertical circulation (Air Handling Units)
 - Addition of 30-kilowatt solar array on roof.
 - Installation of new energy-efficient LED lighting system throughout project area.
 - Improve the existing heating, ventilation and air conditioning systems boilers and chillers. (no replacement)
- Regulatory Agency Representation and Coordination (FAA, TSA, NYSDOT)
 - Project liaison will assist Airport with required federal and state funds, regulatory agency compliance, reviews and coordination. This is required per New York State DOT funding agreement.

SCHEDULE

Tentative Milestone dates:

Existing conditions verification and site survey commencement	October 3, 2022
Sustainability Strategy Meeting	October 19, 2022
Contract Amendment	October 28, 2022
Schematic Design Completion	December 21, 2022
Design Development Completion	April 12, 2023
Contract Documents Completion	July 26, 2023
Bid Phase Commencement	July 27, 2023
Construction Commencement	September 12, 2023
Substantial Construction Completion	December 30, 2024

It is our understanding that a Construction Manager will be engaged to further refine the schedule and to coordinate potential construction phasing



(See attachment A, Project Schedule, for the full project schedule)

PROFESSIONAL SERVICES

CHA and sub-consultants will deliver the following base design services:

Architecture	CHA Architecture/Gensler
Aviation Design Consulting	Gensler
Construction Administration	CHA Architecture
Cost Estimating	Trophy Point
FAA, TSA, NYSDOT Regulatory Coordination	CHA Consulting
Specialty Code Analysis	FPC
Interior Design,	Gensler
FF&E Design services,	Gensler
Environmental Engineering	Ambient Environmental
Structural Engineering,	LERA
Façade Engineering	Thornton Tomasetti
Mechanical Engineering,	CHA Consulting
Plumbing Engineering,	Foit-Albert
Fire Protection Engineering,	Foit-Albert
Electrical Engineering,	Foit-Albert
Specialty Lighting Design,	HLB
Life Safety and Security	CHA Consulting
Security, Audio Visual and Technology Design,	Faith Group
Acoustic Design	Faith Group
Site Civil Engineering	Faith Group
Landscape Design	EDR
Maintenance and Protection of Traffic Design	Enovate



Firm	XBE	Role	Location	Contract Value	% of Contract
EDR Founded in 1979, EDR is a certified Woman Owned Business (WBE) dedicated to sustainable, multidisciplinary solutions arrived at through collaboration with our clients and allies.	WBE 	Site Landscape Design	Albany, NY	\$272,988	4%
S.Y. Kim Land Surveyor S.Y. Kim is a certified NYC MBE, NYS MBE and DBE corporation with 45 years of dedicated public and private experience.	MBE 	Land Survey	Rensselaer, NY	\$49,126	1%
Enovate Engineering Enovate is a trusted national, multi-sector engineering and construction management firm that provides quality solutions and project expertise with a diverse team.	WBE 	Maintenance and Protection of Traffic Design	New York, NY	\$127,223	2%
LERA LERA Consulting Structural Engineers (LERA) is an M/WBE/ SBE structural engineering firm providing services to architects, owners, contractors, and developers founded in 1923.	M/WBE 	Structural Engineering	New York, NY	\$585,068	8%
Foit-Albert Associates Foit-Albert Associates, Architecture, Engineering and Surveying, P.C., is an award-winning multidisciplinary architecture, engineering, environmental, and land surveying consulting firm founded in 1977.	MBE 	Electrical, Plumbing	Albany, NY	\$528,383	7%
HLB Lighting HLB Lighting Design is the largest independent architectural lighting design firm in North America. They specialize in creating highly advanced and experiential lighting environments in 16 market sectors across the globe.	WBE 	Specialty Lighting	New York, NY	\$292,841	4%
Ambient Environmental Ambient was founded in 2006 on the premise that technical expertise is the cornerstone of our environmental, health and safety consulting firm, but responsiveness and outstanding client service is the differentiator that will help us succeed by providing the most value to each assignment.	WBE 	Environmental Engineering	Albany, NY	\$19,939	0%
SWAP Integration SWAP Integration offers a variety of integrated scheduling services to meet project needs and budget. The Milestone SWAP Meet is the cornerstone of their service offerings.	WBE	Scheduling	Colorado	\$43,650	1%
McClymonds An independent specification consultant providing specifications and construction contracts consulting services to architects and organizations since 2001.	WBE	Specifications	Amsterdam, NY	\$66,000	1%
Trophy Point Trophy Point is a Service-Disabled, Veteran-Owned Small Business that provides value-added Construction and Consulting Services to the Construction Industry through our approach to client engagement and employee recruitment and development.	SDVOB 	Cost Estimating	Buffalo, NY	\$125,436	2%
Faith Group Faith Group, LLC was established in 2004 as a full-service consulting and engineering firm specializing in the planning and design of security, IT, safety, operational, and building systems for aviation, transit & rail, state and local government, federal, education, and commercial clients.	WBE 	Security, Audio, Visual, Technology, Acoustic, and Civil/Site Design	St. Louis, MO	\$458,661	6%

During the Design phases CHA will also provide the following additional services:

- Geotechnical Engineering for the scope of work
- Site Survey for the scope of work
- 4 exterior renderings
- 4 interior renderings
- 1 visualization fly-through animation

PROFESSIONAL FEES

A/E Design Base Services Fees Include:

- Schematic Design: \$1,569,836
- Design Development: \$2,330,522
- Construction Documents \$1,933,671
- Bid Phase: \$251,622
- Construction Administration: \$1,618,330
- Total: \$7,703,980**

A/E Design Additional Services Fees Include:

- Geotechnical Engineering: \$38,091
- Site Survey: \$44,774
- Renderings, Fly Through: \$40,000
- Expenses: \$291,233
- Total: \$414,098**

Our fees are based on the following:

Construction	\$	82,000,000	
A/E	\$	8,118,078	
CM	\$	3,280,000	4% of construction cost
FF&E	\$	2,250,000	Fixtures, furnishing and equipment
Other	\$	4,351,922	permits, legal, etc.
Total	\$	100,000,000	
Total Budget	\$	100,000,000	

REIMBURSABLE EXPENSES

1. All expenses are included in the lump sum fee.



GENERAL ASSUMPTIONS

1. CHA assumes the standard of care will be the care and skill ordinarily used by the members of CHA's profession practicing under similar conditions at the same time and in the same locality.
2. The Airport Authority will be engaging a Construction Manager who will assume all project phasing scheduling.
3. CHA will provide three estimates: at the end of Schematic Design, Design Development, and at 75% Contract Documents.
4. Free and easy access to the site to perform field investigations will be provided to CHA and its subcontractors.
5. Application and/or Permit fees will be provided by the ACAA.
6. Modifications to roadway alignments, traffic control, etc. in front of the terminal is not required. Traffic analysis is not included.
7. Elevator inspections are not included.
8. Replacement of the existing building roof is not included. Limited roof preventative maintenance and repair work is anticipated.
9. Circuit tracing, arc flash, and short circuit studies are not included.
10. Incentive services (NYSERDA, NG, etc.), Life Cycle Cost Analysis and LEED services are excluded.
11. Phasing diagrams will be provided for passenger terminal circulation during construction and for the roadways during any proposed shutdowns.
12. Project scheduling and construction cost estimating will be performed through the Owner's Rep contract and is not included in this fee proposal.
13. The Construction Manager will be responsible for determining how the bid packages will be prepared and distributed to bidders.
14. Review of construction contractor bids is by others.
15. Site meetings are limited to those described above.
16. Special Inspections and Testing are not included.
17. The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services.
 - a. Two (2) reviews of each Shop Drawing, Product Data item, sample, and similar submittals of the Contractor
 - b. Bi-Weekly site visits, not to exceed Thirty-two (32) visits to the site by the Architect during construction
 - c. Two (2) site observations for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
 - d. Two (2) site observations for any portion of the Work to determine final completion
18. With respect to the Contractor's own Work, CHA shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work of each of the contractors, since these are solely the Contract's responsibility under the Contract for Construction. CHA shall not be responsible for a Contractor's failure to carry out the Work in accordance with the respective Contract Documents. CHA shall not have control over or charge of acts or omissions of the Contractors, Subcontractors, or their agents or employees, or any other persons performing portions of the Work.



19. Post construction services will cover the project after construction has ended and it is anticipated that there will be a significant amount of regulatory agency involvement after the construction phases have been completed for this project due to the two funding agencies (NYSDOT and FAA). CHA will conduct design review as they pertain to the FAA component and to coordinate and/or resolve design matters. This task includes providing follow up coordination required after each meeting with regulatory agencies.

GEOTECHNICAL SERVICE ASSUMPTIONS

1. The geotechnical drilling subcontractor will make a utility clearance call through the NY One Call System. One Call notifies utility owners of the intent to drill or excavate at the subject property. Utility owners are required to mark the location of underground utilities on utility-owned property but are not required to mark utility locations on private property. A client representative will mark the location of any privately-owned subsurface utilities at the site. The drilling contractor will provide Ground-Penetrating Radar services in an attempt to confirm utility markings. These efforts reduce, but do not eliminate, the potential that unmarked utilities will not be damaged during drilling. CHA and our subcontractors will not be responsible for damage to unmarked underground utilities and the hardships incurred as a result.
2. Contaminated soils will not be encountered during the subsurface exploration and no monitoring, testing, or disposal of contaminated soils will be required. If soil contamination is encountered, its characterization and disposal requirements will be addressed as an Additional Services.
3. CHA will be granted free and easy access to the project site and all properties contained therein. The borings can be performed during normal working hours (approximately 7 AM to 5 PM). Work can be performed during off hours at additional cost.
4. Special security clearance or safety training will not be required to access the site for the subsurface exploration.
5. NYS Prevailing wage rates are applicable to the subcontracted drilling services.
6. Excess soil cuttings may be disposed of on-site at a location designated by the Client.
7. The drilling contractor may leave the drill rig on-site overnight or over a weekend.
8. Subsurface data adequate for the development of geotechnical recommendations will be obtained within the planned exploration depths.

SITE SURVEY ASSUMPTIONS

1. Manholes that cannot be opened/measured by surveyor or the subsurface utility sub utilizing a standard manhole pick/shovel and hammer will be brought to the attention of CHA & Airport Maintenance in the hope that Airport Maintenance can assist. If not, they will be noted appropriately.
2. Any pertinent utility/site record plans to be supplied to surveyor prior to the start of the field work.
3. Survey vehicles parking to be reserved close to the survey area during field work. Preferable in the west parking garage 1st floor.

EXCLUSIONS

1. Stakeout of any kind



2. Boundary work of any kind
3. Physical entry into confined spaces
4. Organizational/approval and implementation of channelized traffic patterns (lane closures)
5. Necessary permits to be provided by others for survey work
6. Value analysis
7. Detailed cost estimating beyond the three estimates as indicated above
8. On-site project representation
9. Conformed documents for construction
10. As-constructed record drawings
11. Post-occupancy evaluation
12. Tenant-related services
13. Commissioning
14. Historic preservation
15. Development of Building Information Models for post construction use

Phil, we are excited to continue working with you and your team. As we indicated at our meeting on 9/23/22, we have already begun the Schematic Design phase of this project and would like to close an agreement with a contract amendment at your earliest convenience. If you should have any questions regarding this fee proposal, please do not hesitate to contact me or Rich Amadon.

Sincerely,

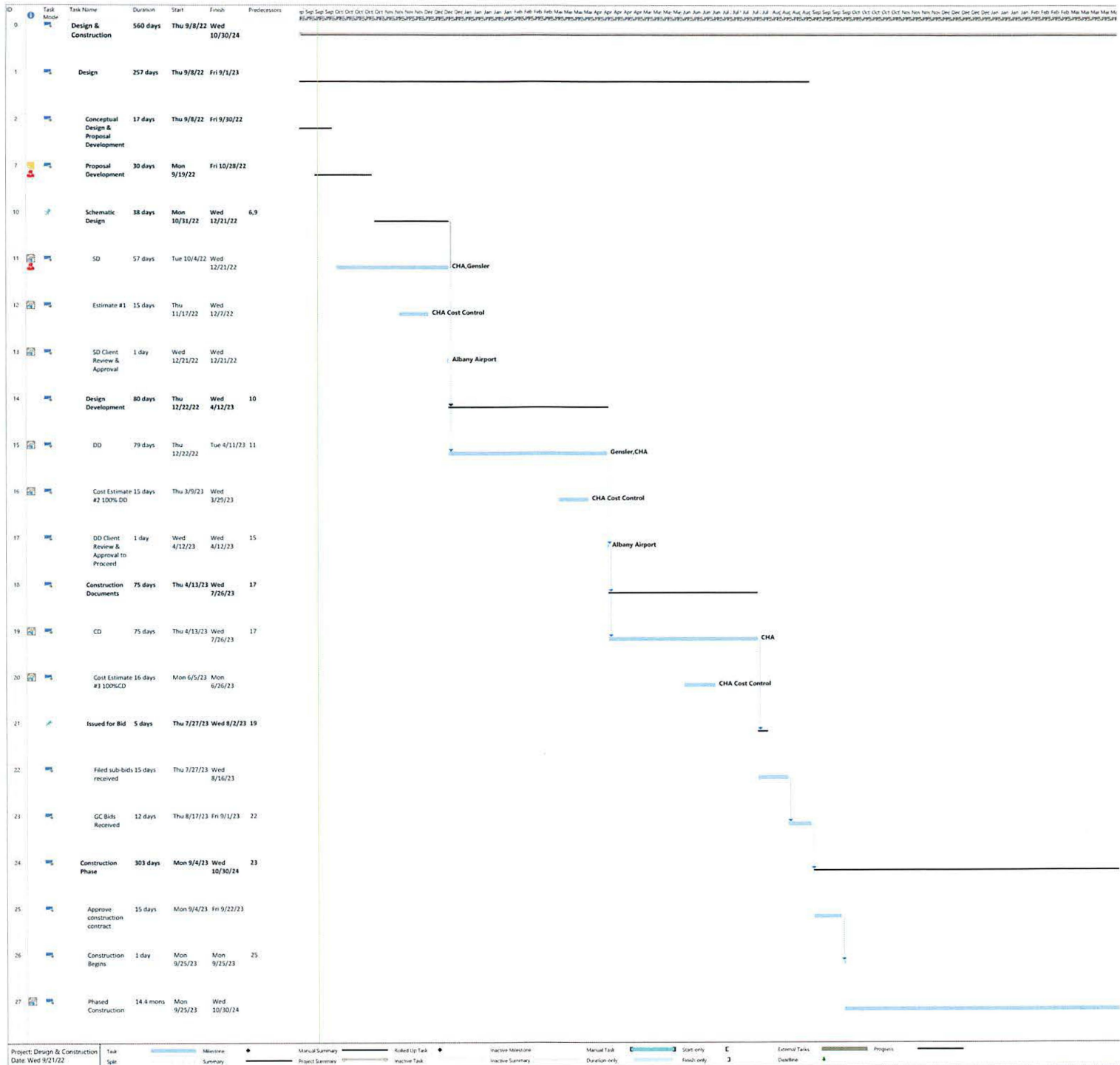
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ATTACHMENTS:



Attachment A, Project Schedule
Attachment B, Detailed Work Plan
Attachment C, Conceptual Design Refinement Part 2 Presentation, 9/23/2022



Work Plan

Workplan Objective

The goal of this workplan is to outline the process of design, as well as identify milestone dates which are to be met. Meeting these important deadlines will assist in progressing the design forward in a timely manner to follow an established project schedule. The workplan also identifies required approvals and sign-off by all parties involved.

This project workplan is specific to the design process timeline but does factor in a projected 14-month construction period. The construction timeline is essential to the overall project schedule but will ultimately be driven by the Construction Manager to meet the move-in date established by the client.

Note: At meetings indicated below, where an approval or sign-off is to take place, it is requested that all individuals with the authority to approve the design or portions of the design attend the meeting.

Key Dates

Presentation of Concept Design & Budget Refinements: September 23, 2022
Contract Ammendment Executed: October 28, 2022

Design Workshop for TSA: October 13, 2022

Sustainability Strategy Meeting: October 19, 2022

Pull Plan Meeting: November 2, 2022*

- o CHA Colonie Office

Schematic Design:

SD Meeting #1: November 9, 2022

SD Meeting #2: December 7, 2022

- o Updated Cost Estimate

Schematic Design Submission and Client, FAA and NYSDOT Approval: December 21, 2022

Design Development:

Design Development Pull Plan Meeting #1: January 11, 2023

Interim Design Meeting: January 18, 2023

Design Development Meeting #1: February 15, 2023

Design Development Meeting #2: March 15, 2023

Central Terminal Passenger Screening Expansion
and Amenities Enhancements
Albany International Airport
Albany, New York



- o Updated Cost Estimate

Design Development Meeting #3: March 29, 2023

Design Development Submission and Client, FAA and NYSDOT Approval: April 12, 2023

Construction Documents:

CD Pull planning Meeting: April 19, 2023*

CD Meeting #1: April 26, 2023

CD Meeting #2: May 26, 2023

- o CD Cost Estimate

CD Meeting #3: June 26, 2023

CD Submission: July 26, 2023

Bid Phase:

Submit for Permits: August 2, 2023

Estimated Construction Start: September, 2023 (pending permitting)

Design Workshop with TSA - October 13, 2022

In Person

Attendees: CHA (Kelly Melaragno, Jeremy Martelle, John DeIBalso) Gensler (Charles Morley, Kevin Todd), Albany Airport, TSA

- o Review design with TSA
- o TSA Coordination items

Client to provide access to CHA for verification of existing conditions and survey by October 10, 2022

Sustainability Strategy Meeting – October 19, 2022

In Person

Attendees: CHA (David Hatton, Jeremy Martelle, Rich Amadon, Chan Byun, Mitch Dewein, Paul McDonell, Mark Heckroth), Gensler (Charles Morley, Kevin Todd), Albany Airport

- o Review Airport Authority Sustainability Goals
- o Review Master Plan in relation to sustainability and terminal expansion

Action items before next meeting:

Item	Ball in Court
1. Approval for direction on Sustainability path	ACAA/ALB
2. Client to provide access and coordination of meeting with TSA	ACAA/ALB

Central Terminal Passenger Screening Expansion
 and Amenities Enhancements
 Albany International Airport
 Albany, New York



Pull Plan Meeting #1 – November 2, 2022

In person – CHA Colonie Office

Attendees: CHA (David Hatton, Jeremy Martelle, Chan Byun, Ben Winschel, Kelly Melaragno, Jeremy Lazzara, Tony Stellato, Joseph Delabruere), Gensler (Charles Morley, Kevin Todd), Albany Airport, Heather Bemis, Design Sub-Consultants

Agenda to be provided by Heather Bemis

Schematic Design Meeting #1 – November 9, 2022

In Person

Attendees: CHA (David Hatton, Jeremy Martelle, Chan Byun, Ben Winschel, Kelly Melaragno, Jeremy Lazzara, Tony Stellato, Joseph Delabruere, Delwyn Williamson), Gensler (Charles Morley, Kevin Todd), Albany Airport, Design Sub-Consultants

- Proposed:
 - Elevations
 - Sections
 - Plans

Action items before next meeting:

Item	Ball in Court
1. General agreement with scope/direction of design	ACAA/ALB

Schematic Design Meeting #2 – December 7, 2022

In Person

Attendees: CHA (David Hatton, Jeremy Martelle, Chan Byun, Ben Winschel, Kelly Melaragno, Jeremy Lazzara, Tony Stellato, Joseph Delabruere, Delwyn Williamson), Gensler (Charles Morley, Kevin Todd), Albany Airport, Design Sub-Consultants

- Present updated Cost Estimate
- Present refinement of elevations, sections and plans based on previous meeting

Action items before next meeting:

Item	Ball in Court
1. General agreement with scope/direction of design	ACAA/ALB

Schematic Design Submission and Client Approval – December 21, 2022

Action items before next meeting:

Item	Ball in Court
1. Approval and Direction to proceed	ACAA/ALB

Central Terminal Passenger Screening Expansion and Amenities Enhancements

Albany International Airport

Albany, New York



Design Development Pull Planning Meeting #1 – January 11, 2023

Virtual

Attendees: CHA (David Hatton, Chan Byun, Jeremy Martelle, Ben Winschel, Kelly Melaragno, Jeremy Lazzara, Tony Stellato, Joseph Delabruere), Gensler (Charles Morley, Kevin Todd), Albany Airport, Heather Bemis, Design Sub-Consultants, CM

Agenda to be provided by Heather Bemis

Interim Design Meeting – January 18, 2023 (If Required)

Virtual

Attendees: CHA (David Hatton, Jeremy Martelle, Chan Byun, Ben Winschel, Kelly Melaragno, Jeremy Lazzara, Tony Stellato, Joseph Delabruere, Delwyn Williamson), Gensler (Charles Morley, Kevin Todd), Albany Airport, Design Sub-Consultants

- Visualization

Action items before next meeting:

Item	Ball in Court
1. General agreement with scope/direction of design	ACAA/ALB

Design Development Meeting #1 – February 15, 2023

Virtual meeting

Attendees: CHA (David Hatton, Jeremy Martelle, Chan Byun, Ben Winschel, Kelly Melaragno, Jeremy Lazzara, Tony Stellato, Joseph Delabruere), Gensler (Charles Morley, Kevin Todd), Albany Airport Authority, Design Sub-Consultants, CM

- Plan, section development
- MEP coordination with Albany Airport Physical Plant
- Structural coordination
- Existing utility connections/issues
- Present Finishes Package
- TSA coordination review

Action items before next meeting:

Item	Ball in Court
1. Sign off on Plans	ACAA/ALB
2. Finalize finishes package	ACAA/ALB
3. Sign off on Cost Estimate	ACAA/ALB

Design Development Meeting #2 – March 15, 2023

Virtual meeting

Attendees: CHA (Chan Byun, Ben Winschel, Kelly Melaragno, Jeremy Lazzara, Tony Stellato, Joseph Delabruere), Gensler (Charles Morley, Kevin Todd), Albany Airport, Heather Bemis, Design Sub-Consultants, CM

Central Terminal Passenger Screening Expansion and Amenities Enhancements

Albany International Airport
Albany, New York



- Refined plans, sections, elevations
- Present current cost estimate
- Present design for final approval

Action items before next meeting:

Item	Ball in Court
4. Sign off on mechanical systems approach decision	ACAA/ALB
5. Sign off on electrical systems approach	ACAA/ALB
6. Sign off on exterior materials	ACAA/ALB
7. Sign off on Connector Bridge approach	ACAA/ALB
8. Sign off on finishes package	ACAA/ALB

Design Development Meeting #3 – March 29, 2023

Virtual

CHA (Chan Byun, Ben Winschel, Kelly Melaragno, Jeremy Lazzara, Tony Stellato, Joseph Delabruere), Gensler (Charles Morley, Kevin Todd), Albany Airport, Heather Bemis, Design Sub-Consultants, CM

- Cost reconciliation
- Civil/site items
- Finalized floor plans & elevations
- Structural details & coordination
- Mechanical details & coordination
 - Coordination of vents and equipment with architecture
- Electrical details/coordination

Action items before next meeting:

Item	Ball in Court
1. Full Design Development Sign Off	ACAA/ALB

DD Submission – April 12, 2023

Submit drawings, specifications, estimate

CD Pull Plan Meeting #1 – April 19, 2023

Virtual meeting

Attendees: CHA, Gensler, Design Sub-Consultants, CM, ALB, ACAA

Agenda to be provided by Heather Bemis

CD Meeting #1 – April 26, 2023

TBD

Attendees: CHA, Gensler, Design Sub-Consultants, CM

- Review comments from DD submission

Central Terminal Passenger Screening Expansion
and Amenities Enhancements
Albany International Airport
Albany, New York



CD Meeting #2 – May 26, 2023

TBD

Attendees: CHA, Gensler, Design Sub-Consultants, CM

- Cost Estimate – to 75% Complete

CD Meeting #3 – June 26, 2023

TBD

Attendees: CHA, Gensler, Design Sub-Consultants, CM

- TBD

CD Submission – July 26, 2023:

Submit drawings, specifications, and estimate

Submit for Permits – August 2, 2023

Estimated Construction Start – September 2023 (pending permitting)

AGENDA ITEM NO. 10.5

**Operating Permit with Unifi
Permit No. 22-1134**

AGENDA ITEM NO: 10.5
MEETING DATE: October 17, 2022

**ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION**

DEPARTMENT:

**ACAA Approved
10/17/2022**

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

PURPOSE OF REQUEST:

Approve Operating Permit with Unifi Aviation, LLC to provide Aircraft Cleaning and Ground Handling Services to United Airlines, Inc.

CONTRACT AMOUNT:

Base Amount: N/A

BUDGET INFORMATION:

Anticipated in Current Budget: Yes ___ No ✓ NA ___

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal ___ State _____ Airport _____ NA ✓

JUSTIFICATION:

Unifi Aviation, LLC has contracted with United Airlines, Inc. (United), to provide aircraft cleaning and ground handling services to United at Albany International Airport. Unifi Aviation, LLC will provide services in spaces exclusively used and leased by United. The operating permit will expire at the earliest of December 31, 2024, Unifi Aviation's agreement with United or United's agreement with the Authority. The agreement may also be extended beginning the first day of January 2025. The permit requires payment to the Authority of five (5) percent of all Unifi Aviation's gross revenue generated from United at the Airport along with other appropriate terms and conditions that include but are not limited to insurance, indemnification, contract assignment, and reporting obligations under the Agreement.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

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

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

OPERATING PERMIT
BETWEEN THE
ALBANY COUNTY AIRPORT AUTHORITY
AND
UNIFI AVIATION, LLC
AT
THE ALBANY INTERNATIONAL AIRPORT

THIS OPERATING PERMIT (“Operating Permit”) is made and entered into effective the ___ day of _____, 20__ by and between the **ALBANY COUNTY AIRPORT AUTHORITY** (the “Authority”), a body corporate and politic constituting a public benefit corporation established and existing pursuant to the Albany County Airport Authority Act enacted by Chapter 686 of the laws of 1993 and set forth in Title 32 of the New York Public Authorities Law, having offices at the Albany International Airport, 737 Albany Shaker Road, Main Terminal, 3rd Floor, Albany, NY, 12211 and **UNIFI AVIATION, LLC**, (the “Operator”), organized and existing under the laws of the State of Delaware, licensed to do business in the State of New York, having offices at 950 East Paces Ferry Road, Suite 2000, Atlanta, GA 30326.

RECITALS

1. The County of Albany (the “County”) is the owner of the Albany International Airport (the “Airport”), located in the Town of Colonie, County of Albany, State of New York.
2. The County and the AUTHORITY have entered into an Airport Lease Agreement, effective as of May 16, 1996, for a term expiring December 31, 2049, whereby the AUTHORITY has the exclusive right to operate, maintain and improve the Airport and do anything else permitted by law, subject only to the restrictions and conditions stated in such Airport Lease Agreement and in accordance with applicable law.
3. The Operator has requested to provide aircraft cleaning and ground handling services to United Airlines, Inc. at the Airport, and has entered into a certain agreement with United Airlines, Inc. to provide such services (the “Operator/United Agreement”)
4. The Authority has accepted the request of the Operator to operate at the Airport as described herein; and
5. This Operating Permit has been duly authorized by the Authority by a resolution of the Authority adopted at a meeting of the Authority on October 17, 2022.

NOW THEREFORE, In consideration of the mutual covenants contained herein, the parties agree as

follows:

ARTICLE I: DEFINITIONS

- 1.1 “CEO” shall mean the Chief Executive Officer of Albany County Airport Authority as, from time to time, appointed by the Authority and shall include such person or persons as may, from time to time, be authorized in writing by the CEO to act for him or her with respect to any or all matters pertaining to this Operating Permit.

ARTICLE II: ASSIGNED AREAS

- 2.1 The Authority does not assign any specific area to the Operator. Operator is granted a license to conduct its business on the Airport on the areas assigned to United Airlines, Inc. in their Signatory Airlines Use and Lease Agreement (“United Airlines, Inc. Agreement”), as may be amended from time to time, to the extent permitted or limited by United Airlines, Inc. in the Operator/United Agreement.

ARTICLE III: TERM

- 3.1 The Term of this Operating Permit and the rights and obligations of Operator and Authority hereunder, shall commence on November 1, 2022 and shall terminate the earlier of: i) on December 31, 2024 (“Date of Expiration”), or ii) the termination or expiration of the United Airlines, Inc., or iii) the termination or expiration of the Operator/United Airlines, Inc., whichever is sooner. This Operating Permit may also be terminated as provided in Article VI.
- 3.2 The Date of Expiration may be extended in increments beginning the first day of January, 2025, (and the day after succeeding Expiration Dates) if approved in writing by both the AUTHORITY and the Operator at least ninety (90) days before the expiration of the current period. In no event shall the Operating Permit be extended beyond December 31, 2049 unless the AUTHORITY’s lease with the County has been extended, or approval has been obtained from the County.
- 3.3 In the event the Operator shall continue to provide services to United Airlines, Inc. beyond the Expiration Date without AUTHORITY’s written renewal thereof, such continuation of services shall not constitute a renewal or extension of this Operating Permit, but shall create a month to month permit which may be terminated at any time by the AUTHORITY by giving thirty (30) days written notice to the Operator. The AUTHORITY may, however, at its option, increase the fee of the Operating Permit.
- 3.4 The Operator further agrees that upon the expiration of the term or termination of this Operating Permit any area of the Airport over which Operator had license and utilized will be delivered to AUTHORITY in good condition, reasonable wear and tear and matters covered by insurance excepted. Reasonable wear and tear shall be determined at the sole discretion of AUTHORITY upon inspection of the area from time to time.

ARTICLE IV: USES AND PRIVILEGES

- 4.1 The Operator has a non-exclusive right, privilege, and obligation to perform the services identified in Appendix "A" exclusively to United Airlines, Inc. at the Airport. Similar services shall not be provided to any other airlines at the Airport without the prior written authorization of the Authority.
- 4.2 The Operator has the rights of ingress and egress from the area assigned to United Airlines, Inc. over Airport roadways, including common use roadways, subject to any rules or regulations which may have been established or shall be established in the future by the Authority. Such rights of ingress and egress shall apply to all the Operator's employees.
- 4.3 The Operator, its officers, employees, agents and those under its control, shall comply with security measures required of the Airport by the Federal Aviation Administration (FAA), the Transportation Security Agency (TSA) or contained in any Airport master security plan approved by either. If the Operator, its officers, employees, agents or those under its control, shall fail or refuse to comply with said measures and such non-compliance results in a monetary penalty being assessed against the Authority, then the Operator shall be responsible and shall reimburse the Authority in the full amount of any such monetary penalty or other damages. Failure to pay or reimburse the Authority for any amounts due within sixty (60) days of written request of the Authority shall be considered an event of default. Nothing contained herein shall prohibit the Operator from contesting with the FAA the validity or amount of such penalty.
- 4.4 The Authority, if providing parking facilities to the Operator's employees in common with employees of other users of the Airport, retains the right to institute a reasonable charge for the privilege of utilizing these parking facilities.

ARTICLE V: OBLIGATIONS OF OPERATOR

- 5.1 The Operator shall be responsible for the conduct, demeanor and appearance of its employees, officers or agents, and invitees and of those doing business with it. Upon receipt of any complaint or objection to the conduct, demeanor or appearance of the employees, officers or agents, invitees or those doing business with the Operator, the Operator shall take all reasonable steps necessary to remove the cause of the complaint or objection.
- 5.2 The Authority prohibits the use of any public area for the storage of anything.
- 5.3 Should a conflict arise between the Operator and other Operators at the Airport regarding the scope of Operator privileges, the CEO will serve as the final arbitrator. The Operator agrees to abide by the CEO's decision.
- 5.4 The Operator hereby warrants and agrees that: (1) it will conduct an operation which complies with the highest standards of providing support services to United Airlines, Inc. at the Airport and will furnish all necessary fixtures, equipment, supplies, materials, and personnel; (2) it will furnish such services promptly, efficiently and adequately to meet all reasonable demands therefore on a fair, equal and nondiscriminatory basis.

- 5.5 Operator agrees:
- A. The Operator agrees to abide by all Airport Rules and Regulations and directives.
 - B. No storage of oil, petroleum products, combustibles or hazardous materials.
 - C. All cleaning supplies will be stored in proper containers.
 - D. No vehicles will be left running unattended on Airport.
 - E. The Operator will be responsible for any environmental impact from products used by the Operator.
- 5.6 The Operator shall assume and pay for all costs or charges for utilities and communications services furnished during the term of the Operating Permit.
- 5.7 The use of the United Airlines, Inc. area by the Operator will be without cost or expense to Authority. It shall be the sole responsibility of the Operator pay any applicable taxes or fees, at Operator's sole cost and expense.

ARTICLE VI: FEES, CHARGES AND ACCOUNTABILITY

- 6.1 In consideration for access to airport roadways and ramp areas, Operator agrees to pay five percent (5%) fee on all gross revenues generated from United Airlines, Inc. at Albany Airport. Operator shall, on or before the 20th of the month commencing with the twentieth (20th) day of the second month of the first contract year and continuing monthly throughout, pay to the Authority the five percent (5%) of gross revenues from the prior month. Along with the payment for the five percent (5%) fee, Operator shall submit a report of gross revenues for that month.
- 6.2 Payments shall be made in lawful money of the United States, free from all claims, demands, set-offs, or counter-claims of any kind against the Authority. Any payments not paid when due shall be subject to interest thereon at the rate of eighteen (18%) percent per annum. These payments shall be made payable to the Albany County Airport Authority and sent to:
- Albany County Airport Authority
ATTN. Accounts Receivable
Albany International Airport
737 Albany Shaker Road
Main Terminal, 3rd Floor
Albany, New York 12211-1057
- 6.3 The Operator shall keep full and accurate books and records showing all of its said Gross Revenues, in accordance with generally accepted accounting practices. The Authority shall have the right, either directly or through its representatives, and at all reasonable times, upon 72 hours notice, to inspect such cash receipts, books and records. All such records will be made available to the Authority in Albany County, New York during the Term of this Operating Permit, and at Albany County, New York for six years following the period in which the activity reported

therein occurs. Operator shall fully cooperate with the Authority to facilitate such inspection.

- 6.4 Should any examination, inspection, and/or audit of Operator's books and records by Authority disclose that the actual Gross Revenues for any Year are more than the Gross Revenues reported for the same Year, Operator shall promptly pay the Authority the amount of such underpayment together with all interest charges thereon from the date such payment was due at the rate provided in Section 6.2. Any audits as described in this Section 6.3 shall be at Authority's expense except that if such audit discloses that actual Gross Revenue for any Year exceeded by more than five percent (5%) the Gross Revenues reported, Operator shall reimburse Authority for all costs incurred in the conduct of such examination, inspection, and/or audit. After attempting to collect the underpayment, and the Operator failing to remit such payment within thirty (30) days, the Authority shall have the right to utilize the services of legal counsel in connection with collecting the reimbursement for such examination, inspection, and/or audit, Operator shall reimburse Authority for reasonable fees and/or litigation expenses as part of the aforementioned costs incurred.
- 6.5 The Authority will recognize a December 31 fiscal year ending date for Operator. Within ninety (90) days after the end of Operator's fiscal year, Operator shall submit to the Authority a copy of Operator's tax return Schedule "C" for verification of reported and paid gross revenues.
- 6.6 For purposes of this Article VI, "Gross Revenues" shall mean all monies or other consideration paid to Operator for all sales, equipment rentals, merchandise or services. There shall be allowed, when properly recorded and accounted for, as a reduction from Gross Revenues: sales taxes of or excise taxes where stated separately and collected from the customer for remittance to the taxing authority; credit card and cash refunds made by the Operator to customers because of unacceptable or unsatisfactory goods or services; manufacturer's rebates to Operator.

ARTICLE VII: SIGNS

- 7.1 No signs may be constructed or erected without the Authority's prior written approval. Prior to the erection, construction or placing of any such signs on the premises or on Operator's equipment, the Operator shall submit to the Authority for its written approval such drawings, sketches, design dimensions and type, number and character of the signs.

ARTICLE VIII: MAINTENANCE OF AIRPORT AREAS

- 8.1 The Operator shall at all times and at its sole expense, maintain in good repair and keep in an orderly condition and appearance all of the Operator's fixtures, equipment and personal property which are located in or on any part of the Airport, such conditions at all times satisfactory to the Authority.
- 8.2 All repairs done by the Operator or on its behalf shall be of first class quality in both materials and workmanship. All repairs will be made in conformity with the rules and regulations prescribed from time to time by Federal, State, or local authority having jurisdiction over the work in the Operator's Leased Area.
- 8.3 The CEO or his duly appointed representatives shall have the right to enter the area upon which

the Operator conducts business at the Airport to:

- A. Inspect such area at reasonable intervals during the Airport's regular business hours, or at any time in case of emergency, to determine whether the Operator has complied with and is complying with the terms and conditions of this Operating Permit. The CEO may, at his discretion, require the Operator to affect repairs at the Operator's own cost.
- B. Perform any and all things which the Operator is obligated to and has failed after reasonable notice to do so, including: maintenance, repairs and replacements to any area on which Operator conducts its business. The cost of all labor and materials required to complete the work will be paid by the Operator to the Authority. Such work shall be paid for by the Operator within ten (10) days following demand by CEO for said payment at the Authority's standard rates plus any overhead which may be determined by the CEO.
- C. Exercise the Authority's police power.

ARTICLE IX: REMOVAL OF PROPERTY

- 9.1 Upon termination of this Operating Permit (whether by expiration of the term, cancellation, forfeiture, or otherwise, whichever first occurs), any trade fixtures, signs and other personal property of Operator at the Airport shall remain the property of Operator if removed from the Airport no later than fourteen (14) days following such expiration or termination. Should Operator fail within fourteen (14) days following the expiration or termination of this Operating Agreement to remove its trade fixtures, signs and other personal property of Operator, the Authority, at its sole option, may determine that title to the property shall vest in Authority, without cost to the Authority or compensation to the Operator. Should Operator effect removal of its personal property, signs and trade fixtures under the provisions of this Paragraph, such removal will be undertaken in a manner and at a time which permits continued, uninterrupted operation of the facilities. Operator shall repair all damage done to the Airport or other Authority-owned property resulting from the removal of such personal property, signs and trade fixtures and shall restore the Airport and said property to the state of good repair which existed prior to the installation of such personal property, signs and trade fixtures, less normal wear and tear.

ARTICLE X: LIABILITY, INDEMNITY, AND INSURANCE

- 10.1 To the fullest extent permitted by law, Operator shall indemnify, save, hold harmless, and defend the Authority, its officials, agents and employees, its successors and assigns, individually or collectively, from and against any claim, action, loss, damage, injury, liability, and the cost and expenses of whatsoever kind or nature (including, but not limited to, reasonable attorney's fees, disbursements, court costs and expert fees) of any environmental claim arising out of, resulting from, or incident to Operator's use of the Airport, including, but not limited to any claim for (I) contamination of the Airport, including the air, surface water, ground water or soil from any source, including underground septic tanks, (ii) generation, handling, treatment, storage, disposal or transportation of solid, gaseous or liquid waste, (iii) electromagnetic or other radiation or noise, (iv) exposure to any hazardous materials, (v) manufacture, processing, distribution, use, or storage of any hazardous material, (vi) the release or threatened release of any contamination or

hazardous material to, from or through the Airport, or (vii) any of the foregoing related to, caused by or arising from Operator related activities. Notwithstanding the above, Operator shall not be liable for any environmental claim solely and directly attributable to a pre-existing condition on any Airport property not previously occupied by Operator at any prior time.

- 10.2 The Operator hereby agrees to release, indemnify and save harmless the Authority, the County of Albany, their officers, agents and employees, AFCO AvPorts Management, LLC, or successor, if any, from and against any and all loss of, or damage to, property, or injuries to, or death of, any person or persons, including property and employees or agents of the Authority, and shall defend, indemnify and save harmless the Authority, their officers, agents and employees from any and all claims, damages, suits, costs, expense, liability, actions or proceedings of any kind or nature whatsoever, including Worker's Compensation claims, of or by anyone whomsoever, in any way resulting from, or arising out of, directly or indirectly, Operator's operations in connection herewith, or its use or occupancy of any portion of the Airport, and including acts and omissions of officers, employees, representatives, suppliers, invitees, customers, guests, patrons, contractors, and agents of the Operator; provided, however, that the Operator need not release, indemnify, or save harmless the Authority, the County of Albany, their officers, agents, and employees from damages resulting from the sole negligence of the Authority's or County's officers, agents, or employees. The minimum insurance requirements prescribed herein shall not be deemed to in any way limit or define the obligations of the Operator hereunder.
- 10.3 Each party hereto shall give to the other prompt and timely written notice of any claim made or suit instituted coming to its knowledge which in any way, directly, or indirectly, contingently, or otherwise, affects or might affect either, and each shall have the right to participate in the defense of the same to the extent of its own interest.
- 10.4 The Operator shall procure and maintain at its own expense, the following types and amounts of insurance for the term of this Operating Permit:
- A. Comprehensive General Liability Insurance, including Automobile Liability Insurance covering owned, hired, and non-owned vehicles. The policy or policies providing said coverage shall include premises-operations, independent contractors, personal injury (deleting any exclusion relating to employees), products, and contractual liability including, but not limited to, the liability assumed by Operator under the Hold Harmless provisions of this Lease. Said policy or policies shall cover loss or liability for damages in an amount not less than Five Million Dollars (\$5,000,000), combined single limit, for each occurrence for bodily injury, death, or property damage occurring by reason of the Operator's operations in, on, or about the concession premises or Airport.
 - B. Worker's Compensation and Employers' Liability insurance in the amounts and form required by the Worker's Compensation Act and insurance laws of the State of New York.
 - C. Fire Legal Liability Insurance - Operator shall insure against the perils of fire, extended coverage, and other perils on any and all the Leased Area. Such insurance shall be in the amount \$300,000. The Authority, County of Albany and AFCO AvPorts Management, LLC shall be named as additional insured under the policy or policies herein described. All fire legal liability insurance policies shall contain loss payable endorsements in favor of the parties as their respective interests may appear hereunder.

- 10.5 The insurance specified above shall, either by provisions in the policies or by special endorsements attached thereto, insure the Authority, the County of Albany and AFCO AvPorts Management, LLC, or successor, if any, against the risks to which it is exposed as the owner of the concession premises and as the grantor of the right to operate the concession business authorized to be conducted under this Operating Permit, and except for Worker's Compensation and Employers' Liability coverage, shall include the Authority, the County of Albany, and all of its officers, employees, and agents (AFCO AvPorts Management, LLC), as additional insureds, shall contain a standard cross-liability provision and shall stipulate that no insurance held by the Authority or the County of Albany will be called on to contribute to a loss covered thereunder. The Authority and the County of Albany shall have no liability for any premiums charged for such coverage, and the inclusion of the Authority and the County of Albany as additional insureds is not intended to, and shall not, make the Authority or the County of Albany a partner of joint venture with Operator in Operator's operations at the Airport. Such policies shall also insure Operator against the risks to which it is exposed as the operator of the concession business authorized under this Lease, including fire insurance on personal property, and shall be for full coverage with any deductibles and/or retentions subject to approval by the Authority and shall contain provisions on the part of the respective insurers waiving the right of such insurers to subrogation.
- 10.6 Certificates evidencing the existence thereof of such insurance shall be delivered to the Authority upon the execution of this Operating Permit. Unifi Aviation, LLC will make a diligent effort to notify the Authority in writing thirty (30) days in advance of any cancellation or material alteration of such policy to the Chief Executive Officer, Albany County Airport Authority, Albany International Airport, 737 Albany Shaker Road, Main Terminal, 3rd Floor, Albany, New York, 12211, sent by certified mail, return receipt requested.”
- 10.7 A renewal policy shall be delivered to the CEO at least thirty (30) days prior to a policy's expiration date except for any policy expiring on the expiration date of this Operating Permit or thereafter.

ARTICLE XI: ASSIGNMENT

- 11.1 The Operator shall not assign or transfer this Operating Permit or any other right, privilege, or license conferred by this Operating Permit, either in whole or in part, provided however that Operator Permit to any entity that assumes all or substantially all of its operations

ARTICLE XII: [INTENTIONALLY OMITTED]

ARTICLE XIII: COMPLIANCE

- 13.1 The Operator, its officers, agents, servants, employees, contractors, licenses, and any other person over which the Operator controls or has the right to control shall comply with all present and future laws, ordinances, orders, directives, rules, and regulations of the Federal, State, and Municipal governments as well as the Rules & Regulations of the Authority which may be applicable to its operations at the Airport.

- 13.2 Operator shall pay, on or before their respective due dates, to the appropriate collecting authority, all Federal, State, and local taxes and fees, which are now or may hereafter be levied upon the Operator, or upon the business conducted on the premises, or upon any of Operator's property used in connection therewith; and shall have and maintain in current status all Federal, State, and local licenses and permits required or the operation of the business conducted by Operator.
- 13.3 This Operating Permit is governed by the laws of New York. Any disputes relating to this Operating Permit must be resolved in accordance with the laws of New York. Claims, disputes and other matters in question will be decided in the Supreme Court, State of New York, Albany County.

ARTICLE XIV: DEFAULT BY OPERATOR

- 14.1 The following contingencies shall be a condition of default by Operator:
- A. Operator fails to pay the rentals or to make any other payments required hereunder when due to the Authority within ten (10) days after receipt of written notice from the Authority of non-payment therefore;
 - B. Operating Permit to continue, for a period of three (3) days after receipt of written notice from CEO, the existence of unsanitary conditions or practices in or about the Airport; provided, however, if the unsanitary condition is such as to require replacement, repair, construction, or reconstruction, Operator shall have a reasonable time in which to correct, but must begin action on the matter immediately upon receipt of said 3-day notice;
 - C. The happening of any act which results in the suspension or revocation of the Operator's rights, powers, licenses, permits, and authorities necessary for the conduct and operation of the business authorized herein for a period of more than thirty (30) days;
 - D. Other than as permitted in Section 11.1, The interest of Operator under this Operating Permit is transferred, passes to, or devolves upon, by operation of law or otherwise, any other person, firm, or corporation without the written consent, not to be unreasonably withheld, of the Authority;
 - E. Other than as permitted in Section 11.1, Operator becomes, without the prior written approval of the Authority, a successor or merged corporation in a merger, a constituent corporation in a consolidation or a corporation in dissolution;
 - F. Operator fails to keep, perform, and observe each and every promise, covenant, and condition set forth in this Operating Permit on its part to be kept, performed, or observed after receipt of written notice of default from the Authority, except where fulfillment of Operator's obligation requires activity over a period of time and Operator has commenced to perform whatever may be required within ten (10) days after receipt of such notice and continues such performance without interruption except for causes beyond its control;
 - G. The levy of any attachment or execution, or the appointment of any receiver, or the execution of any other process of any court of competent jurisdiction which is not

vacated, dismissed, or set aside within a period of thirty (30) days and which does, or as a direct consequence of such process will, interfere with Operator's use of the concession premises or with its operations under this Operating Permit;

- H. Operator becomes insolvent, or takes the benefit of any present or future insolvency statute, or makes a general assignment for the benefit of creditors, or files a voluntary petition in bankruptcy, or a petition or answer seeking an arrangement for its reorganization, or the readjustment of its indebtedness under the federal bankruptcy laws or under any other law, or statute of the United States, or of any state law, or consents to the appointment of a receiver, trustee or liquidator of all or substantially all of its property or its property located within the concession areas; notwithstanding this Paragraph "H", the Authority acknowledges that Operator has filed for bankruptcy under federal bankruptcy laws. The Authority will not be permitted to terminate this Agreement solely on the basis of such existing bankruptcy filing.
- I. By order or decree of court, Operator is adjudged bankrupt, or an order is made approving a petition filed by any of the creditors or stockholders of Operator seeking its reorganization or the readjustment of its indebtedness under the federal bankruptcy laws, or under any law or statute of the United States, or any state thereof;
- J. A petition under any part of the federal bankruptcy laws, or an action under any present or future solvency law or statute is filed against Operator and is not dismissed with sixty (60) days.
- K. By or pursuant to, or under authority of, any legislative act, resolution or rule, order or decree of any court, governmental board, agency or officer having jurisdiction, a receiver, trustee or liquidator takes possession or control of all or substantially all of the property of Operator, and such possession or control continues in effect for a period of sixty (60) days;
- L. Cessation or deterioration of service for any period which, in the opinion of the Authority, materially and adversely affects the operation of service required to be performed by Operator under this Operating Permit, which is not corrected within thirty (30) days of notice from the Authority;
- M. Any lien is filed against the concession premises because of any act or omission of Operator and such lien is not removed, enjoined or a bond for satisfaction of such lien is not posted within thirty (30) days; or
- N. Operator voluntarily abandons, deserts, vacates, or discontinues its operation of the business herein authorized.

Any default which remains uncorrected by the Operator twenty (20) days, after written notice by the Authority, shall entitle the Authority to terminate and cancel this Operating Permit at any time by giving written notice to Operator of such cancellation or termination.

- 14.2 Nothing in this Article shall require Operator to observe or conform to any governmental authority's requirements to pay any tax, lien, claim, charge, or demand so long as the validity or

enforceability thereof is contested in good faith and to the extent appropriate, unless in the Authority's judgment the performance of Operator's obligations is being materially and adversely affected thereby.

- 14.3 No acceptance by the Authority of the rentals or other payments specified herein, in whole or in part, and for any period of periods, after a default of any of the terms, covenants, and conditions to be performed, kept or observed by Operator, other than the default in the payment thereof, shall be deemed a waiver of any right on the part of the Authority to cancel or terminate this Lease on account of such default.
- 14.4 No waiver by the Authority at any time of any default on the part of the Operator in the performance of any of the terms, covenants, or conditions hereof to be performed, kept, or observed by Operator shall be or be construed to be a waiver at any time thereafter by the Authority of any other or subsequent default in performance of any of said terms, covenants, or conditions, and no notice by the Authority shall be required to restore or revive time as of the essence hereof after waiver by the Authority of default in one or more instances.
- 14.5 The Authority shall, as an additional remedy, upon the giving of written notice of cancellation or termination as above provided, have the right to enter the any area utilized by Operator and every part thereof on the effective date of cancellation or termination without further notice of any kind, remove any and all persons therefrom and may regain and resume possession either with or without the institution of summary or legal proceedings or otherwise. Such re-entry, however, shall not in any manner affect, alter, or diminish any of the obligations of Operator under this Operating Permit.
- 14.6 The Authority, upon termination or cancellation of this Operating Permit, or upon reentry, regaining, or resumption of possession of any area utilized by Operator, may occupy said premises and shall have the right to permit any person, firm, or corporation to enter upon any area utilized by Operator and use the same.
- 14.7 In the event this Operating Permit is terminated or canceled by the Authority, or in the event the Authority re-enters, regains, or resumes possession of any area utilized by Operator, all of the obligations of Operator hereunder shall survive and shall remain in full force and effect for the full term of this Operating Permit. And, subject to the Authority's obligation to mitigate damages, the amount or amounts of fees shall become due and payable to the Authority to the same extent, at the same time or times and in the same manner as if no termination, cancellation, re-entry, regaining, or resumption of possession had taken place. The Authority may maintain separate actions each month to recover any monies then due, or at its option and at any time, may sue to recover the full deficiency.

ARTICLE XV: GENERAL PROVISIONS

- 15.1 **Nondiscrimination** - The Operator, for itself, its personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree: (i) that no person, on the grounds of race, color, creed, political ideas, sex, age, or physical or mental handicap, shall be excluded from participation, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities; (ii) that in the construction of any improvements and the furnishing of services, no person on the grounds of race, color, creed, political ideas, sex, age,

or physical or mental handicaps, shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination; (iii) that the Operator shall use the assigned Areas in compliance with all other requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended; (iv) that should the Authority provide handicapped accessible ingress and egress in specific locations, Operator shall not block or close or otherwise cause the access way to be nonfunctional without providing an alternative means of access approved in writing by the Authority.

Noncompliance shall constitute a material breach hereof, and in the event of such noncompliance, within a reasonable period, the Authority shall have the right to terminate this Operating Permit

- 15.2 Federal Aviation Act, Section 308 - Nothing herein contained shall be deemed to grant the Operator any exclusive right or privilege within the meaning of Section 308 of the Federal Aviation Act or the conduct of any activity on the Airport, except that, subject to the terms and conditions hereof, the Operator shall have the right to possess the assigned Area under the provisions of this Operating Permit.
- 15.3 Subordination to Operating Permit with the United States Government - This Operating Permit is subject and subordinate to the provisions of any Operating Permit heretofore or hereafter made between the Authority and the United States Government, relative to the operation or maintenance of the Airport, the execution of which has been required as a condition precedent to the transfer of federal rights or property to the Authority for Airport purposes, or the expenditure of federal funds for the improvement or development of the Airport, including the expenditure of federal funds for the development of the Airport in accordance with the provisions of the Federal Aviation Act of 1958, as it has been amended from time to time. The Authority covenants that it has no existing Operating Permit with the United States Government in conflict with the express provisions hereof.
- 15.4 Nonwaiver of Rights - No waiver of default by either party of any of the terms, covenants, and conditions hereof to be performed, kept, and observed by the other party shall be construed as, or shall operate as, a waiver of any subsequent default of any of the terms, covenants, or conditions herein contained, to be performed, kept, and observed by the other party.
- 15.5 Notices - Notices required herein may be given by registered or certified mail by depositing the same in the United States mail in the continental United States, postage prepaid. Any such notice so mailed shall be presumed to have been received by the addressee seventy-two (72) hours after deposit of same in the mail. Either party shall have the right, by giving written notice to the other, to change the address at which its notices are to be received. Until any such change is made, notices to Authority shall be delivered as follows:

Chief Executive Officer
Albany County Airport Authority
Albany International Airport
737 Albany Shaker Road
Main Terminal, 3rd Floor
Albany, NY 12211-1057

Notices to Operator shall be deemed sufficient if in writing and mailed, registered or certified mail, postage prepaid, addressed to Operator at the following address:

UNIFI AVIATION, LLC
950 East Paces Ferry Road, Suite 2000
Atlanta, GA 30326

- 15.6 Captions - The headings of the several articles of this Operating Permit are inserted only as a matter of convenience and for reference and in no way define, limit, or describe the scope or intent of any provisions of this Lease and shall not be construed to affect in any manner the terms and provisions hereof or the interpretation or construction thereof.
- 15.7 Severability - If one or more clauses, section, or provisions of this Operating Permit shall be held to be unlawful, invalid, or unenforceable, it is agreed that the remainder of the Operating Permit shall not be affected thereby.
- 15.8 Waiver of Claims - The Operator hereby waives any claim against the Authority and its officers, or employees for loss of anticipated profits caused by any suit or proceedings directly or indirectly attacking the validity of this Operating Permit or any part thereof, or by any judgment or award in any suit proceeding declaring this Operating Permit null, void or voidable, or delaying the same or any part hereof, from being carried out.
- 15.9 Right to Develop Airport - It is further covenanted and agreed that the Authority reserves the right to further develop or improve the Airport and all landing areas and taxiways as it may see fit, regardless of the desires or views of the Operator and without interference or hindrance.
- 15.10 Incorporation of Exhibits - All exhibits referred to in this Operating Permit are intended to be and hereby are specifically made a part of this Operating Permit.
- 15.11 Incorporation of Required Provision - The parties incorporate herein by this reference all provisions lawfully required to be contained herein by any governmental body or agency.
- 15.12 Non-liability of Agents or Employees - No member, officer, agent director, or employee of the Authority shall be charged personally or held contractually liable by or to the other party under term or provisions of this Operating Permit or because of any breach thereof or because of its or their execution or attempted execution.
- 15.13 Successors and Assigns Bound - This Operating Permit shall be binding upon and inure to the benefit of the successors and assignees of the parties hereto where permitted by this Operating Permit.
- 15.14 Right to Amend - In the event that the Federal Aviation Administration or its successors requires modifications or changes in this Airport, or otherwise, the Operator agrees to consent to such amendments, modifications, revisions, supplements, or deletions of any of the terms, conditions, or requirements of this Operating Permit as may be reasonably required.
- 15.15 Time of Essence - Time is expressed to be of the essence in this Operating Permit.

- 15.16 Gender - Words of any gender used in this Operating Permit shall be held and construed to include any other gender and words in the singular number shall be held to include the plural, unless the context otherwise requires.
- 15.17 Force Majeure - Neither party hereto shall be liable to the other for any failure, delay or interruption in the performance of any of the terms, covenants or conditions of this Operating Permit due to causes beyond the control of that party including, without limitation, strikes, boycotts, labor disputes, embargoes, acts of God, acts of the public enemy, acts of superior governmental authority, weather conditions, floods, riots, rebellion, sabotage or any other circumstance for which such party is not responsible or which is not in its own power to control.

ARTICLE XVI: ENTIRE OPERATING PERMIT

- 16.1 This Operating Permit represents the entire and integrated Operating Permit between the Authority and the Operator and supersedes all prior negotiations, representations and Operating Permits, either written or oral. This Operating Permit may be amended only by written instrument signed by both the Authority and the Operator.
- 16.2 Nothing in this Operating Permit shall be deemed or construed to give any third party any claim or right of action against the Authority or the Operator which does not otherwise exist without regard to this Operating Permit.

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

ALBANY COUNTY AIRPORT AUTHORITY

By: _____
Samuel A. Fresina
Chairman
Or,
Philip F. Calderone, Esq.
Chief Executive Officer

UNIFI AVIATION, LLC,

By: _____
Name:
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 in the name of the Albany County Airport Authority pursuant to a resolution adopted by the Albany County Airport Authority on October 17, 2022; and that he signed his name thereto by like authorization.

Notary Public

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

On this ___ day of _____, 20___, before me personally came and appeared **PHILIP F. CALDERONE, ESQ.**, 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 Chief Executive Officer of the Albany County Airport Authority, the public benefit corporation described in, and which executed the foregoing instrument in the name of the Albany County Airport Authority pursuant to a resolution adopted by the Albany County Airport Authority on October 17, 2022; 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 personally known, who being duly sworn, did depose and say that he resides in _____ County, State of _____ and which executed the within instrument and that he signed his name thereto by like order.

Notary Public

EXHIBIT A

SUPPORT SERVICES TO BE PROVIDED
TO UNITED AIRLINES, INC.
AT
ALBANY INTERNATIONAL AIRPORT

- United Airlines, Inc. will provide space in the terminal for the contractor's use in servicing United Airlines, Inc. aircraft.
- Space that will be made available for contractor's use will include a break room, offices, supply storage areas, bathrooms and locker rooms and aircraft apron.
- The contractor will be held liable for keeping the area looking appropriate.
- The contractor will perform aircraft Ground Handling Services.

AGENDA ITEM NO. 11

Authorization of Change Orders

AGENDA ITEM NO. 11.1

**Change Order No. 2
Construction Contract: Authorization to
Award Change Order #2 to Contract S-20-
1075FP Terminal Fire Alarm Replacement to
Hewitt & Young Electric**

AGENDA ITEM NO: 11.1
MEETING DATE: Oct. 17, 2022

ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION

DEPARTMENT: *Planning and Engineering*

ACAA Approved
10/17/2022

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

PURPOSE OF REQUEST:

Change Order No. 2
Construction Contract: *Authorization to Award Change Order #2 to Contract S-20-1075FP Terminal Fire Alarm Replacement to Hewitt & Young Electric*

CONTRACT AMOUNT:

Base Amount \$1,447,500.00
Change Order #1: 132,606.00
Change Order #2: 129,235.00
Amended Contract: \$1,709,341.00

BUDGET INFORMATION:

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

AWARD CONDITIONS MET:

Apprenticeship Y DBE N/A MWBE Y

Service Disable Veteran Owned Business (SDVOB) N/A

FISCAL IMPACT - FUNDING (Dollars or Percentages)

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

JUSTIFICATION:

Request for authorization of Change Order #2 for Contract S-20-1075-FP for Terminal Fire Alarm Replacement to Hewitt & Young Electric of Rochester, NY in the amount of \$129,235.00 (PFC funded). The additional items of work include supplying and installing new modules where existing modules for the existing deluge system were not compatible to maintain the fire protection system currently in place with the new system. Additionally the contractor has requested an extension of the contract time to November 18, 2022. The additional onsite investigation work of the existing smoke hatches, deluge system and smoke ventilation system reduced the contractor's production. The cost escalation for the electrician's hourly rate increase on June 1, 2022.

AGENDA ITEM NO: 11.1
MEETING DATE: Oct. 17, 2022

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 Change Order #2 for Contract. 20-1075-FP.



CHANGE NOTICE

Hewitt Young Electric, LLC
520 Livingston Avenue
Albany, NY 12206

CCN # 012
Date: 9/28/2022
Project Name: ALB AP Fire Alarm Replacement
Project Number: 212022 ALB Airport FA
Page Number: 1

Work Description

Please see attached change request that covers the additional cost incurred due to major delays in the project that were not caused by Hewitt Young Electric, LLC. All of the supporting documentation is included but if there is any additional info needed or further clarification of anything please let us know.

As a result of the delays not caused by us we are requesting the substantial completion date be moved to October 28, 2022, with a final completion date of November 18, 2022.

Thank you,

Mark Radler
Project Manager

Summary

Increased cost for 6/1/22 union raise		56,731.82
Project Manager	(120.00 Hrs @ \$103.50)	12,420.00
Foreman	(420.00 Hrs @ \$102.92)	43,226.40
Markup	(@ 15.000 %)	16,856.73
Subtotal		129,234.95
Final Amount		\$129,235.00

ORIGINAL

Project Timeline					
Milestone	Date	Notes			
M1	4/12/2021	LOI			
M2	6/1/2021	Steve Sornberger Onsite			
M3	10/9/2021	Original substantial completion date (180 days from LOI)			
M4	10/18/2021	Installation Crew Onsite			
M5	10/29/2021	Original final completion date (200 days from LOI)			
M6	11/15/2021	(2) scissor lifts delivered			
M7	2/17/2022	Mike requested time extension. Investigation of RFQ to actual conditions, major discrepancies.			
M8	5/12/2022	Mark requested time extension. Need SOO from RAN, need info for roof hatches			
M9	5/20/2022	Mike's substantial completion date			
M10	6/1/2022	IBEW LU#236 Labor increase			
M11	6/9/2022	Mike's final completion date			
M12	6/20/2022	Mark's substantial completion date			
M13	8/1/2022	Onsite investigation of roof hatches. Delayed so long due to Siemens availability.			
M14	8/26/2022	Mark's final completion date			
M15	8/26/2022	SOO from RAN finally approved by airport FD			
M16	10/28/2022	Estimated final completion date			
Extended GC's due to delays					
	Days Delayed	Description of delay			
	364	230 added hours for PM, M16-M5=364 (12+ month delay, 10 hours month = 120 hours, deduct of 10 hours included in PCO-001, 230 added hours)			
	175	420 added hours for Foreman, 21 weeks, 20 hours week = 420 hours, see attached for details			
Project originally schedule to be finished by 6/1/22 labor increase					
Hours from June 1st to week ending 8/28/22 per certified payroll					
	Description	Class	Hours	Delta	Total
	3rd period 1st shift	236AAPP3	8	\$ 6.50	\$ 52.00
	4th period 1st shift	236AAPP4	45	\$ 7.43	\$ 334.35
	5th period 1st shift	236AAPP5	647	\$ 8.37	\$ 5,415.39
	5th period 2nd shift	236BAPP5	212	\$ 9.50	\$ 2,014.00
	JW 1st shift	236AJW	2138	\$ 11.18	\$ 23,902.84
	JW 2nd shift	236BJW	416	\$ 12.79	\$ 5,320.64
	FM 15% 1st shift	236AFM15	639	\$ 12.58	\$ 8,038.62
	FM 15% 2nd shift	236BFM15	268	\$ 14.44	\$ 3,869.92
	FM 10% 1st shift	236AFM10	16	\$ 12.11	\$ 193.76
	FM 5% 1st shift	236AFM5	40	\$ 11.64	\$ 465.60
Forecasted hours to complete					
	FM 15% 1st shift	**hours included below at higher rate			
	JW 1st shift	236AJW	510	\$ 11.18	\$ 5,701.80
	5th period 1st shift	236AAPP5	170	\$ 8.37	\$ 1,422.90
	Total for 6/1/22 labor increase				\$ 56,731.82
SUMMARY					
		Hours	Rate/hr	Totals	
	PM	120	\$ 103.50	\$ 12,420.00	
	**Foreman	420	\$ 102.92	\$ 43,226.40	
	6/1/22 Union Labor hourly increase			\$ 56,731.82	
	Subtotal			\$ 112,378.22	
	15% Markup			\$ 16,856.73	
Grand Total for increased cost due to project delays out of Hewitt Young's control				\$ 129,234.95	

AGENDA ITEM NO. 12

Authorization of Federal and State Grants

AGENDA ITEM NO.13

**Appointment of Special Committee
“Capital Improvements Committee” (CIC)**

**Adoption of Capital Improvements
Committee Charter**

ADD-ON

AGENDA ITEM NO: 13

MEETING DATE: October 17, 2022

**ALBANY COUNTY AIRPORT AUTHORITY
REQUEST FOR AUTHORIZATION**

**ACAA Approved
10/17/2022**

DEPARTMENT:

Contact: *Samuel A. Fresina, ACAA Chair*

PURPOSE OF REQUEST:

Appointment of a Special Committee Capital Improvements Committee (CIC)

Adoption of the Capital Improvements Committee Charter

CONTRACT AMOUNT:

N/A

BUDGET INFORMATION:

Anticipated in Current Budget: Yes ___ No ___ NA

FISCAL IMPACT - FUNDING (Dollars or Percentages)

Federal ___ State ___ Airport ___ NA

JUSTIFICATION:

Pursuant to the By-Laws of the ACAA, the Chair of the Authority may, from time to time, with the approval of the Authority, appoint special committees to further the purposes, powers, and approved actions of the Authority.

Authorization is requested to approve the creation of the Capital Improvement Committee and approval of the Capital Improvement Committee Charter.

CHIEF EXECUTIVE OFFICER'S RECOMMENDATION:

Recommend approval.

FINAL AGREEMENT SUBJECT TO APPROVAL BY COUNSEL: YES NA ___

BACK-UP MATERIAL:

1. *ACAA By-Laws*
2. *Capital Improvements Committee (CIC) Charter.*



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.flyalbany.com

ACAA Approved
12-16-2020

BYLAWS

of the

ALBANY COUNTY AIRPORT AUTHORITY

ARTICLE I. NAME AND LOCATION

- SECTION A. Name** The name of this public benefit corporation shall be the Albany County Airport Authority, hereinafter also referred to as the Authority.
- SECTION B. Location** The principal office of the Authority shall be maintained at the Albany County Airport.

ARTICLE II. PURPOSES AND POWERS

- SECTION A. Purposes** The purposes of the Authority shall be those enumerated in the New York State Public Authorities Law, Section 1, Article 8, Title 32, as amended, hereinafter referred to as the Enabling Act.
- SECTION B. Powers** The general and special powers of the Authority shall be those enumerated in the Enabling Act.

ARTICLE III. MEMBERSHIP

The Authority shall consist of seven members who shall be appointed as defined in the Enabling Act.

ARTICLE IV. OFFICERS

SECTION A. Appointed Officers

The Legislative Majority Leader and the Executive of the County of Albany shall jointly designate one of the seven members of the Authority to serve as the Chairperson as per the Enabling Act.

SECTION B. Elected Officers

The Authority shall elect a Vice-Chair, a Secretary, and a Treasurer at their first regular meeting of each year or at such other regular meeting as the Chairperson shall designate; provided, however, that such election of officers shall occur at least once each calendar year. These officers shall, after election, continue to hold office until a successor has been duly elected. In the event of a vacancy in any one or more of these offices, the Authority may, at any regular or special meeting, elect a successor to serve until the next regularly scheduled election.

ARTICLE V. DUTIES OF OFFICERS

SECTION A. Chair

The Chairperson shall preside at all meetings of the Authority, with the right to vote; and shall serve as an ex-officio member on all committees, with the right to vote only when substituting for a regular voting member of a committee.

The Chair, CEO or his/her designee shall be the principal spokesperson of the Authority as it carries out the purposes and powers of the Enabling Act and the actions of the Authority; shall be the signatory for all documents executed on behalf of the Authority, except as otherwise designated by these By-Laws or by resolution of the Authority; and shall, between meetings of the Authority, act on its behalf to implement approved policies and procedures, and to make emergency decisions pending action of the Authority.

SECTION B. Vice-Chair

The Vice-Chair shall perform all duties incident to the office, and such other duties as may be assigned by the Authority. In the absence of the

Chair, or in the event the Chair is unable to act, the Vice-Chair shall perform the duties of the Chair, and, when so acting, shall have all of the authority and be subject to all the restrictions upon the Chair.

SECTION C. Secretary

The Secretary shall perform all duties incident to the office, and such other duties as may be assigned by the Authority; shall be responsible for the accuracy of the minutes of all regular and special meetings of the Authority, for all notices as required by law or these Bylaws, and for designated correspondence of the Authority; and shall be custodian of the seal and records of the Authority.

SECTION D. Treasurer

The Treasurer shall perform all duties incident to the office, and such other duties as may be assigned by the Authority; shall be the principal financial officer of the Authority; shall establish and maintain proper accounting procedures; shall report on the Authority's financial condition as requested by the Authority; and shall be a member of the Finance Committee.

ARTICLE VI COMMITTEES

SECTION A. Standing Committees

The standing committees of the Authority shall be 1) Finance and Administration 2) Operations, 3) Personnel, 4) Bylaws, 5) Public Communications, 6) Audit, and 7) Governance. Each standing committee shall have no less than two nor more than three members, appointed by the Chair of the Authority, including the designated Chair.

SECTION B. Special Committees

The Chair of the Authority may, from time to time, with the approval of the Authority, appoint special committees to further the purposes, powers, and approved actions of the Authority.

SECTION C. Duties of the Committees

All of the committees of the Authority shall be advisory committees of the Authority. The specific tasks and duties of each shall be determined by action of the Authority.

ARTICLE VII MEETINGS

SECTION A. Regular Meetings

Regular, duly noticed, meetings of the Authority shall be held, at least quarterly, on such dates and at such times as the Authority shall determine. At such meetings, the Authority shall consider all matters as may be properly brought before them.

SECTION B. Special Meetings

A duly noticed special meeting of the Authority may be called by the Chair, or by request of any three voting members, for consideration of a specific agenda of business. The notice of any special meeting shall be delivered by mail, facsimile or telephone to each member of the Authority at least 24 hours before the time for which the special meeting is noticed.

SECTION C. Committee Meetings

All committee meetings will be arranged by the committee on such dates and at such times as the voting members of the committees shall determine.

SECTION D. Meetings by Conference Telephone

If the Chair determines there is need for the members to act before such time as it is possible or practicable to bring a quorum of the members together at the same location, the Chair, or the Chair's designee, may give notice that members may participate in a meeting of the Authority by means of conference telephone or similar communications equipment, by means of which all persons participating in the meeting can hear each other and persons present at the designated place of the meeting can hear all of the persons participating in the meeting, and such participation in a meeting shall constitute presence in person at such meeting. Any required notice of the place of a meeting at which participation is by means of a conference telephone or similar communications equipment shall be sufficient if it designates as the place of the meeting, the place at which one or more of the participants in the meeting is located at the

time the meeting is held.

ARTICLE VIII QUORUM AND VOTING

SECTION A. Quorum

Four members shall constitute a quorum at all regular and special meetings of the Authority.

SECTION B. Voting

Any amendment of these By-laws shall only become effective upon the favorable vote of at least five members of the Authority. Excepting the above, all actions of the Authority shall require the favorable vote of at least four members.

ARTICLE IX. AMENDMENTS

These By-laws may be amended, as set forth in the Enabling Act, at any regular or special meeting, provided that thirty (30) days written notice of such proposed amendment shall have first been given to each member.

ARTICLE X. INDEMNIFICATION

The Authority agrees at its sole cost and expense to indemnify and hold harmless the members, officers, and employees of the Authority from all costs and liabilities of every kind and nature as herein provided.

All members, officers, and employees of the Authority while acting in behalf of the Authority shall be entitled to the fullest extent of indemnification permitted by law, including but not limited to, attorney's fees, disbursements, costs, and settlement amounts.

ARTICLE XI. MISCELLANEOUS

SECTION A. Enabling Act

Nothing contained in these By-laws shall be held to supplement or otherwise expand the purposes, powers, or duties of the Authority as set forth in the Enabling Act.

SECTION B. Parliamentary Authority

The current edition of the Standard Code of Parliamentary Procedure governs this organization in all parliamentary situations that are not provided for in the law or in its enabling act, bylaws, or adopted rules, provided, however, that the failure to strictly observe such parliamentary rules, shall not operate to invalidate any official action which is otherwise in compliance with these Bylaws, the Enabling Act or other applicable law.

ARTICLE XII. PROHIBITION ON LOANS

In accordance with Public Authorities Law, Section 2824, the Authority shall not, directly or indirectly, including through a subsidiary, extend or maintain credit, arrange for the extension of credit, or renew any extension of credit, in the form of a personal loan to or for any officer, board member or employee (or equivalent thereof) of the Authority.

ARTICLE XIII. CODE OF ETHICS

(Per Section 2795 of Enabling Legislation)

SECTION A. DEFINITION

As used in this Code of Ethics the term "Authority" shall mean any member of the Authority.

SECTION B. RULES WITH RESPECT TO CONFLICTS OF INTEREST

No Authority member should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his or her duties in the public interest.

SECTION C. STANDARDS

No Authority member should accept employment or engage in any business or professional activity which will impair his or her independence of judgment in the exercise of his or her official duties.

No Authority member should accept employment or engage in any business or professional activity which will require the member to disclose confidential information which he or she has gained by reason of his or her official position or authority.

No Authority member should disclose confidential information acquired by the member in the course of his or her official duties nor use such information to further his or her personal interests.

No Authority member should use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself or herself or others.

No Authority member should engage in any transaction as representative or agent of the Authority with any business entity in which he or she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his or her official duties.

An Authority member should not by his or her conduct give reasonable basis for the impression that any person can improperly influence such member or unduly enjoy his or her favor in the performance of his or her official duties, or that he or she is affected by the kinship, rank, position or influence of any party or person.

An Authority member should abstain from making personal investments in enterprises which he or she has reason to believe may be directly involved in decisions to be made by the member or which will otherwise create substantial conflict between his or her duty in the public interest and his or her private interest.

An Authority member should endeavor to pursue a course of conduct which will not raise suspicion among the public that he or she is likely to be

engaged in acts that are in violation of his or her trust.

No Authority member on a full-time basis nor any firm or association of which the member is a member nor corporation a substantial portion of the stock of which is owned or controlled directly or indirectly by such member, should sell goods or services to any person, firm, corporation or association which is licensed or whose rates are fixed by the Authority in which such member serves or is employed.

If any Authority member shall have a financial interest, direct or indirect, having a value of ten thousand dollars or more in any activity which is subject to the jurisdiction of a regulatory agency, he or she should file with the Secretary of State a written statement that he or she has such a financial interest in such activity which statement shall be open to public inspection.

SECTION D. VIOLATIONS

In addition to any penalty contained in any other provision of law any such Authority member who shall knowingly and intentionally violate any of the provisions of this Code of Ethics may be fined, suspended or removed from office or employment.

Adopted: January 10, 1994

Amended: December 12, 1994

April 3, 1995

August 7, 1995

November 4, 1996

May 7, 1997

May 1, 2006

September 11, 2006

December 16, 2020

**ALBANY COUNTY AIRPORT AUTHORITY
Capital Improvements Committee (CIC) Charter**

Purpose

The purpose of the Committee is to assist the Albany County Airport Authority (ACAA) Board by:

- Recommending for Board approval all Capital Construction Projects undertaken by the Authority according to current procedures related to expenses \$50,000 or greater.
- Keeping ACAA Board Members fully informed on Capital Projects.
- Reviewing adequacy of funding plans for Capital Construction Projects.
- Providing oversight of projects by receiving clear and consistent information from Authority staff, project partners, and consultants.
- Ensure appropriate public participation and transparency on Capital Construction Projects.

Powers of the CIC Committee

The ACAA Board Members delegate to the Capital Improvements Committee shall, as necessary to discharge its duties:

- Meet with and obtain any information it may require from Authority staff.
- Obtain advice and assistance from in-house or outside counsel, and other advisors as the committee deems necessary.

Composition and Selection

The Capital Improvements Committee shall be comprised of a minimum of three independent members. The size of the committee is determined by the ACAA Board. The Committee members shall be appointed, as set forth in the Authority by-laws.

Capital Improvement Committee members shall be prohibited from being an employee of the Authority or an immediate family member of an employee of the Authority. In addition, CIC members shall not engage in any private business transactions with the Authority or receive compensation from any private entity that has material business relationships with the Authority, or be an immediate family member of an individual that engages in private business transactions with the Authority or receives compensation from an entity that has material business relationships with the Authority.

The CIC Committee members should be knowledgeable or become knowledgeable in matters pertaining to Capital Improvements.

Committee Structure and Meetings

The Capital Improvement Committee will meet monthly, with the expectation that additional meetings may be required to adequately fulfill all the obligations and duties outlined in the charter. All committee members are expected to attend each meeting to the best of their ability.

Meeting agendas will be provided for every meeting and provided to the CIC Committee members at least 5 business days in advance of the scheduled meeting, along with the appropriate materials needed to make informed decisions. The committee shall act only on the affirmative vote of a majority of the members at a meeting or by unanimous consent. Minutes of these meetings are to be recorded.

Reports

The Capital Improvements Committee shall:

- Report its actions and recommendations to the ACAA Board at the next regular meeting of the Board.

Responsibilities

The Capital Improvements Committee, to accomplish the objectives of accountability, has responsibilities related to making recommendations on action items, included but not limited to:

- Project design, review and recommendations of approval made to the ACAA Board.
- Review and recommending to the full board, the approval of RFPs/RFQs and overseeing the process.
- Review project budgets, financing plans, and project contracts.
- Review Stakeholder Engagement Plans and participate in meetings, including presentations to the County, State, and Federal governments, community, and business groups.
- Review staff project reports related to accounting and legal documents/grant agreements.

Relationship to the Authority's Board

The Board of the Authority delegates to the Capital Improvements Committee the responsibility to provide oversight of the Authority's Capital Projects, as follows:

- Ensure transparency, accountability, and management oversight.

*Adopted by the Board: **TBD***

Old Business

New Business

Executive Session

Attorney-Client Privilege Matters